



The Oregon Affordable Housing Management Association Presents

## Conquering LIHTC Compliance

Tuesday, Wednesday, and Thursday, September 17, 18, & 19, 2024 - PDT  
**Salem Convention Center, Salem**

This engaging and interactive course utilizes numerous examples and exercises to ensure attendees complete the course with a thorough comprehension of how to maintain project compliance and why it is so important to do so. National trainer **Amanda Gross** uses current, real-world examples with practical applications. The brilliantly color-coded course manual organizes the rules and regulations in a functional layout, which makes them easier to understand. Amanda incorporates story problems to ensure that attendees are grasping the course concepts. Most importantly, Amanda will show you not only how to maintain project compliance but why it is so important to do so.

The Low-Income Housing Tax Credit (LIHTC) program has provided affordable, stable housing for more than thirty years. It is one of the most successful housing programs ever created. Contributing to its success are the extensive compliance standards included in the regulations. These compliance standards ensure that the property remains an excellent place to live. Above all, the LIHTC program provides families with an affordable place they can call home.

**PLEASE NOTE:** *We believe that this course benefits greatly from being taught in the in-person format. Normally, we offer attendees the option to take the paper version of the HCCP exam in the classroom on the third day of the course. The creator of the exam, NAHB, will not be updating the paper exam with HOTMA changes until early 2025. Therefore, for 2024, we will run this course without the HCCP exam. We will use the third morning for an important focus session on LIHTC & HOTMA.*

### Agenda for Day 1 – 8 am to noon; 1 pm to 5 pm

- Determining household composition
- VAWA
- 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 am to noon; 1 pm to 5 pm

- Annual credit calculation
- Minimum set-aside, including average income
- Income averaging set-aside
- Income and rent limits
- Important deadlines
- Monitoring requirements
- Acquisition/rehab
- Resyndication
- IRS forms review
- Identifying and correcting issues of non-compliance

### Agenda for Day 3 – 8 am to 10 am

- HOTMA & LIHTC Focus Session! Amanda will discuss HOTMA's impact on LIHTC eligibility. (Household Size, Income & Assets)

**Instructor:** **Amanda Gross**, Vice President of Training & Compliance Policy, US Housing Consultants

Amanda Gross has over twenty 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.

## Important Details:

1. **You will receive:** A 160 page comprehensive course manual that can be used as a desk reference long after the course has concluded.
2. **Please bring:** A calculator (if you don't have one on your phone), pens, lots of notepaper, and post-it notes for tagging key pages.
3. **What to wear:** Comfy clothes! Please layer your clothing as we cannot adjust the room thermostat.
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 7:15 a.m. each morning. Lunch will be served in the classroom on Tuesday and Wednesday. 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 \$164 for a Deluxe King room and \$174 for a Deluxe Queen room with two beds, single/double occupancy. To make your reservation, please call toll free 1-877-540-7800. 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:** This course fulfills 18 CEU hours for those holding either a real estate broker or a property management license.
7. **Course Fees:**
  - \$425 – AHMA members
  - \$525 – Non-members
8. **How to Register:**
  - Fill out this fillable form and email it to [oregonahma@frontier.com](mailto:oregonahma@frontier.com)
  - Or, print the form & fill it out, then scan & email the printed form to [oregonahma@frontier.com](mailto:oregonahma@frontier.com)
  - **Final Registration Deadline: Friday, August 30.** No new 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 PayPal on our website:  
[http://www.oregonaffordablehousingmanagement.com/education\\_schedule.htm](http://www.oregonaffordablehousingmanagement.com/education_schedule.htm)
  - ◆ **You CAN use PayPal as a GUEST if you don't have a PayPal account. Just read & follow the instructions carefully.**
  - ◆ **Payment must be made IN FULL by August 30.**
  - ◆ Not sure if your organization is a member? Check the membership directory on this page of our website:  
[http://www.oregonaffordablehousingmanagement.com/professional\\_members.htm](http://www.oregonaffordablehousingmanagement.com/professional_members.htm)
10. **Questions?** Contact AHMA Director Maggie Meikle; by email: [oregonahma@frontier.com](mailto:oregonahma@frontier.com) or by landline telephone: 503-357-7140

# Registration Form for Conquering LIHTC Compliance

September 17, 18, and 19, 2024 - PDT  
Salem Convention Center, Salem

## \*\*\*REGISTRATION OPTIONS\*\*\*

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Scan/email the printed form to *oregonahma@frontier.com*
- **Final Registration Deadline: August 30.**

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Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Person's Phone Number \_\_\_\_\_