



Elizabeth Moreland Consulting, Inc.

Mini-Sessions

1.25 to 2 hours

KEY:

Basic – Fundamentals;

Moderate – Beyond basics but not advanced;

Advanced – Should have sound understanding of compliance.

Session Name	Description	Level
<i>Completing Your Annual Recertifications On Time... Every Time</i>	One of the most frustrating parts of Housing Credit compliance! Learn the secrets to completing this task on time... EVERY TIME and how to avoid noncompliance even when your tenants are the ones to blame!	BASIC
<i>Passing Your Audits with Flying Colors</i>	Winning ways to survive your next audit... whether with your State Monitoring Agency or your investor!	BASIC
<i>Survivor Tax Credit... Understanding Site Compliance</i>	Perfect for the new Housing Credit professionals or veterans looking to start the day out with a sound fundamental session! In this session, Elizabeth will walk you through the fundamentals that must be understood to master site compliance.	BASIC
<i>Winning the Paper Wars... Successfully Documenting Compliance</i>	Do you find yourself swimming in paper... or does it feel more like drowning? In this session Elizabeth will explain exactly what do you need to document, file and retain and give you recommendations to keep you from drowning in a sea of papers.	BASIC
<i>Ensuring Your Rents are Correct... Working with Utility Allowances & Fees</i>	Rent noncompliance comes with a hefty penalty so preventing it is crucial. In this session, Elizabeth examines 2 key components of rent... utility allowances & fees... to ensure you don't overcharge.	MODERATE
<i>Ideas for Designing Efficient Compliance Operations</i>	Many companies struggle with setting up their compliance operations. Some feel their current system is too expensive or too time consuming, while others are growing and know their current system will not continue to work. And still others have recently been faced with noncompliance and have discovered flaws in their operations that allowed this to occur. In this session, Elizabeth examines the components that must be addressed and helps you determine exactly what type of operation is best for your company resulting in an effective and efficient operation.	MODERATE
<i>Tricky Income Scenarios</i>	Some income and assets are trickier than others. Think tips... self-employment... retirement accounts... and trusts to name just a few. In this session, Elizabeth will examine the toughest sources showing you how to verify them and factor them into the household's Total Household Income.	MODERATE
<i>Understanding and Handling Noncompliance</i>	Most fear noncompliance. Some hide from it. And still others become unrealistically obsessed with it. In this session, Elizabeth explains how noncompliance affects our properties, how it is identified by your State Monitoring Agency and what the IRS does with 8823s giving you a healthy perspective so you no longer need to live in fear of it.	MODERATE

<i>Understanding Maintenance's Role in Compliance</i>	Your maintenance teams play a crucial role in compliance but many don't know it. In this session, Elizabeth will examine this role and help you ensure compliance is maintained.	MODERATE
<i>Working with the Full-Time Student Rule</i>	The student rule has gone through many changes in the last few years enough that most of us feel dizzy. Let Elizabeth set you straight on the rule as it stands today providing you with tips and techniques for its successful implementation.	MODERATE
<i>Meeting the IRS's Due Diligence Requirements</i>	In the 8823 Guide, the IRS spells out exactly what compliance due diligence should look like. Do your operations mirror the IRS's image? In this session, Elizabeth walks you through these requirements and discusses its impact on your operations.	ADVANCED
<i>Navigating the Post Year 15 Maze... Options & Decisions</i>	As Year 15 approaches, many owners find themselves at a crossroad... do they stay in the program, resyndicate or bailout? In this session, Elizabeth examines all the options and the pros/cons of each so a good decision can be made when the time comes.	ADVANCED
<i>The Balancing Act... Dealing with Layered Housing Credit Deals</i>	We all have them... Housing Credit properties layered with HOME, Bonds, Section 8, RD and state or local programs. Some of us have them layered with 3, 4 and 5 different programs! For many they are a nightmare! But unfortunately this is a nightmare we must face head as more and more Housing Credit properties will be layered with other housing programs making compliance even more challenging. In this session, Elizabeth explains how to determine all of your compliance requirements and merge them into a successful marriage!	ADVANCED
<i>The Good... the Bad... the Ugly: Understanding the 8823 Guide</i>	One of the most important reference guides in our industry... but are you familiar with it? You should be because your state is! Learn the ins & outs of this guide including how your state will be using its provisions to monitor your properties.	ADVANCED
<i>Understanding the 8609 Line 8b Election</i>	Knowing, understanding and applying your property's Line 8b election is key to maintaining compliance. Learn how to decipher what election was made, how that affects the application of the special Tax Credit rules and how to apply it to the various scenarios that occur at your property.	ADVANCED
<i>Hot Compliance Topics</i>	Keeping abreast of all the program changes – whether Tax Credit, HOME, Section 8 or other programs – is crucial to compliance. Elizabeth keeps her finger on all of these changes and will provide you the latest news and opinions as well as tell you what the industry's hot buttons are currently.	BASIC to ADVANCED
<i>Anything Goes with Elizabeth: A Q&A Session</i>	You know ya got 'em so bring them in! Whether you are new to Housing Credit compliance and management or a veteran with years of experience, Elizabeth will tackle each with candor steeped in experience.	BASIC to ADVANCED



