



REQUEST FOR PROPOSAL Amendment 1

Physical Site Inspection Services for the Iowa Finance Authority

SECTION A. - PURPOSE AND INTENT

The Iowa Finance Authority (“IFA”) is responsible for the administration of both the HOME and the Low Income Housing Tax Credit programs for the State of Iowa. IFA is soliciting proposals from experienced parties to assist in meeting IFA’s obligations for completing physical inspections of the grounds, buildings and units which are part of the Multi-Family Rental Projects associated with the HOME and Low Income Housing Tax Credit programs located across the State of Iowa. The terms of the contract will be from November 1, 2016, through October 31, 2019, with options to renew annually on November 1, 2019, and November 1, 2020.

SECTION B. - DEFINITIONS

Anticipated Award Date	October 28, 2016
Bidder	A qualified Contractor familiar with property and building code standards and Federal Housing Program requirements who submits a proposal in response to this RFP.
Contract	The contractual agreement entered into between IFA and the successful Bidder, including the RFP and any addenda thereto and the successful Bidder’s proposal. The contract shall constitute the entire agreement between the Iowa Finance Authority and the Contractor in connection with this RFP.
Contractor	The successful bidder who executes a contract with IFA.
Evaluation Committee	Review committee selected by IFA to evaluate proposals submitted in response to this RFP.
HOME	HOME Investment Partnerships Program- HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing. IFA has been the state-wide Participating Jurisdiction (PJ) for funds coming to Iowa since mid-2010.
IFA or the Authority	Iowa Finance Authority.
Invoice	Billing by Contractor for services rendered.
LIHTC	Low Income Housing Tax Credit - The Tax Reform Act of 1986 created the tax credit as an incentive for Housing Tax Credit project owners to invest in the development of rental housing for individuals and families with fixed or limited incomes. IFA has been the Housing Tax Credit allocating agency for the state of Iowa since 1986.

SECTION C. - INFORMATION TO BIDDERS

Requests for Clarification: October 3 , 2016 by 4:00 pm

IFA Response Posted: October 7, 2016

Closing Date: October 21, 2016 by 4:00 pm

Starting Date of Contract: November 1, 2016

Contract Completion Date: November 1, 2016 through October 31, 2019, with options to renew for one year on November 1, 2019 and November 1, 2020

Contract Amount: The total amount of the contract resulting from this RFP is not yet known and is dependent on the per-unit bid made by the Bidder and upon how many inspections are completed and reports submitted during the period of the three year Contract.

SECTION D. - PROPOSAL PROCESS

1. **CLOSING DATE.** The closing date for receipt of responses to this Request for Proposal (RFP) is October 21, 2016 by 4:00 p.m. (Central Daylight Savings Time) to the contact person at the address below. It is anticipated that a final decision on the selection of a contractor will be made by October 28 30, 2016.

Julie Noland, Director of Compliance
Iowa Finance Authority
2015 Grand Avenue, Des Moines, Iowa 50312
2. **ELIGIBLE BIDDERS.** All eligible Bidders must meet the following minimum eligibility requirements:
 - a. Demonstrate at least five (5) years of experience performing comprehensive physical property site inspections,
 - b. Demonstrate experience in inspecting Housing Finance Agency multifamily projects financed by State or Federal housing programs, or multifamily housing similar to those currently in IFA’s portfolio, such as privately owned rental housing which could include townhouses, garden style, mid-rise and high-rise communities.
 - c. Demonstrate a successful track record of providing accurate and efficient service delivery.
 - d. Demonstrate that the Bidder’s principal place of operation is in Iowa OR that they are authorized to conduct business in the State of Iowa.
3. **SUBMISSION OF PROPOSAL** A PDF version of the proposal shall be submitted to the contact person noted in Section D-1. All proposals will be considered final after the closing date and time. The proposal shall consist of the parts as outlined in SECTION G. – BID APPLICATION FORMAT

NOTE: To be considered complete, a signed Assurances, Representations, and Authorization to Release Information form must also accompany the response to this RFP [Attachment A].

