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**Indiana Housing and Community Development Authority  
Strategic Investment Process (SIP) Compliance Manual: 2<sup>nd</sup> Edition**

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**List of Exhibits by Chapter**

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**Chapter 1: Policy Requirements**

- A. Sample Donated Banked Match/Leverage Form
- B. Sample Lease Agreement
- C. Citizen Participation Requirements- Sample Legal Notices
- D. Energy Savers Booklet
- E. CDBG-D Duplication of Benefits Affidavit (OOR)
- F. CDBG-D Duplication of Benefits Affidavit (Multifamily)
- G. Match Spreadsheet
- H. Match Spreadsheet Instructions

**Chapter 2: Lead Based Paint Exhibits**

- A. Definitions
- B. Sample Disclosure Format for Target Housing Rentals and Leases  
Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards
- C. Summary Inspection Notice Format
- D. Summary Notice of Lead-Based Paint Risk Assessment

**Chapter 3: Accessibility Requirements**

NO EXHIBITS

**Chapter 4: URA & Section 104(d) Requirement Exhibits**

- A. Acquisition/Relocation Summary Form
- B. General Information Notice - Residential Tenant That Will Not Be Displaced
- C. General Information Notice - Residential Tenant To Be Displaced
- D. Notice - Non-Displacement To Residential Tenant
- E. Notice - Eligibility for Relocation Assistance (180 Day Homeowner)
- F. Notice - Eligibility for Relocation Assistance (Residential Tenant)
- G. Notice - Eligibility for Section 104(d) Relocation Assistance (Section 8 Assistance Available)
- H. Notice - Eligibility for Section 104 (d) Relocation Assistance (Section 8 Assistance Not Available)
- I. Notice - Voluntary Acquisition Disclosure to Seller
- J. HUD Form 40061 - Selection of Most Representative Comparable Replacement Dwelling
- K. Site Occupant Record - Residential
- L. Residential Relocation Management Report
- M. Record of Advisory Assistance and Other Contacts
- N. Claim for Moving and Related Expenses
- O. Claim for Replacement Housing Payment for 180-Day Homeowner
- P. Claim for Rental Assistance or Downpayment Assistance
- Q. Claim for Rental or Purchase Assistance - Under Section 104(d)
- R. Guideform Notice to Prospective Tenant
- S. HUD Booklet 1041-CPD When a Public Agency Acquires Your Property
- T. HUD Booklet 1042-CPD Relocation Assistance to Tenants Displaced from their Homes
- U. HUD Booklet 1044-CPD Relocation Assistance to Displaced Homeowner Occupants
- V. HUD Booklet 1043-CPD Relocation Assistance to Displaced Businesses, Nonprofit Organizations, & Farms

**Chapter 5: Fair Housing and Civil Rights Exhibits**

- A SAMPLE: Fair Housing Ordinance
- B Affirmative Fair Housing Marketing Plan (HUD Form # HUD-935.2A)
- C HUD and Department of Justice (DOJ) Joint Statement "Reasonable Accommodations Under the Fair Housing Act"
- D HUD and Department of Justice (DOJ) Joint Statement "Reasonable Modifications Under the Fair Housing Act"
- E Brochure- "You May Be a Victim Of"
- F Fair Housing for HOME Participants

**Chapter 6: Conflict of Interest Exhibits**

- A Conflict of Interest Disclosure Statement

**Chapter 7: Section 3 Exhibits**

- A HUD Form 60002
- B Section 3 Required Contract Language

**Chapter 8: Income Verification Exhibits**

- A Selections from HUD Handbook 4350.3 Chapter 5
- B Technical Guide for Determining Income and Allowances
- C Tenant Income Certification
- D Tenant Income Certification Questionnaire (Eligibility Questionnaire)
- E Annuity Verification
- F Asset Verification
- G Bank Verification
- H Child or Spousal Support Verification
- I Disposal of Assets Verification
- J Employment Verification
- K Live-in-Care Attendant Certification
- L Live-in-Care Attendant Verification
- M Management Telephone Clarification
- N Marital Separation Status Certification
- O Non-Employed Status Certification
- P Release of Information Authorization
- Q Self Employment Certification
- R Social Security Verification
- S Student Status Verification
- T Tenant Self Certification
- U Zero Income Certification & Basic Needs Questionnaire
- V Paystub Income Calculation Worksheet
- W Employment Verification Income Calculation Worksheet

**Chapter 9: Labor Standards (Davis Bacon Requirements) Exhibits**

- A Notice of Labor Standards Officer
- B Request for Wage Decision
- C Federal Labor Standards Provisions (HUD Form 4010)
- D Wage Decision Update Verification
- E Contractor and Subcontractor Eligibility Process

- F Federal Contract Provisions
- G Davis Bacon Contract Provisions
- H Notice of Pre-Construction Conference
- I Notice of Start of Construction
- J Monthly Payroll Report Summary
- K Notification of Completion/Final Inspection
- L Final Wage Compliance Report
- M Department of Labor Form WH-347
- N Department of Labor Form WH-347 Instructions
- O Employee Interview (Form HUD-11)
- P Employee Interview Instructions
- Q Project Wage Rate Sheet
- R 5.7 Enforcement Report
- S 5.7 Enclosure – Schedule of Back Wages

**Chapter 10: Procurement Exhibits**

- A Informal Price Quotation Form
- B Formal Price Quotation Form
- C Contractor Eligibility Process (Updated September 2012)
- C1 SAM Quick Guide to Exclusions
- C2 SAM FAQ
- D Federal Contract Provisions
- E Notice of Contract Execution
- F CDBG Disclosure Form
- G Bid Proposal Form for Public Work (Indiana Form 96)
- H OMB Circular A-87
- I OMB Circular A-102
- J OMB Circular A-110
- K Procurement Policy and Procedures- Sample for NFP/CHDO

**Chapter 11: Environmental Review Exhibits**

- A Environmental Review Process
- B Environmental Review Forms (FOLDER)
- C Environmental Review Sample Notices (FOLDER)
- D Environmental Review Resources List

**Chapter 12: Funds Management Exhibits**

- A Administration Funds Draw Policy
- B Policy for Drawing Funds for Developer Fees

Folder- CDBG Funds Management Forms & Instructions  
 Folder- CDBG-D Funds Management Forms & Instructions  
 Folder- HOME Funds Management Forms & Instructions

**Chapter 13: Modification Procedures Exhibits**

- A Modification Checklist

***Chapter 14: Construction Standards and Physical Inspections Exhibits***

- A IHEDA Rehabilitation Standards
- B Physical Inspection Affidavit
- C Physical Inspection Compliance Guide
- D OOR Priority List

***Chapter 15: Lien and Restrictive Covenants & Affordability Requirements***

NO EXHIBITS

***Chapter 16: Program Monitoring and Record Retention Exhibits***

- A Sample IHEDA Monitoring Handbook