

AGENDA
MULTIFAMILY RENT CALCULATION

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- 8:45** **Course Overview**
Learning Outcomes
Overview of HUD-50059 Form
- 9:00** **Annual Income**
- Definition
 - Calculating Income Overview
 - Income of Various Household Members
 - Earned and Unearned Income
- 10:15** **Break**
- 10:30** **Seasonal and Self-Employment**
- Other Earned Income
 - Income of Students
 - Periodic Payments and Non-Recurring Income
 - Other Types of Income
- 12:00** **Lunch** (on your own)
- 1:00** **Assets**
- Definition
 - Types of Assets
 - Asset Exclusions
 - Calculating Income from Assets
 - Net Family Assets
- 2:00** **Calculating Income from Assets** (continued)
- Income from Assets
 - Net Assets \$50,000 or Less
 - Net Assets Exceeding \$50,000
- 2:30** **Break**

AGENDA
MULTIFAMILY RENT CALCULATION

DAY ONE (continued)

- 2:45 Assets Disposed of for Less than Fair Market Value**
- Asset Limitation: Net Assets Exceed \$100,000
 - Asset Limitation: Ownership in Real Property
- 4:00 Adjusted Income**
- Elderly/Disabled Deduction
 - Dependent Deduction
- 5:00 End of Day One**

AGENDA
MULTIFAMILY RENT CALCULATION

DAY TWO

- 8:00** **Adjusted Income** (continued)
- Childcare Expenses
 - Childcare Hardship Exemption
 - Disability Assistance Expenses
 - Health and Medical Care Expenses
 - Hardship Exemption for Medical and Disability Assistance Expenses
- 10:15** **Break**
- 10:30** **Verification and EIV**
- Consent Forms
 - Asset and Income Verification
 - Use of Other Program's Income Determinations (Safe Harbor)
 - Streamlined Income Determinations
 - Verification Hierarchy
- 12:00** **Lunch** (on your own)
- 1:00** **Verification and EIV** (continued)
- E Signatures, Transmission, and Storage
 - EIV
 - Data Sources
 - General Administration
 - Using EIV Reports
 - Disclosure and Record Keeping
- 2:30** **Break**
- 2:45** **Discrepancies and Errors**
- Reimbursement of HAP and Overpaid Rent
 - Repayment Agreements
- Calculating Income**
- Income at Move-ins and Interims
 - Income at Annuals
- 5:00** **End of Day Two**

AGENDA
MULTIFAMILY RENT CALCULATION

DAY THREE

- 8:00** **PBRA Rent Calculation**
- Definitions
 - Total Tenant Payment (TTP)
 - Minimum Rent
 - Tenant Rent and UAs
 - HAP
 - Proration of Rent
 - TRACS and RAD
- 10:15** **Break**
- 10:30** **RAD Conversions**
- Rent Phase-in
 - Combining Certifications
 - Monitoring TRACS for Compliance
- Rent Calculation Quizzes**
- Quiz 1
- 12:00** **Lunch** (on your own)
- 1:00** **Rent Calculation Quizzes** (continued)
- Quiz 2
- Case Studies**
- Alabaster Family
 - Butler Family
 - Crimson Family
 - Dijon Family
 - Flamingo Family
- 2:30** **End of Seminar**

Certification Exam Available Online