



The Oregon Affordable Housing Management Association Presents

Conquering HOME Compliance

With the Optional A.C.E. Certification Exam

A Skillbuilding Course for Affordable Housing Managers

Tuesday, Wednesday, and Thursday, August 26, 27, & 28, 2025 – PDT

LIVE WEBINAR

The “Conquering HOME Compliance” course is a two-day, virtual course specially designed to assist affordable housing professionals in mastering all aspects of HOME program compliance. This engaging and interactive course utilizes numerous examples and exercises to ensure attendees complete the training with a thorough comprehension of not only how to maintain project compliance, but why it is so important to do so. Here is the agenda for this comprehensive course in HOME compliance. HOTMA changes are included in the material.

AGENDA FOR DAY 1 – 8:30 am to 4:30 pm

Processing Applications & Certifications

1. Applications & screening
2. Interviews
3. Occupancy standards, preferences & restrictions
4. Household size
5. Verification requirements

Student Eligibility

1. Applicability
2. Determination of independent student
3. Determining parent eligibility
4. Monitoring student status
5. Treatment of ineligible students

Determining Asset Income

1. Introduction to assets
2. Overview of asset inclusions & exclusions
3. Imputing asset income
4. Disposed assets
5. Review of common assets

Determining Income

1. Method of determining income
2. Overview of income inclusions
3. Overview of income exclusions
4. Earned income sources
5. Unearned income sources

Leasing & Certification Requirements

1. Tenant Income Certification form
2. Lease requirements
3. Recert requirements & over-income tenants

AGENDA FOR DAY 2 – 8:30 am to 4:30 pm

Project Development

1. Forms of HOME assistance
2. Cost allocation
3. Project eligibility requirements (eligible cost, property types, etc.)
4. Development deadlines
5. HOME agreements

Physical Property Standards

1. New Construction
2. Rehabs
3. Capital Needs Assessment
4. Accessibility requirements

Lease Up

1. Income limits
2. Rent limits
3. Leasing deadlines
4. Uniform Relocation Act & Section 104(d)
(Acquisition/Rehab Project)

Compliance Monitoring

1. Property Inspections
2. File Inspections
3. Noncompliance
4. Reporting Requirements

Violence Against Woman Act

1. Overview of Law
2. VAWA Protections
3. Documenting VAWA Status
4. Emergency Transfers

AGENDA FOR DAY 3 – 8:30 am to 10:30 am

1. Picking up where we left off the day before, *if needed*, and our pre-exam review. Join us even if you're not taking the exam!

Instructor: **Randy McCall, Housing Compliance Trainer, U.S. Housing Consultants**

Randy brings more than 20 years of affordable housing experience to USHC. His expertise is wide-ranging, running the gamut from HUD to LIHTC to fair housing and beyond. His affable training style makes him an in-demand instructor.

Important Details:

- **You'll receive:** The link to a PDF version of the comprehensive course manual that can be used as a reference guide long after the course has concluded. **Make sure you download and SAVE the PDF manual** because the link is only active for a short time 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:** Passing the (optional) Accredited Compliance Expert Exam (A.C.E.) certification exam signifies that you have a demonstrable and thorough understanding of managing HOME compliance. It is an online exam that can be taken anytime within two weeks after the conclusion of the course. The test 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.
- **CEU hours:** For those holding either a real estate broker or a property management license, this course fulfills 14 CEU hours for the two day lecture course and 16 CEU hours for the two day course and the pre-exam review 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: August 21.** 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
 - **If you don't have a PayPal account, you can use PayPal as a GUEST. Just read & follow the instructions carefully.**
 - **Payment must be made IN FULL by August 21.**

REGISTRATION FORM FOR
Conquering HOME Compliance

August 26, 27, & 28, 2025, PDT
LIVE WEBINAR

*****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*
- REGISTRATION/PAYMENT DEADLINE: AUGUST 21

➔ PLEASE SELECT COURSE/EXAM OR COURSE ONLY.

NAME _____ EMAIL ADDRESS _____

Course **AND** A.C.E. Exam _____, Course **only** _____

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Organization _____

Contact Person _____

Email Address _____

❖ **Questions?** Contact Oregon AHMA Executive Director Maggie Meikle at *oregonahma@frontier.com*