

Registration

Advance registration is required.

Workshop is free, but space is limited.

Register online: www.mhponline.org

Click on the Training Tab

If you have questions, please call Sarah Bellefui, MHP Housing Programs Officer, at 651.925.5558.

Registration Deadline: July 30, 2010.

Save Paper!

Receive training brochures by email!

Sign-up for MHP Email Training Alerts at www.mhponline.org/training.

Minnesota Housing Partnership

651.649.1710 • 800.728.8916 • 651.649.1725 fax

www.mhponline.org

If you have special needs, including those addressed by the Americans with Disabilities Act, please contact MHP at least two weeks before the workshop.

MHP is an equal opportunity provider and employer.

Minnesota Housing Partnership
2446 University Avenue W., Ste 140
Saint Paul, MN 55114-1740



HOME Rental Projects: Workshop for Managers & Owners

HOME Overview



Determining Household
Eligibility



Ongoing Operations

Register for either session:

August 10, 2010

Radisson Hotel

Roseville, MN

or

August 11, 2010

Country Inn & Suites

Mankato, MN



This workshop is offered by MHP with a grant from the U.S. Department of Housing and Urban Development.

HOME Rental Projects: Workshop for Managers & Owners 2010

Overview

A day long session has been created to focus on rental projects funded by the HOME Program. Attendees will learn how to successfully collect data from applicants, calculate annual income, and properly assemble tenant files with supporting source documentation. Participants will be informed of the required HUD and HOME Program policies, procedures, manuals and forms to maintain program compliance. **Please bring a calculator.**

Topics Covered:

Overview of HOME Program

Key Definitions, Eligible Activities, Target Populations, Income Targeting, Roles & Responsibilities, Fair Housing, Record Keeping

Rental Project Projections

HOME Requirements, Occupancy, Rent Requirements, Recertifications, Over-Income Households, Deductions, Adjusted Income, Compliance Monitoring, HOME Guidance Documents

Income Eligibility Determination

Income Eligibility, Applications/Questionnaires, Household Composition, Annual Income, Treatment of Income from Assets, Income Verification, Samples, Household Income Determination & Certification, Calculating Annual Income, Case Studies

Who Should Attend?

This workshop is designed for owners who self-manage or third party managing agents of HOME rental projects, as well as staff of HOME program Participating Jurisdictions (PJs) and their sub recipients. Organizations may send up to two staff; Additional staff will be admitted if space permits.

Workshop Details

Choose to attend ONE of the following sessions:

August 10
Radisson Hotel
2540 Cleveland Avenue North
Roseville, MN 55113
651.636.4567

Hotel Accommodations: Radisson Hotel, 1.800.333.3333. A block of rooms has been set aside at a discounted rate of \$137 plus tax. Mention Minnesota Housing Partnership and reserve by 7/27/10 to receive the special rate.

August 11, 2010
Country Inn & Suites
1900 Premier Drive
Mankato, MN 56001
507.388.8555

Hotel Accommodations: Country Inn & Suites 507.388.8555. A block of rooms has been set aside at a discounted rate of \$67 plus tax. Mention Minnesota Housing Partnership and reserve by 7/26/10 to receive the special rate.

Agenda

8:30 am Registration
9:00 am Introductions
9:15 am Overview of HOME Program
10:30 am Rental Project Projections
Noon-1:00 pm Lunch (on your own)
1:00 pm Rental Project Projections (Cont.)
2:15 pm Income Eligibility Determination
4:30 pm Evaluations and Wrap Up

About the Host Organization



Minnesota Housing Partnership's mission is to promote homes for all Minnesotans and to assist Minnesota communities in the creation and preservation of housing affordable to low- and moderate-income people. Please visit www.mhponline.org for more information.

About the Trainers

Frank Bangor

Frank has nearly 30 years experience providing training and direct technical assistance on Federal housing program (HOME) requirements, the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act, and Lead Based Paint requirements for HUD Funded projects.

Rocky Wade

Rocky has over 30 years experience in housing development, addressing the issues of homelessness, community and economic development, development and project financing, strategic planning and organizational development. He has a varied background of experiences from the grassroots, regional, and federal levels with federal agencies, non-profits, and for profit consulting firms. Mr. Wade is a Certified HOME Program Specialist for Regulations and Administration.

For more information about this or other MHP training opportunities, please contact Sarah Bellefui at 651.925.5558 or sarah.bellefui@mhponline.org