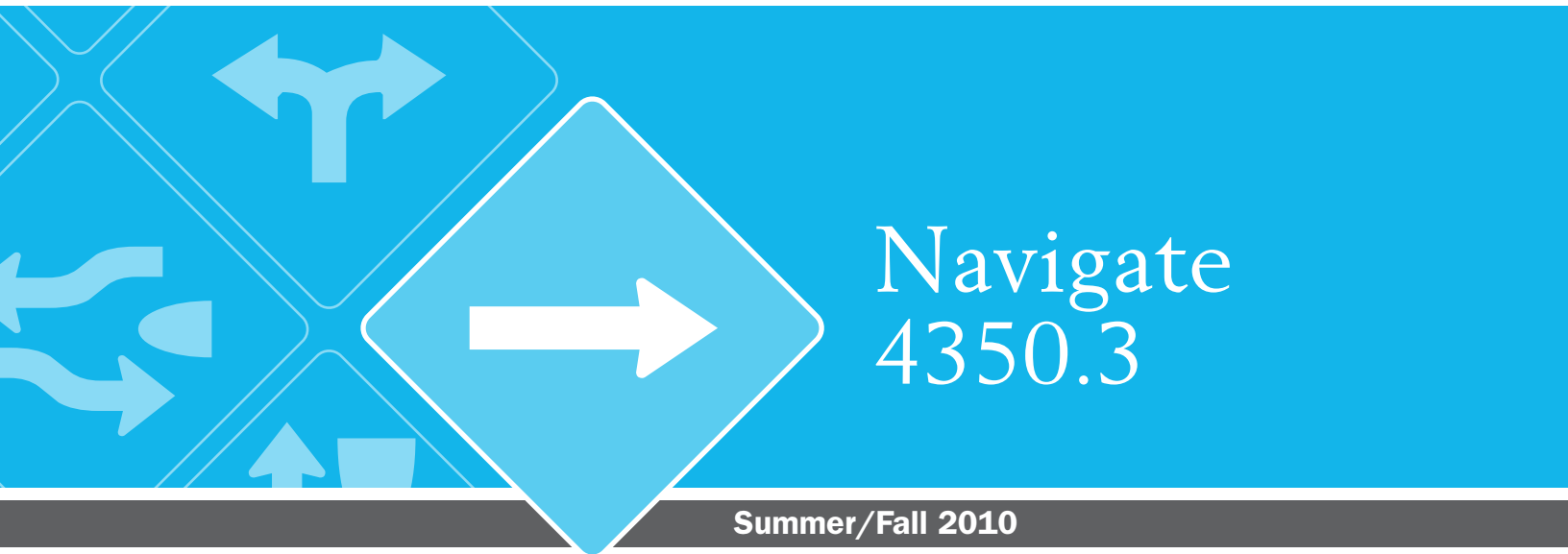




Assisted Housing Manager
Training and Certification



Navigate
4350.3

Summer/Fall 2010

Assisted Housing Manager (AHM)
Training and Certification



Section 8 Contract Administration Has Resulted in More Consistent Enforcement of HUD Rules and Regulations

Since 2000, HUD has appointed Performance-Based Section 8 Contract Administrators in all jurisdictions to:

- Review monthly owner Section 8 voucher payments, verify TRACS data, and make HAP payments.
- Complete annual on-site management, occupancy, and fair housing/equal opportunity reviews.
- Respond to life threatening and non-life threatening health and safety issues.
- Review and approve special claims.
- Review and approve owner requests for rent increases.
- Renew or terminate expiring Section 8 contracts.

The appointment of Contract Administrators has resulted in increased monitoring of owner/manager Section 8 compliance with HUD occupancy requirements. Quadel's AHM training will help you manage your Section 8 assistance within HUD requirements and serve your residents more effectively.

AHM training will cover the skills required to earn a superior annual Management and Occupancy Review (MOR) rating from your Contract Administrator.

HUD Multifamily Housing Training for Housing Professionals Committed to Excellence

Quadel, with its partner the National Leased Housing Association (NLHA), is the leading training resource for the assisted multifamily housing industry. Since 1982, we have trained over 35,000 managers, owners, and HUD staff in HUD-subsidized Multifamily Housing occupancy requirements. Our AHM Certification Program is recognized by professionals and employers nationwide.

