

# HUD HANDBOOK

## 4350.3 REV-1

### HUD Multi-Family Occupancy and Compliance Training for the Certified Assisted Housing Manager (CAHM) Designation

*A two-day intensive workshop and optional one-day certification exam with review*

#### Date & Location:

February 21-23, 2006

SHOLOM HOME WEST

3260 Phillips Parkway South

St. Louis Park

952-925-6311

#### Sponsored by:

MINNESOTA  
HEALTH & HOUSING  
ALLIANCE

PROMOTING EXCELLENCE AND INNOVATION IN OLDER ADULT SERVICES



ECUMEN™

† Living fully after 50.

#### Who should participate?

Owners, property managers, housing managers and occupancy specialists in the HUD Section 8 program.

#### What you'll learn:

- The intricacies of Section 8 and the 4350.3 Rev-1 handbook related to Tenant Occupancy and Compliance.
- How to read and complete a 50059 by hand.
- Day-to-day strategies and techniques to manage your HUD Section 8 project.
- Essential information to help you successfully pass the exam to earn a CAHM designation.

## CONTINUING EDUCATION:

Application is being made to the Minnesota Department of Commerce for continuing education credits for licensed real estate professionals.

## REGISTRATION INFORMATION AND FEES:

The registration fee includes a comprehensive handbook developed by Ecumen, refreshments and light lunches. Registration is limited and on a first-received basis. Cut-off date/cancellation notice: Feb. 14, 2006. No refunds if cancelled after Feb. 14, or for no-shows or missed days. Cancellations received in writing by Feb. 14 are subject to a \$25 fee. Please indicate special health, mobility or dietary needs on the registration form. MHHA reserves the right to cancel this program. This educational program is a HUD project eligible expense.

**Feb. 21 – 23** (two days of training, one combined day of study and exam)

Members - \$450 per person.

Non-Members - \$550 per person.

**Feb. 21 & 22** (without exam)

Members - \$350 per person.

Non-Members - \$450 per person.

**Feb. 23** (review and exam only)

Members - \$150 per person.

Non-Members - \$195 per person.

## TO SEND REGISTRATION VIA FAX OR E-MAIL:

FAX: 651-645-0002 and include a credit card number, P.O. number or follow-up with payment to be received by MHHA prior to the program. MHHA members (only) who wish to be billed may indicate this on the registration form. To register on-line, connect through [www.mhha.com](http://www.mhha.com).

## FOR MORE INFORMATION:

Contact Heidi Simpson, [hsimpson@mhha.com](mailto:hsimpson@mhha.com)

Local calls: 651-645-4545

Toll free: 800-462-5368

## Purpose:

This intensive and in-depth educational program provides essential training for managers and owners of HUD-subsidized multifamily housing. It is both a comprehensive course for new, front-line housing management staff and a useful refresher for experienced or supervisory staff. The training program covers in detail occupancy requirements for the Section 8 New Construction/ Substantial Rehabilitation, Section 236, Section 202/811, Rent Supplement, and Rental Assistance Programs. With increased monitoring of regulatory compliance by HUD and MHFA, this occupancy training will provide you with tools to implement your program within HUD requirements, while better serving your residents at the same time.

## Bring to the Workshop:

Please bring HUD Handbook 4350.3 Rev-1 to the program with you. This will be used and referred to extensively during the program.

## Program Schedule and Content:

\* Each day's schedule includes a 15-minute break in the morning and in the afternoon and one hour each day for lunch.

### Tuesday, February 21

- 8:30 a.m. Registration
- 9:00 a.m.
- Eligibility for Assistance and Occupancy
  - Waiting List and Tenant Selection
  - Determining Income and Calculating Rent
- 5:00 p.m. Adjourn for the day

### Wednesday, February 22

- 8:45 a.m. Check-in
- 9:00 a.m.
- Lease Requirements and Leasing Activities
  - Re-certifications, Unit Transfers and Gross Rent Changes Terminations
  - Review of the Monthly HAP Voucher
- 5:00 p.m. Adjourn for the day

### Thursday, February 23

- 8:45 a.m. Check-in
- 9:00 a.m.
- Test Preparation and Review
  - Certification Examination
- 4:00 p.m. Adjourn

## Faculty:

**Dana Wollschlager** is the Director of Real Estate Development for Ecumen, a Lutheran affiliated Senior Housing & Services Organization in Shoreview. Dana has nearly 20 years of experience in the field of multi-family housing. She is a Certified Occupancy Manager and Certified Residential Manager. She is a frequent speaker for organizations including Minnesota Health & Housing Alliance and consults in a number of areas related to multi-family property management and development including affordable housing compliance, employee training, software training, rehabilitation and new construction development, HUD SuperNOFA Grant Writing, and Section 8/ Section 42 employee training and education.

**MINNESOTA HEALTH & HOUSING ALLIANCE**

2550 University Avenue West  
Suite 350 South  
St. Paul, MN 55114-1900



**HUD HANDBOOK 4350.3 REV-1  
HUD MULTI-FAMILY OCCUPANCY  
AND COMPLIANCE TRAINING  
FOR THE CAHM DESIGNATION**

**Feb. 21-23, 2006  
Sholom Home West  
St. Louis Park**

---

---

**HUD HANDBOOK 4350.3 REV-1: HUD MULTI-FAMILY OCCUPANCY AND  
COMPLIANCE TRAINING FOR THE CAHM DESIGNATION**

NAME \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

**Choose one:**     Feb. 21-23 (3-day option)    Members - \$450 per person; Nonmembers: \$550 per person  
                   Feb. 21-22 (2-day option)    Members - \$350 per person; Nonmembers: \$450 per person  
                   Feb. 23 (review/exam)    Members - \$150 per person; Nonmembers: \$195 per person

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_

**Payment:**

Visa     MasterCard     AmEx    Credit Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Name on card \_\_\_\_\_ Cardholder's signature \_\_\_\_\_

Or check here to be invoiced (*MHHA members only*)

**Register online at [MHHA.com](http://MHHA.com) (click on Education & Training) or fax this registration form to 651-645-0002.**  
*You will receive an e-mail confirmation with the information for this program. Cut-off date/cancellation notice: Feb. 14, 2006.*

**Send registration form  
and fee (payable to):**

**MINNESOTA HEALTH & HOUSING ALLIANCE**  
2550 University Avenue West, Suite 350 South, St. Paul, MN 55114-1900  
Attn: Accounting #8096