

**Directions to:  
Kimberly Place Apartments  
19 Main Street  
Danbury, CT 06810**

From the North and East:

Take 91 South to 84 West to Exit 5. At the bottom of the exit ramp, take a right onto N. Main Street. Continue 1.6 miles and Kimberly Place is on your LEFT.

Immediately before Kimberly Place on your left is Food Mart. Please park in the Food Mart parking lot on the right side of the lot near the property fence. There is a walkway connecting the two properties. Take walkway to front door of Kimberly Place. In lobby, take the elevator down one floor to Lower Lobby.

If coming from the West, take 84E and still take Exit 5 and follow directions above.

For more training information, visit our website at [www.neahma.org](http://www.neahma.org)  
Phone: 781-380-4344  
Fax: 781-380-4842  
[julie.kelliher@neahma.org](mailto:julie.kelliher@neahma.org)



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

**neahma**  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

## One Day Basic Occupancy Course

Kimberly Place Apts.  
19 Main Street  
Danbury, CT 06810

March 27, 2012

This is a recommended course by  
NEAHMA as an excellent pre-cursor  
to the CPO Course

Presenter:

Sue Johnson, The Success Group

## Program Overview

### Who Should attend this Workshop?

- New staff in a variety of positions at HUD assisted affordable housing programs.
- Housing staff needing a refresher or update on the 4350.3 rev-1 Handbook.
- Management staff wanting a one-day preparatory for the more in –depth Certified Professional of Occupancy (CPO) course.

This workshop will explain regulations as governed by the 4350.3 Occupancy Handbook and provide a thorough overview of the HUD housing programs. The program will cover relevant topics and regulations for on site staff and establish a solid foundation for material covered more thoroughly during NAHMA's "Certified Professional of Occupancy (CPO)" course. *Attendees should plan to bring a 4350.3 rev-1 Handbook with them if possible and a calculator is helpful, but not necessary.*

### Course Outline

- Overview of HUD Programs
- The Application and Eligibility Determination Process
- Maintaining the Wait List. Organizing, Updating, Opening/Closing the List
- Verification of Information: HUD's requirements
- Overview of Rent and HAP Calculations
- Annual Re-certifications: Timetable, Procedures; Resulting Rent Change
- Interim Adjustments

## Agenda

### Registration

**8:30 am - 9:00 am**

**(Continental breakfast included)**

### Morning Presentation

**9:00 am - 12:00 pm**

**12:00 pm - 12:30 pm**

**(Lunch Included)**

### Afternoon Presentation

**12:30 pm - 4:00 pm**

Registration Info or Questions?

Call NEAHMA 781-380-4344

**Participants who attend the full 6.5 hours of this workshop will earn 6.5 CEU's.**

NEAHMA would like to thank Hallkeen Management and the Staff at Kimberly Place Apartments for hosting this workshop.

## REGISTRATION FORM

Fax In Registration (781) 380-4842

**Registration Deadline: March 16, 2012**

**Basic Occupancy Course - Danbury, CT**

March 27, 2012

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at [www.neahma.org](http://www.neahma.org)

### Registration Fees:

\_\_\_\_\_ Member \$299 \_\_\_\_\_ Non Member \$369

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Management Co: \_\_\_\_\_

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Cancellation Policy:**

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### **Outstanding Collection Policy:**

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.