



LIHTC TRAINING REQUIREMENTS

Low-Income Housing Tax Credit (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 periodically, making it essential for 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 (1) staff member from each management company must possess one (1) of the nationally recognized LIHTC training designations and attend LIHTC-specific training on an annual basis. Although these requirements are for one (1) 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, physical maintenance of the property, 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 hosted or 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 1st of each year of the compliance period. It is not necessary to submit a separate form for each property; one (1) form per management company will suffice.

New Tax Credit Properties

As part of the development application, the management agent designated by the owner must demonstrate that at least one (1) staff member possesses one (1) of the recognized training

designations and at least one (1) staff member has attended at least six (6) hours of LIHTC-specific training in the current or previous calendar year.

Change in Management Agent

Prior to assumption of responsibilities by a new management agent, said agent must demonstrate that at least one (1) staff member possesses one (1) of the recognized training designations and at least one (1) staff member has attended at least six (6) hours of LIHTC-specific training in the current or previous calendar year.

Continuing Education

Annually, at least one (1) member of the management agent's staff must attend a minimum of six (6) hours of LIHTC-specific training offered by one (1) of the recognized trainers.

Granite State Managers Association

The [Granite State Managers Association](#) (GSMA) is a non-profit professional organization with the primary focus to inform, network and educate professionals in the affordable housing property management industry throughout New Hampshire. They provide workshops and training, including periodic LIHTC training designed to help property managers meet their annual training requirement.

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.](#)

Designation Proctored: Housing Credit Certified Professional (HCCP)

[EJW Qualified Compliance Consulting, LLC](#)

[Nan McKay and Associates, Inc.](#)

Designation Proctored: Housing Credit Certified Professional (HCCP)

[National Affordable Housing Management Association](#)

Designation Offered: Specialist in Housing Credit Management® (SHCM®)

- Local trainings offered through [NEAHMA](#)

[National Center for Housing Management](#)

Designation Offered: Tax Credit Specialist (TCS)

[Novogradac & Company](#)

Designation Offered: Novogradac Property Compliance Certification (NPCC)

[Quadel Consulting Corp.](#)

[Spectrum Seminars, Inc.](#)

Designation Offered: Certified Credit Compliance Professional (C3P)

[TheoPRO](#)

[US Housing Consultants](#)

[Zeffert & Associates](#)