

**Directions to:
Coes Pond Village
39 First Street
Worcester, MA 01602**

Going West from Boston

Follow the Mass Pike to Exit 290 East. From 290 East, take the College Square exit.

*At bottom of ramp, you will come to your first set of lights. Go straight under the underpass to next set of lights.

Take a left onto Cambridge Street. There will be a church on your left before you take the turn.

Stay on Cambridge Street until you come to Webster Square and go straight. (The Webster House Restaurant will be on your left).

At next set of lights - take that right onto Mill Street. (Mobile Gas Station will be on your right).

Stay in left lane and at next light, bear left on Mill Street. You will pass Dunkin Donuts and it will be on your right after you make the turn.

You will continue on Mill Street and you will pass a pond your right.

About 1 mile, you will see First Street on your left. (Bay State Savings Bank will be at the corner of Mill and First Street). Half way up the hill on your left you will see the sign for Coes Pond village.

Going South (From NH)

Take 495 to 1-290 West. From 290 West take the College Square Exit. *Follow directions above.

For more training information, visit our website at www.neahma.org

Phone: 781-380-4344

Fax: 781-380-4842

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**

**Coes Pond Village
39 First Street
Worcester, MA 01602**

February 8, 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 WinnResidential and the Staff at Coes Pond Village Apartments for hosting this workshop.

REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: February 3, 2011

Basic Occupancy Course - Worcester, MA

Wednesday, February 8, 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

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.