

# SPRING CONFERENCE AGENDA

## WEDNESDAY, MARCH 14, 2018

7:30 am – 4 pm	<b>Registration Check-In – Pre Function Area</b>		
8:30 am – 12:30 pm	<b>NAHRO HCV EIR - Vision</b>		
	<b>COMMITTEE MEETINGS</b>		
8:30 – 10:30 am	Housing – <i>Prosperity</i>		
	Professional Development – <i>Insight</i>		
	Member Services – <i>Success</i>		
10:30 – 11:30 am	Commissioners – <i>Prosperity</i>		
	CR&D – <i>Insight</i>		
	Small Agency Task Force – <i>Success</i>		
11:30 am – 12:30 pm	Legislative – <i>Prosperity</i>		
12:30 – 1:30 pm	<b>General Session with Lunch – Discovery Ballroom</b>		
	MO NAHRO Updates: Bob Rorah, MONAHRO President		
	Invocation		
	Presentation of Colors:		
	National Anthem:		
	First time Attendee Recognition: Missy Mahurin, VP Member Services		
	Keynote Speaker:		
	CONCURRENT SESSIONS BEGIN		
1:30 – 3:00 pm	<b>PRESENTERS</b>	<b>SESSION</b>	<b>LOCATION</b>
	NAHRO	NAHRO HCV EIR	Insight
	NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
	Jeff Evans, HUD	HUD LEAD BASED PAINT	Success
	Joyce Hoeing, Marcella Stark, Carolyn Watson, and Anita Hagerman, HUD	HUD GENERAL SESSION SEMAP	Insight
3 - 3:15 pm	<b>Refreshment Break – Foyer</b>		
3:15 - 4:30 pm	<b>PRESENTERS</b>	<b>SESSION</b>	<b>LOCATION</b>
	NAHRO	NAHRO HCV EIR	Insight
	NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
	Jeff Evans, HUD	HUD ENVIRONMENTAL REVIEW	Success
	Joyce Hoeing, Marcella Stark, Carolyn Watson, and Anita Hagerman, HUD	HUD GENERAL SESSION SEMAP	Insight
5 - 7 pm	<b>Executive Board Meeting - Discovery B</b>		
7 - 10 pm	<b>Hospitality</b>		

## THURSDAY, MARCH 15, 2018

7:30 am – 12 pm	<b>Registration Check-In – Pre Function Area</b>		
7:30 am – 9:30 am	<b>Business Partners Setup – Discovery Ballroom</b>		
8 - 9 am	<b>PRESENTERS</b>	<b>SESSION</b>	<b>LOCATION</b>
	NAHRO	NAHRO HCV EIR	Insight
	NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
	Joyce Hoeing & Marcella Stark, HUD	HUD REASONABLE ACCOMMODATIONS	Success
	Jeff Evans, HUD	HUD EPIC	Insight
9 - 10 am	<b>PRESENTERS</b>	<b>SESSION</b>	<b>LOCATION</b>
	NAHRO	NAHRO HCV EIR	Insight
	NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
	MHAPCI	VIOLENCE IN THE WORKPLACE	Success
	Jeff Evans, HUD	HUD EPIC	Insight
10 - 10:30 am	<b>Refreshment Break with Business Partners – Discovery Ballroom</b>		

## THURSDAY, MARCH 15, 2018

10:30 am - 12 pm

PRESENTERS	SESSION	LOCATION
NAHRO	NAHRO HCV EIR	Insight
NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
Aaron Ambrose, Midwest Public Risk	FIREARMS ON PHA PROPERTY	Success
Anita Hagerman, HUD	EIV TRAINING - UNDERSTANDING THE REPORTS	Insight

12 - 1:30 pm

**LUNCH WITH BUSINESS PARTNERS RECOGNITION – DISCOVERY BALLROOM**

1:30 – 2:30 pm

PRESENTERS	SESSION	LOCATION
NAHRO	NAHRO HCV EIR	Insight
NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
Carolyn Watson, HUD	HUD VAWA HUD	Success
Victoria Pauley, HUD	HUD SMOKE FREE POLICY	Insight

2:30 - 3:30 pm

PRESENTERS	SESSION	LOCATION
NAHRO	NAHRO HCV EIR	Insight
NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
Jeff Evans, HUD	HUD PROCUREMENT	Success
HUD	HUD FAIR HOUSING COMPLIANCE	Insight