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Full Sessions

1 to 2 Days

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Course Name	Description	Level
<p><i>Fair Housing 101: A Fair Housing Primer</i></p> <p><i>1 Day Course</i></p>	<p>This course teaches you the fundamentals of fair housing including what the 7 federally protected classes are and how the people in these groups are protected. This course also discusses the common mistakes made that cause noncompliance with these laws and gives you techniques to avoid these pitfalls including how to set occupancy standards to ensure you are not violating familial status, how to handle accommodation and modification requests, and much, much more!</p>	BASIC
<p><i>Housing Credits 103: Income & Assets</i></p> <p><i>1 Day Course</i></p>	<p>One of the most frustration and overlooked areas in compliance training is income and assets. For some reason, it is assumed everyone has experience with this as it is very similar to the Section 8 Program. But the reality is, most of us have limited or no Section 8 experience and if we do have experience, the differences between Section 8 and Housing Credits are enough to cause even a Section 8 veteran to be in noncompliance. This course is dedicated to this very subject detailing what income and asset sources you must include; how to verify these sources; and then how to annualize these sources for income eligibility. Chock full of real life examples. No matter how long you have been in the business, if you are responsible for calculating income eligibility, approving the files of new moves or supervising those that do, this course is a must!</p>	BASIC
<p><i>Housing Credits 204: Unique Program Rules</i></p> <p><i>1 Day Course</i></p>	<p>Oh, the rules of the Housing Credit Program – from students to unit transfers to the Available Unit Rule – this program is laden with unique rules! In this course, you will be introduced to each of the unique Program rules and given a thorough explanation of each including illustrations of how to apply the rule in the real world. Whether your property is 100% Housing Credit or mixed income, these rules affect your property and must be understood to remain in compliance. The rules examined include full-time students, non-transient occupancy, suitable for occupancy, resident manager's units, annual and interim recertifications, the Available Unit Rule, the Unit Vacancy Rule and unit transfers.</p>	MODERATE
<p><i>Housing Credits 205: Income Limits, Rents & Utility Allowances</i></p> <p><i>1 Day Course</i></p>	<p>We all know that our residents have to be income eligible for a Housing Credit unit and must then pay a rent amount within the Program parameters. But what are these limits and how do we determine what they are for our properties... especially under all the new rule changes? In this course, we will take a detailed look at the income limit, rent and utility allowance rules, how to determine your property's limits and how to calculate these all-important numbers. These rules are the</p>	MODERATE

