

Registration

Applicants are strongly encouraged to **register online at www.mhponline.org**. Click on the Training tab to go to the registration page. If you can not register online, please call Julie Nester, MHP Program Officer, at 651-925-5540.

This training is free, but space is limited, so register as soon as possible.

**All registrations must be received
no later than July 17, 2009.**

CHDO Scholarships

CHDO Scholarships are available to currently certified Minnesota CHDO staff and board members to attend this training. Scholarships reimburse 75% of eligible expenses, including transportation, lodging and per diem.

Apply by July 13, 2009

Call Julie Nester, 651-925-5540

or, apply online at

http://www.mhponline.org/files/New.Scholarship_2008_guidelines.pdf

Minnesota Housing Partnership

651.649.1710 • 800.728.8916 • 651.649.1725 fax

www.mhponline.org

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



HOME Rental Projects: Training for Managers & Owners

☞
HOME Overview

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**Determining Household
Eligibility**

☞
Ongoing Operations

Register for either session:

July 22, 2009

**Eagan Community Center
Eagan, MN**

or

August 6, 2009

**Timber Lake Lodge
Grand Rapids, MN**



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

HOME Rental Projects: Training for Managers & Owners 2009

Overview

This training format is based on past participant feedback. 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: Modules 1-3

1: INTRODUCTION TO THE HOME PROGRAM

- Overview of HOME Program, key definitions, roles and responsibilities, and fair housing

2: INCOME ELIGIBILITY DETERMINATION

- Applications / Questionnaires
- Household composition
- Working with applicants and residents
- Working with third parties
- Verifications of income and assets
- Calculation of annual income as defined at 24 CFR 5.609
- Case studies

3: ON-GOING RENTAL PROJECT OPERATIONS

- Rent adjustments for over income households
- Lease terms
- HOME agreements and terms
- Recertifications
- Compliance monitoring and inspections

Who Should Attend?

This training 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.

Training Details

Choose to attend **ONE** of the following sessions:

July 22, 2009
Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550

Lodging: Holiday Inn Express, Eagan
1-800-681-5290. A block of rooms has been set aside at a discounted rate of \$89 plus tax. Mention Minnesota Housing Partnership and reserve by 6/30/09 to receive the special rate.

August 6, 2009
TimberLake Lodge
144 Southeast 17th Street
Grand Rapids, MN 55744

Hotel Accommodations: TimberLake Lodge
218-326-2600. A block of rooms has been set aside at a discounted rate of \$99 plus tax. Mention Minnesota Housing Partnership and reserve by 7/06/09 to receive the special rate.

AGENDA

- 7:30 am Registration
- 8:00 am Introductions
- 8:15 am Module #1: Introduction to the HOME Program
- 9:30 am Module #2: Income Eligibility Determination
- Noon-1:00 pm Lunch (on your own)
- 1:00 pm Case Studies of Household Certification of Income
- 2:30 pm Module #3: On-going Operations of Rental Projects
- 4:45 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

Lyn Burton

Lyn Burton is Executive Director of Affordable Housing Connections, Inc. (AHC). She provides a variety of compliance monitoring, property inspection, and due diligence reporting and training services. Ms. Burton has received a number of certifications for real estate appraisal, property inspections, and mortgage underwriting. She conducts training for property owners, managers, and local housing staff on requirements for a variety of compliance programs. She is a Certified HOME Specialist—Regulations.

Jane Loechler

Jane joined AHC as a Senior Compliance Officer in October 2007. Her previous experience includes property management, consulting, compliance supervision, and asset management. She has extensive experience with the HTC Program and over seven years experience with rental HOME program requirements.

For more information about this or other MHP training opportunities, please contact Julie Nester at 651.925-5540 or julie.nester@mhponline.org