

To: Real Estate Department Partners  
From: Real Estate Department  
Date: June 6, 2025

Notice: **RED-25-19**

**Re: US Housing Consultants | Conquering LIHTC Compliance: Qualifying Households - July 16<sup>th</sup> In-Person Training - Registration Open**

IHCDA is pleased to partner with US Housing Consultants in 2025 to provide a series of in-person trainings that will benefit owners, developers, compliance professionals, and onsite property management staff of LIHTC and other affordable housing program properties. These IHCDA sponsored trainings are free to our partners, but advanced registration is required and is now open for the course listed below.

**Conquering LIHTC Compliance: Qualifying Households Training #1 (The first of two offerings)**

**Date/Time** | Wednesday July 16<sup>th</sup> 9:00 AM – 5:00 PM (Eastern Time) and Thursday July 17<sup>th</sup> 8:30 AM – 4:30 PM (Eastern Time), 2025 (2 Day Training)

**Location** | IHCDA 30 South Meridian Street, Room 825, Indianapolis, IN 46204

“Conquering LIHTC Compliance – Qualifying Households” is a two-day compliance training for property managers of Low-Income Housing Tax Credit properties. A workbook full of references to key HUD guidance and other useful documents will be provided.

**Course Outline:**

- Application Process
- Conducting Interviews
- Determining Household Size
- Student Eligibility
- Verification Requirements
- Calculating Earned and Unearned Income
- Calculating Income from Assets
- Tenant Income Certifications
- Lease Agreements
- Recertifications

Click [HERE](#) to register

Note: This is the first of two identical offerings of this popular course. For those unable to attend this training, the second offering will be held September 17<sup>th</sup> and 18<sup>th</sup>.



**ADDRESS** 30 South Meridian Street, Suite 900, Indianapolis, IN 46204  
**PHONE** 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

**Important general information for the above-mentioned training:**

**Parking is not provided** but is available at the following garages near IHCD:

**Circle Center Mall Red Garage-** <https://denisonparking.com/red-circle-centre/>

**Circle City Mall Blue Garage-** <https://denisonparking.com/blue-circle-centre/>

**Merchants Garage-** <https://denisonparking.com/merchants-garage-indiana/>

**Lunch is not provided.** Time is built into the training schedule for attendees to get lunch on their own. There are many nearby options. There will be a beverage service and access to a refrigerator for those wishing to bring their own lunch.

Certificates of attendance will be provided to those who attend **both days for the entire training course only**; no partial certificates will be provided.

**No Show Policy:**

Due to space being limited for these training courses, each participant must register individually (no group registrations). If a registrant is unable to attend the training, we require written notification one week (7 calendar days) prior to the event date. Written cancellation notices must be sent to [Soconnor@ihcda.in.gov](mailto:Soconnor@ihcda.in.gov) noting the registered individual's name as it appeared in the registration, the class title for the registered event(s) and the name of the organization for which the registered individual works.

**Failure to cancel in advance will result in a no-show fee of \$100.00 charged and may impact the organizations' future ability to register future participants in IHCD sponsored trainings.**

Please also note, we must have a full name and email address for each attendee in advance of the training or you will not be permitted to access the building. Please make US Housing Consultants and IHCD aware of any changes in registration well in advance of the event.

Questions about this notice can be directed to Savannah O'Connor, Compliance Auditor, via [Soconnor@ihcda.in.gov](mailto:Soconnor@ihcda.in.gov).