9:00 am to 10:30 am – Common Household Eligibility Errors

Whether you are responsible for preparing tenant files or reviewing tenant files, chances are you have made a mistake in determining household eligibility. Mistakes will happen; the key is to learn from mistakes made. The goal is to avoid making errors that result in the admission of an ineligible household or the rejection of an eligible household.

This session discusses common errors that are made when determining household eligibility.

Topics covered include, but are not limited to:

- Household Size
- Income from Dependents and Absent Members
- Social Security Income Calculations
- Wage Increase Calculations
- Non-Cash Contributions
- Student Financial Assistance
- Student Eligibility

10:45 am to 12:00 pm – Conquering Adjusted Income and Tenant Rent for Multi-Family Subsidized Housing Programs

For federally funded rental assistance programs, such as HUD's Section 8 Program and USDA's Rural Development program, correctly determining a household's adjusted income is a critical component of accurately determining a household's rent. Incorrectly calculating a household's rent results in the owner/agent having to either repay any overpaid subsidy to HUD or repay any overpaid rent back to the tenant.

This session will discuss the components of determining adjusted income and determining tenant rent for HUD and RD Multi-family Housing program. We will also address when adjusted income is utilized for tenants residing in HOME-assisted units. Lastly, the impending changes regarding adjusted income will also be discussed throughout this informative session.

Topics covered include, but are not limited to:

- Expenses and Deductions
    - Dependent Deduction
    - Child Care Expenses
    - Disability Assistance Expenses
    - Elderly Deduction
    - Medical Expenses
- Determining Tenant Rent and Assistance Payments
    - HUD Section 8 Rent Formulas
    - RD Rent Formulas
- HOME Funds & Adjusted Income
    - Determining When Rent for a HOME unit is to be based on Adjusted Income

1:00 pm to 2:30 pm – Income & Assets in Today's Tech-Driven Economy

"What is "Gig Income"?" Companies like Uber, Lyft, and Upwork are providing workers the ability to earn income on their own terms. This can mean someone driving a few Uber routes a week, taking on a data entry job on Upwork, or full-time employment through one of the many freelance sites. This presents challenges for assisted housing compliance, as income may be sporadic, subject to change throughout the year, and include self-employment expenses.

In addition, with continued advances in technology, we are now living in the "Age of the App" which has created peer-to-peer payment apps, such as Venmo, Cash, PayPal, etc. The increased prevalence of these apps have spurred a lot of questions within our industry as it relates to determining tenant eligibility.

This session will provide guidance and assist in the review of new policies and procedures.

Topics covered include, but are not limited to:

- Determining Income from Self-Employment
- Units Being Used for Business and Business Deduction
- Documentation Requirements (including a review of the IRS tax forms)
- Peer-to-Peer Apps (Income or Asset?)
- Cryptocurrency

2:45 pm to 4:00 pm – Navigating the Waiting List & Tenant Selection

Selecting applicants from the waiting list is not always a direct path and at times can be confusing in ensuring program compliance. This session will provide a road map to clear direction on how applicants should be selected from the waiting list to eventually become tenants.

Topics covered include, but are not limited to:

- Waiting List
  - Creating a Waiting List
  - Documenting Changes to the Waiting List
  - Updating Waiting List Information
  - Waiting List Documentation Requirements
- Tenant Selection
  - Selecting Tenants
  - Unit Assignments
  - Priorities for Units

9:00 am to 12:00 pm – Fair Housing Essentials

Fair Housing compliance is one of the cornerstones of affordable housing management. This training provides high-level training on the keys to fair housing compliance. Learn the fundamentals of fair housing for housing professionals, including ensuring applicants' and residents' rights and protecting yourself and the property from liability.

From House Rules to Live-In Aides, this engaging and interactive training utilizes numerous examples and exercises to ensure attendees complete the training with a thorough comprehension of how to comply with fair housing requirements and why it's so important. This session also features practical tips for management and maintenance staff to help support the Act!

Topics covered include, but are not limited to:

- Introduction to Fair Housing
- Disparate Impact
- Applicability & Exceptions to the Fair Housing Act
- Protected Classes
- Prohibited Acts

1:00 pm to 2:00 pm Fair Housing – Focus on Assistance Animals

Animals can play a very important role in assisting persons with disabilities and as part of therapeutic activities and services. Most people are aware of the role of service animals, such as guide dogs, but there are other types of supportive animals that some people may be less familiar with, such as emotional support animals.

Regardless of whether it is a service animal or an emotional support animal, all housing professionals need to be of the requirements related to these types of animals under the Fair Housing Act.

This session will walk attendees through a reasonable accommodation process and will answer questions such as:

- Who is considered disabled under fair housing law?
- Who can verify an individual's disability, and when is verification permitted?
- Can a housing provider require that assistance animals be specifically trained, apply weight limits, or breed restrictions on assistance animals?
- In what circumstances is it permissible to deny a specific assistance animal?