



Conquering Compliance with Layered Programs Funding (HUD, LIHTC, RD, HOME) + Optional LP A.C.E Certification

JUNE 20th & 21st INSTRUCTION (8:30 am - 5:00 pm) *lunch included*

JUNE 22nd REVIEW for optional A.C.E. Certification Exam* (8:30 am - Noon)

***EXAM:** You may take a **WRITTEN exam** on day 3 of class (results in 10-14 days) **-OR-** you may take an **ONLINE exam** by July 6th (results are immediate & you if you don't pass the first time, you can take it a 2nd time by July 6th – for online exams only).

- **OVERVIEW:** Developers will often finance projects leveraging funds from multiple affordable housing programs, such as Low-Income Housing Tax Credit Program (LIHTC), Housing and Urban Development Multi-Family Housing (HUD MFH, Rural Development (RD), and the HOME Investment Partnership Program (HOME). Amanda Lee breaks down the differences between each program's rules and provides guidance as to how compliance with all programs can be maintained. This engaging and interactive session utilizes numerous exercises to ensure attendees complete the session with a thorough comprehension of how to maintain project compliance and why it is so important to do so.
- **WHERE:** RLA Learning & Conference Center, 850 Cranberry Woods Dr., Cranberry Twp, PA 16066 ***New location***
- **CAN'T ATTEND IN PERSON? VIRTUAL Option** available! FAQ: <https://www.us-hc.com/webinar-frequently-asked-questions/>

This 2-1/2 Day hybrid seminar will include the following training topics:

Tenant Program Eligibility Requirements

- Income Limits & Household Size
- Student Eligibility

Tenant Project Eligibility Requirements

- Occupancy Preferences, Restrictions, Set-Asides
- Minimum & Maximum Occupancy Standards

Application Process & Waiting Lists

- Application Requirements
- Tenant Selection Plan
- Wait List Management
- Rejection of Applicants

Verification Requirements

- Allowable Methods of Verification
- Terms of Verifications

Calculating Annual Income

- Method of Determining Income Eligibility
- Overview of Income Inclusion & Exclusion
- Earned Income Sources (including gig income)
- Unearned Income Sources

Calculating Asset Income

- Introduction to Assets
- Calculating Income from Assets
- Determining Asset Value and Actual Income from Assets
- Review of common assets, including new assets

Determining Adjusted Income (HUD, RD and HOME Only)

- Dependent Deduction
- Childcare Expenses
- Disability Assistance Expenses
- Elderly Deduction
- Medical Expenses

Rent & Security Deposit Requirements

- Rent Requirements & Calculations
- Security Deposit Requirements

Tenant Certification Form & Effective Dates

- Tenant Income Certification Form
- Certification Effective Dates

Annual Recertification & Interim Recertification

- Recertification Requirements
- Recertification Effective Dates
- Interim Certifications (HUD & RD Only)

Unit Transfers

- Unit Transfer Requirements

Changes in Eligibility

- Changes in Income Eligibility
- Changes in Student Eligibility

Termination of Tenancy

- Termination of Tenancy

**Space is Limited
Register Today!**

The (optional) Layered Programs (LP) – Accredited Compliance Expert (A.C.E.) Exam:

The Layered Programs Accredited Compliance Expert (A.C.E.) Exam will test participants' ability to understand how to determine tenant eligibility as well as how to maintain program compliance when more than one funding program applies to the project. Participants will be provided with 2.5 hours to complete the exam consisting of 75 questions. Test takers will be required to score at least 65% for accreditation & the exam is open book. The exam can be taken in-person or online (see above detail).

INSTRUCTOR: *Amanda Gross from US Housing Consultants. As Vice President of Training and Compliance Policy, Amanda Lee Gross brings her vast experience in affordable housing to our training & compliance services. She learned the affordable housing industry from the ground-up, starting as a site manager and quickly working her way to a Compliance Director. Ms. Gross has leveraged that experience and became a nationally recognized expert trainer in Fair Housing, LIHTC, RD, HUD, and HOME. She has conducted hundreds of training workshops and seminars throughout the country, helping property management professionals become more effective and better able to protect the assets and reputation of companies. Amanda is a thought leader in the affordable housing industry, speaking at several industry conferences each year, and working closely with several state agencies.*

EDUCATING AND SUPPORTING THE AFFORDABLE HOUSING INDUSTRY

PAHMA | PO BOX 486, Oakmont, PA 15139-0486 | 412-445-8357 | www.pahma.org | info@pahma.org



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New location RLA LEARNING & CONFERENCE CENTER, 850 Cranberry Woods Dr., Cranberry Twp, PA 16066

Management Company Name _____

Contact Person / Property Name _____

Street Address _____

City, State & ZIP Code _____

Business Phone _____ E-Mail _____

Emergency Contact & Phone _____

☐ **SPECIAL NEEDS:** PLEASE LET US KNOW IF A PARTICIPANT REQUIRES ANY SPECIAL ACCOMMODATIONS OR DIETARY NEEDS _____

Name of Participants (use back if needed)	Email address	Select Training		Select Exam* (Optional*)	
		In Person	OR Virtual	Online	OR Paper
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Cost for Full 2-1/2 Day Event: **\$495/participant** # _____ x \$495 = \$ _____ total

(Cost includes: Optional Online Exam / Snacks & Beverages days 1, 2 & 3 / Lunch days 1 & 2)

Overnight Accommodations: Best Western Plus - 5001 Cranberry Springs Dr. Cranberry Twp., PA 16066
(724) 720-5600 Call Front desk & mention PAHMA

*****MAIL YOUR REGISTRATION FORM & PAYMENT EARLY TO RESERVE YOUR SPOT*****

FOR CHECKS: Make payable to **PAHMA** and send to: **PO Box 486, Oakmont, PA 15139-0486**

FOR CREDIT CARD PAYMENTS: Complete below and email to info@pahma.org or mail to the address above. Contact info@pahma.org with questions or if assistance is needed with credit card payments.

Name as it appears on the card _____

Credit Card Number _____

Expiration Date _____ CVC Code _____

Email Address for Receipt _____

CANCELLATION POLICY: NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS WITHIN SEVEN DAYS OF THE EVENT OR FOR REGISTRANTS WHO FAIL TO ATTEND. POLICY MAY BE WAIVED IF CANCELLATION IS DUE TO "FORCE MAJEURE" REASONS. ALL CANCELLATION REQUESTS MUST BE MADE IN WRITING TO: PAHMA, PO BOX 486, OAKMONT, PA 15139 OR TO INFO@PAHMA.ORG

FOR YOUR COMFORT: SINCE ROOM TEMPERATURES ARE DIFFICULT TO REGULATE TO EVERYONE'S SATISFACTION, LAYERED CLOTHING IS STRONGLY RECOMMENDED

EVENT ETIQUETTE: ALL ATTENDEES ARE REQUIRED TO ABIDE BY THE EVENT ETIQUETTE AND STANDARDS OF BEHAVIOR POLICY WHICH CAN BE FOUND ON OUR WEBSITE

IN THE EVENT OF SPEAKER CANCELLATION: PAHMA RESERVES THE RIGHT TO SUBSTITUTE THE SPEAKER/TOPIC AND/OR RESCHEDULE THE TRAINING.

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