

HCV & PUBLIC HOUSING RENT CALCULATION TRAINING
Great Price & Includes Full Conference Benefits
October 12-14: Madden's Conference Center

Minnesota NAHRO, in partnership with the national experts at Nan McKay, is offering this 2-day training on rent calculations for both the public housing and housing choice voucher staff. The seminar has been carefully structured for combination areas to be trained together. Attendees also receive the NMK course workbook and have the option to take the certification exam online for an additional fee.

We are able to offer this national training at a great price with no out of state travel costs. In addition, participants get to attend conference events including Conference Vendor Reception, Awards Banquet and all the Friday sessions. Attendees can also join in the many networking events.

This is a great opportunity for staff who are new to these programs or need a refresher. It also provides the chance for staff to connect with their peers throughout the state.

Day One

- Read and interpret form HUD-50058 and its accompanying instructions
- Identify and calculate annual income using 24 CFR part 5, which is universal to all HUD programs
- Recognize the qualifiers for the earned income disallowance (EID), identify the exclusion periods, and calculate the disallowance
- Identify assets and calculate income from assets based on 24 CFR part 5

Day Two

- Calculate adjusted income by correctly applying the HUD-defined allowances and expenses that are universal to both programs
- Recognize the requirements for verification of income, allowances, and expenses which are identical for both programs
- Calculate the HAP and family share for an HCV family using the payment standard, utility allowance, and gross rent, or
- Calculate total tenant payment and tenant rent for a public housing family

National Training Registration Package: \$845 non-members
Minnesota NAHRO Member Discount: \$745 members
Rent Calc Certification Online Exam: \$150 per person

*Training Package: 2 day course plus full conference benefits which include Friday sessions, networking events and meals (Wednesday lunch & dinner, Thursday lunch plus Friday brunch)
Lodging not included but available on site at Madden's.*

Register Online at www.mnnahro.org or email info@mnnahro.org

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Sample Training Agenda

<p>DAY ONE</p> <p>9:00 Registration Open</p> <p>9:30 Training Begins</p> <p>12:00 Lunch provided</p> <p>1:30 Training Day 1 continues</p> <p>5:00 Day 1 adjourns</p> <p>5:00 Conference Reception & Vendor Show</p> <p>6:15 Minnesota NAHRO Awards Banquet</p>	<p>Topics Covered Day 1</p> <ul style="list-style-type: none"> • Overview of HUD-50058 Form • Annual Income <ul style="list-style-type: none"> ○ Inclusions ○ Imputed Welfare Income ○ Exclusions ○ Earned Income Disallowance • Assets <ul style="list-style-type: none"> ○ Inclusions ○ Exclusions
<p>DAY TWO</p> <p>8:30 Day 2 Training begins</p> <p>12:00 Lunch Provided</p> <p>1:30 Day 2 Training continues</p> <p>4:30 Day 2 training adjourns</p> <p>Topics Covered Day 2</p> <ul style="list-style-type: none"> • Assets (continued) <ul style="list-style-type: none"> ○ Market Value ○ Cash Value ○ Anticipated Income • Adjusted Income Calculation <ul style="list-style-type: none"> ○ Dependent Allowance ○ Elderly/Disabled Allowance ○ Child Care Allowance ○ Disability Assistance Expenses ○ Medical Expenses 	<p>Topics Covered Day 2 (continued)</p> <ul style="list-style-type: none"> • Verification <ul style="list-style-type: none"> ○ UIV/EIV ○ Verification Hierarchy • TTP • Rent Calculation (Public Housing only) <ul style="list-style-type: none"> ○ Minimum Rent ○ Tenant Rent ○ Utility Reimbursement Payment ○ Flat Rent ○ Prorated Rent • Subsidy/Family Share Calculations (HCV only) <ul style="list-style-type: none"> ○ Minimum Rent ○ Payment Standard ○ Rent Calculation ○ Maximum Share ○ Prorated Rent
<p>Rent Calculation Certification Exam offered online directly by Nan McKay the following week (additional fee required)</p>	

LEARNING OUTCOMES

Upon completion of **HCV and Public Housing Rent Calculation**, you will understand what is included in and excluded from annual income and how to identify and calculate income from assets, recognize and apply deductions to calculate adjusted income, and calculate total tenant payment (TTP).

For those who work in the HCV program, you will also calculate the family share and housing assistance payment (HAP). For those working in the public housing program, you will calculate tenant rent and understand flat rents.

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