

Memorandum



MANAGEMENT BULLETIN #429

DATE: April 3, 2013

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

FROM: Diane Smith, Assistant Director
Asset Management Services

RE: 2013 IHDA Training Calendar

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IHDA's Asset Management Services is pleased to announce the dates for our 2013 Training Seminars. Asset Management and Technical Services have been combined into one department; therefore training seminars will be presented on the same day.

Commonwealth Edison has agreed to host the September IHDA Compliance Training session, and it will be held in the auditorium of their facility, **located at 1919 Swift Drive, Oak Brook, IL 60523**. The session will begin promptly at *9:00 a.m. and end at approximately 4:00 p.m.*

The per person fee to attend our September training session will be **\$75.00 (check or money order ONLY)**. The fee is non-refundable and must 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 2013 Compliance Sessions:

September ► Wednesday 9/25/2013 (FULL)

To provide additional compliance information, IHDA staff will conduct an all-day Mini-Compliance Training session covering five different specialized topics. **The Mini-Compliance Training will be conducted on Wednesday, August 21, 2013 at the IHDA offices, 401 North Michigan Avenue, Chicago, Suite # 700.** The cost for this separate session is an additional **\$50.00**. Separate registration for the Mini-Compliance training is required. You must specify which of the five session(s) you wish to attend when registering for the mini-compliance.

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

Mini-Compliance Training details:

Mini-Compliance Training Topic – IHDA’s New Programs

Compliance requirements review of the BIBP, CDBG and NSP Programs.

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 – “HOME Compliance – Hot Topics”

Compliance requirements review for the HOME program.

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

Step by step review of the Rent Increase process / applicable HERA rents / Blended Programs along with the Utility Allowance Analysis 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. The September Training is limited to 75 participants. Mini-compliance sessions are limited to 15 participants per session.

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 which will be provided on-site for the **September 25, 2013 training only**. **August 21, 2013** participants, time will be allotted for “lunch on your own”.

REGISTRATION MAY ONLY BE COMPLETED VIA E-MAIL. To register, please e-mail Juanita Vasquez at jvasquez@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.