

Final 2025 HCCP Test Specifications

| HCCP Major Domains and Subdomains | |
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| 1-TENANT QUALIFICATION AND LEASING | 35% |
| A. Eligibility/selection criteria for the project | |
| B. Recertification (continued eligibility) | |
| C. Determination of household size | |
| D. Income definition and verification | |
| E. Asset definition, valuation and verification | |
| F. Annual gross income (including annualizing income) | |
| G. Student status verification and eligibility of student households | |
| H. Income Limits | |
| I. Tenant transfers | |
| J. Lease requirements | |
| 2-TAX CREDIT ACCOUNTING AND COMPLIANCE | 57% |
| A. Definitions of basic tax credit terms | |
| B. Purpose and issuance of IRS Low Income Housing Tax Credit forms | |
| C. Claiming tax credits | |
| D. Occupancy requirements of tax credit projects (habitability, general public use, etc.) | |
| E. Placed-in-service dates, and the compliance period, credit period, and extended use period. | |
| F. Owner's compliance requirements | |
| G. Treatment of common areas (e.g., model units, employee-occupied units, and amenities) | |
| H. Differences in compliance requirements between 100%-eligible projects and mixed income projects | |
| I. Acquisition/rehabilitation/re-syndication | |
| J. State requirements (Qualified Allocation Plan and additional regulatory requirements) | |
| K. Minimum set-aside | |
| L. Calculating and applying rent limits (including utility allowances, fees, rental assistance, and gross rent floor) | |
| M. Utility allowances | |
| N. Changes in eligible and qualified basis | |
| O. The Available Unit Rule and the Vacant Unit Rule | |
| P. Changes in project ownership | |
| Q. Tenant, building and project files and file retention requirements | |
| R. Building rules versus project rules | |
| S. Tax credit calculations (qualified basis, eligible basis, and applicable fractions) | |
| T. Compliance documentation and due diligence for the state monitoring agency | |
| U. Audits and inspections (state monitoring agency, IRS) | |
| V. Non-compliance and consequences, including 8823s | |
| 3-FEDERAL AND STATE LAWS, REGULATION AND PROGRAMS | 8% |
| A. LIHTC Program history, governing code and regulations, HUD Handbook 4350.3, HOTMA | |
| B. Fair Housing and VAWA | |
| C. State monitoring agency compliance regulations and policies | |
| D. Other federal programs (HOME Investment Partnership Program, federal rental subsidy programs, etc.) | |