In addition to AHM training and certification, Quadel offers additional professional development programs for the affordable housing industry:

- **Low-Income Housing Tax Credit (LIHTC) Training:** This two-day Tax Credit Compliance Systems (TaCCS) workshop with certification exam provides practical tools and know-how to help tax credit front-line managers comply fully with IRS LIHTC rules.
- **Managing Compliance in Mixed Finance Developments:** Flexible training program for properties receiving multiple subsidies. When Section 236, public housing, or HOME subsidies are layered with an LIHTC allocation, occupancy requirements will vary and sometimes conflict causing confusion to management staff.

Taught in full- or half-day modules that can be combined, the course is customized to address your program needs. Compliance training for mixed finance properties is offered at your location upon request.

- **HUD Multifamily Housing Audit Workshop:** Workshops for certified public accountants, owners, and managers of HUD-subsidized and HUD-insured multifamily properties are conducted in partnership with Grubman Anand, P. C.



QUICK RESOURCE: ASK A QUADEL TRAINER

GET ANSWERS TO YOUR QUESTIONS ABOUT
MULTIFAMILY OCCUPANCY REQUIREMENTS
AT WWW.QUADEL.COM.

DAY ONE

8:00 AM

Registration
Introduction and Legislative Update
Civil Rights and
Nondiscrimination Requirements
Eligibility for Assistance
and Occupancy

12:00 – 1:00 PM

Lunch (on your own)
Waiting List and Tenant Selection
Determining Income and
Calculating Rent

5:00 PM

Adjournment

DAY TWO

8:30 AM

Determining Income and
Calculating Rent (cont'd)

12:00 – 1:00 PM

Lunch (on your own)
Lease Requirements and
Leasing Activities
Recertification, Unit Transfers,
and Gross Rent Changes
Termination
Required 50059 and Subsidy
Data Reporting

5:00 PM

Adjournment

DAY THREE

8:30 AM

Test Preparation and Review
Questions & Answers

11:00 AM

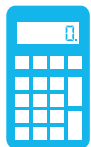
Lunch (on your own)

12:00 NOON

AHM Certification Examination

4:00 PM

Adjournment



**PLEASE BRING A
CALCULATOR TO CLASS**

Workshop Registration Options

AHM Workshop and Examination

Attend the two-day workshop, plus the third day review session, and take the certification examination.

OPTION 1 REGULAR \$725 per person. Registration and payment must be **received** by Quadel seven days prior to the workshop to qualify for this rate.

AHM Workshop

New managers and other project staff who are learning the HUD Handbook 4350.3 REV-1, CHG-3 requirements for the first time may prefer to attend the basic two-day workshop.

OPTION 2 REGULAR \$550 per person. Payment must be **received** by Quadel seven days prior to the workshop to qualify for this rate.

AHM Examination Only

Register only for the third day “brush-up” review session and take the examination. This option may be desirable if you have previously attended training.

OPTION 3 \$300 per person

Late Registration

A late registration fee of \$100 will be assessed for enrollments and payments received within seven days of the workshop.

ENROLLMENT

Advance registration and full payment are required in order to be admitted to the training.

CONFIRMATION

You will receive written confirmation of your registration. If you do not receive a confirmation, or if you mail your registration less than a week prior to the workshop, please call Quadel to confirm your registration.

CANCELLATION

Registration fees are refundable (less a \$75 per person administrative charge) if notification is received no later than 5:00 PM EST, three business days prior to the workshop. No refund can be granted to any registrant who cancels after that time. Telephone notification is acceptable, but all refunds must be requested in writing.

AIRFARES

In rare instances, workshops may be cancelled or rescheduled. Although a full refund of the registration fee will be made in such cases, Quadel is not responsible for other costs incurred, such as nonrefundable airline tickets.

HOTEL AND MEALS

Hotel accommodations and meals are not included in the registration fee. Participants should make arrangements directly with the appropriate hotel. Only beverages are provided at workshops.

