



2024 Housing Choice Voucher Program & ED 101 | Financial Management – Live Webinar Courses

The courses offered in this track provide information on key topics associated with the Housing Choice Voucher program in manageable two to three-hour blocks that are scheduled on average twice a month.

- The courses provide “nuts and bolts” information to assist practitioners in performing their duties.
- Where applicable, each course highlights high risk areas and common problems.
- As appropriate, each course provides examples, templates, and checklists.

What’s New for 2024? Three new courses are added which pertain to the Public Housing track:

1) *Prepare for your Audit / GASB Update*; 2) *Accounting for Component Units / RAD Conversions*; and 3) *Mod Rehab & SROs – the Forgotten Programs*.

Who Should Attend? The training is most beneficial to housing authority supervisory / program staff, accounting and financial management staff, and independent auditors wanting to understand HUD’s program rules, financial and accounting requirements for the HCV program.

Program Knowledge Level / Prerequisites: Courses are updated for content. You should have a basic knowledge of the HCV program.

ED 101 Track. The following courses are specifically targeted to Executive Directors, Public

Housing or HCV supervisors with three or less years of experience.

- 2/22 - PH & HCV: Eligible & Ineligible Uses of Funding
- 4/23 – Understanding Financial Statements
- 10/8 - Board Meetings & Open Meetings
- 11/14 - HUD Reporting Systems

CPE Credit: Each registered participant is eligible to receive CPE credit. CPE credit is provided by [AHACPA](#). In accordance with the standards for the National Registry of CPE Sponsors, CPE Credits are granted based on a 50-minute hour. National Registry of CPE Sponsors ID Number #107749.

Note: Courses can be taken out of sequence.

#	Schedule (Duration)	Cost	Topic/Description
♦ All courses start at 1pm Eastern time and are 2 to 3 hours in length			
1	Tues, January 23, 2024 (3 hours)	\$179	<p>SEMAP Indicators & Certification Review</p> <p>This session provides an overview of the SEMAP process and a drill down of the SEMAP indicators. The session will cover the following topics:</p> <ul style="list-style-type: none"> ▪ SEMAP indicators calculated by HUD – Data sources and indicator calculation methodology. ▪ SEMAP indicators based on PHA self-assessment – Quality control sample methodology and tracking systems. ▪ How to submit SEMAP certification in PIC.

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2	Thurs, February 8, 2024 (3 hours)	\$179	<p>(NEW) Prepare for Your Audit / GASB Update</p> <p>This session will assist the PHA in preparing for their annual audit. Topics to be covered include:</p> <ul style="list-style-type: none"> ▪ Client preparations of schedule and other client-prepared documents required by auditors. ▪ Common areas of interest to auditors. ▪ Processes to facilitate a quick and effective audit and minimize REAC annual reporting delays and comments. ▪ Update on GASB standards that impact the current year audit. <p><i>This session is also offered in the PH program track.</i></p>
3	Thurs, February 22, 2024 (3 hours)	\$179	<p>(ED 101) PH & HCV: Eligible & Ineligible Uses of Funds</p> <p>This session provides information on the activities that are allowed to be charged against the Operating Fund, Capital Fund, and Housing Choice Voucher programs and discusses overall eligible costs, including cost allocation guidelines as determined by OMB.</p> <p>* This webinar is focused on the eligible uses of funds for HUD's major PH and HCV programs. The eligible and ineligible uses of funds are also addressed in the respective program-specific webinars.</p>
4	Tues, April 16, 2024 (2 hours)	\$129	<p>Financial Reporting for the Family Self-Sufficiency Program</p> <p>This session targets the <i>financial</i> responsibilities associated with the Family Self-Sufficiency (FSS) Program. Topics to be covered include:</p> <ul style="list-style-type: none"> ▪ Eligible uses of FSS funds (FSS Coordinator grant & FSS escrow forfeitures). ▪ Accounting for FSS coordinator grants, escrow account balances, and FSS forfeitures. ▪ New financial reporting requirements for the Financial Data Schedule (FDS) related to the FSS Final Rule. <p><i>This session is also offered in the PH program track.</i></p>
5	Tues, April 23, 2024 (3 hours)	\$179	<p>(ED 101) Understanding Financial Statements</p> <p>This session provides an overview of the basic terminology used in discussing financial statements and covers the following topics:</p> <ul style="list-style-type: none"> ▪ Financial reporting framework used by PHAs to account during the year (i.e., cash vs. GAAP-based transactions).

