



## QUARTERS PROGRAM

Cross-servicing support for federal employee housing management and rents.

### WHAT WE OFFER

By cross-servicing federal agencies, IBC provides economies of scale in meeting OMB Circular A-45 regulations and rental rates. OMB Circular A-45 regulates how rental rates are to be established for all federally-owned or leased civilian housing in the 50 United States, the U.S. Virgin Islands, Puerto Rico, American Samoa, and Guam.

To establish employee rents, IBC's Quarters Program contracts to collect private rental market rates and data from communities closest to agency housing. IBC staff then analyze the market data using statistical regression techniques, resulting in "rent formulas" for houses, apartments, mobile homes, RV pads, and dormitories located in any community.

### INTERNET QUARTERS MANAGEMENT INFORMATION SYSTEM

A fully accredited web application and authorized federal system.

IBC provides the rent formulas through our Internet Quarters Management Information System (iQMIS).

iQMIS is also used to adjust your tenants' rents and utility charges annually for inflation and new market surveys, as required by A-45.

Your local or regional property managers are responsible for using iQMIS to accurately inventory each housing unit and collect rent from each employee/tenant.

iQMIS also provides documents for your tenants, such as rent calculations, lease agreements, payroll deduction forms, the EPA lead-based paint disclosure form and pamphlet, and numerous reports. Tenant leases and rent payment forms may be customized to your agency's requirements.

### OUR SERVICES

Federal regulations require agencies with employee housing to collect rent from their civilian employees and contractors living in housing. OMB Circular A-45, Rental and Construction of Government Housing, governs housing management and rents for federal civilians in the United States and territories and requires rent to be based on what the employee would pay in the nearest community for similar rental housing, utilities, appliances, and services. IBC's Quarters Program has provided rental rates for federal employee rental housing since the mid-1980s. The Program currently serves federal offices, agencies, and Department of the Interior bureaus.

The Internet Quarters Management Information System (iQMIS) is a DOI/IBC product that establishes rental rates for Federal employees living in Government owned and/or leased housing.

8 TRAINING RECORDINGS on various topics are now available in Resources

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IBC is an OMB-designated federal shared services provider offering financial management services, including accounting, eTravel services, financial systems implementation and support, project management, COR services, acquisition audit and indirect cost services.

