

**Directions to:  
The John W. Weeks House  
7 Hereward Road  
Newton Centre, MA 02459  
617-964-8644**

**From Rt. 128** take the **Route 9 East** exit. Follow Rt. 9 east through one set of lights and take the next exit off of Route 9, and take a right onto **Centre Street**. Go through one set of lights and about a ¼ mile after the lights take a right onto **Locksley Road**. Follow Locksley Road to the end where it intersects with Hereward Road. The entrance to the Weeks House parking lot begins at this intersection.

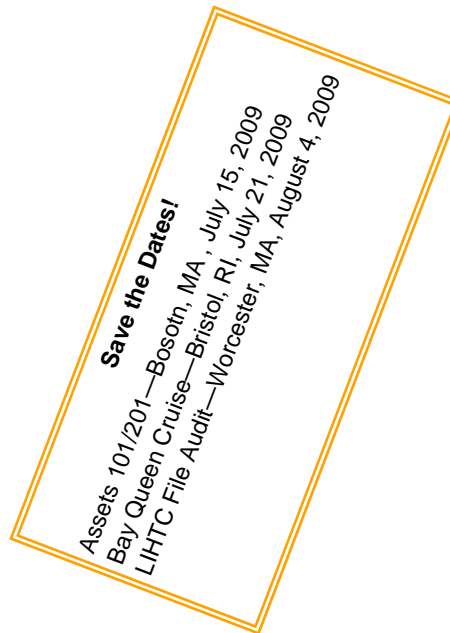
**From the Mass Turnpike** take **Exit 17/Newton Corner**. Coming from Boston follow the road around the Sheraton Tara Hotel and over the Mass Pike where you will merge with traffic exiting the Mass Pike from the west. From both directions, take a right onto **Centre Street** and continue for a few miles through Newton Centre. After you cross over Beacon Street, stay to the right on Centre Street. Pass the Shell Gas Station on your right and take your second left onto **Locksley Road**. Follow Locksley Road to the end where it intersects with Hereward Road. The entrance to the Weeks House parking lot begins at this intersection.

**If there is not parking available in the Visitor lot, please park in the recreation lot off of Rowena Road. Follow Hereward Road to the other end of the building where you will find the entrance to the Recreation lot or you may park on Hereward Road. The entrance to The John W. Weeks House is located at the back side of the building facing the parking lots.**

For more training information, visit our website at [www.neahma.org](http://www.neahma.org)  
Phone: 781-380-4344  
Fax: 781-380-4842  
[julie.kelliher@neahma.org](mailto:julie.kelliher@neahma.org)



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184



## One Day Basic Occupancy Course

The John W. Weeks House  
7 Hereward Road  
Newton Centre, MA 02459

July 8, 2009

This is a recommended course by  
NEAHMA as an excellent pre-cursor  
to the CPO Course

Presenter:

Sue Johnson, The Success Group

## Program Overview

### Who Should attend this Workshop?

- New staff in a variety of positions at HUD assisted affordable housing programs.
- Housing staff needing a refresher or update on the 4350.3 rev-1 Handbook.
- Management staff wanting a one-day preparatory for the more in –depth Certified Professional of Occupancy (CPO) course.

This workshop will explain regulations as governed by the 4350.3 Occupancy Handbook and provide a thorough overview of the HUD housing programs. The program will cover relevant topics and regulations for on site staff and establish a solid foundation for material covered more thoroughly during NAHMA's "Certified Professional of Occupancy (CPO)" course. *Attendees should plan to bring a 4350.3 rev-1 Handbook with them if possible and a calculator is helpful, but not necessary.*

### Course Outline

- Overview of HUD Programs
- The Application and Eligibility Determination Process
- Maintaining the Wait List. Organizing, Updating, Opening/Closing the List
- Verification of Information: HUD's requirements
- Overview of Rent and HAP Calculations
- Annual Re-certifications: Timetable, Procedures; Resulting Rent Change
- Interim Adjustments

## Agenda

### Registration

**8:30 am - 9:00 am**

**(Continental breakfast included)**

### Morning Presentation

**9:00 am - 12:00 pm**

**12:00 pm - 1:00 pm**

**(Lunch Included)**

### Afternoon Presentation

**1:00 pm - 4:30 pm**

Registration Info or Questions?

Call NEAHMA 781-380-4344

Participants who attend the full 6.5 hours of this workshop will earn 6.5 CEU's.

NEAHMA would like to thank  
NCDF and the Staff at  
The John W. Weeks House for  
hosting this training.

## REGISTRATION FORM

Fax In Registration (781) 380-4842

**Registration Deadline: July 3, 2009**

**Basic Occupancy Course - Newton, MA**

Wednesday, July 8, 2009

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at [www.neahma.org](http://www.neahma.org)

### Registration Fees:

\_\_\_\_\_ Member \$259 \_\_\_\_\_ Non Member \$329

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Management Co: \_\_\_\_\_

Property Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

### **Cancellation Policy:**

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### **Outstanding Collection Policy:**

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.