

## Program Overview

### LIHTC File Audit

The focus of this training will be on what monitoring agencies look for when they come out and do file audits for LIHTC (low-income housing tax credit) sites. 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. We will then focus on file organization and proper documentation of income and student status eligibility. We will discuss how to self-audit and when to begin this process. Students will work both in small groups and independently to audit sample files. Emphasis will be placed on issues that monitoring agencies often focus on, including incomplete applications, recertification updates, inadequate child support documentation, inaccurate income calculations, inconsistencies within a verification, failure to maximize anticipated income, late verifications and TICs signed after leases.

#### IMPORTANT Requirement:

**Please bring a sample tenant file and calculator with you.**

NEAHMA would like to thank Cornerstone Corporation and the Staff at Centredale Manor for hosting this workshop.

### 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

**12:30 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: February 3, 2012**

**RI LIHTC File Audit -February 9, 2012**

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 \$299 \_\_\_\_\_ Non Member \$369

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.

**Directions to:**  
Centredale Manor  
2074 Smith Street  
North Providence, RI 02911

**From Providence:** Route 146 North to the Mineral Spring Avenue exit. At end of ramp, take a left onto Mineral Spring Avenue. Follow Mineral Spring Avenue to end (road bears to right). After next traffic light, you will see a fork in road with a high-rise building in front of it. Go straight into building driveway. Centredale Manor is the building at the end of driveway on your left.

**From the South:** Take 1-295 North to RT 44 East, exit 7A (towards Centredale). Follow Route 44 east 1.7 miles. After the traffic light (where burger king is on your left), take a right into the building driveway right before Cumberland Farms. Centredale Manor is the building at the end of the driveway on your left.

For more training information, visit our website at [www.neahma.org](http://www.neahma.org)  
Phone: 781-380-4344  
Fax: 781-380-4842  
[julie.kelliher@neahma.org](mailto:julie.kelliher@neahma.org)



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

neahma  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

LIHTC File Audit Workshop

Centredale Manor  
2074 Smith Street  
North Providence, RI 02911  
(401) 232-3770

February 9, 2012

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)