

AGENDA
FUNDAMENTALS OF LOW-INCOME HOUSING TAX CREDIT (LIHTC) MANAGEMENT

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- 8:45** **Learning Outcomes**
- 9:00** **Low-Income Housing Tax Credit Program Basics**
- Credits versus Deductions
 - PHA Participation in the LIHTC Program
 - Regulatory Agencies
 - LIHTC Basics
 - Rent limits
 - Income Limits
 - Minimum Set-Aside (MSA)
 - Definition of a Project
- 10:15** **Break**
- 10:30** **Important Compliance Time Periods**
- Credit Period
 - Federal Compliance Period
 - Extended Use Period
 - Placed-in-Service Date
- Learning Activity**
- Regulatory Documents**
- Learning Activity**
- Post Test**
- Application Process & Calculating Credits**
- Applying for Tax Credits
 - Syndication and Equity Investment
- 12:00** **Lunch (on your own)**

AGENDA
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DAY ONE (continued)

- 1:00** **Application Process & Calculating Credits (continued)**
- Calculating Qualified Basis
- Learning Activity**
- Post Test**
- Compliance Monitoring & Avoiding Recapture**
- Compliance Monitoring
 - Earning Credits and Recapture
 - Compliance During the Extended Use Period
- Post Test**
- Acq/Rehab Basics & First Year Issues**
- First Year Lease Up
 - 2/3 Credits
 - Initial Certifications in Acq/Rehab
 - Applicable Fraction in Acq/Rehab
- Post Test**
- 2:30** **Break**
- 2:45** **Eligibility**
- Student Status
- Learning Activity**
- Screening for Suitability
 - Income Limits
 - Determining Household Size
- Post Test**
- 5:00** **End of Day One**

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DAY TWO

- 8:00** **Calculating Gross Annual Income**
- Annualizing Income
 - Income Inclusions and Exclusions
 - Income from Assets
 - Verification
- Post Test**
- 10:15** **Break**
- 10:30** **Learning Activity: Blue Lake Meadows**
- Setting Rents**
- Gross Rent
 - Considerations for PBV and HCV Tenants
- Learning Activity**
- 12:00** **Lunch (on your own)**
- 1:00** **Setting Rents (continued)**
- Unit Size
 - Rent Floor
 - Overcharging Rents
 - Fees
 - Utility Allowances
- Post Test**
- Ongoing Eligibility**
- The General Use Rule and Lease Requirements
 - Conducting Annual Recertifications
 - The Next Available Unit Rule
- 2:30** **Break**

AGENDA
FUNDAMENTALS OF LOW-INCOME HOUSING TAX CREDIT (LIHTC) MANAGEMENT

DAY TWO (continued)

- 2:45** **Ongoing Eligibility (continued)**
- Changes in Household Composition
- Learning Activity**
- Moves
 - The Vacant Unit Rule
 - Staff Units
 - Property Dispositions and Foreclosure
 - Annual Reporting and Record Retention
- Learning Activity**
- Post Test**
- Property Inspection Protocol**
- UPCS
 - Scheduling Inspections
 - Noncompliance
 - Considerations in Blended Occupancy Projects
- Post Test**
- 5:00** **End of Day Two**

DAY THREE

- 8:00** **Quiz**
- Study Guide**
- Case Study**
- 10:00** **Certification Exam**
- 12:00** **End of Seminar**