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)
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<tr>
<th>Time</th>
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<td>1:00</td>
<td>Application Process &amp; Calculating Credits (continued)</td>
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<td>• Calculating Qualified Basis</td>
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<td>Learning Activity</td>
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<td>Compliance Monitoring &amp; Avoiding Recapture</td>
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<td>• Earning Credits and Recapture</td>
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<td>• Compliance During the Extended Use Period</td>
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<td>Acq/Rehab Basics &amp; First Year Issues</td>
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<td>• First Year Lease Up</td>
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<td>• 2/3 Credits</td>
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<td>• Initial Certifications in Acq/Rehab</td>
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<td>• Applicable Fraction in Acq/Rehab</td>
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<td>2:30</td>
<td>Break</td>
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<td>2:45</td>
<td>Eligibility</td>
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<td>• Screening for Suitability</td>
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<td>• Income Limits</td>
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<td>• Determining Household Size</td>
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AGENDA
FUNDAMENTALS OF LOW-INCOME HOUSING TAX CREDIT (LIHTC) MANAGEMENT

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
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