



Low Income Housing Tax Credit (LIHTC) & Optional HOME A.C.E Certification

2-Day Course + Optional HOME A.C.E. Designation Exam on Day 3

Instruction: JUNE 20th & 21st (8:30 am - 5:00 pm) *lunch included*

Optional A.C.E. Certification Exam: JUNE 22nd (8:30 am Review / 10:15 am Exam)

- **WHO SHOULD ATTEND:** This seminar covers fundamentals & advanced material designed for management agent staff and front-line on-site staff managing Section 42 tax credit properties which may be combined with HOME funds. It is an excellent review course for the veteran, or to obtain the HOME Accredited Compliance Expert (A.C.E) designation.
- **WHERE:** RLA Learning & Conference Center, 850 Cranberry Woods Dr., Cranberry Twp, PA 16066 ***New location***
- **CAN'T ATTEND IN PERSON? Virtual Option** available! FAQ: <https://www.us-hc.com/webinar-frequently-asked-questions/>

This 2-1/2 Day hybrid seminar will include the following training topics:

- 1. Processing Applications & Certifications**
 - Applications, screenings & interviews
 - Occupancy standards, preferences & restrictions
 - Household size
 - Verification requirements
- 2. Student Eligibility**
 - Applicability
 - Determination of independent student
 - Determining parent eligibility
 - Monitoring student status
 - Treatment of ineligible students
- 3. Determining Asset Income**
 - Intro to assets
 - Overview asset inclusions & exclusions
 - Imputing asset income
 - Disposed assets
 - Review of common assets
- 4. Determining Income**
 - Method of determining (earned vs. unearned)
 - Overview of income inclusions & exclusions
 - Overview of earned income sources
 - Overview of unearned income sources
- 5. Leasing & Certification Requirements**
 - Tenant income certification form
- Leasing & Certification Requirements Cont.**
 - Lease requirements
 - Recertification & over-income tenants
- 6. Project Development**
 - Forms of HOME Assistance
 - Cost allocation
 - Project eligibility requirements
 - Development deadlines
 - HOME agreements
- 7. Physical Property Standards**
 - New construction
 - Rehabilitations
 - Capital Needs Assessment (CNA)
 - Accessibility requirements
- 8. Lease-Up**
 - Income limits
 - Rent limits
 - Leasing deadlines
 - Uniform Relocation Act & Sec 104(d)
- 9. Compliance Monitoring**
 - Property inspections
 - File inspections
 - Noncompliance
 - Reporting requirements

The (optional) HOME – Accredited Compliance Expert (A.C.E.) Exam:

The HOME Accredited Compliance Expert (A.C.E.) Exam will test participants' ability to understand the HOME Program requirements to maintain compliance. Participants will be provided with 2.5 hours to complete the exam consisting of 75 questions. Test takers will be required to score at least 65% for accreditation & the exam is open book. The exam can be taken in-person or online.

- **INSTRUCTOR:** *Amanda Gross from US Housing Consultants. As Vice President of Training and Compliance Policy, Amanda Lee Gross brings her vast experience in affordable housing to our training & compliance services. She learned the affordable housing industry from the ground-up, starting as a site manager and quickly working her way to a Compliance Director. Ms. Gross has leveraged that experience and became a nationally recognized expert trainer in Fair Housing, LIHTC, RD, HUD, and HOME. She has conducted hundreds of training workshops and seminars throughout the country, helping property management professionals become more effective and better able to protect the assets and reputation of companies. Amanda is a thought leader in the affordable housing industry, speaking at several industry conferences each year, and working closely with several state agencies.*



*****TOTAL NUMBER OF PARTICIPANTS IS LIMITED***
REGISTER EARLY TO GUARANTEE YOUR SPOT!**

EDUCATING AND SUPPORTING THE AFFORDABLE HOUSING INDUSTRY

PAHMA | PO BOX 486, Oakmont, PA 15139-0486 | 412-445-8357 | www.pahma.org | info@pahma.org

Low Income Housing Tax Credit (LIHTC) & Optional HOME A.C.E Certification

2-Day Course + Optional HOME A.C.E. Designation Exam on Day 3

JUNE 20th & 21st - Instruction (8:30 am - 5:00 pm) *lunch included*

JUNE 22nd - Optional A.C.E. Certification Exam: (8:30 am Review / 10:15 am Exam)

New location RLA LEARNING & CONFERENCE CENTER, 850 Cranberry Woods Dr., Cranberry Twp, PA 16066

Overnight Accommodations: Best Western Plus - 5001 Cranberry Springs Dr. Cranberry Twp., PA 16066
(724) 720-5600 Call Front desk & mention PAHMA

Management Company Name _____

Contact Person / Property Name _____

Street Address _____

City, State & ZIP Code _____

Business Phone _____ E-Mail _____

Emergency Contact & Phone _____

SPECIAL NEEDS: PLEASE LET US KNOW IF A PARTICIPANT REQUIRES ANY SPECIAL ACCOMMODATIONS OR DIETARY NEEDS

Name of Participants (use back if needed)	Email address	In Person	Virtual	Exam
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COST FOR FULL 2-1/2 DAY EVENT: **\$495/participant** # _____ x \$495 = \$ _____ total

(Cost includes: Optional Exam / Snacks & Beverages days 1, 2 & 3 / Lunch days 1 & 2)

*****MAIL YOUR REGISTRATION FORM and PAYMENT EARLY TO RESERVE YOUR SPOT*****

Make checks payable to **PAHMA** and send to: **PO Box 486, Oakmont, PA 15139-0486**

FOR CREDIT CARD PAYMENTS:

Name as it appears on the card _____

Credit Card Number _____

Expiration Date _____ CVC Code _____

Email Address for Receipt _____

contact info@pahma.org if assistance is needed with credit card payments

CANCELLATION POLICY: NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS WITHIN SEVEN DAYS OF THE EVENT OR FOR REGISTRANTS WHO FAIL TO ATTEND. POLICY MAY BE WAIVED IF CANCELLATION IS DUE TO "FORCE MAJEURE" REASONS. ALL CANCELLATION REQUESTS MUST BE MADE IN WRITING TO: PAHMA, PO BOX 486, OAKMONT, PA 15139 OR TO INFO@PAHMA.ORG

FOR YOUR COMFORT: SINCE ROOM TEMPERATURES ARE DIFFICULT TO REGULATE TO EVERYONE'S SATISFACTION, LAYERED CLOTHING IS STRONGLY RECOMMENDED

EVENT ETIQUETTE: ALL ATTENDEES ARE REQUIRED TO ABIDE BY THE EVENT ETIQUETTE AND STANDARDS OF BEHAVIOR POLICY WHICH CAN BE FOUND ON OUR WEBSITE

IN THE EVENT OF SPEAKER CANCELLATION: PAHMA RESERVES THE RIGHT TO SUBSTITUTE THE SPEAKER/TOPIC AND/OR RESCHEDULE THE TRAINING.

EDUCATING AND SUPPORTING THE AFFORDABLE HOUSING INDUSTRY

PAHMA | PO BOX 486, Oakmont, PA 15139-0486 | 412-445-8357 | www.pahma.org | info@pahma.org