

# Memorandum

## MANAGEMENT BULLETIN #427



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DATE: March 12, 2013

TO: **On-site Managers/Managing Agents/Owners of HOME, Risk Share, AMBAC, TFB, HTF, HPP, FAF, Tax Credits and 80/20 Financed Properties**

FROM: Diane Smith, Assistant Director  
Asset Management Services

RE: **2013 IHDA Training Calendar**

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 Compliance and Tax Credit 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 conference center located on the lower level. Sessions will begin promptly at 9:00 a.m. and end at approximately 4:00 p.m.

**The fee for training session will be \$75.00 (check or money order ONLY) per person attending our training. 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 are the dates for the 2013 Compliance Sessions:

May	▶	Wednesday, 5/15/2013	<b>(FULL)</b>
July	▶	Wednesday, 7/17/2013	<b>(FULL)</b>
August	▶	Wednesday, 8/7/2013	<b>(FULL)</b>
October	▶	To Be Announced	<b>(FULL)</b>

As an added feature to our training sessions, there will be an all-day Mini-Compliance Training session covering five different specialized topics conducted on Wednesday, August 21, 2013. The cost for this extra session is an additional \$50.00. Separate registration for the Mini-Compliance training is required. You must specify which 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. General compliance is limited to 45 participants. Mini-compliance is 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 on your own”.

**REGISTRATION MAY ONLY BE COMPLETED VIA E-MAIL.** To register, please e-mail Juanita Vasquez at [jvasquez@ihda.org](mailto:jvasquez@ihda.org). **We reserve the right to limit the number of persons you register. Again, space is limited, so 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.