



The Oregon Affordable Housing Management Association Presents

## Education Express for **RD** Managers

Tuesday, April 24, 2018, 10 am to 3 pm  
Clover Glen Apts. Community Room, **La Grande**

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 Trainers: **Preston Hiatt and Jay DeLapp, USDA/Oregon Rural Development**

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

Location: Community Room, Clover Glen Apartments, 2212 Cove Avenue, **La Grande**. Signs will direct you to the community room. Please park across the street at the Senior Center on the west side of the lot near the Social Security Building. Clover Glen is a non-smoking facility. Please smoke OFF the property. If you get lost en route, please call Clover Glen Manager Charlene Paul at 541-963-0906.

Refreshments: Donuts and coffee 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 email the completed form to [oregonahma@frontier.com](mailto:oregonahma@frontier.com) or, fax to 503-992-0853.

Class Fees: \$60 for AHMA members; \$105 for non-members

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](http://www.oregonaffordablehousingmanagement.com/education_schedule.htm)

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

Final Registration/Refund Deadline: Thursday, April 19. You are welcome to substitute a student anytime.

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

Questions? Contact Maggie Meikle at 503-357-7140 or via email, [oregonahma@frontier.com](mailto:oregonahma@frontier.com)

*Please fill out the requested information and email or fax this form to the AHMA office.*

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