

REGISTER NOW! Only the first 50 students accepted in each day's class

AHMA Northwest and Contract Management Services Present Two Days of Intensive Trainings
Co-Sponsored by ORCA Information and the Insurance Program for Association Housing (IPAH)

DAY 1 - 8:30 AM to 4:30 PM, Monday September 27, 2010

EIV Training

See Course Description on Page 2

Trainer: Sheila King, Sheila King Consulting

AHMA or CARH Member Registration Fee: \$90.00 (non-member rate: \$120.00)

DAY 2 - 8:30 AM to 4:30 PM, Tuesday September 28, 2010

HUD Model Tenant File Training – Reduce MOR Findings!

See Course Description on Page 2

Trainer: Karen Crosta, KDC Solutions LLC

AHMA or CARH Member Registration Fee: \$90.00 (non-member rate: \$120.00)

Sign Up For Both Days and Save Money

Special AHMA and CARH Member Registration Fee to Sign Up for Both Classes: \$150.00
(non-member rate: 210.00)

Training Site: Red Lion Hotel River Inn

700 N. Division Street, Spokane, WA 99202 (free parking)

Deli Sandwich Lunch Provided

Contact Christina Young at the Red Lion at (509) 326-5577 for overnight accommodations, if needed.

TO REGISTER: Go online with your VISA or MC. Or you may register online and print out an invoice for your company to process in your normal way. <http://www.acteva.com/booking.cfm?bevoid=209122>

OR Complete this form, and then FAX IT TO (425) 454-7695 – this reserves your seat! Then process your check in your normal way, and mail it with this completed form to:

AHMA Northwest
c/o Loveridge Hunt & Co. CPAs
11100 NE 8th Street, Suite 410
Bellevue, WA 98004-4441

Questions? Contact Joe Diehl at
TEL (425) 454-6836
FAX (425) 454-7695

AHMA or CARH Member: EIV - \$90 Model Tenant File - \$90 Both - \$150
Non-Member AHMA or CARH EIV - \$120 Model Tenant File - \$120 Both - \$210

First Name: _____ Last Name: _____

List additional registrants on a separate sheet.

Company Name: _____ Property Name: _____

Address: _____ City, State, Zip: _____

Tel: _____ *E-mail Address (or Fax Number): _____ *

Register on or before September 17. Note - only the first fifty (50) registrants will be accepted due to space limitations. \$30 per person per day processing fee assessed for refunds requested by the deadline. No refunds after that date (however, another student may be substituted). A full refund (or credit against a future training) will be given if cancelled by AHMA for any reason. *Provide an E-mail address or Fax number, so that updates may be sent.

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8:30 am to 4:30 pm – Monday September 27, 2010

EIV Training

*NOTE: This training pertains to EIV requirements for HUD MFH properties and **NOT** to EIV requirements for Housing Authorities.*

EIV- Enterprise Income Verification System became mandatory on January 31, 2010. The newest EIV notice H-2010-10 just came out! How compliant are you? Do you have your EIV Policies and Procedures in place? Have you developed and reviewed all your required security measures? Are you consistently pulling EIV reports and dealing with discrepancies as required? Do you have the new EIV "Master" file, checklists, logs, forms and notices? How comfortable are you using EIV? This class has been designed for the property management professional who is using EIV on a day-to-day basis. EIV is used to verify income and identify discrepancies. In this class we will discuss security and retention requirements; explain computer matching agreements with HHS/SSA; penalties; setting up your files for MOR review; using EIV to screen applicants for prior HUD assistance; how to review an EIV report; uses of an EIV report; investigating discrepancies; notifications to applicants and tenants; and repayment agreements (among other things). Training includes sample forms, checklists, logs and notices that can be used to help you develop your own custom documents. This class does NOT provide any training on how to gain access to the EIV system.

The trainer is Sheila King, of Sheila King Consulting (Tacoma). *Sheila has managed for HUD and USDA properties for over 20 years. Her consulting company has been actively consulting for the affordable housing industry for over 10 years. Sheila spearheaded the AptFinder.org web site which is sponsored by AHMA, as well as the HUD Model Documents that are available to members of AHMA only. Note that, per HUD EIV Notice H 2010-10, EIV users are required to have security training annually. While this training is one step in that process, we further recommend that attendees watch the HUD produced webcasts in addition to attending this informative training as an essential part of documenting this training requirement. Prior recent experience in working with EIV (as well as having read the July 1, 2010 notice 2010-10 available at www.ahma-wa.org) are essential and necessary for preparation for this intensive class.*

8:30 am to 4:30 pm – Tuesday September 28, 2010

HUD Model Tenant File Training: Reduce MOR Findings!

Management and Occupancy Reviews (MORs) are containing an increasing number of findings from the Tenant File reviews. Through the collaborative efforts of HUD, CMS, AHMA members and professionals, a HUD Model Tenant File has been created. This thorough presentation will cover what is included in an MOR Tenant File Review, the most common errors and findings, techniques, policies, and procedures to avoid such findings, as well a review of some of the sample documents provided in the file. Each participant will receive a "mock" Model Tenant File that will include a CMS-recommended format for organizing the file, a system for maintaining it and model sample documents that meet HUD regulations and have been reviewed by CMS. The sample Model Tenant File can be used as a reference in setting up your property's system. By following its format, as well as the tips provided during the presentation, your property will be on its way to a findings-free MOR.

Karen Crosta is the owner and President of KDC Solutions, LLC (Graham). *Karen has over twenty years of experience in the affordable multifamily housing field. As a Property Manager for a northwest regional management and development company, she managed properties in a three-state area that were insured and/or subsidized through HUD and USDA/Rural Development, as well as some Low Income Housing Tax Credit (LIHTC) properties. Karen was also a national trainer of HUD Occupancy courses for the National Center for Housing Management (NCHM) and is currently the exclusive trainer of the Council for Affordable and Rural Housing's Basic Apartment Management Course and her own two-day RD Section 515 Boot Camp national certification course. Partnering with AHMA Northwest, Karen's three-day HUD Basic Occupancy Certification Course using HUD Handbook 4350.3 REV-1 CHG-3 as its primary textbook, has become the flagship training program for property managers of HUD assisted housing in this region. She is also a Certified Fair Housing trainer with NAHMA.*

AHMA Northwest, c/o Loveridge Hunt & Co. PLLC, 11100 NE 8th Street, Suite 410, Bellevue, WA 98004-4441

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