4. **REJECTION OF PROPOSALS.** Proposals shall be rejected and not reviewed by IFA for any of the following reasons:
- a. The proposal is not received at IFA on or before 4:00 p.m. (Central Daylight Savings Time) on October 21, 2016, at its offices at 2015 Grand, Des Moines, IA 50312
 - b. The Bidder fails to respond to any part of this RFP or does not provide information in the format required.
 - c. The proposal is not signed by an authorized representative of the Bidder.
 - d. There is evidence that the Bidder engaged in unfair bidding procedures.
 - e. Financial insolvency of the Bidder.
 - f. The Bidder fails to comply with the minimum eligibility requirements of Section D(2) above and is determined to be ineligible.
5. **LIMITATION.** This RFP does not commit IFA to award a contract or to pay costs incurred by Bidder in the preparation of a proposal to this RFP. IFA may accept other than the lowest bid, waive minor deficiencies, and award a contract based only on the written proposal submitted without any discussions with the Bidder.
6. **REQUESTS FOR CLARIFICATION.** Bidders are invited to submit written questions and requests for clarifications regarding the RFP. The questions and requests for clarifications must be submitted via email and received by Julie Noland, IFA's contact person for this RFP, before 4:00 p.m. (Central Daylight Savings Time) on October 3, 2016. If the questions or requests for clarifications pertain to a specific section of the RFP, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be posted on or before 4:00 p.m. (Central Daylight Savings Time) on October 7, 2016, on IFA's website: www.iowafinanceauthority.gov. IFA's written responses will be considered part of the RFP.

7. AMENDMENTS TO RFP; DOWNLOADING FROM INTERNET.

- a. IFA reserves the right to amend the RFP at any time. The Bidder shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, IFA may, in its sole discretion, allow Bidders to amend their bid proposals in response to IFA's amendment if necessary. The Bidder may amend its bid proposal. The amendment must be in writing, signed by the Bidder and received by time set for the receipt of proposals. Vendors who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline for submitting proposals. Vendors must notify IFA's Contact Person in writing if they wish to withdraw their proposals.
 - b. All amendments will be posted on IFA's home page at www.iowafinanceauthority.gov. Each Bidder is advised to check this home page periodically for amendments to this RFP.
8. **COPYRIGHTS.** By submitting a bid proposal, the Bidder agrees that IFA may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The Bidder consents to such copying by submitting a bid proposal and warrants that such copying will

not violate the rights of any third party. IFA shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

9. CONTRACT.

- a. IFA reserves the right to either award a contract without further negotiation or to negotiate contract terms with the selected Contractor if the best interests of IFA would be served.
- b. The successful Bidder must, in a timely manner, enter into a contract with IFA to implement the services contemplated by this RFP. This contract will include, but not be limited to, terms and conditions that clarify the respective roles and responsibilities of the Bidder and IFA. Representative subjects that will be included in a final contract include, but are not limited to, the following provisions: payment limitations; work authorization procedures; default and termination terms; indemnification requirements; identification of key personnel; intellectual property rights; non-appropriation or reduction in funding; clarification that Iowa law will govern this contract.
- c. It is expected that a contract between the Bidder and IFA will be executed within 30 days after the date of the notification of the award. Failure of the successful Bidder to agree to the terms of a contract within this time period may be grounds for IFA to award the contract to another Bidder.

10. RESTRICTIONS ON GIFTS AND ACTIVITIES. Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

11. PROPOSAL REVIEW. IFA will initially review all proposals received for completeness. Completed proposals will be evaluated and rated by an evaluation committee established by IFA. The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals:

- a. Firm's and staff qualifications and experience;
- b. Business references;
- c. Administrative capacity to provide the services;
- d. Financial capability;
- e. Project budget;
- f. Experience and knowledge of multi-family housing construction and property standards and codes as well as maintenance issues.

These criteria are general in nature and may be used to develop a more detailed evaluation worksheet. IFA reserves the right to evaluate financial capability of any or all Bidders to satisfactorily complete the requirements of this RFP. IFA reserves the right to negotiate fee amounts with Bidders. The lowest bid fee will not necessarily be the successful Bidder.