	cornerstone of compliance making this course a must for supervisors, compliance coordinators and asset managers.	
<p>Housing Credits 250: Mastering Site Compliance</p> <p><i>2 Day Course includes Site Compliance Exam</i></p>	<p>This course is designed to teach you everything you need to know to master the responsibilities of site compliance and prepare you to take the Site Compliance Exam which when passed will earn you your Site Compliance Specialist (SCS) designation. Focusing on the 5 key areas all site staff must understand about Housing Credit site compliance: (1) Eligibility; (2) Verifications & Documentation; (3) Income Eligibility & Calculations; (4) Special Program Rules; and (5) Fair Housing. The SCS designation is the Housing Credit industry's premier site designation designed for those who work closely with applicants and residents, process new move-ins and recertifications, and make decisions regarding unit transfers, increases to income, and vacancies. A must for site managers, leasing agents, compliance specialists and their supervisors plus anyone responsible for approving or auditing compliance paperwork.</p>	MODERATE
<p>Housing Credits 445: National Compliance Professional</p> <p><i>2 Day Course includes National Compliance Exam</i></p>	<p>This comprehensive course is designed to help you gain an extensive understanding of the Tax Credit Program from allocation to site management! Perfect for those wanting to take their Tax Credit knowledge to the next level and attain EXPERT status. A must for supervisors, troubleshooters, compliance directors, asset managers or anyone looking to move into such positions. It is also perfect for those looking to earn one of the industry's upper level Tax Credit designations including our NCP, the Home Builder's HCCP or Spectrum's C3P. The easiest and best way to become a Tax Credit expert and prepare yourself to earn one of the industry's top Program designations!!</p>	ADVANCED
<p>Housing Credits 525: Juggling the Compliance Complexities of Blended Properties</p> <p><i>1 Day Course</i></p>	<p>This course examines how subsidy-layered deals, (often referred to as blended properties) are put together and how this affects the overall state of compliance. The course teaches you how to determine the compliance criteria on your blended property and translate that information into the criteria you must follow in order to stay in compliance with all programs. It then breaks down all of the rules – eligibility, verifications & documentations, income limits & rents, and the special rules – and how they are affected when a Housing Credit property is blended with other types of financing with their own criteria. Funding programs examined include HOME, Bonds, Section 8, Public Housing and Rural Development but also teaches you how to combine other programs not specifically addressed in this class so you can tackle any type of blended Housing Credit property.</p>	ADVANCED
<p>Housing Credits 530: Acquisition/ Rehabs... Rent Ups</p> <p><i>1 Day Course</i></p>	<p>Renting up an Acquisition/Rehab Tax Credit property is not for the faint of heart! Your responsibilities in completing such a rent-up move you away from those of a typical rent-up as you will often find yourself dealing with very specific management issues including existing tenants -- some of whom are a problem and/or that become uncooperative as well as previous management problems and/or vacancy issues. Beyond these issues, acquisition rehab rent-ups bring about a myriad of special regulations you need to juggle all while moving your tenants around the property so the physical rehab work can be performed! In this session, Elizabeth will explain Acquisition/Rehabs in layman's terms, share the owner and investor's expectations, and discuss how to tackle this unique type of rent up.</p>	ADVANCED



YES

I am interested in having Elizabeth speak at my event!

Please provide your event details by completing the information below. Elizabeth will use this information to craft an agenda and proposal for you.

- Contact Person _____
- Company/Organization _____
- Contact Info
Address: _____
Email: _____
Phone: (_____) _____
- Desired dates _____
- Are your dates flexible? Yes No
If yes, other dates: _____
- Type of engagement
 Private Workshop
 Speaking Engagement
 Keynote
 Other: _____
- Training level Beginner Intermediate Advanced
- Agenda topics _____
- Certification exam Yes No
If yes, exam type: Site Level Exam Advanced Exam
- Estimated # of attendees _____
- Will you consider opening training to public? Yes No N/A Unsure
- Budget _____
- Indicate any other details regarding your event in which we should be aware. _____

Submit to our office by email, fax or mail