

# Registration Form

Please fax registrations to: 781-380-4842  
no later than March 28, 2011

On-line registration also available at  
[www.neahma.org](http://www.neahma.org)

Please bring a calculator with you.  
Space is limited

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PROPERTY NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX : \_\_\_\_\_

EMAIL: \_\_\_\_\_

#### Registration Fees:

Members \$279 \_\_\_\_\_ Non Members \$349 \_\_\_\_\_

**Hotel Reservations can be made by calling  
the hotel at 401-824-0677. Please state that  
you are part of the NEAHMA  
EIV Training room block.**

NEAHMA, 400 Washington Street, Suite 210,  
Braintree, MA 02184

#### 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.

#### Directions

**Sheraton Providence Airport  
1850 Post Road  
Warwick, RI 02886**

From T.F. Green Airport  
Upon exiting the terminal, turn right onto Post Road. The hotel is 0.25 miles ahead on the right.

From East (Cape Cod)  
Take I-195 West To I-95 South to Rhode Island. Take Exit 13 (T.F. Green Airport) and turn left onto Post Road. The hotel is a 0.25 miles ahead on the right.

From North  
I-95 South to Rhode Island. Take Exit 13 (T.F. Green Airport) to Post Road and turn left. The hotel is 0.25 miles ahead on the right.

From West  
Take Route 146 East to I-95 South to Rhode Island Exit 13 (T.F. Green Airport). Proceed to Post Road and turn left. The hotel is 0.25 miles ahead on the right.

From South  
Take I-95 North to Rhode Island Exit 13 (T.F. Green Airport) and turn left onto Post Road. The hotel is 0.25 miles ahead on the right.

NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

**neahma**  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

## “EIV – Beyond the Theory to the Practical!”

Advanced Enterprise Income Verification  
(EIV) Training with Case Studies

The Security Awareness Training will also  
be included in this training.

Sheraton Providence Airport  
1850 Post Road  
Warwick, RI 02886

April 7, 2011

“Learn how to interpret the Income  
Discrepancy Report and what the  
HUD requirements are for  
Repayment Agreements”

#### Presenters:

Debbie Piltch, Piltch Associates  
Michelle Prunier, Melissa Rodrigues,  
Nicole Scott; Maloney Properties, Inc.

[www.neahma.org](http://www.neahma.org)

## Course Overview

We have just completed the first full year of mandatory use of EIV...so many requirements, so little time! Attending this training will provide you with a firm grasp of all current requirements to ensure that your property is in full EIV compliance during your next MOR.

The morning session will address any updates and changes from HUD and recap the EIV Notice H2010-10. The focus of the class will be: accessing, running, reviewing, utilizing and filing all of the mandatory EIV reports. The class will focus on the requirements for using the EIV system and its reports, as well as the security and disclosure regulations.

The afternoon session will address the process for reviewing and correcting errors and discrepancies. We will discuss the Income and Income Discrepancy Report workflow including, how to: read the EIV report; review with the resident(s); obtain authorization to review with other persons; and, proceed if any errors occur.

We will discuss Repayment Agreement requirements to include: TRACS; HUD repayment elements; site processing, documenting and payment tracking; and, repayment to HUD.

EIV Case Studies will be provided to further emphasize the income discrepancy workflow, which includes: investigating and documenting findings, obtaining applicable third party verifications, calculating retro rent adjustments, creating repayment agreements; and, submitting through TRACS.

As always, questions are encouraged throughout the class with a final Q&A session at the end of the day!

## Course Agenda

8:30 – 9:00 am  
*Registration*  
*(Continental breakfast included)*

9:00 am – 12:00 pm  
*Morning Session*

12:00 pm – 1:00 pm  
*Lunch (included)*

1:00 pm – 4:00 pm  
*Afternoon Session*

**Please bring a calculator with you.**

*Registration Info or Questions?*

*Contact NEAHMA*  
*(781) 380-4344*

## Instructors

Debbie Piltch: She is an attorney who has been in the field of affordable housing for over 20 years. She has extensive experience in writing policies, as well as designing and conducting trainings on a variety of subjects for government agencies, trade groups and management agents/owners on topics such as: Fair Housing, the 4350.3 Rev-1, Tax Credit Compliance, Management and Occupancy Reviews, and HUD's Enterprise Income Verification System. She currently serves as a certified trainer for NAHMA's Fair Housing course, and its Certified Professional of Occupancy course, and provides training in preparation for NAHMA's SHCM examination. She is also the Assistant Chair for NAHMA's Training and Education Committee, and Chairperson of its Fair Housing Committee. In addition to consulting and training for management companies throughout the country through Piltch Associates, Inc., she serves as Maloney Properties, Inc.'s Director of Compliance.

Michelle Prunier: She has 16 years of experience in property management, working as a property manager, Asset Manager for MassHousing for the HUD portfolio, and for the past 8 years both as the Assistant Compliance Director for Maloney Properties and as a consultant for companies nationwide. Michelle has an extensive knowledge-base rooted in Handbooks and Notices, has developed and implemented numerous company policies and procedures, including EIV policies, and has conducted trainings on numerous topics, including EIV. She has also been instrumental in working with managing agents to resolve EIV income discrepancies.

Melissa Rodrigues: She has been in property management for over 4 years, earning a number of professional designations and currently serves as EIV Coordinator at Maloney Properties. Melissa has been instrumental in the implementation of MPI's company-wide policy and provides hands-on EIV System technical assistance and training to over 100 site staff on EIV compliance. She has received outstanding reviews as an EIV trainer from staff for providing a detailed, yet practical approach to EIV Compliance.

Nicole Scott: She has over a decade of experience in property management, working as a property manager, IT specialist, trainer and consultant. As a consultant, she worked as a project manager facilitating implementations, conducting both on-site and remote trainings, providing technical support, and documenting policies and procedures for a number of clients across the country. She oversees voucher transmissions and TRACS error resolutions, conducts remote and on-site trainings, and supports site staff on EIV, specifically in crafting and executing repayment agreements.