Management of Low-Income Housing Tax Credit Projects - Basic Requirements:

This training is designed primarily for new site manager and supervisory property managers, and is especially beneficial to those personnel who are relatively inexperienced in the tax credit program. It covers all aspects of credit relating to on site management, including the application process, rental calculation, income and eligibility verification requirements, requirements relating to tenant assets, and a full discussion of student issues. There are multiple problems designed to test the student's retention of the course material. **A calculator is required for this course.**

Management of Low-Income Housing Tax Credit Projects - Intermediate Requirements:

Designed for more experienced managers, supervisory personnel, investment asset managers, and compliance specialists, this program expands on the information covered in the Basics of Tax Credit Site Management. A more in-depth discussion of income verification issues is included as well as a discussion of minimum set-aside issues, optional fees and use of common areas. The Available Unit Rule is covered in great detail, as are the requirements for units occupied by students. Attendees will also learn the requirements relating to setting rents at a tax credit property. This course contains some practice problems, but is more discussion oriented than the Basic course. **A calculator is required for this course**.

Management of Low-Income Housing Tax Credit Projects - Advanced Requirements:

This full day training is intended for senior management staff, developers, corporate finance officers, and others involved in decision-making with regard to how credit deals are structured. This training covers complex issues such as eligible and qualified basis, applicable fraction, credit calculation (including first year calculation), placed in service issues, rehab projects, tax exempt bonds, projects with HOME funds, Next Available Unit Rule, employee units, mixed income properties, vacant unit rule, and dealing effectively with State Agencies. This course also includes a full discussion of major IRS positions.

Fair Housing:

This offers a complete discussion of the requirements of Federal Fair Housing law, including detailed analysis of elements relating to each protected class. Examples of how to handle specific situations for each group are covered. Appropriate areas of Section 504 and ADA requirements are also covered.

HUD Section 8 Program:

This day and a half course outlines the basic requirements of the HUD Project-Based Section 8 Program, with particular emphasis on combining the Section 8 program with the federal Low-Income Housing Tax Credit. The training provides an overview of Section 8 Program regulations, including rent rules, resident eligibility, income restrictions, civil rights and nondiscrimination requirements, waiting list and tenant

selection, occupancy and lease requirements, and recertification requirements. The session goes into detail with regard to the changes created by Change 4 to HUD Handbook 4350.3. The course includes a detailed discussion of combining Section 8 and tax credits, focusing on occupancy requirements and rents, tenant eligibility differences, handling over-income residents, and monitoring requirements. The training is designed primarily for those involved in the site management of Section 8 properties.

Dealing With Tenant Assets:

This is no longer a half-day course. It has been combined with Income Verification & Calculation for a full day class. See full description below (Income Verification, Calculation & Assets).

Income Verification & Calculation:

This is no longer a half-day course. It has been combined with Tenant Assets for a full day class. See full description below (Income Verification, Calculation & Assets).

Income Verification, Calculation & Assets (Full Day)

This course provides concentrated instruction over a full day on the required methodology for calculating and verifying income and assets and is applicable to all federal housing programs, including the low-income housing tax credit, tax-exempt bonds, Section 8, Section 515, HOME and Public Housing. A comprehensive discussion of employment income is a major part of the training, along with military pay, pensions/social security, self-employment income and child support. A full discussion of asset verification and calculation is included and the course concludes with multiple workshop problems. These problems test what the student has learned during the discussion phase of the training and serve to reinforce HUD required techniques for the determination of income from all sources. **A calculator is required for this course**.

Time Management for Property Managers:

One of our most popular courses, this two-hour session is designed to assist site and property managers with improving their organizational and time management skills. The unique skills explained during this training will help management personnel defeat work overload, increase their effectiveness, take control of their time, and never again leave any job undone. Managers will learn how to make the best use of their time and resources and will learn a technique for follow up that is second to none. Training provided in this session can provide as big a benefit to the attendee's personal life as it does for their ability to perform better on the job.

Interviewing Techniques & Skills for Affordable Housing Managers:

One of the most important skills any affordable housing manager can possess is the ability to interview applicants and residents and obtain the information required to

determine eligibility – this is also one of the greatest weaknesses of most affordable housing managers. This training has been developed to address that weakness. This half day session focuses on the interview process and provides concepts and tools that will aid managers as they conduct their interviews. Techniques apply to all interview settings including initial eligibility interviews, interim certifications and annual recertifications. The primary emphasis is on the initial eligibility interview since it is so critical to the housing process. The skills taught during this session will also assist managers in detecting fraud and in dealing with third parties when resolving discrepancies.