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			<ul style="list-style-type: none"> ▪ Monthly financial statements provided by fee accountant or finance and how these financial statements differ from year-end financial statements. ▪ Types of reports a PHA should have available on a monthly basis (including those reports that a fee accountant typically would provide). ▪ Use of financial statements for monitoring. ▪ Review of the various reports and schedules that an auditor will prepare as part of an audit.
6	Tues, May 7, 2024 (3 hours)	\$179	<p>Housing Choice Voucher Funding</p> <p>This session will discuss the funding methodology for the Housing Choice Voucher program, the program requirements provided in the annual Appropriations Act, and the related funding for both HAP and Administrative Fees. The following topics will be covered in this session:</p> <ul style="list-style-type: none"> ▪ Calculation of HAP and Administrative Fee funding ▪ Eligible uses of HAP and Administrative Fee funding ▪ Managing utilization of funding and units
7	Tues, May 14, 2024 (3 hours)	\$179	<p>(NEW) Accounting for Component Units / RAD Conversions</p> <p>Many agencies have taken steps to reposition their public housing portfolio through RAD conversions or low-income housing tax credits (LIHTC). As such, agencies also need to understand the reporting requirements for the new entities, i.e., component units that are created because of these transactions. This session will discuss:</p> <ul style="list-style-type: none"> ▪ The major GAAP requirements for reporting component units, including GASB 14 (The Financial Reporting Entity) and the respective amendments, and ▪ Various conversion scenarios and the reporting requirements for each scenario. <p><i>This session is also offered in the PH program track.</i></p>
8	Thurs, May 23, 2024 (3 hours)	\$179	<p>Developing a Cost Allocation Plan</p> <p>OMB has established cost principles for federal programs, detailed in 2 CFR §200.400. This session defines the meaning of OMB's term "final cost objective" and examines how costs are classified between direct and indirect costs. For indirect costs,</p>

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			<p>the session provides options to properly allocate costs to the final cost objective using appropriate cost drivers. Topics covered in this session include:</p> <ul style="list-style-type: none"> ▪ Classifying direct and indirect costs ▪ Allocating direct and indirect costs ▪ Time and activity reporting <p>A PHA cost allocation plan is used to reinforce the concepts, with a cost allocation template to be provided to participants.</p> <p><i>This session is also offered in the PH program track.</i></p>
9	Thurs, June 6, 2024 (3 hours)	\$179	<p>HCV Two Year Tool</p> <p>This session provides a walkthrough of HUD’s HCV Two Year Tool and Payment Standard tool and how to effectively use the tools for your PHA. The Two Year Tool can be used to forecast an agency’s leasing and spending over a two year (and longer) period of time. The session will cover the following topics:</p> <ul style="list-style-type: none"> ▪ Projection analysis and analyzing utilization based on variables such as attrition, success rate of issued vouchers, time to lease a unit, cost per unit, and funding proration ▪ Verifying VMS data using the FMC Additional Disbursements tab ▪ Utilizing the Success Rate Tracking tab
10	Thurs, July 11, 2024 (3 hours)	\$179	<p>Voucher Management System (VMS)</p> <p>This session will discuss the purpose and use of VMS for HCV funding. The following topics will be covered:</p> <ul style="list-style-type: none"> ▪ How to access VMS ▪ Description of VMS data fields and the proper reporting of HAP costs and leasing data, highlighting new fields and fields that are frequently mis-reported ▪ VMS Review – Scope of HUD’s review and how your PHA can prepare for a HUD review ▪ Reconciliation of VMS to the FDS
11	Tues, July 23 , 2024 (3 hours)	\$179	<p>Housing Choice Voucher (HCV) Year End Reporting</p> <p>This session will discuss financial management and reporting, including FDS reporting. The following topics will be covered in this session:</p> <ul style="list-style-type: none"> ▪ Proper accounting for revenues and expenses ▪ Calculating restricted net position (RNP) and unrestricted net position (UNP) ▪ Accounting for special issues such as fraud and portability

