

**VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT OFFICIALS  
(VAHCDO) AND  
NAN MCKAY AND ASSOCIATES, INC. INVITES YOU TO ATTEND THE  
HCV/PUBLIC HOUSING RENT CALCULATION TRAINING  
(w/ trainer Anita Keys)  
May 7 - 9, 2024**

**TRAINING SITE:** **Online** – All registrants will receive an email from the NMA Webinar team 2-3 days before with a link to the Zoom course and the PDF file with course materials and instructions.

**SCHEDULE:**

8:00 a.m.	Registration
8:30 a.m.	Seminar begins
10:15 a.m.	Morning break
12 noon	Lunch, on your own
2:30 p.m.	Afternoon break
5:00 p.m.	Seminar ends

**REGISTRATION FEE:** **\$925.00** Seminar & Exam  
(10% discount for 5 or more staff) **\$775.00** Seminar Only

Please make checks payable to: VAHCDO, Attn: Lisa Artis, Post Office Box 797, Newport News, VA 23607. **Please submit registration** and payment no later than **April 22, 2024**. Registration fee includes training, instructional materials, workbook, **Certification Examination** and Certificate of Completion.

**THIS IS A GREAT CROSS TRAINING OPPORTUNITY!!!!**

**CONTACT:** Lisa Artis  
Telephone: 757-928-2658 Fax: 757-247-6535 Email: [lartis@nnrha.org](mailto:lartis@nnrha.org)  
**SPECIAL NOTE:** Please, no taping or video recording.

**SEMINAR INVOICE and REGISTRATION FORM**

**HCV/Public Housing Rent Calculation Training Online  
May 7 - 9, 2024**

Please complete this form and return with payment no later than **April 22, 2024**. Fax number 757-247-6535.

Payment Options	
Check and Mail to:	VAHCDO Attn: Lisa Artis P O Box 797 Newport News, VA 23607
Credit Card: Contact Lance Allen	<a href="mailto:lallen@stauntonrha.org">lallen@stauntonrha.org</a>
Online: Contact Lance Allen	<a href="mailto:lallen@stauntonrha.org">lallen@stauntonrha.org</a>

Please complete a separate form for each participant (PLEASE PRINT):

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Street Address (No P.O. Boxes) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail address \_\_\_\_\_

**If you need a reasonable accommodation or require the features of a reasonable accommodation, please contact Lisa Artis at 757-928-2658 or [lartis@nnrha.org](mailto:lartis@nnrha.org)**



**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*WEB TRAINING*

**DAY ONE**

- 8:00      **Registration**
- 8:30      **Welcome and Introductions**
- 8:45      **Learning Outcomes**  
**Overview of Form HUD 50058**  
**Annual Income**
- Income of Various Household Members
  - Earned Income
- 10:15     **Break**
- 10:30     **Annual Income**
- Income of Students
  - Periodic Payments and Nonrecurring Income
- 12:00     **Lunch (on your own)**
- 1:00      **Annual Income (continued)**
- Periodic Payments and Nonrecurring Income (continued)
  - Imputed Welfare Income
  - Other Types of Income
- 2:30      **Break**
- 2:45      **Assets**
- Real Property vs Personal Property
  - Savings and Checking Accounts
  - Jointly Owned Assets
  - Trusts
  - Tax Refunds
  - Retirement Accounts
  - Other Assets
- 5:00      **End of Day One**

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*WEB TRAINING*

**DAY TWO**

- 8:00**      **Assets** (continued)
- Calculating Income from Assets
  - Assets Disposed of for Less Than Fair Market Value
  - Asset Limitation
- 10:15**      **Break**
- 10:30**      **Adjusted Income Calculation**
- Dependent Allowance
  - Elderly/Disabled Allowance
  - Child Care Allowance
  - Disability Assistance Expenses
  - Medical Expenses
  - Hardship Exemptions
  - Permissive Deductions
- 12:00**      **Lunch** (on your own)
- 1:00**      **Verification**
- Consent Forms
  - Use of Other Programs' Income Determinations
  - Streamlining Verification of Fixed Income
  - Hierarchy of Verification Methods
- 2:30**      **Break**
- 2:45**      **Calculating Income at Annual**
- SS COLA
  - Steps to Calculate Income at Annual
  - Example Calculations
- Total Tenant Payment (TTP)**
- Minimum Rent
- 5:00**      **End of Day Two**

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*WEB TRAINING*

**DAY THREE**

- 8:00**      **Subsidy/Family Share Calculations (HCV only)**
- Payment Standard
  - Rent Calculation
  - Maximum Share at Initial Occupancy
  - Prorated Rent
- 9:30**      Break
- 9:45**      **Rent Calculation (Public Housing only)**
- Tenant Rent
  - Utility Reimbursement Payment
  - Flat Rent
  - Prorated Rent
- 11:00**      **Rent Calculation Quiz**  
**Case Studies**
- 12:00**      **End of Seminar**

**Certification Exam Available Online**