SWAHMA
SouthWestern Affordable Housing Management Association

2026 Spring Meeting
Embassy Suites Fort Worth Downtown
600 Commerce, Fort Worth, Texas
April 23 & 24, 2026

Day 1 - Thursday, April 23

8:45 am to 9:00 am **Greetings**
Roy Cozart – SW-AHMA

9:00 am to 9:45 am **State of the Region**
Christie Newhouse – US Dept of HUD
Michael Cummings – Southwest Housing Compliance Corp

9:45 am to 10:30 am **From Vouchers to TRACS: Understanding HUD's Monthly Submission Process**
Ann Hittner – Southwest Housing Compliance Corp
This session provides an overview of HUD's monthly voucher submission process and the fundamentals of the TRACS system. (Description continued on reverse side.)

10:30 am to 10:45 am **Morning Break**

10:45 am to 12:00 pm **How to Manage and Operate a Layered Property: TDHCA expectations**
Cara Pollei – Texas Dept of Housing and Community Affairs
This presentation will talk about the TDHCA programs that we find commonly layered with HUD project-based funding sources and what tips and tricks would be helpful for folks to know. This session will focus on qualifying households and be deeper into the tenant file.

12:00 pm to 1:30 pm **Lunch on your own**

1:30 pm to 2:45 pm **Preparing for Emergencies and Natural Disasters**
Hannah Bettge –Tarrant County Office of Emergency Management
Disasters affect thousands of citizens every year, and they don't just happen to "other people" in "other communities." (Description continued on reverse side.)

2:45 pm to 3:00 pm **Afternoon Break**

3:00 pm to 4:15 pm **MOR Success – Tips and Updates**
Chris Petty – Southwest Housing Compliance Corp
This session discusses how to plan and prepare for success on your next Management and Occupancy Review (MOR). We will review how to prepare in both the long-run and immediately prior to the MOR site visit, common findings, MOR ratings and tips on how to improve your score. We'll also highlight recent HUD guidance and emphases, such as program eligibility and delayed HOTMA compliance deadlines.

4:30 pm **Close Day 1 –** See you tomorrow!

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(Session Descriptions, continued)

From Vouchers to TRACS: Understanding HUD's Monthly Submission Process

Ann Hittner – Southwest Housing Compliance Corp

Participants will learn how voucher data flows from property-level systems to the Contract Administrator then to HUD, key submission timelines and requirements, and common issues that can delay or reject vouchers. The presentation will also introduce core TRACS concepts, file types, and validation processes, helping attendees better understand how TRACS supports subsidy payments and compliance. This session is ideal for staff who prepare, review, or oversee monthly voucher submissions.

Preparing for Emergencies and Natural Disasters

Hannah Bettge –Tarrant County Office of Emergency Management

Here in Tarrant County, we have faced floods, fires and tornados that have caused extensive property damage, seriously strained our emergency services and caused loss of life. Following the tragic events of Sept. 11, 2001, Americans also must now be aware of the threat of terrorism, including biological and chemical attacks. The nation's Homeland Security Advisory System helps alert federal, state and local authorities – as well as individual citizens – to threat conditions and corresponding protective measures to reduce our vulnerability to terrorist attacks.

NOTES:

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Day 2 - Friday, April 24

8:45 am to 9:00 am **Greetings**
Roy Cozart – SW-AHMA

9:00 am to 10:30 am **How to Write an (Approvable) Affirmative Fair Housing Marketing Plan (AFHMP)**
Gwen Volk – INFOCUS, INC

*AFHMPs submitted but not approved? MOR findings for not having an approved plan on file? Confusion about which race and ethnicity data to use? And now, with the Administration's **proposal to eliminate the AFHMP requirement**, owners and agents are asking: "Do we still need an AFHMP—and what does compliance look like right now?" This session cuts through the noise. (Description continued on reverse side.)*

10:30 am to 10:45 am **Morning Break**

10:45 am to 12:00 pm **Fair Housing Timely Topics**
Gwen Volk – INFOCUS, INC

Recent administrative changes have created significant uncertainty across the fair housing landscape, including staffing reductions at HUD's Office of Fair Housing and Equal Opportunity, shifts in enforcement responsibility, and the withdrawal or suspension of long-standing guidance. While policies and messaging may be changing, fair housing laws remain fully in effect. (Description continued on reverse side.)

12:00 pm to 1:30 pm **Lunch on your own**

1:30 pm to 3:00 pm **Common Issues at Properties with Project-Based Assistance Layered with TDHCA Programs**
Cara Pollei – Texas Dept of Housing and Community Affairs

This presentation will talk about the issues monitors see when we review properties with TDHCA funds and project-based HUD funds along with questions we are commonly asked. This session will focus more on the operations and big picture of the management of the property and less on the tenant file.

3:15 pm **Close Day 2 –** Thank you for your support of SW-AHMA!
Attendance Certificates at the Registration Table

Save the Dates for Future SW-AHMA Trainings:

- **Certified Professional of Occupancy (CPO) Course**
  - June 15-16-17, San Antonio, Training site to be determined
- **2026 Fall Conference Little Rock**
  - September 8 & 9, 2026, Wyndham Riverfront
- **2026 Fall Conference San Antonio**
  - September 22 & 23, 2026, La Quinta Riverwalk

Spring Meeting: Rooted in Knowledge

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Day 2 - Friday, April 24

(Session Descriptions, continued)

How to Write an (Approvable) Affirmative Fair Housing Marketing Plan (AFHMP)

Gwen Volk – INFOCUS, INC

*Despite proposed changes, **many properties are still being cited for AFHMP deficiencies**, and the Fair Housing Act obligations underlying affirmative marketing remain in place. This practical, plain-English session focuses on what housing providers **must do today** to stay compliant and defensible during this period of uncertainty.*

*Drawing on experience preparing and reviewing **500+ AFHMPs nationwide** for HUD, RD, and state agencies, Gwen Volk walks participants through how to complete an **approvable AFHMP**. Attendees will learn how to use Census Bureau tools; select and interpret the correct demographic data; develop effective outreach strategies and community contacts; and work with HUD, RD, PBCAs, or state agencies.*

*The session also covers **5-year AFHMP reviews**, how to document compliance when agencies are not actively reviewing plans, and how to respond to AFHMP-related MOR findings.*
*Participants will leave with **clear, practical guidance** on separating proposed changes from enforceable requirements—and a roadmap for AFHMP compliance that works in the real world.*

Fair Housing Timely Topics

Gwen Volk – INFOCUS, INC

This session focuses on timely issues affecting property owners and managers, including:

- *Application taking and marketing practices*
- *Use of criminal records in screening*
- *Sexual orientation and gender identity protections*
- *Harassment (sexual, racial, religious, ethnic, and disability-related)*
- *Service animals and other assistance animals*
- *Limited English Proficiency (LEP) requirements*
- *Affirmative Fair Housing Marketing Plans (AFHMPs)*
- *The current status of VAWA regulations and forms*

Learn what has changed, what has not, and how to continue operating in compliance amid uncertainty. Bring your toughest fair housing questions and leave with practical, defensible guidance you can rely on.

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Session Presenters

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