



To: Real Estate Department Partners

Notice: **RED-25-11**

From: Real Estate Department

Date: March 31 2025

Re: **2025 US Housing Consultants In-Person Compliance Trainings– Save the Date**

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 low-income housing program properties. These IHCDA sponsored trainings are free to our partners, but advanced registration is required. All courses will be held at IHCDA's office at 30 South Meridian Street, Room 825, Indianapolis, IN 46204.

Registration links will be provided in a future RED Notice closer to the event dates. Sign up to receive emails for future RED Notices [here](#) or view notices on the [RED Notices webpage](#).



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
PHONE 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** www.ihcda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

US Housing Consultants | Conquering LIHTC Compliance: Qualifying Households Training #1 (The first of two offerings)

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

Location | IHCD 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

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 17th and 18th.

US Housing Consultants | Conquering LIHTC Compliance: Qualifying Households Training #2 (The second of two offerings)

Date/Time | Wednesday September 17th 9:00 AM – 5:00 PM (Eastern Time) and Thursday September 18th 8:30 AM – 4:30 PM (Eastern Time), 2025 (2 Day Training)

Location | IHCD 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

US Housing Consultants | Conquering LIHTC Compliance: Advanced Tax Credit Compliance

Date/Time | Tuesday November 18th 9:00 AM – 5:00 PM (Eastern Time) and Wednesday November 19th 8:30 AM – 4:30 PM (Eastern Time), 2025 (2 Day Training)

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

“Conquering LIHTC Compliance –Advanced Tax Credit” is a two-day compliance training for compliance specialists and 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:

- Placed-in-Service Date
- Multiple Building Project Election
- Minimum Set-Aside
- Applicable Fraction
- Income & Rent Limits
- Available Unit Rule
- Vacant Unit Rule
- Unit Transfers
- Form 8823 and Consequences of Noncompliance
- Acquisition/Rehab

Important general information for all the above listed trainings:

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

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 a great many nearby options. There will be 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 cancelation notices must be sent to 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 organization's 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.