

SPECTRUM TWO-DAY TAX CREDIT CERTIFICATION COURSE

Day One

- 8:15 a.m. **Registration & Coffee**
- 9:00 a.m. Introduction, Review of Materials
Discussion "Blue Book", Section 42
Glossary of Terms
Program Basics
Essential Compliance Checklist
Different Sets of Rules
- 10:15 **Coffee Break**
- 10:30 Placed in Service
The Section 8 Requirement
Monitoring/Compliance
9/92 IRS Final Monitoring Regs.
Non-Compliance/8823 Form
Administrative & Tenant File Set-Up
- Noon **Lunch - On your own**
- 1:15 p.m. Recapture/Credit Period/Compliance Period
Extended Use
Eligible Basis – 9% - 4% Details
Qualified Basis
- 2:15 **Break**
- 2:30 Minimum Set-Aside
Initial Compliance
Other Set-Asides/HOME
- 3:50 **Stretch Break**
- 4:00 Vacant Unit Rule
Income Limits
Calculating Income Limits
- 5:00 Seminar End - Day One

Day Two

8:30 a.m.	Definitions of Income, Assets Verification Requirements Overview 4350.3 Revision 1 Move-in Certification Recertification
9:45	Coffee Break
10:00	Tenant Selection Criteria Conflicts With Other Programs Waiting Lists Leasing Issues Commercial Space
11:00	Stretch Break
11:15	Medical Use Staff Units Students
11:45	Lunch - On Your Own
1:00 p.m.	Fair Housing/504 and Tax Credit Properties Familial Status Issues What is Elderly Housing? Transfers Continuing Eligibility - 140% Rule
2:15	Break
2:30	Rent Calculation Utility Allowance Subsidy/Overage Budgeting Summary
3:20	Stretch Break
3:30	Certification Exam
4:45	Seminar Completion