

**Registration Form  
December 8th, 2009**

Please complete a separate form for each registrant

Name

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Property or Company

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Address

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City/State/Zip

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Phone

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Fax

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Email

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**Fees:** *(After 12/1/09 add \$25 to fee)*

- AHMA Member Registration Fee \$195  
 Non-Member Registration Fee \$295

**Method of Payment**

- MasterCard                       American Express  
 Visa                                       Check# \_\_\_\_\_

**Credit Card Number**

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**Expiration**

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*Make checks payable to: AHMA  
Mail—PO Box 21182, Denver, CO 80221  
Fax—(303) 957-2378  
Register online—www.rockyahma.org*

**Cancellation Policy:** Cancellations **IN WRITING** will be accepted with a full refund (minus a \$25 processing fee) up to December 1st, 2009. 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.**

**TRACS AND OTHER  
FACTS YOU NEED TO  
KNOW**

**Tuesday, December 8th  
9:00am—5:00pm**

**Red Lion Denver Central  
4040 Quebec Street  
Denver, CO 80216  
Phone: 303-321-6666**

## **TRACS 202c & iMAX**

This full-day training will cover HUD's significant updates concerning the TRACS submission process and how these updates have changed your site operations. Topics of discussion will include:

- Replacing TRACSMail with iMAX
- TRACS 202c Update
- Secure Systems Access for Each User for TRACS submissions
- New 50059 and 50059A for Partial Certifications
- Modifying the 52670 Voucher to Enhance Usability
- The New Method for Calculating and Displaying Voucher Adjustments
- Timely Reporting of Certification Activity

## **EIV**

The Enterprise Income Verification System was introduced as a tool to verify and report discrepancies. In this session we will discuss:

- HUD Required EIV Policies and Procedures
- How to Use All the EIV Reports and Which Ones to Use
- Preparing For an MOR – Which EIV Items Will be Requested

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If you have a disability which prevents your full participation in this program, please contact AHMA at 303-840-9803 or fax 303-957-2378. This training site is handicapped accessible.

- How to Discover Identity and Income Discrepancies
- HUD Policy Enhancements
- Verifying SSA/SSI and Employment Income
- And More

## **Change 3 to the HUD 4350.3 and Recently Released HUD Notice Overview**

Change 3 to the HUD Handbook 4350.3 was released on June 23, 2009. Most of the changes were corrections or clarifications to the current Handbook text. We will do a small overview of some of the more significant changes. We will also discuss the latest updates released by HUD throughout this year such as:

- Disclosure of Social Security Numbers
- Notice on State Lifetime Sex Offender Registration Issue
- New: Supplemental Information to Application
- New HUDCLIPS Postings for Handbook 4350.3 REV-1 and Translated Leases
- Multifamily Housing EIV - New Rules of Behavior for Non-System Users
- Multifamily Housing EIV 9.0 Release Summary – Updated
- Instructions for TRACS Forms Posted on HUDCLIPS
- HUD released VAWA forms, DDAs and QCTs

Come and join us - you'll leave feeling confident in using HUD's newest systems!

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### ***SEMINAR FEE INCLUDES:***

- Danish & muffins, coffee, & beverage breaks
- Instruction and materials
- Certificate of completion

## **Your Instructor - Debbie Hixon Hixon Training and Consulting**

Ms. Hixon has over 40 years of training experience with 20 years in the Affordable Housing Industry. She began in tech support for the largest software vendor in the industry, Project Data Systems, which became Real Page; and, later, consulted with another software vendor to make their product both HUD and TRACS compliant. Most Recently Ms. Hixon has traveled country-wide giving TRACS/HUD seminars, doing hands-on EIV training and working extensively with HUD offices to trouble shoot and resolve serious TRACS problems.

## **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.

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### **Continuing Education Units (CEU's)**

This seminar is in the process of being approved for CE credit through the State of Colorado Department of Regulatory Agencies.