

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

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Learning Outcomes**
- 9:00 **LIHTC Program Overview & Project Structure**
- Program Basics
 - PHA Participation in the LIHTC Program
 - State Allocating Agencies
 - Rent limits
- Learning Activity**
- Income Limits
 - Federal Minimum Set-Aside (MSA)
 - Definition of a Project
- 10:15 **Break**
- 10:30 **LIHTC Program Overview & Project Structure (continued)**
- Important Time Periods
 - Credit Period
 - Federal Compliance Period
 - Extended Use Period
 - Award and Allocation of Tax Credits
 - Placed-in-Service Date
- Learning Activity**
- Regulatory Documents
- Learning Activity**
- Post Test**
- 12:00 **Lunch (on your own)**

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

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**

AGENDA
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DAY TWO

- 8:00** **Eligibility**
- Student Status
- Learning Activity**
- Screening for Suitability
 - Income Limits
 - Income Limits and Household Size
- Post Test**
- Calculating Gross Annual Income**
- Overview of Income
 - Considerations when Annualizing Income
 - Student Financial Assistance
 - Periodic Payments and Non-Recurring Income
 - Other Income Exclusions
- 10:15** **Break**
- 10:30** **Calculating Gross Annual Income (continued)**
- Types of Assets
 - Calculating the Value of Assets
 - Verification
- Post Test**
- Learning Activity: Blue Lake Meadows**
- 12:00** **Lunch (on your own)**

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

DAY TWO (continued)

- 1:00 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**
- 2:30 Break**
- 2:45 Ongoing Eligibility**
- The General Use Rule and Lease Requirements
 - Lease Requirements
 - Casualty Loss
 - Conducting Annual Recertifications
 - The Next Available Unit Rule
- Learning Activity**
- 5:00 End of Day Two**

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

DAY THREE

- 8:00** **Ongoing Eligibility** (continued)
- Changes in Household Composition
- Learning Activity**
- Moves
 - The Vacant Unit Rule
 - Staff Units
 - Annual Reporting, Data Collection and Record Retention
- Post Test**
- 9:30** **Quiz**
- 10:00** **End of Seminar**

Certification Exam Available Online