



The Oregon Affordable Housing Management Association Presents
Conquering HUD Multifamily Housing Compliance

A Skillbuilding Course for HUD Project Managers

Tuesday, Wednesday, and Thursday, April 9, 10, & 11, 2024 – PDT

LIVE WEBINAR

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 multifamily occupancy. Per your request, we have extended the lecture period of this course to two, full days. The optional exam will be held after a 1.5 hour, pre-exam review on the third day.

Day 1 Agenda, 8:30 am to 4:30 pm

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 am to 4:30 pm

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 am to 1 pm (For those taking the exam.)

8:30 am to 10 am – Pre-exam review

10:15 am – Exam instructions

10:15 am to 1 pm – ONLINE Exam

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 PDF version of the 160 page comprehensive course manual that can be used as a reference guide long after the course has concluded.
- **Please have on hand at your desk:** A calculator, pens, lots of notepaper, and post-it notes for tagging key pages.
- **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.
- **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.
- **CEU hours:** For those holding either a real estate broker or a property management license, this course fulfils 15 CEU hours for the two day lecture course and 16.5 CEU hours for the two day course and the pre-exam review (exam time cannot be counted) on the third day.
- **How to register:**
 - Fill out this fillable form, "save" it, and email it to oregonahma@frontier.com or, print & fill out the form, then scan & email it to oregonahma@frontier.com
 - **Final Registration Deadline: April 3. 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
 - **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
 - **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 April 3.**
- ❖ **Questions?** Contact Oregon AHMA Executive Director Maggie Meikle at oregonahma@frontier.com or by telephone, 503-357-7140.

REGISTRATION FORM FOR
Conquering HUD Multifamily Housing Compliance

April 9, 10, & 11, 2024

*****REGISTRATION OPTIONS*****

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Print the form, fill it out, scan it, and email to *oregonahma@frontier.com*

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Course **AND** Exam _____, Course **only** _____

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Organization _____

Contact Person _____ **Email Address** _____