



Notice: BEP-15-43

To: BEP Recipients
From: IHCDAs Asset Preservation Department
Date: October 7, 2015
Re: BEP Audit Procedures and Requirements

IHCDA has enacted a BEP Audit Program. The purpose of an audit is to ensure that funds are being used appropriately and that the end-use specified in the BEP applications is being facilitated/has been facilitated. Audits will generally consist of document review, interviews with Program Partner(s) and Recipient, and site visits to inspect each property that is selected for auditing.

If your community has been selected for an audit, you will be notified at least twenty-four (24) hours in advance. IHCDA will then randomly select a sample size of either 10% of all demolished properties or 10 properties, whichever is larger and provide you with a list of properties for which documentation is required.

Any and all documents pertaining to the selected properties must be made available in hard-copy to the auditor on the date selected by IHCDA. These may include, but are not limited to: quarterly reports, all documents that were submitted during the online claim process, all waivers approved for the Recipient, any documents required by BLN during the sample-demolition process, etc. Recipients are required to provide a space for the auditor(s) to complete the document review and must have a staff member available to escort the auditor(s) to the BEP sites.



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