

LOUISIANA HOUSING COUNCIL, INC.

CHAPTER OF NAHRO

2910 Common St.
Lake Charles, LA 70601
Phone (337) 564-5694
Fax (337) 564-5703

Date: November 3, 2016
From: Debra Doyle, VP for Professional Development
RE: HCV Financial Management Training & Public Housing Advanced Financial Training

Dear LHC Members,

The Louisiana Housing Council of NAHRO Professional Development Committee is now offering the *HCV Financial Management training with online certification exam* and the *Public Housing Advanced Financial Training* on December 6 - 9, 2016 at the Horseshoe Casino Hotel located at 711 Horseshoe Blvd., Bossier City, LA 71111.

The HCV Financial Management training will be held on December 6-7, 2016 with optional online certification testing to be scheduled **AFTER** the training. The Public Housing Advanced Financial training will be held on December 8-9, 2016. The public housing advanced financial training is a custom built training that focuses on budgeting and properly using CFP funds per budget line item. It will also include a small component on conversions for agencies going RAD or using tax credits. Registration will open at 7:30 AM on Tuesday & Thursday and the sessions will begin promptly at 8:00 AM each morning and end at 5:00 PM. Breakfast will be provided.

Mr. Ray Adair of Nan McKay will be the facilitator/trainer. In his role as NMA's vice president of finance, Mr. Adair directs the accounting, financial management, risk management, investments, and retirement programs of the company. In his role as senior associate, he directs the financial and accounting services that NMA provides to clients. Ray has a wide range of experience in finance and accounting, both with private companies and government entities, and is considered one of the affordable housing industry's leading experts in the areas of financial management and accounting for HUD programs. He has been with Nan McKay & Associates for over 20 years and has trained hundreds of housing authority staff, executives, and commissioners and conducted fiscal, accounting, and policy reviews for housing authorities across the country. Most recently, Ray participated in HUD's administrative fee study.

The registration form and hotel reservation information are attached along with the HCV Financial Management agenda and the Public Housing Advanced Financial agenda. Do not miss this opportunity to receive valuable training at an affordable cost. LHC is offering the HCV Financial Management training for \$500.00 *with an additional fee of \$150.00 for the optional online certification exam that will be taken AFTER the training session.* The PH Advanced Financial training registration fee is \$500.00. To register for BOTH sessions, the total registration fee is \$650.00 (the \$650 registration DOES NOT include the online certification exam fee of \$150 for the HCV Financial Management certification exam).

The hotel is offering a rate of \$79.99 for standard room reservations made under the **Louisiana Housing Council** group room block. **The reservations cut-off date is Tuesday, November 22.** Please refer to the LHC group code – **S12LHC**.

Reservations may be made through the Horseshoe Casino hotel web site at:

<http://www.totalrewards.com/hotel-reservations?propCode=UBC&groupCode=S12LHC>

or by calling the hotel call center at 1-800-895-0711. Please note that a \$10 fee will be added if you reserve your room through their call center. If you plan to pay by check, you will need to prepay at least one week in advance. **Do not delay. To ensure you have hotel accommodations, make your reservations TODAY!!!!!!**

Sincerely,

Debra Doyle
Vice President – Professional Development

AGENDA
HOUSING CHOICE VOUCHER FINANCIAL MANAGEMENT

DAY ONE

- 8:00 Introduction & Review of Course Agenda**
- Welcome of participants and review of the topics that will be covered.
- 8:30 Session 1 – Overview of the HCV ACC**
- The focus of this session is on understanding the purpose of the ACC, becoming familiar with its major sections and provisions and understanding how to read the ACC Funding Exhibit.
- 10:15 Break**
- 10:30 Session 2 – Funding the HCV Program**
- The focus of this session is on understanding how the Congress funds the HCV program for HAP and administrative fees. Topics include the funding formula HUD uses to determine HAP funding, and the eligible uses for the funds provided.
- 12:00 Lunch (on your own)**
- 1:15 Session 3 – Budgeting and Financial Monitoring**
- The focus of this session is on understanding how to determine the number of units HAP funding will support; review how to use the HUD 2 Year Forecasting Tool to set leasing goals and monitor HAP spending and review ways to cut program HAP costs.
- 2:45 Break**
- 3:00 Session 4 – HCV Regulatory & Statutory Financial Management Requirements**
- This session will focus on understanding the general regulatory and statutory financial management requirements for the program. Topics that will be discussed include the purpose of the General Depository Agreement and the collateralization of program funds; requirements for cash management and the investment of program funds; the impact of the UFRS on accounting methods used in the program; and possible sanctions HUD can impose for non-compliance.
- 5:00 End of Day One**

