

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 | LIHTC Program Overview & Project Structure <ul style="list-style-type: none">▪ Program Basics▪ PHA Participation in the LIHTC Program▪ State Allocating Agencies▪ Rent limits Learning Activity <ul style="list-style-type: none">▪ Income Limits▪ Federal Minimum Set-Aside (MSA)▪ Definition of a Project |
| 10:15 | Break |
| 10:30 | LIHTC Program Overview & Project Structure (continued) <ul style="list-style-type: none">▪ Important Time Periods<ul style="list-style-type: none">• Credit Period• Federal Compliance Period• Extended Use Period▪ Award and Allocation of Tax Credits▪ Placed-in-Service Date Learning Activity <ul style="list-style-type: none">▪ Regulatory Documents Learning Activity
Post Test |
| 12:00 | Lunch (on your own) |

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

DAY ONE (continued)

- 1:00** **LIHTC Application Process & Calculating Credits**
- Applying for Tax Credits
 - Syndication and Equity Investment
 - Calculating Qualified Basis
 - MSA vs Applicable Fraction
 - Credit Rates
- Learning Activities**
- Post Test**
- Compliance Monitoring & Avoiding Recapture**
- Compliance Monitoring
 - Physical Inspections
 - Form 8823
 - Noncompliance
- Accelerated Credits**
- Reduction in the Amount of Credit Claimed**
- Recapture
 - Disallowance
- Avoiding Noncompliance**
- Compliance During the Extended Use Period**
- Resyndication**
- Post Test**
- 2:30** **Break**

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DAY ONE (continued)

- 2:45 Earning Credits During the First Year**
New Construction and Substantial Rehabilitation
- Earning First-Year Credits
 - 2/3 Credits
- Conducting Acq/Rehab**
- Placed-in-Service Dates
 - Earning Credits
- Qualifying In-Place Residents**
- Rehab Completed Same Year as Acquisition
 - Rehab Completed Year After Acquisition
 - Safe Harbor
- Resident Relocation**
- Off-Site Relocation
 - On-Site Relocation
- Acq/Rehab Other Considerations**
Post Test
- 5:00 End of Day One**

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DAY TWO

- | | |
|--------------|--|
| 8:00 | Eligibility <ul style="list-style-type: none">▪ Student Status Learning Activity <ul style="list-style-type: none">▪ Screening for Suitability▪ Income Limits▪ Income Limits and Household Size Post Test |
| 10:15 | Break |
| 10:30 | Calculating Gross Annual Income <ul style="list-style-type: none">▪ Overview of Income▪ Considerations when Annualizing Income▪ Student Financial Assistance▪ Periodic Payments and Non-Recurring Income▪ Other Income Exclusions |
| 12:00 | Lunch (on your own) |

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

DAY TWO (continued)

- 1:00 Calculating Gross Annual Income (continued)**
- Types of Assets
 - Calculating the Value of Assets
 - Verification
- Post Test**
- Learning Activity: Blue Lake Meadows**
- 2:30 Break**
- 2:45 Setting Rents**
- Gross Rent Limits
 - Gross Rent and HAP
 - Gross Rent and Other Programs
 - Unit Size
 - Rent Floor
 - Fees
 - Overcharging Rents
 - Utility Allowances
- Post Test**
- 5:00 End of Day Two**

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

DAY THREE

- 8:00** **Ongoing Eligibility**
- The General Use Rule and Lease Requirements
 - Lease Requirements
 - Casualty Loss
 - Conducting Annual Recertifications
 - The Next Available Unit Rule
- Learning Activity**
- Changes in Household Composition
- Learning Activity**
- Moves
 - The Vacant Unit Rule
 - Staff Units
 - Annual Reporting, Data Collection and Record Retention
- Post Test**
- 9:30** **Review**
- 10:00** **Certification Exam**
- 12:00** **End of Seminar**