



To: Real Estate Department Partners

Notice: **RED 26-10**

From: Real Estate Department

Date: February 11, 2026

Re: **LIHTC Compliance Essentials – Qualifying Households Training #1 – Registration Open**

IHCDA is happy to announce that we are once again partnering US Housing Consultants to bring back our LIHTC Compliance Essentials - Qualifying Households Training. This is the first of two identical courses offered this year. This in-person training has been updated with all the applicable housing guidance and any state or federal regulation updates you need to know to qualify a tax credit household, and we will be doing an interactive case study throughout the training using IHCDA mandatory forms and some sample forms. A workbook with the interactive case study full of references to key program guidance and other useful documents is provided as part of the training.

This training is free but requires registration. Click [here](#) to register. There are only 60 spaces for this training to register as soon as possible.

“LIHTC Compliance Essentials – Qualifying Households” Training #1 is a two-day compliance training targeted for property managers of Low-Income Housing Tax Credit properties.

Class Times:

The first day of class:

- Registration/check-in will be from 8:30 am – 9:00 am
- Class instruction will begin at 9:00 am

The second day of class

- Class instruction will begin at 8:30 am

Topics that will be discussed include, but are not limited to:

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

Note: For those unable to attend this training, a second identical training will be held on October 20th and 21st.



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Additional things you need to know to attend this training:

Location:

IHCDA, 30 South Meridian Street, Indianapolis, IN 46204

- Check in at the Security Desk going to: IHCDA, Suite 800 Room 825 “The Capitol.” The full name and email address for each attendee must be provided at registration. Only names matching registration will be permitted entry into the building. Please make Costello Compliance and IHCDA aware of any changes in registration well in advance of the event.

Parking options:

- Paid parking garages are available nearby. The closest parking garages and rates can be found on the following websites:
 - Merchants Garage: <https://denisonparking.com/merchants-garage-indiana/> •
 - Blue Garage Circle Center: <https://peakparking.com>
 - PNC Center Garage: <https://denisonparking.com/pnc-center>
- Metered street parking
- Street level parking lots:
 - Lot on the Eastside of Meridian between Georgia Street and Maryland Street, cost ranges from \$10-\$20 per day depending on events downtown
 - Lot on the Southside of Washington heading west just before Meridian on block off the circle, cost ranges from \$13-\$25 depending on events downtown

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 small selection of beverages available and access to a refrigerator to store lunches for those wishing to bring their own lunch.

Attendance:

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 **at least one week (7 calendar days)** prior to the event date. Written cancellation notices must be sent to Soconnor@ihcda.in.gov noting the registered individual's name as it appeared in the registration, the class title for the registered event, 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 organization's future ability to register future participants in IHCDA sponsored training.

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 IHCDA 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.

How can you stay informed of IHCDA RED Compliance announcements and updates:

Sign up to receive emails of future RED Notices [here](#) or view notices on the [RED Notices webpage](#).