AGENDA
HOUSING CHOICE VOUCHER FINANCIAL MANAGEMENT

DAY TWO

- 8:30** **Session 5 – Fraud Recoveries, Portability, and the FSS Program**
- The focus of this session will be to understand HUD's requirements for fraud recoveries, portability and the FSS program as they relate to financial management.
- 10:30** **Break**
- 10:45** **Session 6 – Processing Payments**
- The focus of this session will be on understanding the requirements for making housing assistance payments (HAP), time frames involved, internal control over the process and other types of HAP.
- 12:00** **Lunch (on your own)**
- 1:15** **Session 7 – VMS Reporting**
- The focus of this session is to understand how to access and use the VMS. Topics that will be discussed include the data fields used in the VMS and the proper use of these fields, how to make corrections to previously reported data and how to prepare for a VMS Integrity Review.
- 2:45** **Break**
- 3:00** **Session 7 – VMS Reporting (continued)**
- 3:45** **Session 8 – Internal Controls**
- The focus of this session is to understand how to establish a good internal control structure and ways to prevent and detect fraud.
- 5:00** **End of Seminar**

AGENDA
*PH BUDGETING, FINANCIAL MANAGEMENT &
REPORTING UNDER ASSET MANAGEMENT*

DAY ONE

- 8:00 Introduction & Review of Course Agenda**
- Welcome of participants and review of the topics that will be covered.
- 8:30 Session 1 – Overview of the PH Operating Subsidy Formula**
- The focus of this session is on understanding the various components of the formula and how they impact the amount of operating subsidy each AMP will receive.
- 10:30 Break**
- 10:45 Session 2 – Preparing A Budget for an AMP**
- The focus of this session is on understanding the requirements for budgeting under asset management; budget terms, the budget process; the steps in budget preparation; and proper budget monitoring.
- 12:00 Lunch (on your own)**
- 1:15 Session 2 – Preparing a Budget for an AMP (continued)**
- 2:45 Break**
- 3:00 Session 3 – Paying for Services**
- This session will focus on understanding the concept of frontline vs. fee services, how reasonableness of fees is determined; the concept of a COCC; and the types of fees allowed.
- 5:00 End of Day One**

AGENDA
*PH BUDGETING, FINANCIAL MANAGEMENT &
REPORTING UNDER ASSET MANAGEMENT*

DAY TWO

- 8:30** **Session 4 – Overview of Year-End Financial Reporting**
- The focus of this session will be to understand the requirements for year-end reporting; understand the basics of a AMP income statement and balance sheet; the concept of fungibility and the year-end audit.
- 10:30** **Break**
- 10:45** **Session 5 – The Capital Fund Program**
- The focus of this session will be on understanding the purpose of the capital fund, the budget line items (BLIs) and their appropriate uses and the reporting of capital funds at the AMP level.
- 12:00** **Lunch (on your own)**
- 1:15** **Session 5 – The Capital Fund Program (continued)**
- 2:45** **Break**
- 3:00** **Session 6 – RAD Reporting**
- The focus of this session will be to understand the unique reporting requirements of projects converting to RAD.
- 4:00** **Session 9 – Mixed Financed Reporting**
- The focus of this session is to understand some of the unique reporting requirements of mixed financed projects.
- 5:00** **End of Seminar**

**Louisiana Housing Council of NAHRO
Professional Development Committee
Presents
Two Day HCV Financial Management Training
&
Two Day Public Housing Advanced Financial Training
December 6-9 2016
Horseshoe Casino Hotel
711 Horseshoe Casino Hotel Bossier City, LA 71111 1-800-895-0711**

Registration

PLEASE MAKE YOUR OWN RESERVATIONS

Do not delay. To ensure you have hotel accommodations, make your reservations TODAY!!!!!!

Please complete this form and return with check as indicated below:

Is your agency a paid-up member of the Louisiana Housing Council? Yes No

Registration	Members	Non-Members
<input type="checkbox"/> Registration for two day HCV Financial Management	\$500.00	\$565.00
<input type="checkbox"/> Registration for two day Public Housing Advanced Financial Training	\$500.00	\$565.00
<input type="checkbox"/> Registration for Both	\$650.00	\$715.00
<input type="checkbox"/> HCV Financial Management Certification Exam	\$150.00	\$215.00

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL ADDRESS: _____

PERSON(S) ATTENDING:

1) NAME: _____
TITLE: _____

2) NAME: _____
TITLE: _____

3) NAME: _____
TITLE: _____

4) NAME: _____
TITLE: _____

Payment Method: Make checks payable to **Louisiana Housing Council**. A fee of 3% will be added if paying by credit card.

Check#: _____ Amount \$ _____ Credit Card#: _____

Credit Card Exp. Date: _____ 3 Digit CID Code: _____

Name as it appears on Credit Card: _____

Billing Address of Credit Card: _____ City/St/Zip: _____

Contact Person: _____ Phone#: _____

Email Address to send receipt: _____

Please remit form and payment to: Louisiana Housing Council
2910 Common St. Lake Charles, LA 70601

For additional registration forms please download the May Conference Announcement from the LHC website at www.lanahro.org