3:30 - 3:45 pm

**Final Refreshment Break with Business Partners – Discovery Ballroom**

3:45 - 5 pm

PRESENTERS	SESSION	LOCATION
NAHRO	NAHRO HCV EIR	Insight
NAHRO	NAHRO HIGH PERFORMANCE MANAGEMENT	Prosperity
Jeff Evans, HUD	HUD PROCUREMENT	Success
Joyce Hoeing, Marcella Stark, Carolyn Watson, and Anita Hagerman, HUD	HUD GENERAL SESSION PHAS	Insight

5 - 10 pm

**Hospitality**

## FRIDAY, MARCH 16, 2018

8 - 8:30 am

**Buffet Breakfast - Discovery B/C**

8:30 am - 12 pm

**NAHRO HCV EIR – Insight**

8:30 am - 2 pm

**NAHRO High Performance Management (Testing begins at 2 pm) - Prosperity**

8:30 - 10 am

**MONAHRO General Business Meeting - Discovery B/C**

10 - 11 am

**Updates - Discovery B/C**

NLT 11 am

**CONFERENCE CONCLUDES**

# Housing Choice Voucher (HCV) Eligibility, Income and Rent Calculation Seminar

*Training Provided by National NAHRO*

**National NAHRO Price: \$995**

**MO NAHRO Price: \$210**



This training will teach housing authority staff how to accurately determine income and calculate rent. It will cover: factors of eligibility, denial of assistance, screening, determination of unit size, non-discrimination/equal opportunity, annual income, income from assets, income exclusions, adjusted income, verification of factors affecting eligibility and rent, TTP, maximum initial rent burden, maximum subsidy, rents and payments, prorated assistance, minimum rent, imputed welfare income, and earned income disallowance.

## Course Agenda

### Day 1:

#### Eligibility for Housing Choice Voucher

- Overview and Objectives
- Eligibility for HCV
- Eligibility Requirements
- Definition of Family
- Income Limits
  - Applying Income Limits
- Citizenship Status
  - Declaration of U.S. Citizenship
  - Documentation of Eligible Immigration Status
  - Mixed Families
  - Notification Requirements
  - Submission of Documentation
  - Verification of Eligible Immigration Status
  - Delay, Denial, or Termination of Assistance
  - INS Appeals Process
- Disclosure of Social Security Numbers
- Authorization for the Release of Information/Privacy Act
- Eligibility of Students for Assistance Under Section 8 of the U.S. Housing Act of 1937
- Denial of Assistance
- Ineligibility Due to Criminal Activity
  - Violence Against Women's Act
- Screening
- Determination of Unit Size Requirements
- Equal Opportunity

#### Verification of Factors

- Introduction
- Income and Rent Determination Policies
- File Documentation
- Verification of Social Security Numbers
- Required Consent by Applicants & Participants
- Requirement for Third Party Verification
- Verification of Income
- Levels of Verification Methods
  - Enterprise Income Verification
- Exceptions to Third Party Verification Requirements
- Verification of Mandatory Deductions
- Verification References

### Day 2:

#### Income and Rent

- Overview and Objectives
- Definition of Annual Income
- Annual Income Determination
- Treatment of Assets and Determining Income from Assets
- Amounts Excluded from Annual Income
- Adjusted Income-Statutory Deductions
  - Definition of Adjusted Income
  - Dependent Allowance
  - Elderly or Disabled
  - Child Care Deduction
  - Allowance for Disability Assistance Expense
  - Allowance For Medical Expenses

#### Calculating Rent, HAP Payments, and Earned Income

##### Disallowance

- TTP, Maximum Initial Rent Burden, Maximum Subsidy, Total Housing Cost
- Rent to Owner and Gross Rent
- HAP Subsidy
- Family Share
- Family Rent to Owner
- Utility Reimbursement
- Prorated Assistance
- Minimum Rent
  - Exemptions from the Minimum Rent
- Imputed Welfare Income
- Earned Income Disallowance

### Day 3

#### Earned Income Disallowance Continued

- Qualifying for a Disallowance
- Disallowance Amounts
- First 12 Months Period
- Disallowance Periods Maximum
- Disallowance Period
- Re-cao
- Proficiency Exam

# High Performance Management

## *Training Provided by National NAHRO*

**National NAHRO Price: \$795**

**MO NAHRO Price: \$210**



**Description:** Managers and supervisors are the instruments through which performance and productivity happen in any organization. An organization's human resources are the engine driving quality, efficient accomplishment of work tasks, and effectively interacting with people served, and with co-workers. Managers' and supervisors have a direct impact on how productively their work unit operates. An agency's human assets directly impact the success and quality of services delivered to their communities.

