

## C3P Agenda

### DAY ONE

- 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 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
- 2:30 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

- 9:00 Definitions of Income, Assets Verification Requirements Overview 4350.3 Revision 1, Move-in Certification, Recertification
- 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 Ends

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