



SHCM Certification Test Blueprint

Categories	Proportion of Test (%)
Program Regulations	20
Unit Eligibility	23
Applicant Eligibility	40
Certification, Compliance, Recordkeeping	17

A Program Regulations

- 1 Important Time Frames - Placed in Service, Credit Period, Compliance Period, Extended Use
- 2 Housing Credits
- 3 Role of IRS, State Agency, and HUD, syndicators, investors, and owners
- 4 Acquisition and REHAB credits
- 5 BINS (Building Identification Numbers)
- 6 Project Definition
- 7 Minimum set aside
- 8 Two-Thirds Rule
- 9 Average Income
- 10 Eligible Basis
- 11 Section 8 Voucher Holders

B Unit Eligibility

- 1 Relationships with other housing programs
- 2 Rules of unit eligibility (e.g., Vacant Unit Rule, Next Available Unit Rule, Maximum rent and income limits, and Utility allowance)
- 3 Exceptional space, including common areas, models, resident manager unit, and security unit
- 4 Rent floors
- 6 Additional set asides (e.g., applicable fractions)
- 7 Habitability and physical inspections
- 8 Leases (e.g., Transiency)

9 Chargeable amenities

C Application Eligibility

1 Inclusions and exclusions of income and assets

2 Rules of calculation of income and assets

3 Who qualifies as a household member

4 Student households

5 The application process/form

6 The interview process

7 The verification process

8 Certifications (e.g., changes in household composition, timing, unit transfers, 140% rule)

D Documentation, Recordkeeping, Compliance

1 State Agencies required reporting (different states, different requirements i.e. monthly, quarterly, annually)

2 Investor / Syndicator required reporting (Also, the Investors/Syndicators require reports in addition to compliance, such as capital improvements and budgets)

3 Fair housing requirements and laws, how they apply to your property, accessibility and reasonable modification requests, and knowledge of protected classes

4 The inspection process, including audits and physical inspections, and how to prepare for them

5 IRS 8609

6 8823 and reporting requirements

7 Non-compliance – penalties, corrections, Recapture¹, loss of credits, Good Cause Evictions

8 Program requirements for retention of files and other documentation

9 The importance and consequences of recordkeeping practice