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			<ul style="list-style-type: none"> ▪ Reconciliation of VMS to the FDS ▪ Changes in FSS escrow reporting <p>The focus is on HCV reporting; however, the session will also discuss reporting requirements of the Mainstream and Emergency Housing voucher programs.</p>
12	Thurs, August 15, 2024 (2 hours)	\$159	<p>(NEW) Mod Rehab & SROs – The Forgotten Programs</p> <p>This session focuses on PHA that manages HUD’s Moderate Rehabilitation (Mod Rehab) & Single Room Occupancy (SRO) programs. The session will cover the following topics:</p> <ul style="list-style-type: none"> ▪ Provide an understanding of the funding and accounting while discussing how these programs differ from the traditional HCV Program; ▪ How to prepare the Budget, Requisition, and HUD’s year-end settlement form (Form 52681); and ▪ How to report these programs on the Financial Data Schedule (FDS).
13	Thurs, August 22, 2024 (3 hours)	\$179	<p>Portability Billing, Reporting, and Best Practices</p> <p>This session will cover the basics of portability. Specifically, the session will cover the following topics:</p> <ul style="list-style-type: none"> ▪ Family eligibility and responsibilities ▪ Initial & Receiving PHA responsibilities ▪ Portability billing ▪ Accounting for portability transactions ▪ Portability reporting (PIC, VMS, and FDS)
14	Thurs, October 8, 2024 (2 hours)	\$129	<p>(ED 101) Board Meetings & Open Meetings Act (OMA)</p> <p>Board meetings are an essential part of PHA operations, and each state has an approved Open Meetings Act (OMA) that agencies are required to follow. This session discusses the Board’s role and how to prepare for and conduct a Board meeting. The following topics will be covered in this session:</p> <ul style="list-style-type: none"> ▪ Items to include in PHA bylaws, including conflict of interest policy ▪ Requirements of the Open Meetings Act, how often to have board meetings and what should be discussed at Board meetings ▪ Items to include in the monthly board package and example monitoring reports
15	Thurs, Nov 14, 2024 (3 hours)	\$179	<p>(ED 101) HUD Reporting Systems</p> <p>PHAs that administer the Public Housing and Housing Choice Voucher program must be familiar with several HUD systems. This session provides information on the</p>

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			<p>purpose of the following systems, PHA responsibilities, and the general reporting deadlines.</p> <ul style="list-style-type: none"> ▪ Inventory Management System PIH Information Center (IMS/PIC) Modules ▪ Enterprise Income Verification (EIV) ▪ Operating Fund Portal – PH Operating Fund* ▪ Voucher Management System – HCV program* ▪ Line of Credit Control System (eLOCCS) <p>* The following systems: <i>Operating Fund Portal</i> and <i>VMS</i> are covered in this session and also are covered in greater detail in the respective program-specific webinars.</p>
16	Thurs, Nov 21, 2024 (3 hours)	\$179	<p>Effective Internal Controls</p> <p>Internal controls are the rules and procedures implemented by an agency to ensure <u>operational efficiency</u>, <u>reliability of financial reporting</u>, <u>compliance with laws and regulations</u>, and the <u>protection of assets</u>. OMB (2 CFR 200.303) requires PHAs to establish and maintain effective controls. This session covers:</p> <ul style="list-style-type: none"> ▪ Purpose and components of internal controls ▪ How to evaluate and implement effective internal controls for your agency ▪ Checklist of financial policies and procedures that most PHAs should have and how the policy can be tailored to your specific agency <p><i>This session is also offered in the PH program track.</i></p>
17	Thurs, December 12, 2024 (2.5 hours)	\$129	<p>VMS Calendar Year Reconciliation</p> <p>The Voucher Management System (VMS) is HUD’s primary system to monitor and manage the Housing Choice Voucher (HCV) program. The VMS collects PHA data that enables HUD to fund, obligate, and disburse funding in a timely manner. In this session, we will discuss:</p> <ul style="list-style-type: none"> ▪ HUD’s schedule for PHAs to make final corrections to 2024 VMS data to ensure that agencies maximize their 2025 HAP funding potential ▪ The relationship between 2025 funding levels and 2024 VMS data, including a review of HUD’s reconciliation and funding exhibits ▪ HUD’s program rules around over-leasing and the use of 2025 HAP funds ▪ Using the Two-Year Tool (TYT) to estimate an agency’s 2025 HAP funding ▪ Procedures to ensure VMS reporting is accurate

AH Forward was formed in 2019 and combines the expertise of three partner-firms: the **Affordable Housing Association of Certified Public Accountants (AHACPA)**, **Phineas Consulting LLC**, and **Urlaub & Co, PLLC**. The firms and partners have more than 30 years of experience in providing consulting support to HUD, public housing agencies, and multifamily owners. Information on AH Forward and the firm's service offerings are available at www.ahforward.com