



MaineHousing
Maine State Housing Authority



In Partnership with NEAHMA
and

Sponsored by
MREMA and MaineHousing

“EIV – BEYOND THE THEORY TO THE PRACTICAL”
Advanced Enterprise Income Verification (EIV) Training with Case Studies
and
The Security Awareness Training

Augusta Civic Center
76 Community Drive
Augusta, Maine 04330

May 24, 2011
8:30 am – 5:00 pm

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

The Maine Real Estate Managers Association (MREMA) and MaineHousing are pleased to announce **“EIV – Beyond The Theory to the Practical”** conducted by the New England Affordable Housing Management Association (NEAHMA).

We have all just completed our first full year of mandatory use of EIV...so many requirements, so little time! Attending this training will provide project-based Section 8 owners/managers with a firm grasp of all current requirements to ensure that your property is in full EIV compliance. 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!

REGISTRATION AND COST INFORMATION: To register for this training event, complete the attached registration form and send it to the address provided with payment. **MREMA and NEAHMA members may attend for \$35.00 per attendee; Non-Members of MREMA may attend for \$70.00 per attendee.** Registration forms must be accompanied by full-payment to be accepted.

Presenters:

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.

COURSE AGENDA

8:30 am – 9:00 am	Registration (<i>Continental Breakfast Provided</i>)
9:00 am – 10:30 am	Morning Session – Part I
10:30 am – 10:45 am	Morning Break
10:45 am – 12:00 noon	Morning Session – Part II
12:00 noon – 1:00 pm	Lunch (<i>Provided</i>)
1:00 pm – 2:30 pm	Afternoon Session – Part I
2:30 pm – 2:45 pm	Afternoon Break
2:45 pm – 4:00 pm	Afternoon Session – Part II
4:00 pm – 5:00 pm	Optional Extra Case Studies Sessions – Questions – Wrap-Up

Please bring a calculator for the training.

For Membership Information for MREMA: www.mrema.org

For More Information about NEAHMA Training Opportunities and Membership: www.neahma.org



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“EIV – BEYOND THE THEORY TO THE PRACTICAL”
REGISTRATION FORM

One form per attendee please.

Multiple registrations may have one check.

Attendee Name:			
Agency/Management Company:			
MREMA/NEAHMA Member (\$35.00):		Non-Member MREMA/NEAHMA (\$70.00)	
Property/Properties:			
Company Address:			
City, State and Zip:			
Telephone:			
Email Address:			
Do you require any special accommodations?	Please Specify:		

Make checks payable to: MREMA

MaineHousing
Attn: Daniel Drost
353 Water Street
Augusta, ME 04330

Please submit your registration **no later than Thursday, May 19, 2011**. If you have any questions regarding this training, please contact Daniel Drost at ddrost@mainehousing.org or at 207-626-4623, 1-800-452-4668 or TTY 1-800-452-4603.

MAINEHOUSING NONDISCRIMINATION NOTICE

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number (207) 626-4000 or 1-800-452-4668 (voice), or 1-800-452-4603 (TTY).

