

**VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS
(VAHCDO) AND
NAN MCKAY AND ASSOCIATES, INC. INVITES YOU TO ATTEND THE
HCV/PUBLIC HOUSING RENT CALCULATION TRAINING
(w/ trainer Anita Keys)
May 7 - 9, 2024**

TRAINING SITE: Online – All registrants will receive an email from the NMA Webinar team 2-3 days before with a link to the Zoom course and the PDF file with course materials and instructions.

SCHEDULE:

8:00 a.m.	Registration
8:30 a.m.	Seminar begins
10:15 a.m.	Morning break
12 noon	Lunch, on your own
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

REGISTRATION FEE: \$925.00 Seminar & Exam
(10% discount for 5 or more staff) \$775.00 Seminar Only

Please make checks payable to: VAHCDO, Attn: Lisa Artis, Post Office Box 797, Newport News, VA 23607. **Please submit registration** and payment no later than **April 22, 2024**. Registration fee includes training, instructional materials, workbook, **Certification Examination** and Certificate of Completion.

THIS IS A GREAT CROSS TRAINING OPPORTUNITY!!!!

CONTACT: Lisa Artis
Telephone: 757-928-2658 Fax: 757-247-6535 Email: lartis@nnrha.org
SPECIAL NOTE: Please, no taping or video recording.

SEMINAR INVOICE and REGISTRATION FORM

**HCV/Public Housing Rent Calculation Training Online
May 7 - 9, 2024**

Please complete this form and return with payment no later than **April 22, 2024**. Fax number 757-247-6535.

Payment Options	
Check and Mail to:	VAHCDO Attn: Lisa Artis P O Box 797 Newport News, VA 23607
Credit Card: Contact Lance Allen	lallen@stauntonrha.org
Online: Contact Lance Allen	lallen@stauntonrha.org

Please complete a separate form for each participant (PLEASE PRINT):

Name _____
 Title _____
 Organization _____
 Street Address (No P.O. Boxes) _____
 City _____ State _____ Zip Code _____
 Telephone Number _____ Fax _____
 E-mail address _____

If you need a reasonable accommodation or require the features of a reasonable accommodation, please contact Lisa Artis at 757-928-2658 or lartis@nnrha.org



AGENDA
HCV AND PUBLIC HOUSING RENT CALCULATION
WEB TRAINING

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Learning Outcomes**
Overview of Form HUD 50058
Annual Income
- Income of Various Household Members
 - Earned Income
- 10:15 **Break**
- 10:30 **Annual Income**
- Income of Students
 - Periodic Payments and Nonrecurring Income
- 12:00 **Lunch** (on your own)
- 1:00 **Annual Income** (continued)
- Periodic Payments and Nonrecurring Income (continued)
 - Imputed Welfare Income
 - Other Types of Income
- 2:30 **Break**
- 2:45 **Assets**
- Real Property vs Personal Property
 - Savings and Checking Accounts
 - Jointly Owned Assets
 - Trusts
 - Tax Refunds
 - Retirement Accounts
 - Other Assets
- 5:00 **End of Day One**

AGENDA
HCV AND PUBLIC HOUSING RENT CALCULATION
WEB TRAINING

DAY TWO

- 8:00 **Assets** (continued)
- Calculating Income from Assets
 - Assets Disposed of for Less Than Fair Market Value
 - Asset Limitation
- 10:15 **Break**
- 10:30 **Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Medical Expenses
 - Hardship Exemptions
 - Permissive Deductions
- 12:00 **Lunch** (on your own)
- 1:00 **Verification**
- Consent Forms
 - Use of Other Programs' Income Determinations
 - Streamlining Verification of Fixed Income
 - Hierarchy of Verification Methods
- 2:30 **Break**
- 2:45 **Calculating Income at Annual**
- SS COLA
 - Steps to Calculate Income at Annual
 - Example Calculations
- Total Tenant Payment (TTP)**
- Minimum Rent
- 5:00 **End of Day Two**

AGENDA
HCV AND PUBLIC HOUSING RENT CALCULATION
WEB TRAINING

DAY THREE

- 8:00** **Subsidy/Family Share Calculations (HCV only)**
- Payment Standard
 - Rent Calculation
 - Maximum Share at Initial Occupancy
 - Prorated Rent
- 9:30** Break
- 9:45** **Rent Calculation (Public Housing only)**
- Tenant Rent
 - Utility Reimbursement Payment
 - Flat Rent
 - Prorated Rent
- 11:00** **Rent Calculation Quiz**
- Case Studies**
- 12:00** **End of Seminar**

Certification Exam Available Online