



The Oregon Affordable Housing Management Association Presents
Wednesday Workshop for RD Managers

Wednesday, April 18, 2018, 10 am to 3 pm
Salem Convention Center (SCC), **Salem**

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). Know what to expect by finding out what the Agency will do!
- ☆ **Wait List Management** – A quick refresher on how to stay in compliance with Rural Development regulations and expectations.

Our Presenter: **Jay DeLapp**, Oregon Rural Development

Jay is a Multifamily Housing Specialist with Tangent's Rural Development field office. Jay is highly regarded as one of RD's most informative, popular trainers.

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: Fill out/email page 2 of the flyer to oregonahma@frontier.com or, print and fax to 503-992-0853

Class Fees: For AHMA members: \$60; for non-members: \$105 – 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 Deadline: Thursday, April 12. You are welcome to substitute a student anytime.

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

CEU Hours: 4.0 CEUs for those with real estate or property management licenses

Registration Form for
Wednesday Workshop for RD Managers
Wednesday, April 18, 2018, 10 am to 3 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 _____

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Name _____ Email Address _____

Name _____ Email Address _____

Name _____ Email Address _____

Company/Agency _____ Contact Person _____

Email _____ Phone _____

Questions?

Contact Oregon AHMA Director Maggie Meikle

Email: oregonahma@frontier.com

By phone: 503-357-7140