



The Oregon Affordable Housing Management Association Presents Occupancy Focus Class for HUD Managers

Friday, April 13, 2018, 9 am to 4 pm
Salem Convention Center (SCC), Salem

This class is highly recommended for site managers and staff who oversee compliance for EIV and tenant files!

- MORs – We will go over what to expect and how to prepare for a PBCA MOR, from the confirmation letter to the response due. We'll also go over common file findings, extension requests, and how to appeal overall ratings of Below Average or Unsatisfactory.
- EIV – We'll discuss the basics of EIV requirements, how to ensure investigations are properly documented, and go step by step through a review of what to expect during a PBCA MOR.
- The Waitlist – This segment will help you better understand how to maintain a waitlist in accordance with the property's Tenant Selection Plan (TSP), what information is required by HUD, and what to expect during a PBCA MOR.

◆ **Special instruction to attendees! Please review the form HUD-9834 prior to the class.**

Our Presenter: **Angela Yardley** is the Lead Compliance Officer at OHCS and oversees the PBCA MORs for the HUD Contract Administration section. She has nearly 20 years of experience working with Multifamily Project-based Section 8 and has worked for OHCS since November of 2001.

Location: Salem Convention Center (SCC), 200 Commercial Street, Salem; complimentary parking is available under the building. The parking entrance is on the Liberty Street side of SCC/Grand Hotel.

Coming the night before? The Grand Hotel is offering a special guestroom rate of \$129 for a Deluxe King room or a room with two Deluxe Queen beds, single/double occupancy. To make your reservation, please call toll free 1-877-540-7800. When you call, identify yourself as a member of the Oregon AHMA group.

Meals: Refreshments when you arrive and a buffet lunch at noon, in the classroom

To Register: Please complete this form and email to oregonahma@frontier.com or, print and **fax** the form to 503-992-0853

Class Fees: For AHMA members: \$85; for non-members: \$130

Payment Information:

- ◆ **WE DO NOT INVOICE.**
- ◆ Please send your check to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
- ◆ Or, pay by credit card by calling the AHMA office, 503-357-7140
- ◆ Or, pay by PayPal on this page of our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
- ◆ **PAYMENT IS DUE BY THE DATE OF THE CLASS.**

Final Registration Deadline: Friday, April 6. You're welcome to substitute a student anytime.

What to bring: Note-taking materials **and** your questions!!

Questions? Contact AHMA Director Maggie Meikle at oregonahma@frontier.com or by phone: 503-357-7140

Please fill out the requested information.

Name _____ Email Address _____

Name _____ Email Address _____

Name _____ Email Address _____

Name _____ Email Address _____

Company/Agency _____ Contact Person _____

Email _____ Phone _____