



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

901 P Street, Suite 213A
Sacramento, CA 95814
p (916) 654-6340
f (916) 654-6033
www.treasurer.ca.gov/ctcac

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June 12, 2024

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 2024

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 2024.

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 two (2) parts (sessions) completed over 1 day 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 in Summer of 2024. 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

- June 27, 2024 – 9:00 am to 12:00 pm
- June 27, 2024 – 1:00 pm to 4:00 pm

Virtual Basic Compliance Workshop Series #2

- July 18, 2024 – 9:00 am to 12:00 pm
- July 18, 2024 – 1:00 pm to 4:00 pm

Virtual Basic Compliance Workshop Series #3

- August 15, 2024 – 9:00 am to 12:00 pm
- August 15, 2024 – 1:00 pm to 4:00 pm

Virtual Basic Compliance Workshop Series #4

- September 19, 2024 – 9:00 am to 12:00 pm
- September 19, 2024 – 1:00 pm to 4:00 pm

Virtual Basic Compliance Workshop Series #5

- October 17, 2024 – 9:00 am to 12:00 pm
- October 17, 2024 – 1:00 pm to 4:00 pm

Virtual Basic Compliance Workshop Series #6

- November 14, 2024 – 9:00 am to 12:00 pm
- November 14, 2024 – 1:00 pm to 4:00 pm

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 by email at pheng.moua@treasurer.ca.gov.

[Register Now](#)