# CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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**February 21, 2023**

**WORKSHOP MEMO 23-01**

**TO:**      Low Income Housing Tax Credit Property Owners and Managers

**FROM:**   The California Tax Credit Allocation Committee (CTCAC) – Compliance Section

**RE:**      Virtual Basic Compliance Workshops for 2023

Dear Housing Credit Participant:

The purpose of this memo is to notify you of the upcoming Virtual Basic Compliance Workshop Series for the California Tax Credit Allocation Committee's (CTCAC) Compliance Monitoring program. CTCAC will be continuing the Virtual Format for all Basic Compliance Workshops through 2023.

The Basic Workshop is a basic overview of general compliance as it relates to the management of a tax credit property and the audit process. It is geared to:

-   On-site Managers
-   New Compliance Staff
-   Compliance Specialists

Each Virtual Basic Compliance Workshop Series will be conducted in three (3) parts (sessions) completed over 2 days and will be limited to 125 people per Workshop Series. Attendance at each session and participation in the polls/quizzes for each session are required in order to obtain a Certificate of Completion. Attending only partial sessions, or not participating in quiz questions, will be treated as non-attendance and the attendee will not receive a Certificate of Completion. ***Please note -*** *The same material will be presented at each Virtual Basic Compliance Workshop Series. CTCAC cannot refund due to user error in signing up for the same class multiple times.*

The Advanced Compliance Workshop Series will be noticed under a separate Workshop Memo, for sessions Spring 2023. A separate registration process will be initiated for the Advanced Compliance Workshops. Please see the CTCAC Compliance Webpage for more information.

The schedule for the Virtual Basic Compliance Workshops is:

**Virtual Basic Compliance Workshop Series #1**
- March 23, 2023 – 9 am to 11:30 am
- March 23, 2023 – 1:30 pm to 4 pm
- March 24, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #2**
- March 29, 2023 – 9 am to 11:30 am
- March 29, 2023 – 1:30 pm to 4 pm
- March 30, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #3**
- April 6, 2023 – 9 am to 11:30 am
- April 6, 2023 – 1:30 pm to 4 pm
- April 7, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #4**
- May 4, 2023 – 9 am to 11:30 am
- May 4, 2023 – 1:30 pm to 4 pm
- May 5, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #5**
- May 25, 2023 – 9 am to 11:30 am
- May 25, 2023 – 1:30 pm to 4 pm
- May 26, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #6**
- June 1, 2023 – 9 am to 11:30 am
- June 1, 2023 – 1:30 pm to 4 pm
- June 2, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #7**
- July 6, 2023 – 9 am to 11:30 am
- July 6, 2023 – 1:30 pm to 4 pm
- July 7, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #8**
- August 3, 2023 – 9 am to 11:30 am
- August 3, 2023 – 1:30 pm to 4 pm
- August 4, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #9**
- August 24, 2023 – 9 am to 11:30 am
- August 24, 2023 – 1:30 pm to 4 pm
- August 25, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #10**
- September 7, 2023 – 9 am to 11:30 am
- September 7, 2023 – 1:30 pm to 4 pm
- September 8, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #11**
- October 5, 2023 – 9 am to 11:30 am
- October 5, 2023 – 1:30 pm to 4 pm
- October 6, 2023 – 9 am to 11:30 am

**Virtual Basic Compliance Workshop Series #12**
- October 26, 2023 – 9 am to 11:30 am
- October 26, 2023 – 1:30 pm to 4 pm
- October 27, 2023 – 9 am to 11:30 am

All Virtual Compliance workshops will be **$50 per attendee**. Registration will open as of the date of this Memo. Please click link at bottom of the Memo to go to the Registration website. Each Virtual Workshop has a maximum limit of 125 attendees. Please be respectful of others who may also be trying to attend the Workshops. Registration will not be considered complete and space will not be guaranteed until payment is made. Confirmations will be emailed out immediately after payment. When registering, please provide a current business email for each attendee in order to receive the workshop materials. The registration process is completed through a third party vendor. The vendor accepts credit cards and e-checks. Please note – e-checks will require an additional verification step before payment is processed and confirmation is completed. No paper checks will be accepted. *CTCAC is not responsible for user error when completing payment. Please read and follow the vendor's website carefully*.

**Substitutions will not be accepted or allowed within 1 week of the workshop date**. Attendees who substitute after the cut-off date without prior CTCAC approval will not receive Certificates of Completion.

Full refunds will be made to registered participants only if CTCAC cancels the Virtual Workshop Series. Refunds will not be given for cancellation requests due to selecting the wrong workshop or not attending the day of. **Chargebacks made without contacting CTCAC for dispute prior to requesting the chargeback will result in attendee(s) removal and a ban from all future CTCAC workshops.**

For any questions please contact Pheng Moua at (916) 654-6340 or by email at pheng.moua@treasurer.ca.gov.

[Register Now](#)