



To: Real Estate Department Partners

Notice: RED 26-14

From: Real Estate Department

Date: May 8, 2026

Re: **LIHTC Fundamentals – Registration Open**

IHCDA is happy to announce that we are once again partnering US Housing Consultants to bring back our Low-Income Housing Tax Credit (LIHTC) Fundamentals 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.

Not only are property management professionals expected to process applications and verify tenant eligibility, but they also charge up and collect rents, manage work orders, and maintain the physical property when managing a Tax Credit property. How do they keep all the requirements straight? Attend our **“LIHTC Fundamentals” Training**. This two-day compliance training is targeted for compliance and property management professionals who are looking for training beyond the basic qualifying household class.

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:

- An Overview of the LIHTC Program
- Key Roles (IRS, State Housing Finance Agencies, and Ownership)
- Fair Housing
- Program Eligibility Requirements (Income Limits, Minimum Set-Aside, Student Eligibility, Verification Requirements, Rent & Lease Requirements, Annual Recertifications, and more)
- Agency Reporting & Monitoring Requirements
- Audit Techniques to Conduct File Audits

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



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

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registration will be permitted entry into the building. Please make Costello Compliance and IHCD 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 IHCD 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 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.

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

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