12. **PERIOD OF PERFORMANCE** The period of performance will be from November 1, 2016, to October 31, 2019. In the event that the contractor selected through this RFP does not complete the contract, due to termination or any other reason, IFA reserves the right to negotiate with the next highest-ranking Bidder(s) to complete the contract period without releasing an additional RFP.

13. **OPTION TO EXTEND.** Based on the availability of funds, effective contract performance, and the needs of IFA the contract may be extended for up to two (2) years, in one year increments.

14. **PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT.**

- a. IFA may treat all information submitted by a Bidder as public information following the conclusion of the selection process unless the Bidder properly requests that information be treated as confidential at the time of submitting the bid proposal.
- b. IFA's release of information is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with chapter 22 before submitting a proposal. IFA will copy public records as required to comply with the public records laws.
- c. Any request for confidential treatment of information must be included in the transmittal letter with the Bidder's bid proposal. In addition, the Bidder must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Bidder to respond to any inquiries by IFA concerning the confidential status of the materials. Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the Bidder.
- d. If the Bidder designates any portion of the RFP as confidential, the Bidder must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section D of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible. IFA will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event IFA receives a request for information marked confidential, written notice shall be given to the Bidder seven calendar days prior to the release of the information to allow the Bidder to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.
- e. The Bidder's failure to request confidential treatment of material will be deemed by IFA as a waiver of any right to confidentiality, which the Bidder may have had.

15. **DISPOSITION OF BID PROPOSALS.** All proposals become the property of IFA and shall not be returned to the Bidder unless all bid proposals are rejected or the RFP is cancelled. In either event, Bidders will be asked to send prepaid shipping instruments to IFA for return of the bid proposals submitted. In the event IFA does not receive shipping instruments, IFA will destroy the bid proposals. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be

open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

16. **NONDISCRIMINATION.** IFA does not discriminate in the contract award process on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability.
17. **SMALL BUSINESSES AND TARGETED SMALL BUSINESSES.** Under Iowa's targeted small business procurement program, State departments have established procurement goals for the purchase of good and services supplied by small businesses and targeted small businesses. Certified targeted small businesses and small businesses are encouraged to respond to this RFP. The terms "small business" and "targeted small business" are as defined in Iowa Code (2009) section 15.102.
18. **IFA CONTACT PERSON.** Any questions concerning this RFP should be directed to Julie Noland, Director of Compliance at (515) 725-4916 or julie.noland@iowa.gov

SECTION E. -PROJECT BACKGROUND

The Iowa Finance Authority administers both the HOME and LIHTC programs for the State of Iowa. These programs create and rehabilitate affordable housing projects throughout the State of Iowa. Physical inspections of the rental projects, including project grounds, buildings, units and amenities are required periodically to ensure that projects are in compliance with minimum property standards and applicable building codes as dictated by either HOME or the LIHTC program.

Currently IFA is responsible for performing routine inspections on approximately 610 projects located throughout the State; the total number of units involved is over 23,500. Each project is assigned an IFA compliance officer whom will work with the Contractor throughout the length of the contract to schedule inspections and coordinate the sharing of information obtained during the Contractor's inspection.

SECTION F. - PROPOSAL TO IMPLEMENT THE STATEMENT OF WORK

The Iowa Authority is soliciting proposals to implement the following Statement of Work from experienced entities for the following services. Bidders are bidding on the entire Scope of Work:

- A. **SCOPE OF WORK** -As directed by IFA's Director of Compliance, the selected Bidder(s) shall:
 - a. Perform physical site inspections of multifamily properties, covering the entire exterior and common areas of the project and the interiors of between at least 20% of the residential units (or a minimum of 4 units for projects that contain less than 20 units) and complete the Physical Inspection Report, which is attached as Attachment B to the RFP. Your assigned Authority compliance officer will inform you of the project, programs under which the project operates (HOME and/or LIHTC,) the number of units to inspect and the unit numbers that are to be inspected each year of the contract. Physical inspection types are:
 - i. Complete-Routine Inspection: The physical inspection of all aspects of a property including the grounds, structures, public areas, systems, and a percentage of randomly selected units.
 - ii. Abbreviated-Routine Inspection (As requested by IFA): The physical re-inspection of deficiencies identified in a previous inspection of a property.