Managing or supervising require unique sets of knowledge, skills and competencies. NAHRO's High Performance Management seminar provides not only key knowledge, but the opportunity for participants to experiment and to experience critical tools and techniques that can assist them to more effectively manage and supervise their people.

As with any skill, reading a book or hearing a lecture does not result in a person's ability to effectively improve that skill. High Performance Management is cutting edge, employing contemporary, validated knowledge. It is a participant-centered interactive course. It engages participants in self-assessing their key competencies and management styles. It provides the opportunity to use exercises, case studies, assessments, simulations and other reinforcement that help to anchor the learning.

### **Objectives:**

- Review roles and responsibilities in management and supervisory positions
- Identify critical competencies
- Learn individual communication and manage self-assessment
- Understand others – Similarities and Differences
- Discover communication techniques to obtain results
- Gain the power of listening for understanding
- Discuss conflict management
- Identify elements of productive and motivating work environments
- Learn effective hiring, training, coaching and disciplining techniques
- Apply critical thinking and problem-solving skills to address causal issues
- Review goal setting and decision-making
- Collaborate as teamwork

### **Who Should Attend:**

High Performance Management is appropriate for Public/Assisted Housing property managers, Housing Choice Voucher managers and supervisors, staff with supervisory responsibilities in any area of the organization, including Maintenance and Occupancy. Staff who are new to management and supervisory responsibilities, senior staff and executives interested in honing their skill set and those who aspire to management and supervisory positions or are being groomed through succession planning within the organization, also will benefit from attendance.

NAHRO's Professional Development System (NPDS) introduces new courses required to qualify toward NAHRO's Operations Management Certification. High Performance Management is a key course requirement in this certification process.

### **NAHRO Continuing Education Units (CEU's)**

Training Completion = 1.95

2018 SPRING CONFERENCE  
ST. CHARLES, MO  
MARCH 14-16, 2018



**REGISTRATION FEES**

	<u>Member Agency</u>	<u>Non-Member</u>
<input type="checkbox"/> Conference Registration	\$210.00	\$245.00
<input type="checkbox"/> High Performance Management (Included in Conference fee)		
<input type="checkbox"/> Housing Choice Voucher EIR (Included in Conference fee)		
<input type="checkbox"/> Housing Choice Voucher EIR Exam Fee (Optional)		
<input type="checkbox"/> <i>THIS IS MY FIRST MISSOURI NAHRO CONFERENCE</i>		
<input type="checkbox"/> <u>Housing Choice Voucher EIR Exam Fee (Optional)</u>	\$200	

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:** Make checks payable to Missouri NAHRO; a 5% credit card processing fee will be charged for each registration

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Credit Card # \_\_\_\_\_

Credit Card Exp. Date \_\_\_\_\_ CID Code \_\_\_\_\_ Name as it appears on credit card: \_\_\_\_\_

Billing Address of credit card \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Mail Registration and Payment to: **MONAHRO Spring Conference**  
12246 FM 1769 Rd  
Graham, Texas 76450

Registrations may be faxed to 866.234.4018 but will not be processed until payment has been received.

For additional information: MONAHRO Service Office 940.521.9982

[monahroso@brazosnet.com](mailto:monahroso@brazosnet.com) or [www.monahro.com](http://www.monahro.com)

**HOTEL ACCOMMODATIONS**

Ameristar Casino Resort

One Ameristar Blvd., St. Charles, MO 63301

Room Rate \$129 • Reservation: 855-888-7273

Reservation Code: MONC18A Hotel Cut Off February 21, 2018

*Cancellation Policy: A written request for a full refund MUST be submitted to the MONAHRO Service Office no later than three (3) days prior to the meeting. All requests received after that date will be assessed a \$25.00 fee. All requests for refunds after the meeting must be submitted within two (2) weeks of the meeting. (Form on website)*