

REGISTER NOW! Only the first 75 students accepted. No exceptions.

AHMA Northwest and Contract Management Services Present an Intensive, One-Day Training:

EIV Update, Error Resolution and Security Review

*NOTE: this is an intermediate EIV course, not a basic EIV training course.
It is recommended you have some EIV experience prior to attending this class.*

Wednesday, February 23, 2011 from 8:30 am to 4:00 pm (Lunch Included)

Co-Sponsored by ORCA Information and the Insurance Program for Association Housing (IPAH)

Training Site: Lynnwood Convention Center, Lynnwood WA

3711 196th Street SW, Lynnwood, WA 98036 (free parking)

Contact the Joe Diehl at (206) 290-5498 for options on overnight accommodations, if needed.

The course is focused on HUD's Enterprise Income Verification (EIV) System. EIV ensures that the proper subsidy is provided to low income families. As of January 31, 2010, Owners and Management Agents are required to obtain EIV access, and adequately verify income of their residents, and must use the EIV system in its entirety. PBCAs are also required to use the system in the performance of MORs, the purpose of which is to identify and reduce errors in the administration of HUD rental assistance programs (thereby reducing the number and amount of improper payments of subsidies). The GAO has determined the EIV System is instrumental in reducing income/rent determination errors.

So, as a HUD compliance expert, are you wondering when EIV will stop being a BURDEN, and become a BENEFIT?

The time is now. In this in-depth 6-hour class, we will deal directly with resolution of EIV discrepancies, repayment agreements, EIV reporting requirements and file documentation and retention. Review of HUD Notice 10-10, the "EIV Notice" from last July 2010 and step-by-step processes to investigate and resolve EIV discrepancies will be our focus in this class. You can also meet your annual EIV Security training requirement as we review the do's and don't's of Security of the EIV system and documents. Samples will be illustrated using EIV screenshots, Attachment # 6 of HUD Notice 10-10, and through checklists and documents available through the AHMA Model Documents. Join the team and come see how you can make EIV work for you!

The trainer is Sheila King, of Sheila King Consulting (Tacoma). *Sheila has managed for HUD and USDA properties for over 20+ years. Her consulting company has been actively consulting for the affordable housing industry for over 10 years. Sheila spearheaded the AptFinder.org web site which is sponsored by AHMA, as well as the HUD Model Documents that are available to members of AHMA only. A certificate will be provided to all attendees who attend and who don't leave early, and who don't fall asleep.*

TO REGISTER: Go online with your VISA or MC. Or you may register online and print out an invoice for your company to process in your normal way: <http://www.acteva.com/booking.cfm?bevaid=215650>

OR Complete this form, and then FAX IT TO (425) 454-7695 – this reserves your seat! Then process your check in your normal way, and mail it with this completed form to:

AHMA Northwest
c/o Loveridge Hunt & Co. CPAs
11100 NE 8th Street, Suite 410
Bellevue, WA 98004-4441

Registration Fee: AHMA/CARH member: **\$ 99.00**
Non-Member Fee: **\$149.00**

For more information, call Joe Diehl, now, at: (206) 290-5498

First Name: _____ Last Name: _____ *(register others on an attached list)*

Company Name: _____ Property Name: _____

Address: _____ City, State, Zip: _____

Tel: _____ *E-mail Address (or Fax Number): _____ *

*Register on or before February 11. Note - only the first seventy-five (75) registrants will be accepted due to space limitations. \$25 per person per day processing fee assessed for refunds requested by the deadline. No refunds after that date (however, another student may be substituted). A full refund (or credit against a future training) will be given if cancelled by AHMA for any reason. *Provide an E-mail address or Fax number, so that updates may be sent.*