



The Oregon Affordable Housing Management Association Presents

Conquering HUD Compliance

A Skillbuilding Course for HUD Project Managers

Wednesday, Thursday, Friday, February 14, 15, 16, 2018

Salem Convention Center, Salem

Are you **new** to managing a HUD project, or are you an experienced manager seeking a **refresher** course? This class fits the bill in either case! You have the **option** of taking the course with or without the exam. Here is the agenda for this comprehensive course in HUD occupancy. **Per your request**, we have extended the lecture period of this course to two, full days! The optional exam will be held on the third morning.

Day 1 Agenda, 8:30 a.m. to 4:30 p.m.

Program Eligibility Requirements

- Income limits
- Household size
- SSNs
- Citizenship
- Students

Project Eligibility Requirements

- Elderly/disabled projects
- Remaining members
- Preferences

Tenant Selection & Processing

- Marketing
- Waiting list requirements
- Tenant selection and rejections
- Conducting interviews

Verification Requirements

- Acceptable methods of verification
- Verification terms
- EIV

Day 2 Agenda, 8:30 a.m. to 4:30 p.m.

Determining Annual Income

- Discussion of all 9 income sources

Determining Income from Assets

- Discussion of the 10 asset categories

Determining Adjusted Income

- Expenses and deductions

Rent and Security Deposits

Certification Processing & Lease Requirements

- Recertification
- Effective dates
- Required leases and forms
- Interim certifications

Termination of assistance and tenancy

Day 3 Agenda, 8:30 a.m. to 1:30 p.m.

8:30 a.m. to 10:30 a.m. – Pre-exam review

10:45 a.m. to 11 a.m. – Exam instructions

11 a.m. to 1:30 p.m. – Exam

The Instructor: Amanda Gross, Housing Compliance Trainer, E&A Team

Amanda Gross has over sixteen years of hard-won, real-world knowledge and experience in all aspects of affordable housing and has leveraged that experience into becoming a nationally recognized trainer. Amanda's areas of expertise include the following programs: LIHTC, RD, HUD, HOME, Tax-Exempt Bond Compliance, and Fair Housing.

Important Details:

1. **You will receive:** A comprehensive 220 page course manual that can be used as a desk reference long after the course has concluded and a highlighter pen combo.
2. **Please bring:** notepaper and post-it notes for tagging key pages
3. **Meals:** If you're staying at The Grand Hotel, (which is attached to the convention center), your guestroom rate includes a hot breakfast buffet. For those commuting to class, a light breakfast will be available in the classroom by 7:45 a.m. each morning. Lunch will be served in the classroom on Wednesday/Thursday. If you have special dietary needs, you might want to bring your own snacks.
4. **Guest Rooms:** 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.* To learn more about The Grand Hotel, go to: <http://www.grandhotelsalem.com/>
5. **The Optional Exam:** The HUD Housing Compliance Specialist Exam (HHCS) is an open book exam with 75 questions. You will be given up to 2.5 hours to complete the exam and will need a score of 49 or higher to pass.
6. **CEU Hours:** This course fulfills 14 CEU hours for the two day lecture course and 16 CEU hours for those taking the lecture and the pre-exam review (exam time cannot be counted) for those holding either a real estate broker or a property management license.
7. **Class Fees:**
 - For AHMA members taking the course AND the exam: \$375 per person
 - For non-members taking the course AND the exam: \$475 per person
 - For AHMA members taking JUST the course: \$330 per person (Wednesday/Thursday only)
 - For non-members taking JUST the course: \$430 per person (Wednesday/Thursday only)
8. **Options for Registration:**
 - Fill out this fillable form and email it to oregonahma@frontier.com
 - Print the form and fax it to 503-992-0853
 - Scan/email the printed form to oregonahma@frontier.com
 - **Final Registration Deadline: Friday, February 2.** You can substitute a student anytime!
9. **Payment Options:**
 - ♦ **WE DO NOT INVOICE.**
 - ♦ Please send your **check** to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
 - ♦ Pay by **credit card** by calling the AHMA office, 503-357-7140
 - ♦ Pay by **PayPal** on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
 - ♦ **Payment must be made IN FULL by February 9.**
 - ♦ *Not sure if your company/agency is a member?* Check the membership directory on this page of our website: http://www.oregonaffordablehousingmanagement.com/professional_members.htm

Registration Form

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1. Name _____ Email Address _____

☛ Course & Exam _____, Course only _____

2. Name _____ Email Address _____

☛ Course & Exam _____, Course only _____

3. Name _____ Email Address _____

☛ Course & Exam _____, Course only _____

4. Name _____ Email Address _____

☛ Course & Exam _____, Course only _____

5. Name _____ Email Address _____

☛ Course & Exam _____, Course only _____

Company/Agency _____

Name of person filling out this form: _____ Email _____

Questions?

Contact AHMA Director Maggie Meikle
Email: oregonahma@frontier.com
Phone: 503-357-7140