

**Directions to:**  
Willow Arms  
446 Main Street  
East Hartford, CT  
860-568-1000

**From New Haven Area**-Take 91N to RT 3 Glastonbury. Take RT 2 East to Exit 5 to Main Street. Willow Arms is about 1 mile on right.

**Springfield Area**—Take 91S and merge onto I-84 East, Exit 30 (left exit). Merge onto CT-2 via Exit 55. Take the Riverside Dr. Exit 5 toward Willow Street. Turn slight left onto Willow St. Exit. Turn left onto Main Street.

**Waterbury Area**-Take I-84-East and merge onto CT-2 via Exit 55 (follow the directions from Springfield Area).

**From Manchester Area**- Take 84 W to Exit 57 (left exit). Take Exit 90 at end of ramp. Take right onto E. River Dr. and turn right onto Main Street.

Driveway is just before C-Town Food Store. (Coco- Cola is directly across the street).

Please park in the visitor parking area located in the far left corner of property or along the driveway.

**NEAHMA proudly thanks  
SHP Management and the  
staff at Willow Arms for  
hosting this workshop.**



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184



**neahma**  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

## LIHTC File Audit Workshop

Willow Arms  
446 Main Street  
East Hartford, CT  
860-568-1000

April 6, 2010

### Are You Prepared for a File Audit?

Learn what monitoring agencies look for when they come out to tax credit sites for file audits.

Presenter:  
Debbie Piltch, Piltch Associates

[www.neahma.org](http://www.neahma.org)

## Program Overview

### LIHTC File Audit

This is an interactive and hands on training that focuses on how you can self audit your LIHTC files so that you are in full compliance, don't jeopardize your site's tax-credits, won't be in a panic when you receive notification of an LIHTC audit or need to pay a third party independent monitor to review your files to catch your errors. The class will begin with a discussion of the information monitoring agencies request prior to coming to do the audit, including a list of units by BIN (with move-out/move-in dates of each unit) and the regulatory agreement and why they request it. A sample regulatory agreement will be provided and reviewed. We will then focus on file organization and proper documentation of gross income and student status eligibility. We will then discuss the use of self auditing for move-in certifications and when preparing for a monitoring visit. Students will be provided a detailed audit checklist that covers what to check for in the file, focusing on determining compliance in accordance with the 8823 Guide and state monitoring agencies' compliance handbooks. Students will work both in small groups and independently to audit sample files using the checklist. Emphasis will be placed on issues that monitoring agencies often focus on, including incomplete applications, recertifications updates, inadequate child support documentation, inaccurate income calculations, inconsistencies within a verification, failure to maximize anticipated income, late verifications and TICs signed after leases.

**Please bring a calculator and a sample tenant file with you that has no applicant/resident identifying information (name, social security number, address....).**

## Agenda

### Registration

**8:30 am - 9:00 am**

(Continental breakfast included)

### Morning Presentation

**9:00 am - 12:00 pm**

### Lunch

(Included)

**12:00 pm –12:30 pm**

### Afternoon Presentation

**1:00 pm - 3:30 pm**

Registration Info or Questions?

Call NEAHMA 781-380-4344

Participants who attend the full 6 hours of this workshop will earn 6 CEU's.

## REGISTRATION FORM

Fax In Registration (781) 380-4842

**Registration Deadline: April 2, 2010**

**CT LIHTC File Audit**

Tuesday, April 6, 2010

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at [www.neahma.org](http://www.neahma.org)

### Registration Fees:

\_\_\_\_\_ Member \$269 \_\_\_\_\_ Non Member \$339

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Management Co: \_\_\_\_\_

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Cancellation Policy:**

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### **Outstanding Collection Policy:**

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.