

Each attendee will receive a very useful course manual and an electronic copy of their certificate of attendance!

HOME Funds Training Agenda

8:00 a.m. – 8:30 a.m. Registration

8:30 – 11:30 a.m.

HOME Basics

- Introduction and Overview
- Fixed or Floating?
- Where we get direction
- HOME distribution and monitoring
- HOME income and rent limits
- Subsidy payments
- Utility allowances/Fees
- Rent Increases/Rent Decreases
- Application process/Affirmative Marketing
- Leases/On-Site visits
- Data collection and PJ reporting/Record keeping
- Non-compliance

Qualifying Households

- Income Rules/Household members
- Unborn children/Children being adopted
- Methods of verification

11:30 – 12:30 Lunch (on your own)

12:30 – 5:00 p.m.

Anticipating Annual Income

- Types of income/whose income is counted?
- Annual income includes & does not include
- Anticipating annual asset income
- Imputing asset income/assets disposed of
- Tenant Income Certifications

Alternative Definitions of Income

- Census long form/IRS form 1040

Recertification

- Adjusted Income/Allowances

Oklahoma City, OK
(Wednesday)
April 13, 2016

Optional Online Exam

Housing Compliance Manager – HF Exam (HCM-HF)

1½ hours allowed – open book

Those that pass the HCM-HF exam will receive a deluxe, frame-able certificate with HCM-HF designation!



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Training Location

Embassy Suites - OKC

1815 South Meridian,

Oklahoma City, OK 73108

405-682-6000

Need a place to stay?

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Special sleeping rates will apply for a limited time.

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and mention:

“Zeffert & Associates”

Or Group ID #325712

Questions? Call the Training Department
1-866-760-6000 M-F

Would you like a Private or Online Training?

Get pricing or information by calling the Training Department at 1-866-760-6000

Snacks and refreshments will be provided. Lunch is on your own.

Seating Is Limited!

www.zeffert.com to register online or to obtain a Registration Form

Then with your completed Registration Form – fax it to: 314-336-4841 or email it to: training@zeffert.com