



The Oregon Affordable Housing Management Association Presents

TWO Seminar Thursday!

Thursday, February 22, 2018, 10 am to 5 pm
Salem Convention Center (SCC), Salem

Both seminars are suitable for owners, agents, and portfolio managers whose work or interest includes Project-based Section 8 Contract Renewals, Rent Adjustments, and Utility Allowance Analyses and who will be preparing the budget and contract renewals for agency submittal.

“Advanced HUD Budgeting”

10 am to Noon

This short but detail-packed seminar is ideal for agents and owners involved with the HUD Rent Increase Process to ensure that they obtain the maximum rent increases allowed. Presenter Doug Schultz will take you through the steps of budget preparation, a review of the necessary financial data, creating the draft budget, *and* organizing the final budget proposal for HUD properties.

“Understanding how to Maximize your Section 8 Contract”

1 pm to 5 pm

The Section 8 Renewal Policy Guide provides comprehensive guidance for renewing Project-Based Section 8 contracts. What are the available options and how do they affect the selection of rents adjustment methodologies? Come join presenter Matthew Perry for a review of the contract renewal options and the rent adjustment options available to each option—budget-based, OCAF (Operating Cost Adjustment Factor) and RCS. We will also cover the HUD budget worksheet and best practices for submitting a complete request along with a conversation about the OCAF Adjustments and current HUD requirements for providing the annual Utility Allowance analysis.

Our Presenters:

Doug Schultz, LPM, Regional Manager, Viridian Management – Doug has extensive experience managing budgets for all types of project subsidies. After refining this process for many years, he has been able to submit comprehensive budgets which are easy to review.

Matthew Perry is the Quality Assurance Advisor for the HUD Contract Administration Section at OHCS. Matthew has worked with HUD and RD-subsidized programs since 1991. He is an experienced and popular continuing education trainer.

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: Mid-morning refreshments when you arrive and a buffet lunch at noon, in the classroom

To Register: Please fill out and email this page of the flyer to oregonahma@frontier.com or, print and fax to 503-992-0853.

Class Fees: For AHMA members: \$85; for non-members: \$130 – Not sure if your company or agency is a member? Check out the professional member directory on this page of our website:

http://www.oregonaffordablehousingmanagement.com/professional_members.htm

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/Refund Deadline: Thursday, February 15. You are welcome to substitute a student anytime.

What to bring: Note-taking materials

CEU Hours: 6.0 CEUs for those with real estate or property management licenses

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

Registration Form for
TWO Seminar Thursday
February 22, 2018, 10 am to 5 pm, SCC

*This is a **fillable** form. If you fill out the form on your computer, save the form before emailing or faxing so that the information doesn't disappear.*

Email to: oregonahma@frontier.com

Fax to: 503-992-0853

Name _____ Email Address _____

Name _____ Email Address _____

Name _____ Email Address _____

Name _____ Email Address _____

Company or Agency _____ Contact Person _____

Email _____ Phone _____