Acquisition/Rehab:

Issues Relating to the Acquisition & Rehabilitation of Tax Credit Properties is a 1/2 day course that provides a detailed discussion of the complex issues relating to the acquisition and rehabilitation of Section 42 properties. The course provides a detailed discussion of placed in service definitions, including the requirements for acquiring existing buildings and placing the rehab expenditures into service. The minimum expenditure test is reviewed as are the requirements for qualifying tenants in an acquisition/rehab project. Detailed information relating to the transfer of residents during rehab is provided and important IRS Form 8609 elections are covered.

Principles of Successful Site Management:

This full day course provides an A-Z introduction to residential site management. The course is designed for site managers and supervisory property managers and covers management styles, recruiting and hiring of staff, affordable housing ownership entities and regulatory bodies, security and emergency procedures, basic landlord/tenant issues, unique leases and addendums for affordable housing programs, professional ethics, on-site maintenance requirements, property financial management, marketing, and leasing. The purpose of the course is to provide a broad overview of sound property management practices and principles, in order to complement the technical program expertise required of affordable housing managers.

TAX EXEMPT BONDS

THIS IS A HALF-DAY COURSE THAT COVERS THE BASIC REQUIREMENTS OF THE BOND PROGRAM, ESPECIALLY WITH REGARD TO ON SITE COMPLIANCE. IT IS RECOMMENDED PRIMARILY FOR SENIOR MANAGEMENT AND DEVELOPMENT PERSONNEL. THE COURSE COVERS THE COMPLIANCE DIFFERENCES BETWEEN THE TAX-EXEMPT BOND AND LIHTC PROGRAMS AND PROVIDES GUIDANCE WHEN COMBINING THE TWO PROGRAMS.

PREPARING MULTIFAMILY PROJECTS FOR HUD OR LIHTC PHYSICAL INSPECTIONS

The purpose of this half-day training is to assist property management in preparing for physical inspections relating to HUD, Rural Development and LIHTC Program compliance. The training provides numerous examples of noncompliance, with an emphasis on health and safety violations. A full discussion of the most common deficiencies is part of the session, and management is provided with specific tips regarding preparation for the actual

inspection. The course includes a review of when an 8823 will be issued to the IRS for tax credit inspections, and all attendees are provided with a checklist to assist in preparing a property for the inspection.

<u>Tax Credit Training & HCCP Exam; Three-Day Course Training Agenda</u>. <u>A calculator is required for this course</u>.

Day One: 9:00 am – 4:00 pm
- I.   Program background
- II.   Role of State Housing Agency
- III.   Rent Calculations
- IV.   Determining Utility Allowances
- V.   Minimum Set-Aside Tests
- VI.   Extended Use Agreements
- VII.   Resident Eligibility Issues
  - A. Income
  - B. Student Status
- VIII.   Verification of income
  - A. Employment
  - B. Pensions / Social Security
  - C. Unemployment
  - D. Self-employment
- IX. Assets
  - A. $5,000 rule
  - B. Imputing income
  - C. Discussion of most common assets
  - D. Two year disposition of assets rule
- X   Student rules & Exceptions

- XI.   Handling Recertifications
- XII.   Resident transfers
- XIII.   Next Available Unit Rule

Day Two: 9:00 am – 4:00 pm,
- XIV.   Housing Credit Accounting Issues, Including a Review of Critical Forms
- XV.   Treatment of Common Area
- XVI.   Acquisition/Rehab Issues
- XVII.   Calculation of Basis and Applicable Fraction
- XVIII. Impact of Federal Subsidy
- XIX.   Tax Exempt Bonds
- XX.   Qualified Allocation Plans
- XXI.   Deep Rent Skewing
- XXII.   Unit Vacancy Rule
- XXIII. Property Dispositions
- XXIV. Record Retention Requirements
- XXV.   Calculation of First Year and Annual Credits

XXVI. HOME Program & Tax Credits

Training will include multiple problems relating to calculation of rent, income, and assets.

Day 3: 9:00 am – 2:00 pm
9:00 – 11:00: Review of Testable Areas
11:00 – 11:15: Break
11:15 – 11:30: Test Instructions
11:30 – 2:00: Test