

Memorandum



MANAGEMENT BULLETIN #409

DATE: February 24, 2012

TO: **On-site Managers/Managing Agents/Owners of Section 8 and 236 Financed Developments**

FROM: Diane Smith, Assistant Director
Asset Management Services

RE: **2012 IHDA Training Calendar**

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IHDA's Asset Management Services is pleased to announce the dates for our **2012 Training Seminars**. **Asset Management and Technical Services has been combined into one department; therefore training seminars will be presented on the same day.**

Training sessions will be held at the Illinois Housing Development Authority, located at 401 North Michigan Avenue, Chicago, IL, in the Board Room located on the 7th Floor. Sessions will begin promptly at 9:00 a.m. and end at approximately 5:00 p.m.

Due to the new security procedures established at the 401 N. Michigan building, it is imperative that all participants register for the seminar **in advance** in order for your name to be included on a list for the security personnel. On the day of the training, everyone must check in at the security desk located in the lobby to obtain a temporary security access card. This card will serve as your means of entrance onto the 7th floor.

The fee for both sessions will be \$70.00 (check or money order) per person attending our training. The fee is nonrefundable and should be paid at least two (2) weeks prior to the training session. Payments that are not received at least two (2) weeks prior to the training date will result in cancellation of your reservation to accommodate others.

Payment will not be accepted on the day of training.

The following is the date for the **2012 Compliance Sessions**:

September ► Wednesday 9/19/2012

As an added feature to our training sessions, there will be an all-day Mini-Compliance Training session covering four different specialized topics conducted on Thursday, August 23, 2012. The cost for this extra session is an additional \$50.00. Separate registration for the Mini-Compliance training is required.

Please note that the Mini- Compliance Sessions cannot be substituted for your Compliance Training Requirement.

Mini-Compliance Training details:

Mini- Compliance Training Topic-“Equity Replacement Program (ERP)”

Step by step review of the ERP Program which includes TCAP and 1602

Mini- Compliance Training Topic-“Where’s My Money”

Step by step review of TRACS 202 D and how to transmit vouchers to HUD for payment.

Mini- Compliance Training Topic-“Show Me the Money”

Reserve /Capital Improvement Withdrawal Requests and MOR Reporting process

Mini- Compliance Training Topic-“Need an increase of Income?”

Step by step review of the Rent Increase/ applicable HERA Rents along with the Utility Allowance process.

Mini- Compliance Training Topic-“Who Are You Leasing To?”

Step by step review of the Tenant Selection Plan and Affirmative Marketing Plan.

Space is limited for all training sessions. Please remember to register well in advance of the date you wish to attend. Asset Management Services will provide a continental breakfast, and allocate time for training participants to have “lunch on your own”.

To register, please e-mail Andrew Marikis at amarikis@ihda.org. **We reserve the right to limit the number of persons you register. Again, space is limited, register early to secure the date you wish to attend.**

If you should have any questions about the content of AMS’s training program, which member of your staff should attend or your development’s compliance requirements, please contact your Asset Manager.