

# LOW INCOME HOUSING TAX CREDIT SEMINAR FUNDAMENTAL AND ADVANCED TRAINING IN LIHTC COMPLIANCE

The Housing Credit Certified Professional (HCCP) is the leading credential in the Low-Income Housing Tax Credit industry, representing the highest level of competency and knowledge, as well as a commitment to the highest ethical standards.

Training will be held at: TAA / Response Team 1 Ed Ctr, 7920 ACC Blvd., Suite 220 Raleigh, NC 27617

## REGISTRATION FORM:

NAME: \_\_\_\_\_  
 PROPERTY NAME: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 BILLING PARTY: \_\_\_\_\_

## PAYMENT OPTIONS:

- Please Invoice Me (TAA Members Only)  
 Payment Enclosed  
 Credit Card Option  
 \_\_\_Am. Express \_\_\_Mastercard \_\_\_Visa  
 If you wish to pay with a credit card over the phone, please contact the TAA office at 919-782-1165 ext.9.

## MAIL/FAX PAYMENT TO:

Triangle Apartment Association  
 7920 ACC Blvd, Suite 220, Raleigh, NC 27617  
 Telephone: (919) 782-1165 Fax Number: (919) 782-1169

## REGISTRATION POLICIES:

Cancellations must be in writing. Cancellations received 2 months prior to the course will be eligible for a refund. Cancellations received less than 2 months prior to the course will not be eligible for any refund or transfer of funds.

***No-shows are responsible for the entire amount of the registration fee(s).***

**As you register for TAA courses and seminars, please keep in mind that all fees are due by the seminar date or first day of the specific course.**

***I have read and understand the TAA Registration Policies.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LIHTC Training Options / Cost(s):

**Please select the box of choice**

- Complete LIHTC Training & HCCP Exam  
 TAA Members \$618 / Non-Members: \$718
- Complete LIHTC Training ONLY (no exam)  
 TAA Members \$449 / Non-Members: \$549
- HCCP exam ONLY \$175

## Schedule:

Wednesday, October 9, 2019:  
**Fundamentals of LIHTC Compliance**  
 9am - 5pm (Lunch Provided) (7 CECs)

Thursday, October 10, 2019:  
**Advanced Training**  
 9am-1pm (4 CECs)  
**Optional HCCP Testing**  
 1pm - 5pm

## How You'll Benefit:

- Explore the LIHTC compliance rules with Karen Graham, CPM, HCCP, SHCM who will put the rules in context with examples and facilitate discussions
- Share best practices and tips to increase efficiency at your property

## FUNDAMENTALS TRAINING

### What You'll Learn:

- Six key requirements for managing a LIHTC Property
- Complete review of the major players and governing documents and project info
- Determining maximum incomes, maximum rents and utility allowances
- Qualifying residents & income certifications: determining household composition, processing an application, verifying income and assets, calculating household income & assets, and the fulltime student rule.
- Ongoing compliance: lease requirements, move-ins, re-certifications, transfers, special rules for live in care attendants, changes in household composition, layering of programs, file maintenance, and compliance monitoring

## ADVANCED TRAINING

### What You'll Learn:

- LIHTC allocations & determining the value of the LIHTC
- Project set-asides, eligible basis, applicable fractions and qualified basis, credit percentages, treatment of exempt units
- Critical time periods, first year of the credit period – lease up and acquisition-rehabs
- Advanced rent & fee issues
- IRS forms & correcting non-compliance
- Unit vacancy rule & available unit rule
- Combining LIHTC with other programs



### About Your Instructor, Karen Graham

Karen Graham is the President & CEO of Karen A. Graham Consulting, LLC, a Cincinnati-based consulting firm specializing in Section 42 compliance and asset management since 2003. With 25+ years in the affordable housing industry, her experience ranges from on-site management and multi-site management to Director of Compliance for over 15,000 LIHTC units. She holds the credentials of Certified Property Manager (CPM®), Housing Credit Certified Professional (HCCP) & Specialist in Housing Credit Management (SHCM). Her concentration is on aiding partners, owners and managers in asset management support & ensuring LIHTC compliance. A graduate with honors, Ms. Graham has a bachelor's degree in Communication from the University of Cincinnati.

**TAA: Providing quality educational opportunities for the Triangle Apartment industry for 35 years!**