



## CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

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### WORKSHOP MEMO 20-02

**DATE:** August 17, 2020  
**TO:** Low Income Housing Tax Credit Property Owners and Managers  
**FROM:** The California Tax Credit Allocation Committee (CTCAC) – Compliance Section  
**RE:** Fall Compliance Workshops for 2020

Dear Low Income Housing Tax Credit Stakeholders:

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. 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 Workshop Series will have three (3) sessions completed over 2 days. Attendance at each session and participation in the polls/quizzes for each session are required in order to obtain a Certificate of Completion.

All Virtual Compliance workshops will be **\$55 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 100 attendees. 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

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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.* Please be respectful of others who may also be trying to attend the Workshops. Substitutions cannot be made within 1 week of the workshop date. Full refunds will be made to registered participants only if CTCAC cancels the workshop. Refunds will not be given for cancellation requests due to selecting the wrong workshop or not attending the day of.

The Schedule for the Virtual Basic Compliance Workshops is:

**Fall Virtual Basic Workshop Series #1**

- September 16<sup>th</sup>, 2020 – 9 am to 11:30 am
- September 16<sup>th</sup>, 2020 – 1:30 pm to 4 pm
- September 17<sup>th</sup>, 2020 – 9 am to 11:30 am

**Fall Virtual Basic Workshop Series #2**

- September 22<sup>nd</sup>, 2020 – 9 am to 11:30 am
- September 22<sup>nd</sup>, 2020 – 1:30 pm to 4 pm
- September 23<sup>rd</sup>, 2020 – 9 am to 11:30 am

**Fall Virtual Basic Workshop Series #3**

- September 29<sup>th</sup>, 2020 – 9 am to 11:30 am
- September 29<sup>th</sup>, 2020 – 1:30 pm to 4 pm
- September 30<sup>th</sup>, 2020 – 9 am to 11:30 am

**Fall Virtual Basic Workshop Series #4**

- October 6<sup>th</sup>, 2020 – 9 am to 11:30 am
- October 6<sup>th</sup>, 2020 – 1:30 pm to 4 pm
- October 7<sup>th</sup>, 2020 – 9 am to 11:30 am

**Fall Virtual Basic Workshop Series #5**

- October 13<sup>th</sup>, 2020 – 9 am to 11:30 am
- October 13<sup>th</sup>, 2020 – 1:30 pm to 4 pm
- October 14<sup>th</sup>, 2020 – 9 am to 11:30 am

. For any questions please contact Pheng Moua at (916) 654-6340 or [pheng.moua@treasurer.ca.gov](mailto:pheng.moua@treasurer.ca.gov)