- iii. Capital Needs Assessment (As requested by IFA): A physical assessment of the immediate, short term and long term capital improvement/replacement needs of a project, including an estimate of their cost. Estimate when major capital improvements are expected to be done and the cost of those improvements in the future based on current costs and future inflation. Submit a report in a format approved by IFA.
 - b. Perform a technical evaluation (as part of each routine inspection) of the mechanical systems and structural aspects of the property.
 - i. Include in the technical evaluation a description of the actual systems and structures utilized in the construction of the property, their current age, life expectancy, and any indications that preventative or urgent maintenance is needed.
 - ii. Note the technical inspection performed and findings on the Physical Inspection Report, or include as an attachment to the report.
 - c. Coordinate with the on-site property management company and send a 30 day advanced notification in writing (hardcopy or email) of the inspection date and time, with a copy sent to the designated Authority compliance officer.
 - d. Submit the completed physical inspection report, via upload to our web application, along with any required attachments, digital photographs or back up documentation to the designated Authority compliance officer within 10 calendar days following the designated inspection date.
 - e. Notify the designated Authority compliance officer by email within 24 hours following an inspection if any serious life threatening conditions are discovered.
 - f. Notify the site manager the day of the inspection of any life threatening conditions discovered with a critical violation form provided by IFA and notify the designated Authority compliance officer by email within 24 hours following the inspection.
- B. **BUDGET** The Contractor must provide a bid based on the cost per unit for each regular physical inspection they perform at IFA's request.
- a. A separate bid should also be provided for performing any abbreviated-routine inspection or capital needs assessment that IFA may request during the contract period. These additional inspections are normally the result of findings obtained during the complete routine inspection or in response to a complaint from the public about the physical conditions at a project.
 - b. The selected Contractor(s) will be responsible for performing all requested inspections. The per-unit bid shall include all out of pocket and travel expenses incurred by the contractor in completion of the inspections performed.
 - c. Payment will be made by IFA for inspections performed upon receipt and acceptance of the completed inspection reports received on a no more than monthly basis.

SECTION G. – BID APPLICATION FORMAT

All proposals must follow the following format.

- A. Name, telephone number and address, including e-mail address, of Bidder.
- B. Name and title of individual authorized to bind the Bidder and submit the proposal.
- C. Name, e-mail address and telephone number of person state staff may contact during the proposal evaluation process.
- D. Form of business - e.g. sole proprietorship, partnership, corporation, Not-for Profit organization. If a non-Iowa based corporation, indicate state of incorporation.
- E. Whether the business is owned or controlled by a parent corporation. If yes, provide the name and address of the parent corporation, nearest offices and managing office where the project staff assigned to this project will be located.
- F. A chart of the Bidder's organization showing the level of organizational responsibility of key project staff member. Also chart how projects flow through the business, create a sample project and demonstrate how the project will follow the proposed work-flow.
- G. A list of personnel to be assigned to this RFP, their functions in the project, how much of their time will be devoted to the project, length of tenure, and a detailed resume for each team member.
- H. A detailed explanation of how the Bidder shall implement the Scope of Work and Budget as specified in **SECTION F. - PROPOSAL TO IMPLEMENT THE STATEMENT OF WORK**. This section is the most critical part of your bid application.
- I. How you will communicate with IFA staff for day to day activities.
- J. Documented experience in performing similar projects by providing a list of client contacts for which the representative has provided similar services during the past three years. These clients may be contacted as references.
- K. List other state contracts handled by your business. Also describe experiences with state work authorizations and billing procedures.
- L. Recent annual financial report or bank references for evaluation of financial capability to satisfactorily complete the requirements of this RFP.
- M. Whether the Bidder is a small business or certified targeted small business as defined in Iowa Code (2003) section 15.102.
- N. Information concerning terminations, litigation and debarment. Bidder shall provide answers to the following questions:
 - (a) During the last five-(5) years, has the Bidder had a contract for services terminated for any reason? If so, provide full details related to the termination.

