



Sponsored by Oklahoma Housing Finance
Agency and presented by Ross Business Development

PBCA Owner/Manager Training Meeting
Latest Occupancy News – One low price – Seating is limited, Register Today!

June 4, 2009: 8:00 am registration, class from 8:30 to 4:30
Metro Technology Centers
1900 Springlake Drive, Oklahoma City, OK 73111 (405-424-8324)

TRACS, RESIDENT SELECTION AND
THE MANAGEMENT & OCCUPANCY REVIEW

TRACS

Join us to learn about the Secret of TRACS. In this morning session, we will discuss what happens when you create and send TRACS files and how the information is recorded by OHFA and HUD. In the morning session you will learn how to:

- Maintain 90% Optimum TRACS Compliance
- Apply a Gross Rent Change
- Avoid TRACS errors
- Address common TRACS errors
- Monitor EIV for certification errors
- Review, audit and reconcile the new 2.0.2.C Voucher

MOR & RESIDENT SELECTION

In the afternoon, we'll switch gears and take a look at the Management & Occupancy Review Process. Learn about tips and review checklists to help prepare sites for the review. We'll focus on some problem areas including:

Policy Changes

- OMB approval Numbers and expiration dates
- New Social Security Number requirements
- New U.S. citizenship verification requirements
- Changes to the Income Calculation (using future 12 months versus prior 12 months)
- Guidance for handling dual occupancy situations

Resident Selection Plan and Application Updates

- Overview of Requirements
- Changes in the last year
 - VAWA
 - SSN
 - EIV
 - Citizenship Verification

Enterprise Income Verification – what you need to be prepared to provide to Reviewers

Class Registration Form

Name: _____

Co. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

PBCA Owner/Manager Training meeting:– Oklahoma City, OK 6/4/09

Student Names: _____

**Thanks to OHFA sponsorship the registration fee has been reduced to \$125!
There will be beverages (coffee and water) – Lunch is on your own.**

You will receive a faxed invoice upon receipt of your registration form. We do not accept credit card payments; checks should be made payable and mailed to:

**Ross Business Development, Inc.
1449 Wood Park Way
Kennesaw, GA 30152**

For additional information, please contact Larue Marin at 770-426-0577 or email her at larue.marin@rbdnow.com

Fax this registration form to 770-426-9159 or 770-424-5412.
Or, register online at www.rbdnow.com/ohfaregistration.htm
(Registration will start at 8:00 a.m. and the class is from 8:30 a.m. to 4:30 p.m.)