



The Oregon Affordable Housing Management Association Presents

CONQUERING HOME MFH COMPLIANCE

~WITH **HOTMA** UPDATES AND OPTIONAL EXAM~

Tuesday, Wednesday, and Thursday, July 9, 10, & 11, 2024, PDT

LIVE WEBINAR COURSE

Created by national trainer Amanda Gross, the "Conquering HOME Multifamily Compliance" course is a two-day, 16 hour course specially designed to assist affordable housing professionals in conquering HOME project 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. ***HOTMA updates, included!*** (You have the option of taking the course with or without the ACE-HOME exam.)

Agenda for Day 1 – 8 am to 5 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 am to 5 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 am to noon

1. Pre-exam review, 8 am to 10 am
2. (Optional) Open book online exam - Those passing the exam will receive the Accredited Compliance Expert (ACE) designation, or ACE-HOME.

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

1. **You will 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.
2. **Please also have on hand:** notepaper, pen or pencil, sticky notes for tagging key pages, and a calculator.
3. **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.
4. **CEU hours:** This course fulfills 16 CEU hours for the two day course and 18 hours with the pre-exam review.
5. **Options for registration:**
 - Fill out this fillable form and email it to oregonahma@frontier.com
 - Print & fill out, then scan & email the printed form to oregonahma@frontier.com
 - **Final Registration Deadline: July 3. No new registrations accepted after this date. Substitutions welcome anytime.**
6. **Course 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
7. **Payment Options:**

WE DO NOT INVOICE.

- Please send your **check** to Oregon AHMA, P.O. Box 1135, Forest Grove, OR 97116
- Or, pay by **PayPal** on our website:
http://www.oregonaffordablehousingmanagement.com/education_schedule.htm
- **If you don't have a PayPal account, you CAN pay with your credit card on PayPal as a GUEST. Just read & follow the instructions carefully.**
- **Payment must be made IN FULL by July 3.**
- 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

Registration Form for

Conquering **HOME** Multifamily Housing Compliance With **HOTMA** Updates and Optional Exam

July 9, 10, 11, 2024, PDT

LIVE WEBINAR COURSE

- Fill out this fillable form, save it, and email it to *oregonahma@frontier.com*
- Scan/email the printed form to *oregonahma@frontier.com*
- Final Registration Deadline: July 3, 2024
- Payment must be made IN FULL by July 3 to receive the Zoom log-in.
- **Questions?** Contact Oregon AHMA Executive Director Maggie Meikle at *oregonahma@frontier.com* or by landline telephone, 503-357-7140.

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Contact Person's Phone Number _____