

# Thursday Consortium Online Class Schedule

# February 17' - June 17'

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*Classes, Topics and Schedule Subject to Change*

All regularly scheduled classes will begin at **10:30am Central Standard Time**  
(**11:30am Eastern Time, 9:30am Mountain Time, 8:30am Pacific Time**)

Date	Subject/Lesson	Attendees	Description	Recommended Class Materials	Instructor
02/02/17	<b>Payment Standards: When Should They Be Adopted</b>	<b>HCV</b>	In recent years, HUD has changed the requirements for Agencies to review and adopt new Payment Standards. This class will review those requirements, as well as, when Agencies should increase or decrease their Payment Standards	Federal Register Issued August, 26, 2016	Jeremy Spence
02/09/17	<b>Citizenship and Eligibility: Do You Know What Verifications and Documentation Needs to be Completed?</b>	<b>PH &amp; HCV</b>	With more and more residents of our communities applying for housing, are you sure your performing the necessary verifications for those claiming citizenship and/or eligible immigration status? Attend this class and learn the requirements for determining eligibility of those with potential citizenship issues.	24 CFR Part 5	Jeremy Spence
02/16/17	<b>Inventory Management Control</b>	<b>PH</b>	With spring time around the corner, more inventory is needed for day-to-day operations. This provides the opportunity for more inventory to go missing without immediate notice. Do you have proper controls to address these issues?	EZ-Steps Guide: Inventory Management Control	Jeremy Spence
02/23/17	<b>Section 8 Landlord Leases...What You Need to Know About Them</b>	<b>HCV</b>	Landlords participating in the Housing Choice Voucher Program have varied backgrounds. Some are property management professionals, while others are venturing into property management for the first time. Either way, you tend to see a lot of interesting and questionable clauses in their leases. This class will provide the information every lease should contain so you can provide the best opportunity for success to your HCVP Participants.	Housing Assistance Payment Contract	Tracy Edwards-Henson
03/02/17	<div style="background-color: #0070C0; color: white; padding: 10px; text-align: center;"> <p><b>No Classes Scheduled</b></p> <p><b>2017 Nelrod Consortium Conference</b></p> <p>March 8 – 10, 2017 • South Point Hotel • Las Vegas, NV</p> <p><i>Hope to see you there!</i></p> </div>				
03/09/17					



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03/16/17	<b>Hearing Officers: Roles and Responsibilities</b>	<b>PH &amp; HCV</b>	Whether it's a Grievance Hearing, Informal Review, or Informal Hearing, Hearing Officers need to understand their role and responsibilities. What officers need to evaluate and how they arrive at their hearing decisions will be discussed. Proper notification and follow up will also be addressed.	Hearing Officer Checklist	Jeremy Spence
03/23/17	<b>SEMAP Preparedness: A Plan for Certifying Your SEMAP Score</b>	<b>HCV</b>	Do you cross your fingers when you submit your annual SEMAP scores? If so, you're not alone. Taught by a SEMAP Auditor, attendees will learn how to implement procedures for annual review of SEMAP indicators and proper data collection methods that will make submission easier and more reliable in the event HUD review your SEMAP Score.	SEMAP Checklist	Jeremy Spence
03/30/17	<b>Simplifying Records Retention Management</b>	<b>PH &amp; HCV</b>	How long do you have to keep denied applicant files? How long do you have to keep End of Participation (EOP) files? Can you store files electronically and still meet HUD's records retention requirements? This and more will be addressed during class.	Records Retention Guide	Jeremy Spence
04/06/17	<b>Quality Control Audits: Why You Should be Prepared for Them</b>	<b>PH &amp; HCV</b>	Quality Control is not something Agencies typically worry about until it's too late. With a bit of ingenuity and planning you could be incorporating QC into your daily operations. Participants of this class will get first-hand knowledge from a former auditor on how to accomplish routine QC that you can use for improved operations.	EZ-Steps Guide: Quality Control	Tracy Edwards-Henson
04/13/17	<b>Property Management Tracking for New PHAS Scoring Criteria</b>	<b>PH</b>	Learn how your Agency's Work Order Processing, Inspections, and Vacant Unit Turnaround will affect future PHAS designations. To be compliant with 6j of the Housing Act, HUD is reinstating these activities, including documentation of actions taken, in determining performance status.	Vacant Unit Turnaround Tracking Form and Inspection Tracking Forms	Vicki Brower
04/20/17	<b>Verifying and Calculating Medical Deductions</b>	<b>PH &amp; HCV</b>	When it comes to adjusted income, few topics create more confusion than calculating medical deductions. This class will use case studies to illustrate the proper method for calculating proposed medical deductions. Also, the instructor will review proper verification techniques and how to document sensitive medical information.	Case Study: Calculating Medical Deductions	Jeremy Spence

