

## C3P AGENDA

### DAY ONE

8:15 AM	Registration: Coffee/Continental Breakfast
9:00	Introduction, Review of Materials, Discussion of "Brown Book", Section 42 Glossary of Terms, Program Basics, Essential Compliance Checklist, the Four 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 PM	Eligible Basis – 9% and 4% Details, Recapture/Credit Period, Compliance period, Extended Use, Qualified Basis
2:15	Break
2:30	Minimum Set-Aside, Initial Compliance, Other Set-Asides/HOME
2:50	Break
4:00	Vacant Unit Rule, Income Limits, Calculating Income Limits
5:00	Day One Ends

### DAY TWO

8:00 AM	Coffee/Continental Breakfast
9:00	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	Break
11:15	Medical Use, Staff Units, Students
11:45	Lunch on Your Own
1:00 PM	Fair Housing/504 and Tax Credit Properties, Familial Status Issues, Elderly Housing, Transfers, Continuing Eligibility – 140% Rule
2:15	Break
2:30	Rent Calculation, Utility Allowance, Subsidy/Overage, Budgeting, Summary
3:20	Break
4:45	Seminar Completion