

RD Agenda

First Day (8:30 a.m. - 4:30 p.m.)

Introduction

1. Overview of RD Program
2. The handbook – HB-2-3560 and the Regulation 3560
3. Housing programs under Section 515 to be covered
 - a. Family Properties
 - b. Elderly Properties
 - c. Congregate Properties
4. Maintaining the Property

Marketing and the Application Process

1. Civil Rights and the AFHMP
2. Marketing and AFHMP
3. The Application Process
 - a. Application requirements
 - b. The waiting List
 - c. Required notices

Second Day (8:30 a.m. – 12:30 p.m.)

(Sections 1 and 2 below will begin on day one)

Project Occupancy Requirements

1. Eligibility Requirements
 - a. Family Property
 - b. Elderly Property
 - c. Congregate Property
2. Income Calculations
 - a. Income
 - b. Assets
 - c. Allowable Deductions from income
3. Lease Requirements
4. Recertification Process
 - a. Annual Recertification
 - b. Recertification due to income or occupancy changes
 - c. Ineligible Tenants

Tenant Warning and Termination

1. Tenant Warning Requirements
2. Termination of Occupancy
3. Tenant Grievance

Afternoon HCM-R Exam