



To: Real Estate Department Partners

**Notice: PN-18-12**

From: Real Estate Department

Date: July 10, 2018

**Re: Request for Proposals – RHTC Compliance Trainings**

The Indiana Housing and Community Development Authority (IHCDA) is requesting proposals to conduct in-person and interactive web-based rental housing compliance trainings for the calendar years 2018 and 2019.

These trainings provide instructional opportunities for participants in the Section 42 program (referred to as the Low Income Housing Tax Credit or LIHTC Program in Indiana). The trainings should incorporate information contained in IHCDA's Low Income Housing Tax Credit Compliance Manual and Chapter 5 of the U.S. Department of Housing and Urban Development ("HUD") Handbook 4350.3. The target audience includes, but is not limited to, management companies, owners, onsite property managers and IHCDA staff.

Qualifications and sample items must be submitted in complete original form by mail or messenger to the following address:

*Devyn Smith  
Director of Real Estate Compliance  
Indiana Housing and Community Development Authority  
30 South Meridian, Suite 1000  
Indianapolis, IN 46204*

Responses are due no later than **5:00 pm (EST) on Monday, August 6, 2018**. Respondents must provide one (1) electronic copy and an original hard copy of the proposal and supporting materials. IHCDA will time and date stamp proposals to evidence timely receipt.



**ADDRESS** 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204  
**PHONE** 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

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