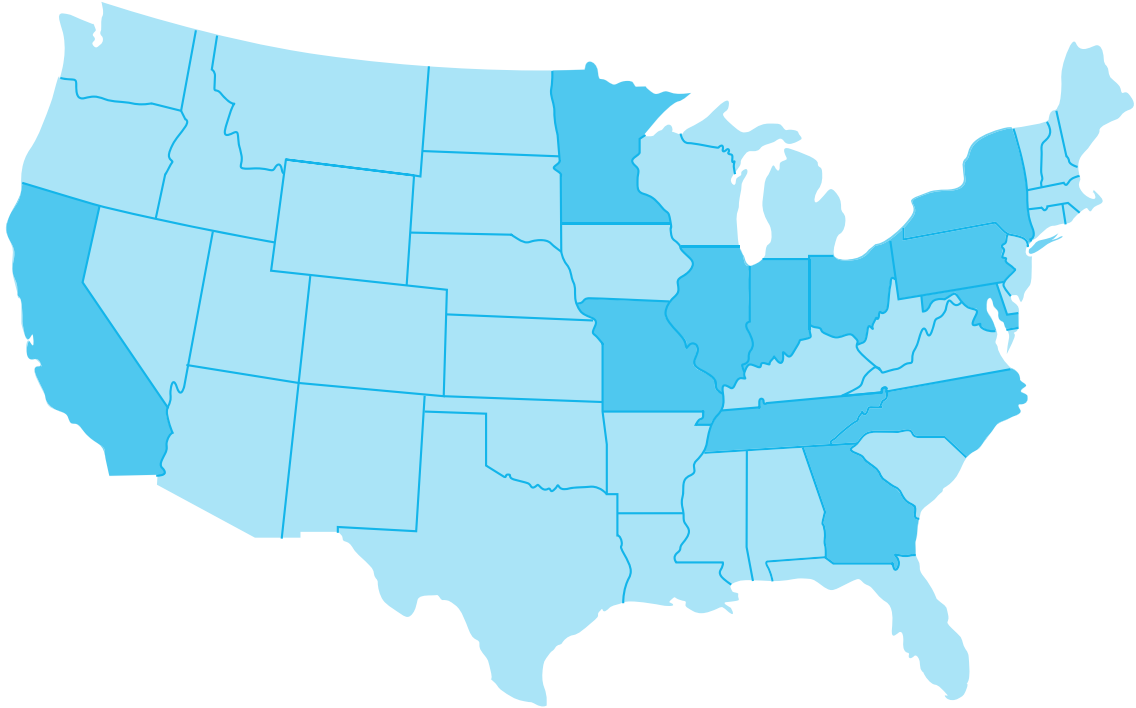
SPECIAL ACCOMMODATIONS

Please indicate on the registration form if any special facilities or disability-related assistance is required. Alternatively, please contact Quadel at least two weeks prior to the workshop.

AHM TRAINING IS A PROJECT EXPENSE

The registration fee and travel costs for front-line management staff of HUD-assisted Multifamily Housing are HUD-allowed project expenses.

Scheduled 2010 AHM Workshops: Locations & Dates



Indianapolis, IN

JUL 14-16
Hyatt Regency Indianapolis
317.616.6081
800.233.1234

New York, NY

JUL 20-22
AMA Conference Center
212.903.8275

Atlanta, GA

JUL 20-22
AMA Exec. Conference Center
678.873.3055

Pittsburgh, PA

AUG 10-12
Sheraton Station Square
412.281.2000

Baltimore, MD

AUG 17-19
St. Paul Plaza
Conference Center
410.539.2700

Nashville, TN

AUG 17-19
Willis Conference Center
615.872.6400

Los Angeles, CA

SEP 14-16
Sheraton Gateway
310.642.1111

Greensboro, NC

SEP 21-23
Sheraton Greensboro
336.292.9161

Cleveland, OH

SEP 21-23
Marriott Cleveland Airport
216.328.9089
216.252.5333

Fresno, CA

OCT 5-7
Sheraton Four Points
559.226.2200

Philadelphia, PA

OCT 19-21
Crown Plaza City Ave.
877.270.1393

Chicago, IL

OCT 19-21
AMA Conference Center
773.693.5511

St. Louis, MO

NOV 16-18
Hilton Airport
314.426.5500

New York, NY

NOV 16-18
AMA Conference Center
212.903.8275

Syracuse, NY

DEC 7-9
Sheraton Syracuse
University Hotel
315.475.3000

HOSTED WORKSHOP

For hosted workshops, you must register directly with the Host Agency.

