



**Don't Miss the Opportunity to Take
Rent Calculation for Public Housing
and Section 8**

See the attached agenda for details of the class. Great chance to be trained by an exceptional professional.

When: June 14-15, 2017

Wednesday and Thursday (Two Day Training)

Where: Quality Inn & Suites

2102 S Jeffers

North Platte, NE 69101

Phone 308-532-9090

Cost:

Regular Registration

NE NAHRO Member: \$275

NE NAHRO Non-Member: \$375

Postmark After May 25, 2017

NE NAHRO Member: \$300

NE NAHRO Non-Member: \$400

Price Includes: Class, Materials, and Breaks. Lunch is not provided. There are many close options for dining. There is an extra \$99 per participant if you want to participate in the online certification exam that will be at a later date to be determined.

Accommodations: Quality Inn & Suites

Call Hotel Directly at 1-308-532-9090

Group Code: NE NAHRO

Group Code Good through May 26, 2017

Nights of June 13, 14 (Tuesday and Wednesday Nights)

Price: Single \$89 person (remember Form 13)

(Hotel arrangements must be made by registrants/HA directly)

ALSO:

Attached is the course description and for more information go to the Nelrod Company website—<http://www.nelrod.com/>



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Rent Calculation for Public Housing
and Section 8**

June 14-15, 2017

**Registration Price Before May 25, 2017
(any postmarked before May 25th)**

_____ @ \$275 NE NAHRO Member
_____ @ \$375 Non NE NAHRO Member

**Registration Price After May 25, 2017
(any postmarked after May 25th)**

_____ @ \$300 NE NAHRO Member Late
_____ @ \$400 Non NE NAHRO Member Late

Online Certification Exam

_____ @ \$99 Public Housing Certification
_____ @ \$99 Section 8 Certification

\$_____ Total Amount of Check Enclosed

Names of Attendants: _____

Housing Authority: _____

Housing Address: _____

Housing Contact and Phone Number: _____

Send Registration and Checks to: Heather Looper
6223 Princess Margaret Drive
Lincoln, NE 68516
1-402-435-0941

Checks Payable to:
NE NAHRO



Public Housing and HCV Rent Calculation Course Description

Our Public Housing and HCV Rent Calculation Training course will guide participants through the requirements for determining which incomes to include and which to exclude, processing deductions and allowances, and calculating Total Tenant Payment. Participants will learn the areas where the PHA has options and where the rules are rigid. Through use of form HUD-50058 throughout class, participants will gain an understanding of how various line items can result in warnings and fatal errors in rent determination and in HUD's PIC system. Emphasis will be placed on the more complex areas of rent determination, such as offsetting Imputed Welfare by new income to the household, calculating disability assistance expense calculations, and the Earned Income Disallowance (EID).

Topics covered include:

- Identification and calculation of included incomes, partially excluded incomes and fully excluded incomes
- Calculation and tracking of the Earned Income Disallowance for those who qualified prior to May 5, 2016 and for those who qualified after that date
- Identification of assets and calculation of income from assets
- Identification and calculation of deductions and allowances
- Application of correct utility allowances
- Verification requirements for income and deductions and allowances
- New Minimum Rent rule and processing minimum rent hardship exemptions
- Application of correct Payment Standards (HCV)
- Calculation of TTP and Tenant Rent (Public Housing)
- Flat rents and ceiling rents (Public Housing)
- Calculation of TTP, Family Share of Rent to Owner, and HAP (HCV)
- Calculating the Maximum Initial Rent Burden (HCV)

Case studies, worked on excerpts from the form HUD-50058, are interspersed throughout the training to reinforce the rent determination concepts presented. Sample forms are provided for verifications, calculations, and tracking.

Optional Certification Exam

An optional certification exam will be provided online at a later date determined by Contractor and NE NAHRO agreement. This exam will be administered through use of our web-based interactive training system, with each participant taking the exam at his/her individual workstation. Though the course itself presents information pertaining to both programs (Public Housing and HCV), each program has its own certification exam, with each participant taking only the exam pertaining to the program he/she works in. Individuals engaged in both programs may take both certification exams.

Tentative Agenda

Day 1 (onsite)

- Rent Determination Policy and Procedure Requirements for Each Program
- Importance of Accurate Completion of Form HUD 50058
- Areas Causing Frequent Errors
- Use of 50058 as a Calculation Tool
- Included Incomes
- Determining Assets and Income from Asset
- Completion of Asset and Income Case Studies
- Exclusions to Income
- Earned Income Disallowance
- Exclusion to Income Case Studies

Day 2 (onsite)

- Deductions and Allowances
- Deductions and Allowances Case Studies
- Verification Requirements for Income and Deductions/Allowances
- Calculating TTP
- Calculations Case Studies
- Public Housing Only: Rent Calculation Issues (i.e., Flat Rents, Mixed Family Rent, etc.)
- Section 8/HCV Program Only: Rent Calculation Issues (i.e. Payment Standards, HAP, Mixed Family Rent, etc.)
- Putting It All Together Case Study
- Review

Day 3 (online) (optional—at later date to be determined)

- Optional Online Certification Exam (public housing, HCV, or both)

Certificates of Completion

Certificates of completion will be provided for all attendees completing the course.