



The Oregon Affordable Housing Management Association Presents

# Conquering *RD* Multifamily Housing Compliance

*A Skillbuilding Course for RD Project Managers*

Tuesday, Wednesday, and Thursday, October 22, 23, & 24, 2024

## LIVE WEBINAR

Are you new to managing a Rural Development project, or are you an experienced manager seeking a refresher course? This class fits the bill in either case! National trainer Amanda Gross delves deep into the multifamily housing requirements established by the RD Handbook 2 – 3560 while also providing real world examples with practical application. Attendees have the option of taking the course with or without the certification exam.

**NOTE:** The course will include a discussion of the regulatory changes resulting from HOTMA.

October 22, 2024

October 23, 2024

8:30 am to 4:30 pm

8:30 am to 4:30 pm

- Introduction & program background
- Project management requirements
- Project physical conditions
- Tenant eligibility requirements, including students
- Marketing
- Waiting lists & applications
- Tenant selection & unit assignment
- Verification procedures

- Calculating annual income
- Calculating adjusted income
- Calculating rent
- Tenant recertification & changes in eligibility
- Assigning of rental assistance
- Tenant grievance procedures
- Agency monitoring compliance
- Brief overview of Farm Labor housing

October 24, 2024

8:30 am

- Pre-exam review, (8 am to 10 am)
- Optional RD-ACE (Rural Development Accredited Compliance Expert) Exam, (*set your own exam time*)

Instructor: **Amanda Gross**, Vice President of Training & Compliance Policy, US Housing Consultants  
Amanda Gross has over twenty 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:

- ❖ **You'll receive:** The link to a comprehensive PDF course manual that can be used as a desk reference long after the course concludes.
- ❖ **Please have on hand:** A calculator, pens, lots of notepaper, and post-it notes for tagging key pages.
- ❖ **Tech advice:** Please participate on a desktop or a laptop computer. An ethernet connection is preferable. A set of helpful tech instructions will be emailed to you with your login.
- ❖ **The optional exam:** The Accredited Compliance Expert Exam (ACE) is an open book exam with 75 questions. You'll be given 2.5 hours to complete the exam and will need a score of 49 or higher to pass.
- ❖ **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.
- ❖ **How to register:**
  - Fill out this fillable form, "save" it, and email it to [oregonahma@frontier.com](mailto:oregonahma@frontier.com) or, print & fill out the form, then scan & email it to [oregonahma@frontier.com](mailto:oregonahma@frontier.com)
  - **Final Registration Deadline: October 17.** No registrations will be accepted after this date. You're welcome to substitute a student anytime.
- ❖ **Class fees:**
  - \$395, course ONLY for AHMA members
  - \$495, course ONLY for non-members
  - \$450, course AND exam for AHMA members
  - \$550, course AND exam for non-members
- ❖ **Payment options:**
  - **Not sure if your organization is a member?** Check the membership directory on this page of our website: [http://www.oregonaffordablehousingmanagement.com/professional\\_members.htm](http://www.oregonaffordablehousingmanagement.com/professional_members.htm)
  - **WE DO NOT INVOICE.**
  - Please send your check to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116
  - Pay by **PayPal** on our website:  
[http://www.oregonaffordablehousingmanagement.com/education\\_schedule.htm](http://www.oregonaffordablehousingmanagement.com/education_schedule.htm)
  - **You CAN use PayPal as a GUEST if you don't have a PayPal account. Just read & follow the instructions carefully.**
  - **Payment must be made IN FULL by October 17.**

### Questions?

Contact Oregon AHMA Director Maggie Meikle

Email: [oregonahma@frontier.com](mailto:oregonahma@frontier.com)

Landline telephone: 503-357-7140.

# REGISTRATION FORM FOR

## Conquering *RD* Multifamily Housing Compliance

October 22, 23, & 24, 2024

### LIVE WEBINAR

#### \*\*\*REGISTRATION OPTIONS\*\*\*

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Print the form, scan, and email to *oregonahma@frontier.com*
- **Final registration deadline: October 17, 2024**
- **Payment must be made IN FULL by October 17, 2024**

1. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

2. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

3. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

4. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

5. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

6. Name \_\_\_\_\_ Email Address \_\_\_\_\_

➤ Course **only** \_\_\_\_\_, Course **&** exam \_\_\_\_\_

Organization \_\_\_\_\_

Contact person \_\_\_\_\_ Email \_\_\_\_\_

Contact person's phone number \_\_\_\_\_