Bloomington, MN

OCT 5-7
Hosted by the Minnesota
Multi Housing Association
www.mmha.com
952.548.2202

REGISTER NOW AT WWW.QUADEL.COM

For information on AHM Occupancy and other multifamily housing courses at your workplace, email us at training@quadel.com or call 800.987.2581.



Three Easy Ways to Register

- 1 **Register and pay online** by visiting us on the web at www.quadel.com (Click on "Training").
- 2 **Fax this form** and your payment information to 202.729.6211.
- 3 **Mail this form** along with your payment information to Quadel.

IMPORTANT: Payment for this workshop must be received no later than seven days prior to the start of the workshop. A \$100 late fee is added to all payments received in our office within the seven days of the workshop. Additionally, balances must be paid in full for admittance into the workshop.



REGISTRATION FORM

Summer / Fall 2010 AHM Workshop Series

- A check payable to **Quadel Consulting Corporation** for \$ _____ for _____ registrations is enclosed. Please identify workshop location, date and participants on your check.

Charge my Visa MasterCard AMEX

AMOUNT \$ _____

CARD # _____ EXP. _____

CARDHOLDER'S NAME (PLEASE PRINT) _____

CARDHOLDER'S BILLING ADDRESS _____

CARDHOLDER'S SIGNATURE _____

WORKSHOP LOCATION _____ DATE _____

PLEASE PRINT NAME OF EACH PARTICIPANT AND DESIGNATE THE APPROPRIATE OPTION:

NAME _____ OPTION _____

NAME _____ OPTION _____

NAME _____ OPTION _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL (REQUIRED) _____

YES, SIGN ME UP FOR QUADEL MULTIFAMILY EMAIL NEWSCASTS

SPECIAL ACCOMMODATIONS

REGIONAL PROPERTY MANAGER _____

MANAGEMENT COMPANY _____

PHONE _____ FAX _____

Confirmation of registration will be sent to the email address or fax number provided above. PHA's should note that this training program does not apply to the conventional Public Housing, Housing Choice Voucher and Moderate Rehabilitation programs.

QUADEL CONSULTING

1200 G STREET, N.W.
WASHINGTON, DC 20005-6703
PHONE: 800.987.2581
EMAIL: training@quadel.com
www.quadel.com

AHM Certification

Participants who successfully pass the Assisted Housing Manager certification examination will receive the AHM designation and a formal certificate, suitable for framing, attesting to their proficiency. Our AHM certification program is recognized by professionals nationwide. AHM certification provides access to a broad assistance and support network, and recognition in the Quadel Certification Register. The Register lists all participants who have successfully passed the certification examination.

It is available on our website at www.quadel.com.



The AHM course includes:

- 1 Training on all requirements of the HUD Occupancy Handbook 4350.3 REV-1 including CHG-3
- 2 Skills for achieving a superior rating on your next Management and Occupancy Review
- 3 Techniques for making sure your tenant files will satisfy HUD's upcoming Rental Housing Integrity Improvement Project (RHIP) initiative

What will you receive?

- 1 The most up-to-date information on the requirements of the HUD Handbook 4350.3 REV-1, CHG-3 released in June 2009
- 2 A copy of our nationally recognized AHM course-book that contains the HUD Handbook 4350.3 REV-1, CHG-3 requirements; current statutory and rule changes that affect occupancy; updated copies of HUD notices; numerous exercises and self-tests
- 3 Certificate of Participation for attending the training

AHM Occupancy Training and Certification

- Essential training for managers and owners of HUD-subsidized multifamily housing
- A comprehensive course for new housing management staff and also a refresher course for experienced or supervisory staff
- Two days of multifamily occupancy training with optional certification examination on day three
- All programs covered by the HUD Handbook 4350.3 REV-1, CHG-3 are covered including: Section 8 New Construction/Substantial Rehabilitation, Section 236, Section 202, Section 811, Rent Supplement, Rental Assistance Programs