



Nan McKay
AND ASSOCIATES, INC.

Fundamentals of Low Income Housing Tax Credit Management

A Multifamily Seminar

SEMINAR NUMBER: 101-076

Schedule

Day One: 8:00 A.M. Registration
Day Three: 10:00 A.M. End of seminar
12:00 P.M. End of exam

Materials

- Fundamentals of Low-Income Housing Tax Credit Management course book
- NMA pen, pencil, and bag

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form. HCCP exams are available.

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook, course book, or master book), brainstorming, and Q & A

Length

Three days

Audience

PHA staff responsible for managing low-income housing tax credits.

Credits

CPE units w/ exam = 21 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.8 Intermediate Program Level. No advanced preparation required. Basic knowledge of housing programs and issues.

PURPOSE: Fundamentals of Low-Income Housing Tax Credit Management will introduce the Low-Income Housing Tax Credit Program to PHA staff. With more and more PHAs receiving low-income housing tax credits, and with consequences for noncompliance being so serious, it's more important than ever to train your staff on the complexities of this program. This class is for PHA staff who might be well versed in HUD programs, but are new to the LIHTC world. This class will provide an overview of the LIHTC program and discuss project structure, tenant eligibility, rent setting, ongoing eligibility requirements, property inspection protocol, issues with blended occupancy, and fair housing and reasonable accommodation considerations. This 3-day fast-paced class with a certification exam will include hands on learning activities, a case study, and reference materials to assist your staff in managing LIHTC projects.

LEARNING OUTCOMES: Upon completion of the Public Housing Management Seminar, you should be able to:

- Explain how the low-income housing tax credit (LIHTC) program works on a broad level
- Determine the value of tax credits for a particular project
- Identify and apply the correct income limits based on various factors including household size and project location
- Compare and contrast HUD's Multifamily and PIH program requirements for income and assets
- Apply the gross limit and explain how Section 8, supportive services, and rural housing services programs effect this determination
- Identify lease requirements and annual recertification requirements for the LIHTC program
- Recognize inspection requirements and frequency for LIHTC units
- Recognize federal civil rights and fair housing laws as they apply to LIHTC
- Complete an in-depth case study using important documents for the LIHTC program

For more information about this class, please call us at **800.783.3100**, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.

*All classes are subject to change. Please plan ahead by purchasing refundable airfare.



Nan McKay & Associates, Inc. has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, Nan McKay & Associates has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider status, Nan McKay & Associates is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.



Nan McKay & Associates, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted.



Fundamentals of Low-Income Housing Tax Credit Management

Seminar Registration Form

For more information about this class including current seminar locations and dates, please call us at **800.783.3100** email sales@nanmckay.com, or visit our online store at nanmckay.com

Seminar Schedule

Day One: 8:00 A.M. Registration
 Day Three: 10:00 A.M. End of seminar
 12:00 P.M. End of exam

Registration Options

- Seminar Fee #101-076.....**\$825**
- In-class Certification Exam #100-076**\$150**
- Online Certification Exam #13076-EXAM**\$150**

Seminar Dates and Locations

February 8-10 in Chula Vista, CA
 Volunteers of America
 171 Palomar Street
 Chula Vista, CA 91911
 Phone: (619) 426-6303

Registration contact: Eyvonne McDonald
 Phone: (800) 783-3100 x198
 Email: Emcdonald@nanmckay.com

Hotel Recommendations

Comfort Inn
 91 E. Bonita Road
 Chula Vista, CA 91910
 Phone: (619) 425-9999

The Best Western Plus
 800 Bay Marina Drive
 National City, CA 91950
 Phone: (619) 259-2800

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: ____ Zip: _____

Shipping Address (No P.O. Boxes): _____

City: _____ State: ____ Zip: _____

Payment Options

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

Order Total: _____

Purchase Order Number: _____

Check Payable to NMA Enclosed – Check #: _____

Charge my Credit Card: VISA Master Card American Express

Name on Credit Card: _____

Credit Card Number: _____

Security Code: _____ Expiration Date: _____ / _____

Authorized Signature (Please sign on the line below)

Policies

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. **Hotel Recommendations:** Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. **Retaking Exams:** Exam retake options vary; call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.