

HCV and Public Housing Rent Calculation

An HCV and Public Housing Seminar

SEMINAR NUMBER: 101-104

Schedule

Day One: 8:00 A.M. Registration
Day Three: 11:30 A.M. End of seminar
3:30 P.M. End of exam

Materials

- Rent Calculation for HCV and Public Housing Workbook
- Rent Calculation References Course Book
- NMA bags, calculator, pencil, and pen

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, seminar materials (workbook, course book or master book), brainstorming, and Q & A

Length

Three days

Audience

Occupancy and reexam staff and supervisors

Credits

CPE units w/ exam = 21 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.8 Basic Program Level. No advanced preparation required. No prerequisites required.

For more information about this class, please call us at **800.783.3100**, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.

PURPOSE: The purpose of this training is to teach rent calculation for both the public housing and housing choice voucher programs. The seminar has been carefully structured for combination areas to be trained together. This is possible because both programs use essentially the same rules leading up to the final rent calculation. This course was recently updated to include information on PIH 2013-03 and 2013-04 and flat rent requirements. Updated for the streamlining final rule!

LEARNING OUTCOMES: Upon completion of HCV & Public Housing Rent Calculation, you will understand what is included in and excluded from annual income, how to identify and calculate income from assets, recognize and apply deductions to calculate adjusted income, and calculate total tenant payment (TTP). For those who work in the HCV program, you will also calculate the family share and housing assistance payment (HAP). For those working in the public housing program, you will calculate tenant rent and understand flat rents.

- Read and interpret form HUD-50058 and its accompanying instructions
- Identify and calculate annual income using 24 CFR part 5, which is universal to all HUD programs
- Recognize the qualifiers for the earned income disallowance (EID), identify the exclusion periods, and calculate the disallowance
- Identify assets and calculate income from assets based on 24 CFR part 5
- Calculate adjusted income by correctly applying the HUD-defined allowances and expenses that are universal to both program
- Recognize the requirements for verification of income, allowances, and expenses which are identical for both programs
- Calculate the HAP and family share for an HCV family using the payment standard, utility allowance, and gross rent
- Apply rent calculation skills to solve hands-on case studies
- Case studies can be completed for HCV (using section 12 of the 50058 form) public housing (using section 10 of the 50058 form) or both

*All classes are subject to change. Please plan ahead by purchasing refundable airfare.



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HCV & Public Housing Rent Calculation

Seminar Registration Form

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Registration Options

We are able to offer a reduced price for this class because it is being hosted by a local housing authority.

- Seminar Fee #101-104.....\$500
- In-class Certification Exam #100-104\$150
- Online Certification Exam #13104-EXAM\$150

Seminar Dates and Locations

January 24-26 in Sault Sainte Marie, MI
Sault Sainte Marie Housing Commission
608 Pine Street
Sault Sainte Marie, MI 49783

Registration contact: Patricia Downs
Phone: (906) 387-4084
Email: tdowns@jamadots.com

Hotel Recommendations

Ramada Plaza Sault Sainte Marie Ojibway
240 W. Portage Avenue
Sault Sainte Marie, MI 49783
Phone: (906) 632-4100

Holiday Inn Express Sault Sainte Marie
1171 Riverview Way
Sault Sainte Marie, MI 49783
Phone: (906) 632-3999

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: ____ Zip: _____

Shipping Address (No P.O. Boxes): _____

City: _____ State: ____ Zip: _____

Payment Options

To register, fill out the registration form and mail in along with your check. Make checks payable to UPHO. Attn: Patricia Downs, 200 City Park Drive, Munising, MI 49862.

Policies

Hotel Recommendations: Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. **Retaking Exams:** Exam retake options vary; call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.