

Registration Form
WY Spring Workshop

Please complete a separate form for each registrant

Name

Property or Company

Address

City/State/Zip

Phone

Fax

Email

Fees: *(After 05/14/08 add \$25 to fee)*

AHMA Member Registration Fee \$225.00

Non-Member Registration Fee \$325.00

Method of Payment

Visa American Express

MasterCard Check# _____

Credit Card Number

Expiration

*Make checks payable to: AHMA
Mail—PO Box 21182, Denver, CO 80221
Fax—(303) 840-9003
Register online—www.rockyahma.org*

Cancellation Policy: Cancellations with full refund (minus a \$25 processing fee) will be accepted up to May 14th, 2008. Substitutions, but no refunds will be made after that time. We reserve the right to bill no shows.

Payment is required PRIOR to seminar admittance.

**Wyoming Spring
Workshop**

May 21, 2008

9:00am — 5:00pm

&

May 22nd, 2008

9:00am-12:00pm

Holiday Inn

900 East Sunset

Riverton, Wyoming

307-856-8100

Agenda

Wednesday, May 21st

8:00-8:30am	Registration and Breakfast
8:30-12:00pm	Change 2 Review
12:00-1:30pm	Lunch (<i>Provided by AHMA</i>)
1:30-3:00pm	MOR Hot Topics
3:15-5:00pm	TRACS Update

Thursday, May 22nd

8:30-9:00am	Breakfast
9:00-11:00am	Certification/Recertification Process in Subsidized Housing 101
11:00-12:00pm	Cheyenne Housing Update

Change 2 Review

The changes to the HUD Handbook 4350.3 Revision 1, Change 2 were significant. While some edits were expected (student rule, LEP, Special Claims), others were not expected and some of these changes have significant impact on policy and procedure. RBD has reviewed each change and the impact on property management professionals, software vendors, contract administrators, and HUD.

This class was designed, not only to help you identify the changes, but to provide you with information about your ability to properly implement changes before the next Management and Occupancy Review.

SEMINAR FEE INCLUDES:

- Pastries, coffee, lunch & beverage breaks
- Instruction and materials
- Certificate of completion

If you have a disability which prevents your full participation in this program, please contact AHMA at 303-840-9803 or fax 303-840-9003. This training site is handicapped accessible.

MOR Hot Topics: Common Findings/Common Cures

During this session we will explain, in detail, the most common MOR findings. Instruction will include information about how to identify compliance issues and resolve problems before the MOR is scheduled. We will also discuss changes driven by the release of the 4350.3 Revision 1, Change 2 including:

- New rejection/termination letter
- New policy to reject or terminate because of criminal record
- Required changes to the resident selection plan
- Much More

TRACS Update

This session will be a summary of the status of TRACS changes and initiatives, including information on EIV, Implementation of 4350.3, REV1, CHG 2 updates, TRACSMail Replacement, iMAX, and 202c .

Certification / Recertification process in subsidized Housing 101 Instructor—Ken Humphrey

For some folks the certification / recertification paper work seems to be a struggle. I will share with colleagues how the Heritage Towers office system used for the certification and recertification process. This will go from application to move in and annual recertification.

I will also cover some of the other day to day office procedures we use as well as other helpful tools used to make the office work flow easier and keep you prepared for your annual visit from Cheyenne Housing Authority.

The class will be interactive so come prepared to participate, take notes, laugh, and borrow ideas from each other and hopefully we will all help each other become better in serving our residents and make our lives a bit less complicated. Who doesn't want that!

YOUR INSTRUCTOR MARY ROSS

Mary Ross (CPO, FHC & MORS) is the President of Ross Business Development. Prior to founding RBD, Mary was Vice President of Implementation and Training for RealPage, Inc., a leader in the development and distribution of software for the multifamily housing industry. Ms. Ross is a nationally recognized expert in property management training and consulting services. For over 14 years, Mary has helped senior executives throughout the industry work successfully to meet changing industry and regulatory requirements. She provides clients with high-level consultation and advice on how to succeed in compliance (HUD/Tax Credit) and conventional markets.

ABOUT ROCKY AHMA

The Affordable Housing Management Association (AHMA) was incorporated in 1982 as a not for profit organization serving the needs of industry members in Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming. Our members manage approximately 60,000 units of HUD, RHS and tax credit financed affordable housing. AHMA sponsors approximately 25 industry trainings each year throughout our six state region plus an Annual Conference.

Accommodations—Rooms are available on a first come first serve basis from \$79.00 at the Holiday Inn Riverton. You must make your room reservation by Tuesday, May 6th, by calling **877-857-4834**. **Please mention the Group Code WSW.**