



**MANAGEMENT BULLETIN #518**

**DATE:** February 11, 2021

**TO:** Owners and Agents of IHDA Assisted and Financed Rental Properties

**CC:** Asset Management Department Staff

**FROM:** Asset Management Department, IHDA

**RE:** Issuance of 2021 Compliance Connection

**SUMMARY:**

Background

IHDA and its Asset Management department are pleased to announce the 2021 Compliance Connection initiative. Formerly known as "Annual Compliance Package" and "Annual Compliance Guide", the Compliance Connection is a revamped approach to outlining annual compliance requirements and options for property owners and managers of IHDA-assisted multifamily rental housing in the active monitoring portfolio.

Overview of Scope and Objectives

This new approach to determining and articulating compliance expectations reflects:

- fulfillment of updated strategic direction under new agency and department leadership
- existence among the Covid-19 situation and the resulting continually evolving regulatory and operational environment
- movement towards improved quantity and quality of data and pursuit of enhanced tools for information distribution
- embrace of a "Smart Compliance" framework that aims for efficient and effective compliance administration and oversight
- drive for information that is accessible and transparent for internal and external audiences alike
- enable immediate self-service for retrieving compliance requirements information ideally eliminating or at least reducing the need for separate inquiries to IHDA staff

Structure

The Compliance Connection consists of a web-based tool with dynamic search features so that IHDA staff and/or property owners and managers of IHDA-assisted multifamily rental housing in the active monitoring portfolio can search, access, and download information on

## 2021 compliance requirements and options.

This compliance requirements information may be accessed for a single property or for a set of properties in a portfolio based on the search criteria used. Search options include project identification number (PID), property name, property address, owner organization name, or management organization name. The search is sensitive, meaning that even by entering partial wording, relevant data will populate. The data can be viewed within the web-based tool by scrolling horizontally from left to right using the scroll bar at the base of the table.

Once desired data has been brought up based on search criteria, it may be downloaded for further formatting (including sorting, filtering etc.), saving, and/or printing. The download button allows for an export into CSV format which is applicable with any spreadsheet software. If you have Microsoft Excel, once you open the CSV file, it should open and allow you to save as a Microsoft Excel document.

### Exceptions

Please note -

- IHDA is in the process of revamping its fee schedule and should there be any changes, a separate customized communication will follow to affected properties.
- IHDA is continuing to develop its return to operation plans for future resumption of desk and on-site monitoring activities in cases where it is currently suspended due to Covid-19. Release of Federal and State guidance for this work is ongoing and being closely tracked and considered by the Asset Management department along with public health and safety protocols. When there is a change in approach to such work, IHDA will advise affected properties in a separate communication and in advance. In the interim, please continue to be responsive to Asset Management staff requests for information or documentation to be shared remotely.

### Web-tool and Additional Resources

Please go [here](#) for the web-based tool and other helpful resources including forms/instructions and training materials. Also, see these links for an [instructional video](#) and a [FAQ](#). More information regarding IHDA's Asset Management department and broader content relevant for property owners and managers may be found [here](#).

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### ATTENTION:

Due to concerns surrounding COVID-19 (i.e. Coronavirus), IHDA will not be accepting visitors at our offices until further notice. Many on-site meetings are being held remotely or have been postponed. With no on-site meetings or visits, IHDA staff will continue to be available via email and telephone. We also urge you to check the IHDA website or call (312) 836-5200. Your patience is appreciated as we all adjust to this new work environment.