



The Oregon Affordable Housing Management Association Presents

Education Express for **RD** Managers

Thursday, April 26, 2018, 10 am to 3 pm

Holiday Park Gardens Community Room, **Grants Pass**

This occupancy workshop will focus on three important aspects of managing a **Rural Development** project:

- ☆ **Disability Assistance Expenses** – What is a disability expense? When do you consider it? How do you calculate it? And just how does it compare to and differ from a medical expense deduction?
- ☆ **How to prepare for a Supervisory Visit** – The supervisory visit is conducted every three years. We'll cover the fundamental components of the visit: the physical inspection (inspection of the project itself and selected individual apartments); the occupancy review (looking at wait lists, tenant selection, and individual tenant files); the management review (looking at management's business practices as they relate to management of the project); and the compliance review (the civil rights aspect of the review: accessibility and discrimination).
- ☆ **Wait List Management** – A quick refresher on how to stay in compliance with RD regulations and expectations.

Our Instructors: **Raquel O'Connor and Jay DeLapp, USDA/Oregon Rural Development**

Jay and Raquel are Multifamily Housing Specialists with Oregon RD. Jay works out of the Tangent office and Raquel works at the Roseburg office. Both are fully qualified to teach the fundamentals of RD occupancy.

Location: Community Room, Holiday Park Gardens Apartments, 1051 East Park Street, **Grants Pass**. If you get lost en route to the apartment complex, please contact manager Theresa Drake at 541-471-6384. Feel free to park in any of the unmarked parking slots. Large signs will direct you to the community room.

Refreshments: Coffee and donuts when you arrive. Lunch is on your own. (You are welcome to brown bag it and eat in the community room.) Coffee/tea service will be available throughout the day.

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

Class Fees: AHMA members: \$60; Non-members: \$105

Payment: **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 the CE page of our website: http://www.oregonaffordablehousingmanagement.com/education_schedule.htm

➤ **PAYMENT IS DUE BY THE DATE OF THE CLASS.**

Final Registration/Refund Deadline: Friday, April 20, 2018. You are welcome to substitute a student anytime.

Questions? Contact OR AHMA Director Maggie Meikle by email, oregonahma@frontier.com or, by phone, 503-357-7140

Please fill out the requested information:

Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Company _____	Contact Person _____
Email _____	Phone _____