



New Jersey Housing and Mortgage Finance Agency 2009 Tax Credit Certification Course

New Jersey Housing and Mortgage Finance Agency is pleased to sponsor a 3 day compliance training course and tax credit certification examination.

Attendance is strongly suggested. Successful completion of this course and examination by the staff person responsible for verification of tenant income satisfies the QAP requirement for tax credit properties.

Failure to meet this requirement will result in a delay and/or non-issuance of the IRS Form 8609.

Trainer: Scott Michael Dunn, Vice President, Chief Compliance Officer
Compliance Solutions www.zeffert.com

When: **Course:** Wednesday, October 28 – Thursday, October 29, 2009

Exam: Friday, October 30, 2009

Where: Trenton Marriott at Lafayette Yard
1 West Lafayette Street
Trenton, NJ 08608
609-421-4000

**Registration
Deadline is
October 20th**

**Register Early.
Space is
limited**

Name [please print/type clearly]

LITC#

Project Name

Company/Organization

Title

Address

City, State, Zip

Phone

Email Address

Register	<input type="checkbox"/> Compliance Training Workshop – October 28 - 29, 2009 \$300.00 [per person] Time: 8:30 – 5:00 p.m. <i>Registration includes Breakfast, Lunch, Parking and Workshop Materials</i>
	<input type="checkbox"/> HCCP EXAM – October 30, 2009 \$175 [per person] Time: 8:30 – 1:00 p.m. <i>Registration includes Breakfast, Parking and Workshop Materials</i>
	<input type="checkbox"/> RETAKE HCCP EXAM – October 30, 2009 \$50 [per person] <i>Only available if 90 days has passed since your last exam.</i> Time: 8:30 – 1:00 p.m. <i>Registration includes Breakfast and Parking</i>
Payment	<input type="checkbox"/> Enclosed is my check payable to: NJHMFA \$ _____ Payment <u>MUST</u> accompany registration form.
	Mail registration to: NJHMFA – LIHTC Compliance Training 637 South Clinton Ave., PO Box 18850 Trenton, NJ 08650-2085 Attn: Johanna Peña



If you have any questions, please contact Johanna Peña at 609-278-7629 (jpena@njhmfa.state.nj.us)

WWW.NJ-HMFA.COM

****Refund Policy:** All refund requests must be received in writing and postmarked no later than October 16th, 2009. An administrative fee of \$25 will apply per cancellation. No refunds will be given after this date. All cancellations should be sent to the attention of Rosie Jackson.



New Jersey Housing and Mortgage Finance Agency 2009 Tax Credit Certification Course

Managing LIHTC Compliance 2009

Day One: Property Compliance

8:30-9:00	Registration
9:00 – 10:30	Introduction and Brief Overview The importance of “Learning to Fish” What are Tax Credits? “The Players”
10:30-12:00	How Credits are calculated 8609 Terms -Eligible and Qualified Basis, Applicable Fraction and Credit Percentages Details you must know about your development
12:00-1:00	Lunch
1:00-3:30	Timelines: Development Through LURA Income and Rent Limits Other Key Requirements Keeping the Next Available Unit and Vacant Unit Rules Straight Fair Housing
3:30-4:30	Combining LIHTC with other programs Such as HUD, Rural Development, BONDS and HOME Q & A



Managing LIHTC Compliance 2009

Day Two: Qualifying Households

8:30-9:00	Registration
9:00-10:00	Preview of Certification Steps Interview and Applications Determining Household Size
10:00-11:00	Student Status Acceptable Verification Methods
11:00-12:00	Anticipation of Annual Income Part 1
12:00-1:00	Lunch
1:00-1:30	Anticipation of Annual Income Part 2
1:30-3:00	Income from Assets Asset Types and their Income Imputing Asset Income Assets "Disposed Of"
3:00-3:30	Completing the TIC Completing the Move-in Recertification
3:30-5:00	Monitoring Requirements ("Enjoying" State visits) Q & A Conclusion – Are you ready to Fish? Review of Equipment Word of Encouragement - "Why Do We Do This?" ... "Why Do YOU Do This?"



Managing LIHTC Compliance 2009

Day Three: HCCP Exam

8:30 – 9:00 Registration

9:00 – 10:00 Optional Prep Review

10:00 – 1:00 HCCP Test

Housing Credit Certified Professional

- This Test is the first step in earning your premiere designation with the National Association of Home Builders University of Housing
- Compliance Solutions strongly recommends that you have at least a year's practical LIHTC experience before taking this exam.