

# C3P AGENDA

## DAY ONE

- 8:15 AM Registration: Coffee/Continental Breakfast
- 9:00 Introduction, Review of Materials, Discussion of “Blue 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%-4% Details, Recapture/Credit Period, Compliance Period,  
Extended Use, Qualified Basis
- 2:15 Break
- 2:30 Minimum Set-Aside **New Income Averaging**
- 3:00 Break
- 3:15 Minimum Set-Aside Initial Compliance, Other Set-Asides/HOME
- 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 Program, 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

***Certification Exam Will be Available ONLINE Upon Class Completion***