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To: All Rental Housing Tax Credit Partners                      **Notice: MFD-10-06**  
From: IHCDA Multi Family Department  
Date: February 17, 2010  
**Re: 2010 Multi-Family Rental Compliance Trainings**

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The Multi-Family Department is once again partnering with Compliance Solutions, a nationally recognized LIHTC training company, to offer individual, interactive trainings for Owners, Management Companies, and On-Site Property Staff about Section 42 Tax Credit Compliance, HOME Rental Compliance, and Property Physical Inspection Compliance. Since we understand Section 42 Code, HUD 4350.3 Guide income and asset guidelines, and IHCDA guidelines can be quite overwhelming to learn and retain in such a fast paced environment, we have brought back our introductory training from last year and created some new trainings this year to meet the needs of anyone from the new on-site property employee to the owner of the development.

With the belief that learning by doing is the best way to learn and retain information, we are using mini-workshops, self-auditing of mock tenant-files, case studies, and games to keep the interactive workshops from being ordinary lecture based trainings. Once again, we will offer the introductory training geared toward on-site property staff called **“LIHTC Workshop, Qualifying Households I.”** This one-day session trains on-site property staff how to initially qualify a household for a tax credit unit. Building on our training concept and the knowledge that not everyone is new to tax credit compliance, we have added **“LIHTC Workshop, Qualifying Households II.”** This one-day session covers the unique program rules associated with Section 42 Code and gives participants a glimpse of how IHCDA Multi-Family Monitors, review tenant-files for LIHTC compliance. When attending one of the Qualifying Households I or II workshops, the participant will receive a workshop manual, a 2010 IHCDA Rental Housing Tax Credit Compliance Manual, and a CD with various tax credit resources.

This year, we are happy to have added a **“HOME Rental Compliance Workshop”** to our list of trainings. The compliance staff is really excited about this session as it is the first time that we have offered a compliance workshop geared directly toward HOME rental compliance. This one-day session for on-site staff, management companies, and award recipients is a training on how to initially qualify a household for a HOME unit; as well as how to stay in compliance with the HOME and IHCDA requirements. Attendants of this workshop will receive a workshop manual and a 2010 HOME, CDBG, and Development Fund Compliance Manual.

Additionally, we will be holding our first **“Property Physical Inspection Workshop.”** This workshop will help property staff and owners understand how to comply successfully with the Rental Housing Tax Credit program, HOME, Community Development Block Grant, and Development Fund rules along with IHCDA requirements. In this one-day session, participants will get an overview of how to stay in

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compliance with UPCS Code for tax credit developments, IHCD A Rehabilitation Standards for HOME awards, and Indiana Building Codes. Attendants of this workshop will receive a workshop manual and a Physical Inspection Compliance Guide.

Finally, owners and management companies of tax credit developments must complete the “**On-Demand Owner Training**” and successfully complete the post-quiz to receive a completion certificate for the training. Receipt of the completion certificate, dated within the last year, is one on the steps required by the owner prior to issuance of the IRS Form 8609. Since we realize that owners and management companies may not have time to attend one of our one-day sessions, we have made the “On-Demand Owner Training” available on a flash drive. The flash drive contains a PowerPoint presentation with audio that can be viewed at the participant’s convenience, a post-quiz that must be taken after the presentation has been viewed, and a folder containing numerous tax credit reference materials. Cost of the training is \$150 for the first participant, and then \$75 for each additional person that needs to obtain a completion certificate. For more about requesting this training, go to the IHCD A website at <http://www.in.gov/ihcda/2519.htm> or review Multi-Family Department Notice 09-37.

Listed below are the dates, times, and locations of all of the workshops for 2010. As you may note, the Rental Housing Tax Credit Workshops are being held in the community rooms of tax credit developments throughout the state. We found that the staff of developments enjoy going to other tax credit developments to see what other properties look like, maybe drawing some ideas from things that the sites are doing with and for their tenants. IHCD A has kept the trainings affordable with the registration fee for each individual session at \$75. For more about registering for one of the trainings, go to the IHCD A website at <http://www.in.gov/ihcda/2519.htm>.

<b>TRAINING TYPE</b>	<b>DATE</b>	<b>CITY</b>	<b>LOCATION</b>
QH I	March 30, 2010	Hammond	Golden Manor
QH II	March 31, 2010	Avon	Preserve of Avon
QH II	April 1, 2010	Washington	Cherry Tree
QH II	July 13, 2010	Elkhart	Water Tower Place
QH I	July 14, 2010	Indianapolis	Brookhaven
QH II	July 15, 2010	West Lafayette	Chapelgate Park
QH II	October 12, 2010	Hartford City	Hartford Place Senior
QH II	October 13, 2010	Indianapolis	Bradford Lake
QH I	October 14, 2010	New Albany	Brookview Glen

Additionally, IHCD A will offer the following special trainings in 2010.

<b>TRAINING TYPE</b>	<b>DATE</b>	<b>CITY</b>	<b>LOCATION</b>
HOME Rental Compliance Workshop	June 9, 2010	Greenwood	Greenwood Public Library
Physical Inspection Compliance Workshop	June 10, 2010	Greenwood	Greenwood Public Library

