



The Oregon Affordable Housing Management Association Presents

Conquering LIHTC Compliance

With Optional A.C.E. Certification Exam

Tuesday, Wednesday, and Thursday, August 12, 13, & 14, 2025

Salem Convention Center, **Salem**

The Low-Income Housing Tax Credit (LIHTC) program has provided affordable, stable housing for over 30 years. LIHTC has remained a great success because of the extensive compliance standards included in the regulations. Ensuring families are eligible and the property remains compliant is complex and challenging.

National trainer Amanda Gross will use current, real-world examples with practical applications. Her brilliant, colorful manuals organize the rules and regulations in a functional layout, making them easier to understand. Attendees will finish the course with a *much* stronger grasp of how to determine household eligibility, maintain project compliance, and why it is so very important to do so.

This course includes the latest HOTMA requirements and how they affect LIHTC Compliance. With the onset of HOTMA changes, so many staples of Tax Credit Compliance are changing. Amanda will teach you what you need to know to meet the challenges of LIHTC compliance, as they pertain to the HOTMA regulations.

Instructor: Amanda Gross, Vice President of Training & Compliance Policy, US Housing Consultants

Amanda Gross has over twenty years of hard-won, real-world knowledge and experience in all aspects of affordable housing and has leveraged that experience into becoming a nationally recognized trainer. Amanda's areas of expertise include the following programs: LIHTC, RD, HUD, HOME, Tax-Exempt Bond Compliance, and Fair Housing.

Agenda for Day 1

8:30 am to noon; 1 pm to 4:30 pm

- Determining household composition
- VAWA
- Verification and documentation requirements
- Calculating income from assets
- Calculating earned income
- Calculating unearned income
- Eligible student household requirements
- Lease requirements
- Annual recertifications

Agenda for Day 2

8:30 am to noon; 1 pm to 4:30 pm

- Annual credit calculation
- Minimum set-aside, including average income
- Income averaging set-aside
- Income and rent limits
- Important deadlines
- Monitoring requirements
- Acquisition/rehab
- Resyndication
- IRS forms review
- Identifying and correcting issues of non-compliance

Agenda for Day 3

8:30 am to 10:30 am

- Picking up where we left off yesterday, *if needed*
- Pre-exam review; join us even if you're not planning to take the A.C.E. exam!

Important Details

1. **You will receive:** A comprehensive hard copy of the course manual that can be used as a desk reference long after the course has concluded.
2. **The LIHTC A.C.E Certification** is a specialized designation for affordable housing management professionals either developing or owning an LIHTC project or assisting in determining eligibility for those who will be residing at the property. This exam/professional designation was developed by US Housing Consultants as an alternative to the HCCP exam/designation. The LIHTC A.C.E. ONLINE exam is timed, giving examinees three hours to complete the exam. To pass, the examinee has to score an 80 or better because the exam **IS open book**. Professionals holding this designation have a demonstrable and thorough understanding of determining household eligibility, rent, how the project was developed, and much more for the LIHTC program. The exam must be completed within 14 days of the class and will be administered online by the testing division of US Housing Consultants.
3. **Please bring:** A calculator, pens, lots of notepaper, and post-it notes for tagging key pages.
4. **What to wear:** Comfy clothes! Please layer your clothing as we cannot adjust the room thermostat to suit everyone.
5. **Meals:** If you're staying at The Grand Hotel, (*which is adjacent to the convention center*), your guestroom rate includes a hot breakfast buffet. For those commuting to class, a light breakfast will be available in the classroom by 7:30 am each morning. Lunch will be served in the classroom on Tuesday and Wednesday. If you have special dietary needs, you might want to bring your own snacks.
6. **Guest Rooms:** The Grand Hotel is offering a special guestroom rate of \$174 for a Deluxe King room and \$184 for a Deluxe Queen room with two beds, single/double occupancy. To make your reservation, please call toll free 1-877-540-7800. When you call, identify yourself as a member of the Oregon AHMA group. To learn more about The Grand Hotel, go to : <http://www.grandhotelsalem.com/>
7. **CEU Hours:** This course fulfills 14 CEU hours for the two day lecture course and 16 CEU hours for those who attend the two day course and the Thursday morning review.
8. **Course Fees:**
 - \$450, course only – AHMA members
 - \$550, course only – Non-members
 - \$495, course AND A.C.E. exam – AHMA members
 - \$595, course AND A.C.E. exam – Non-members
9. **How to Register:**
 - Fill out this form and email it to oregonahma@frontier.com
 - **Final Registration Deadline: July 22. NO NEW REGISTRATIONS WILL BE ACCEPTED AFTER THIS DATE.** You *can* substitute a student anytime! (*Course books are shipped from the east coast, which is why the registration deadline is so far out.*)
10. **Payment Options:**
 - ♦ **WE DO NOT INVOICE.**
 - ♦ Please send your check to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
 - ♦ Pay by PayPal on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
 - ♦ **Payment must be made IN FULL by July 22.**
 - ♦ Not sure if your organization is a member? Check the membership directory on this page of our website:
http://www.oregonaffordablehousingmanagement.com/professional_members.htm

REGISTRATION FORM FOR

Conquering LIHTC Compliance With Optional A.C.E. Certification Exam

August 12, 13, & 14, 2025
Salem Convention Center, Salem

REGISTRATION OPTIONS

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Scan/email the printed form to *oregonahma@frontier.com*
- **Final Registration Deadline: July 22, 2025**

1. Name _____ Email Address _____

➤ Course AND A.C.E. Exam _____; Course ONLY _____

2. Name _____ Email Address _____

➤ Course AND A.C.E. Exam _____; Course ONLY _____

3. Name _____ Email Address _____

➤ Course AND A.C.E. Exam _____; Course ONLY _____

4. Name _____ Email Address _____

➤ Course AND A.C.E. Exam _____; Course ONLY _____

5. Name _____ Email Address _____

➤ Course AND A.C.E. Exam _____; Course ONLY _____

Organization _____

Contact person _____ Email _____

Questions?

Contact Oregon AHMA Director Maggie Meikle

Email: *oregonahma@frontier.com*