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04/27/17	<b>Excluded Income Sources: How Do You Know They're Excluded?</b>	<b>PH &amp; HCV</b>	With so many variations to income reporting sources, it's hard to know if certain incomes are to be included or excluded. Participants of this class will learn which income sources are to be excluded, and receive a helpful checklist for referencing income sources at the Agency.	Excluded Income Checklist	Jeremy Spence
05/04/17	<b>Housing Opportunity Through Modernization Act (HOTMA): Review of Guidance Issued To Date</b>	<b>PH &amp; HCV</b>	Since first released as a Final Rule in October of 2016, HUD has been issuing guidance and updated HUD regulations for Agency compliance with this law. This class will review all the released guidance issued to date so your Agency can remain compliant.	HOTMA Final Rule and Applicable Guidance	Vicki Brower
05/11/17	<b>Required Postings and Documents Made Available to the Public</b>	<b>PH &amp; HCV</b>	Are you required to provide anybody from the public your ACOP that requests one? Do you have to disclose your PHAS score to any individual that requests one? How about your SEMAP Score. What documents you are required to post and make available to the public will be reviewed during this class. Attend and make sure your Agency is compliant with these requirements	Nelrod's All-In-One Compliance Poster	Jeremy Spence
05/18/17	<b>Childcare Deductions: What's Reasonable and Who Can Claim Them</b>	<b>PH &amp; HCV</b>	With summer around the corner, more families will incur childcare expenses. What families are eligible for these expenses? Under what circumstances can expenses be deducted? Using case studies, attendees will learn the requirements and proper calculations to apply reasonable childcare deductions.	Case Study: Childcare Deduction	Jeremy Spence
05/25/17	<b>Students of Higher Education – Are They Eligible for Housing Assistance?</b>	<b>HCV</b>	With the complexity of the most recent regulatory changes, your agency may be housing in-eligible students.	EZ-Steps Guide: Determining Eligibility and Flow Chart	Tracy Edwards-Henson
06/01/17	<b>Students of Higher Education – Income Included or Excluded?</b>	<b>HCV</b>	Now that you've determined they are eligible for housing assistance, are you "including" the right income and "excluding" the right income?	EZ-Steps Guide: Calculating Income and Flow Chart	Tracy Edwards-Henson

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06/08/17	<b>Zero Income Family Interviews and Processing</b>	<b>PH &amp; HCV</b>	Do you have Zero Income Families on your program? Learn the best practices to identify “hidden” income sources from families claiming to have zero income. The class will address interviewing techniques and how to conduct interviews to ensure all possible income(s) are identified.	EZ-Steps Guide: Zero Income Interview Guide	Jeremy Spence
06/15/17	<b>Public Housing Regulations That Apply to Your Program</b>	<b>PH</b>	Are you aware of the regulations and guidance that govern your Public Housing Program? Do you know where to find these references? This class will teach Public Housing professionals research tips and techniques to find applicable references to your program.	24 eCFR Part 960 and Public Housing Occupancy Guidebook	Jeremy Spence
06/22/17	<b>Regulations That Apply to The Housing Choice Voucher Program</b>	<b>HCV</b>	Housing Choice Voucher professionals attending this class will gain insight on the regulations and guidance that are applicable to their program operations. Research pointers and references will be given as well. Want to increase your understanding of where all these rules and regulations are located...attend this class.	24 eCFR Part 982 and Housing Choice Voucher Program Guidebook	Jeremy Spence
06/29/17	<b>Affirmatively Furthering Fair Housing (AFFH) Tool</b>	<b>PH</b>	Have you started collecting data for your Agency’s AFFH Tool submission? The deadline for submission will be here before you know it. Attend this class and gain insight on what information needs to be collected and the best options for meeting HUD’s Assessment of Fair Housing (AFH) objectives.	HUD AFH User Interface Quick Guide	Vicki Brower

Got an idea for a class? Let us know! [spencej@nelrod.com](mailto:spencej@nelrod.com) or 817-922 9000 ext. 122