

Live Training - Conquering Training Series



Gary Kirkman

E&A Team's training series "Conquering" takes an in-depth look at compliance in multi-family housing based on the project's funding source. Each comprehensive course includes engaging and interactive sessions utilizing case studies, verification examples, knowledge check exercises, and even games to ensure attendees walk away with a thorough understanding of not only how to maintain proper compliance, but also why it is important to do so.

Our Compliance Training Director, Amanda Lee Gross, and our Compliance Trainer, Gary Kirkman each combine expertise with entertainment to provide excellent training for everyone!



Amanda Lee Gross

Conquering Low-Income Housing Tax Credit Compliance

Part 1: "Determining Household Eligibility"

- Determining Household Composition
- Calculating Income from Assets
- Calculating Unearned Income
- Lease Requirements
- Verification & Documentation Requirements
- Calculating Earned Income
- Eligible Student Household Requirements
- Annual Recertifications

Part 2: "Maintaining Project Compliance"

- Annual Credit Calculation
- Income and Rent Limits
- Monitoring Requirements
- IRS Forms Review
- Minimum Set Aside
- Important Deadlines
- Acquisition / Rehab
- Identifying & Correcting Non-Compliance Issues

Part 3: National Association of Home Builders HCCP Exam* (usually offered as an option upon completion of the training series)

*E&A Team is an Approved HCCP Distributor

Conquering RD Rental Housing Compliance

- Introduction & Program Background
- Project Management Requirements
- Project Physical Conditions
- Tenant Eligibility Requirements (including eligibility of students)
- Marketing
- Waiting Lists & Applications
- Tenant Selection & Unit Assignment
- Verification Procedures
- Calculating Annual Income
- Calculating Adjusted Income
- Calculating Rent
- Tenant Recertification & Changes in Eligibility
- Assigning of Rental Assistance
- Tenant Grievance Procedures
- Agency Monitoring Compliance
- Overview of Farm Labor Housing



Call our toll-free number to secure your training date!

888-504-7483 ext. 129

Conquering HUD Compliance

- Introduction & Program Background
- Civil Rights and Nondiscrimination Requirements
- Project Eligibility
(Section 8, Section 202, Section 202/8)
- Section 202 PAC, Section 202 PRAC, and Section 811 PRAC Projects
- Program Eligibility (including student eligibility)
- Waiting Lists & Tenant Selection
- Determining Household Income
- Determining Household Rent
- Lease Requirements
- Security Deposit Requirements
- Recertifications & Interim Certifications
- Unit Transfers
- Gross Rent Charges
- Termination of Assistance and Termination of Tenancy
- Enterprise Income Verification System



Conquering HOME Funds Compliance

- Introduction & Program Background
- Project Eligibility Requirements
(eligible costs & property types)
- Development & Leasing Deadlines
- Physical Property Standards
- Income & Rent Limits
- Designation of HOME units
(Fixed vs. Floating units)
- Student Eligibility Requirements
- Verification Requirements
- Income Eligibility Requirements
- Determining Household Income
- Recertification & Over-Income Households
- Lease Requirements
- Subsidy Layering
- The Violence Against Women Act (VAWA)
- The Uniform Relocation Act & Section 104(D) requirements

All attendees receive a pen/highlighter, post-it notes, and a durable and comprehensive course manual that can be used as a desk reference long after the course has concluded.



Conquering Compliance With Multiple Housing Programs

A Compliance Conundrum

In order to get affordable housing built, developers will often finance the project using funds from multiple affordable housing programs. Programs commonly layered at a project include:

- Low-Income Housing Tax Credit Program (**LIHTC**)
- Housing and Urban Development Multifamily Housing (**HUD**)
- Rural Development (**RD**)
- HOME Investment Partnership Program (**HOME**)

While layering different programs on a project is a great way to get a project developed, it can create some challenges for the staff responsible for managing compliance at these projects

In this course, E&A Team's expert trainers will provide attendees with the tools needed to conquer compliance at these complex projects, and ensure that all programmatic requirements are met.

Topics to be covered include:

Application and Tenant Selection Criteria

- Application Fees
- Criminal Screening Requirements
- Citizenship & SSN Requirements
- Waiting Lists
- Occupancy Standards & Preferences
- Determining Household Size

Determining Student Eligibility

Determining Income Eligibility

- Method of Determining Income Eligibility
- Income Limits
- Verification Requirements
- Income & Asset issues

Rent Requirements

- Maximum Rent Limits
- Rent Determination
- Utility Allowances

Tenant Certification Requirements

- Tenant Income Certification Forms
- Certification Effective Dates
- Recertification Requirements
- Changes in Household Eligibility

Lease Requirements

- Lease Agreement
- Lease Terms
- Lease Termination



Now Booking Amanda Gross and Gary Kirkman for 2018 & 2019!

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