- (b) During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
- (c) During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Bidder to perform the required services. The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the successful Bidder after the execution of a contract, must be disclosed in a timely manner in a written statement to IFA.
- (d) During the last five-(5) years, have any irregularities been discovered in any of the accounts maintained by the Bidder on behalf of others? If so, describe the circumstances of irregularities.

Sign and attach **ASSURANCES, REPRESENTATIONS AND AUTHORIZATION TO RELEASE INFORMATION** pages to your proposal.

SECTION H. – ADDITIONAL CONDITIONS

- A. The Contractor shall have in effect upon contract award and maintain throughout the term of the Contract:
 - a. Errors and Omissions Insurance. Errors and omissions insurance coverage of not less than \$300,000.00, or more, and
 - b. General Liability Insurance. Liability insurance providing coverage of not less than \$500,000.00 per incident, or more.
 - c. Automobile Liability Insurance. A combined single limit policy providing coverage of not less than \$1,000,000.00.
 - d. Workers Compensation Insurance. As required by Iowa law.

ATTACHMENT A:

ASSURANCES, REPRESENTATIONS AND AUTHORIZATION TO RELEASE INFORMATION

The Bidder hereby assures and represents with respect to this proposal that:

1. It possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Bidder's governing entity authorizing the submittal of this proposal, including all assurances and representations contained herein, and directing and authorizing the person signing below to act in connection with the application and to provide additional information as may be required.
2. It will comply with all applicable federal and state equal opportunity and affirmative action requirements.
3. All statements and information made or furnished to IFA are true and correct in all material respects. Bidder has not knowingly made any false statements in its proposal. Bidder acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.
4. Bidder hereby authorizes IFA to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Proposal. It authorizes IFA to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.
 - The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from IFA or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.
 - The Bidder hereby releases, acquits and forever discharges the State of Iowa, IFA, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by IFA in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
 - The Bidder authorizes representatives of IFA to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to this Request for Proposal.
 - The Bidder further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to IFA in the evaluation and selection of a successful Bidder in response to this Request for Proposal.

- A photocopy or facsimile of this signed Authorization is as valid as an original.

Name of Organization

Date

Signature

Type or Print Name & Title

This form must be signed by an authorized representative of the Bidder and submitted to IFA along with Bidder's proposal.

RFP: Physical Site Inspection Services

DEPARTMENT: Iowa Finance Authority

TSB NOTICE DATE: September 15, 2016

General RFP RELEASE DATE: September 24, 2016

ATTACHMENT B:
BUILDING INSPECTION FORM
AND
UNIT INSPECTION FORM

LIHTC Project #	HOME Agreement #
Project Name:	City:
BIN:	BIN Address:
Inspector:	Date:

SITE: (Fencing & Gates; Grounds; Mailboxes/Project Signs; Parking Lots/ Driveway/ Roads; Play Areas & Equipment; Refuse Disposal; Retaining Walls; Storm Drainage; Walkways/ Stairs, etc)	Check if Picture Taken	UPCS Level	Check if Critical
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
BUILDING EXTERIOR: (Doors; Fire Escapes; Foundation; Lighting; Roof; Walls; Windows, etc)	Check if Picture Taken	UPCS Level	Check if Critical
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
BUILDING SYSTEMS: (Domestic Water; Electrical System; Elevators; Emergency Power; Exhaust System; Fire Protection; Heating/Ventilation/Air Conditioning; Sanitary System, etc)	Check if Picture Taken	UPCS Level	Check if Critical
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
COMMON AREAS –(Basement/Garage/Carport; Closet/Utility/Mechanical; Community Room; Halls/Corridors/Stairs; Kitchen; Laundry Room; Lobby; Office; Other Community Spaces; Patio; Pools & Related Structures; Restrooms; Storage; Trash Collection Area, etc)	Check if Picture Taken	UPCS Level	Check if Critical
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
HEALTH & SAFETY –(Includes: Air Quality; Electrical Hazards; Elevator; Emergency/Fire Exits; Flammable Material; Garbage/Debris; Other Hazards; Infestation (insect/vermin); Mold; Lead-based paint)	Check if Picture Taken	UPCS Level	Check if Critical
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
AFFIRMATIVE FAIR HOUSING MARKETING PLAN (HOME ONLY)– EHO and Handicapped Accessible logo on building or project signage along with Fair Housing Posters displayed in common areas/leasing office where they can clearly be seen.	Check if Picture Taken		
	<input type="checkbox"/>		

