



## **LIHTC Training Requirements**

LIHTC owners are responsible for ensuring compliance with Section 42 of the Internal Revenue Code, as well as all applicable program regulations and guidance. The LIHTC program can be complicated and program requirements change from time to time, making it essential that those managing LIHTC properties to obtain thorough and regular training. To this end, New Hampshire Housing has implemented training requirements for all LIHTC properties within the 15-year compliance period.

At least one staff member from each management company must possess one of the training designations listed below and attend training on an annual basis. Although these requirements are for one staff member, management agents are strongly encouraged to provide training to all frontline staff on an ongoing basis. At a minimum, such training should cover key compliance terms, qualified basis rules, determination of rents, tenant eligibility, file documentation, available unit procedures, unit vacancy rules, agency reporting, record retention requirements, and site visits.

LIHTC training must be conducted by a nationally recognized LIHTC trainer that offers designations or by those trainers that offer continuing education courses. A list of recognized trainers and designations is attached.

Attendance at a conference or training seminar sponsored by New Hampshire Housing may meet the annual training requirement, in part or in whole. This information will be made explicitly clear in any marketing material.

Alternative training mechanisms and/or trainings that are not exclusively for the LIHTC program will not meet these requirements without the express written approval of New Hampshire Housing.

[Certification of compliance with New Hampshire Housing's training requirements](#) will be required by the owner/agent by March 1<sup>st</sup> of each year of the compliance period. It is not necessary to submit a form for each property; one form per management company will suffice.

### **New Tax Credit Properties**

The management agent designated by the owner must demonstrate that at least one staff member possesses one of the recognized training designations prior to the Placed-in-Service date for the property. The training shall consist of a minimum of twelve (12) hours of LIHTC specific coursework.

### **Change in Management Agent**

Prior to assumption of responsibilities by a new management agent, said agent must demonstrate that at least one staff member possesses one of the recognized training designations. The training shall consist of a minimum of twelve (12) hours of LIHTC specific coursework.

## **Continuing Education**

At least one member of the management agent's staff must attend, on an annual basis, a minimum of six (6) hours of LIHTC training offered by one of the recognized trainers.

## **Fair Housing**

New Hampshire Housing must report the receipt of notices of Fair Housing Act (FHA) administrative and legal action issued by HUD or the Department of Justice to the Internal Revenue Service (IRS) via Form 8823; therefore, it is strongly recommended that all frontline staff attend Fair Housing training on an annual basis.

## Recognized LIHTC Trainers and Training Designations

New Hampshire Housing has no affiliation with any of the following trainers. They are, however, nationally recognized and offer online training and/or training in the Northeast region.

A. J. Johnson Consulting Services, Inc.

<https://www.ajjcs.net/>

EJW Qualified Compliance Consulting,

LLC [www.qualifiedcompliance.com](http://www.qualifiedcompliance.com)

Elizabeth Moreland Consulting, Inc.

Designation Offered: National Compliance Professional (NCP)

[www.housingcreditcollege.com](http://www.housingcreditcollege.com)

Nan McKay and Associates, Inc.

Designation Proctored: Housing Credit Certified Professional (HCCP) <https://www.nanmckay.com/>

National Affordable Housing Management Association

Designation Offered: Specialist in Housing Credit Management® (SHCM®) [www.nahma.org](http://www.nahma.org)

- Local trainings offered through NEAHMA [www.neahma.org](http://www.neahma.org)

National Center for Housing

Management Designation Offered: Tax Credit Specialist (TCS) [www.nchm.org/](http://www.nchm.org/)

Novogradac & Company

Designation Offered: Novogradac Property Compliance Certification (NPCC) [www.taxcredithousing.com](http://www.taxcredithousing.com)

Quadel Consulting Corp.

Designation Offered: Low-Income Tax Credit Compliance (TaCCs) <http://quadel.com/>

Spectrum Seminars, Inc.

Designation Offered: Certified Credit Compliance Professional (C3P) <http://www.spectrumseminars.com/>

TheoPRO

Designation Promoted and Endorsed: Housing Credit Certified Professional (HCCP) <http://www.theopro.com/>

Zeffert & Associates

<https://zeffert.com/>