



To: Real Estate Department Partners

Notice: **RED-25-12**

From: Real Estate Department

Date: April 7, 2025

Re: **In-Person Training- HOME Rental Compliance Fundamentals**

IHCDA is pleased to partner with Costello Compliance to provide an in-person training that will benefit owners, developers, compliance professionals, and onsite property management staff of HOME funded rental properties. This IHCDA sponsored training is free to our partners, but advanced registration is required.

#### **Costello Compliance | HOME Fundamentals with Optional Online Exam**

**Date/Time | Tuesday July 8<sup>th</sup> 9:00 AM – 4:30 PM (EDT) and Wednesday July 9<sup>th</sup> 9:00 AM – 12:00 PM (EDT), 2025 (1.5 Day Training)**

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

Housing funded through HUD's HOME program is an important part of Indiana's affordable housing stock. This course provides in-depth coverage of the compliance rules that must be followed by managers and owners of HOME rental housing monitored by IHCDA to retain the HOME funding. The course will include an IHCDA-specific course manual full of practical advice and useful references! IHCDA EXCLUSIVE: Access to an online HOME exam will be available following the session, and attendees may take it anytime within five calendar days after the session. The course presenter, Scott Michael Dunn, is Costello Compliance's CEO. He has over three decades of experience in affordable housing and training in housing rules.

Plan to leave better equipped to provide HOME housing and understand the new updates.

#### **Course Outline**

- Introduction
- How to build a "Toolbox" of important regulatory documents
- HOME Units: high, low, fixed, or floating
- Income limits & Rent limits
- Leasing requirement
- Affirmative Marketing
- Section 504 requirements
- Student status & eligibility
- Household members - who is counted and who is not (**HOTMA Updates!**)



**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

- HOME verifications
- Income overview (**HOTMA Updates!**)
- Earned income
- Unearned income
- Asset income
- The program certification form
- Recertification cycles & increases of income
- Adjusted income (where applicable) (**HOTMA Updates!**)
- Final exam (online - can be taken anytime up to five business days after the end of the course)

Click [HERE](#) to register

**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 prior to the event date. Written cancellation notices must be sent to [Soconnor@ihcda.in.gov](mailto:Soconnor@ihcda.in.gov) noting the registered individuals 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).