GENERAL COMMENTS:

UNIT INSPECTION REVIEW FORM



LIHTC Project #	HOME Agreement #:	
Project Name:	UNIT#	
LIHTC BIN#	BIN Address:	
#of Bedrooms:	# of Bathrooms:	

Name of Inspector:	Date:
Company:	Phone:

Description of Physical Deficiency						
Check if applicable	FRONT ENTRY DOOR (locks, frames, seals)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies observed		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	LIVING ROOM (ceiling, floors, doors, walls, windows, electrical, lights, stairs, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	PORCH/PATIO/BALCONY (Railing loose/damaged/missing, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
Check if applicable	KITCHEN (cabinets, countertops, garbage disposal, sink, exhaust fan, range, refrigerator, GFI's , ceiling, floors, doors, walls, windows, electrical, lights, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	FIRE EXTINGUISHER (tagged and accessible) MAY NOT APPLY IF EXTINGUISHERS ARE KEPT IN COMMON AREAS ACCESSIBLE TO ALL RESIDENTS OUTSIDE THE UNIT.	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
Check if applicable	REAR ENTRY DOOR (locks, frames, seals)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
Check if applicable	LAUNDRY AREA (if located in the unit - dryer vent missing or blocked, other hazard)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				

UNIT INSPECTION REVIEW FORM



Check if applicable	HALLWAY/STAIRWAY (floors, walls, ceilings, doors, lights, handrails and steps, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
Check if applicable	SMOKE DETECTOR(s) (list location & description - if at list one detector is not working on each level of the unit mark as critical)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BATHROOM #1 - (vanity/medicine cabinet, sink, shower/tub, exhaust fan, toilet, GFI(s) , ceiling, floors, doors [must be lockable unless handicapped unit], walls, windows, electrical, lights, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BATHROOM #2 - (vanity/medicine cabinet, sink, shower/tub, exhaust fan, toilet, GFI(s) , ceiling, floors, doors [must be lockable unless handicapped unit], walls, windows, electrical, lights, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BATHROOM #3 - (vanity/medicine cabinet, sink, shower/tub, exhaust fan, toilet, GFI(s) , ceiling, floors, doors [must be lockable unless handicapped unit], walls, windows, electrical, lights, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BEDROOM #1 (Ceiling, room door, closet door, floors, walls, windows, lights, electrical, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BEDROOM #2 (Ceiling, room door, closet door, floors, walls, windows, lights, electrical, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
<input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

UNIT INSPECTION REVIEW FORM



Check if applicable	BEDROOM #3 (Ceiling, room door, closet door, floors, walls, windows, lights, electrical, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies <input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BEDROOM #4 (Ceiling, room door, closet door, floors, walls, windows, lights, electrical, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies <input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	BASEMENT (walls, floors, ceiling, doors, other)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies <input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	HVAC (noisy, leaking, vibrating when in use. Rust/corrosion, Gas - disconnected improper angle on flue, missing radiator covers, doesn't work)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies <input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	HOT WATER TANK (rust, corrosion, hole in piping, ducting, no hot water in faucets, leaking tank/valves/fittings, extension tube not within 18" of floor, Gas - disconnected/improper angle on flue)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies <input type="checkbox"/> N/A		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
Check if applicable	HEALTH & SAFETY (AIR QUALITY, EMERGENCY FIRE/EXITS, FLAMMABLE MATERIALS, GARBAGE & DEBRIS, TRIPPING, INFESTATION; INSECTS, RAT/MICE/VERMIN, OTHER HAZARDS)	PIC	L1	L2	L3	Critical
<input type="checkbox"/> No deficiencies		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

COMMENTS: