
To: Real Estate Department Partners

Notice: **RED-14-08**

From: Real Estate Department

Date: February 20, 2014

Re: Training Sessions on Developing Smart Use Training Manuals

When IHCDA first included the Unique Feature of “Smart Use Training Manuals” & Tenant Training in the Qualified Allocation Plan (QAP) for scoring commitments, Smart Use Training Manuals were intended to be aligned with the Owner/Occupant Education guidelines outlined in LEED, NAHB, or other approved standards. In addition, Green Building Professionals MUST be consulted in the process of developing these manuals. Recent IHCDA inspections have revealed that these trainings are in some cases insufficient and in other cases not being conducted at all.

Therefore, IHCDA is pleased to announce that it will be offering training for property owners and management agents on how to develop effective Smart Use Training Manuals.

The first session will be held on March 24, 2014 from 10:00am to 11:30am, and the second on April 1, 2014 from 10:00am to 11:30am. Both trainings will be held at IHCDA’s office located at 30 South Meridian Street, Indianapolis, IN 46204. The training will be held on the 10th floor in Training Rooms 1, 2, & 3.

There is no cost to attend, but seating is limited. Please notify Xiaofei Xue at XXue@ihcda.in.gov to schedule your attendance at your earliest convenience.

Anyone who has elected this Unique Feature in their past or current applications for Rental Housing Tax Credits, or is considering doing so in the future, will greatly benefit in attending one of these two classes. Participation is optional, but may become mandatory under future QAPs for those owners electing to provide Smart Use Training to residents.

