



The Oregon Affordable Housing Management Association Presents

Conquering LIHTC Compliance

Wednesday, Thursday, & Friday, March 14, 15, 16, 2018

Salem Convention Center, Salem

This comprehensive LIHTC Compliance course offers the tax credit manager in depth training, as well as the opportunity to take an exam to earn the nationally recognized designation: **“Housing Credit Certified Professional” (HCCP)**. There are **two registration options**, so read the information on pages two and three very carefully.

An **optional**, “Housing Certified Compliance Professional” (HCCP) exam will be offered on the third day of this training course. The HCCP exam is offered separately from the course and is open to anyone who would like to take it. The HCCP is a specialized designation through the National Association of Home Builders (NAHB) for developers, property managers, asset managers and others working in the affordable housing field through the Low Income Housing Tax Credit (LIHTC) program.

Requirements for achieving the HCCP designation:

- ☆ Successful completion of the HCCP exam
- ☆ Minimum of two years' experience in the LIHTC industry by graduation (Those who fail to meet this requirement may consider themselves an HCCP-Candidate until reaching two years of experience.)
- ☆ A total of 10 hours of LIHTC training
- ☆ Adherence to the HCCP Code of Ethics
- ☆ Please visit www.nahb.org to learn more about this valuable designation.

Agenda for Day 1 – 8:30 a.m. to 4:30 p.m.

- Determining household composition
- Verification and documentation requirements
- Calculating income from assets
- Calculating earned income
- Calculating unearned income
- Eligible student household requirements
- Lease requirements
- Annual recertifications

Agenda for Day 2 – 8:30 a.m. to 4:30 p.m.

- ◆ Annual credit calculation
- ◆ Minimum set aside
- ◆ Income and rent limits
- ◆ Important deadlines
- ◆ Monitoring requirements
- ◆ Acquisition/rehab
- ◆ IRS forms review
- ◆ Identifying and correcting issues of non-compliance

Agenda for Day 3 – 8:30 a.m. to 1:30 p.m.

- ▣ Review
- ▣ Exam Testing

The Instructor: **Amanda Gross**, Housing Compliance Trainer, E&A Team

Amanda Gross has over sixteen years of hard-won, real-world knowledge and experience in all aspects of affordable housing and has leveraged that experience into becoming a nationally recognized trainer. Amanda's areas of expertise include the following programs: LIHTC, RD, HUD, HOME, Tax-Exempt Bond Compliance, and Fair Housing. Of special note: Amanda was the 2014 HCCP of the year!

Important Details for Attendees

1. **You will receive:** A comprehensive 160 page course manual that can be used as a desk reference long after the course has ended and a highlighter pen combo.
2. **Please bring:** A calculator, notepaper, and post-it notes for tagging key pages
3. **The optional exam:** The three hour, proctored HCCP exam is an SAT style, multiple choice exam with a “best answer” format. It is designed for current LIHTC professionals and covers management, development, compliance, and Section 42 policy. Visit www.nahb.org for more information on the HCCP certification process.
4. **Meals:** If you're staying at The Grand Hotel, (which is attached to the convention center), your guestroom rate includes a hot breakfast buffet. For those commuting to class, a light breakfast will be available in the classroom by 7:45 a.m. each morning. Lunch will be served in the classroom on Wednesday/Thursday. If you have special dietary needs, you might want to bring your own snacks.
5. **Guest rooms:** The Grand Hotel is offering a special guestroom rate of \$129 for a Deluxe King room or a room with two Deluxe Queen beds, single/double occupancy. To make your reservation, please call toll free 1-877-540-7800. Check in is at 3 p.m. *When you call, identify yourself as a member of the Oregon AHMA group.* To learn more about The Grand Hotel, go to: <http://www.grandhotelsalem.com/>
6. **CEU hours:** The two day lecture course fulfills 14 CEU hours for those holding either a real estate broker or a property management license.
7. **Class fees:**
 - For AHMA members taking the two day course AND the HCCP exam: \$475 per person
 - For non-members taking the two day course AND the HCCP exam: \$575 per person
 - For AHMA members taking JUST the course: \$330 per person (Wednesday/Thursday only)
 - For non-members taking JUST the course: \$430 per person (Wednesday/Thursday only)
8. **Options for registration:**
 - Fill out this fillable form and email it to oregonahma@frontier.com
 - Print the form and fax it to 503-992-0853
 - Scan/email the printed form to oregonahma@frontier.com
 - **Final Registration Deadline: March 2 – NO registrations will be accepted after this date.**
You can substitute a student anytime!
9. **Payment options:**
 - ♦ **WE DO NOT INVOICE.**
 - ♦ Please send your **check** to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
 - ♦ Pay by **credit card** by calling the AHMA office, 503-357-7140
 - ♦ Pay by **PayPal** on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
 - ♦ **Payment must be made IN FULL by March 9.**
 - ♦ *Not sure if your company/agency is a member?* Check the membership directory on this page of our website: http://www.oregonaffordablehousingmanagement.com/professional_members.htm

Registration Form

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1. Name _____ Email Address _____

Course & HCCP Exam _____, Course only _____

2. Name _____ Email Address _____

Course & HCCP Exam _____, Course only _____

3. Name _____ Email Address _____

Course & HCCP Exam _____, Course only _____

4. Name _____ Email Address _____

Course & HCCP Exam _____, Course only _____

5. Name _____ Email Address _____

Course & HCCP Exam _____, Course only _____

Company/Agency _____

Name of person filling out this form: _____

Email Address _____

Questions? Contact AHMA Director Maggie Meikle by email at oregonahma@frontier.com or by phone at 503-357-7140.