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KCDC™
Knoxville's Community Development Corporation

Addendum

Solicitation Name	LIHTC Compliance Monitoring Q1927	Addendum Number	2	Date	04/15/2019

This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Can the work be done remotely?
	Yes.
Q2	Will the files be scanned to a shared point if the reviews can be done remotely? If so, what SharePoint will KCDC use?
	Yes. With our current vendor, we use their product. This could be open for discussion.
Q3	Is there any work expected to be done onsite? If so, what is the onsite work and how often?
	None of this work in the past has been done onsite and we don't anticipate this changing. However, if a review company is geographically close and wishes to do onsite reviews, we can consider this.
Q4	How many LIHTC units/files need to be reviewed by each site listed in the Background in the RFP on page 2?
	Those sites listed on page 2 are already tax credit sites. They will all need to have applicant reviews over the next year as vacancies occur and we will possibly need investor reviews on each of these. Additionally, we are handling new construction PBRA/LIHTC for properties Five Points 3 and Five Points 4, with approximately 160 units. We will need to complete applicant preapprovals, investor compliance reviews, possible correction reviews and investor reviews for these properties. While Acquisition/Rehab reviews are not expected, this could happen down the line if we learn that future properties will have LIHTC layer. There should rarely be a time when more than 200 files per month would come through.
Q5	What is the monthly quantity of the following: • Standard File Reviews • Applicant File Pre-Approval • Acquisition Rehab Expedited Review of Existing Tenants • Final Compliance Review • Investor Tenant File Annual Compliance Review • Acquisition Rehab Standard Review of Existing Tenants • Expedited Reviews • File Correction Review
	This varies depending upon the Department of Housing and Urban Development (HUD) deadlines, investor deadlines, et cetera.

Q6	If there are corrections needed to the file, how long will it take KCDC to send back the corrected file?
	Typically 24 - 48 hours.
Q7	When did each site close on their tax credits?
	Some have already closed; others are to be closed in the future.
Q8	Is there a standard LIHTC file review report the contractor is expected to use or do we supply our own?
	KCDC is happy to review report format of contractor. If it includes all elements needed, it is likely able to be used. KCDC wishes to see a response sheet that includes household name, unit number, if applicable, number of adults and minor children, initial versus annual certification indicator, income limits, tenant rent, utility allowance, subsidy, rent limits and gross rent, review date, expiration of 120 day window, as well as comments on file errors. Each file should be returned as denied, approved or pending.
Q9	When will the determination be made for the optional services listed in the RFP on page 6 letters a through e?
	All of these services are anticipated as needed, but we don't, at this time, know the whole financing picture of future deals. Additionally, different sites are at different stages of LIHTC program, so there is anticipation that all of these services may at some point be accessed.
Q10	Why are these services being put out for solicitation? Is there a current contractor performing this work? If so, who is it and how many staff are assigned to the project?
	The current award has ended. Yes, The Spectrum Companies. Two reviewers handle KCDC files.
Q11	When do you expect to award the contract?
	On the current schedule, we expect award by mid-May.