

Basic Accounting for All PHA Staff

Virtual Learning Sessions: November 2-3 and 9-10, 2022

Join Brian Alten, CPA, and Partner at BDO PHA Finance, for a limited “Nuts and Bolts of HUD Accounting 2022” LIVE webinar. This two-part series, over 4 days (3 hours each day, 12 hours total), covers the basic accounting and reporting requirements for the LIPH, Capital Fund, and HCV Programs. It is an excellent course for new or less experienced accountants, property managers—*really all housing authority staff*.

Brian has over 20 years of experience in accounting and assisting PHAs across the nation. He has consulted on tax credit and mixed finance developments, Capital Fund Financing Programs, and helped PHAs maximize both subsidy and PHAS scores. He has worked with agencies, to graduate them from troubled status, and developed policies and procedures for many, to improve their fiscal position. He is a featured national seminar speaker, trains both PHAs and HUD staff, and is also a contributing columnist and editor for a leading housing industry periodical.

Seminar Agenda

Days 1 and 2, November 2-3: Low Income Public Housing (LIPH) and Capital Fund
Days 3 and 4, November 9-10: HCV Program

See reverse side for detailed agendas and times for each session (LIPH and HCV).

Seminar Registration

Due: Monday, October 24, 2022

You may register for one or both of the 2-day sessions (LIPH or HCV).

Return enclosed registration form with check payable to Western Pennsylvania Housing Directors Association.

Seminar Cost

WPHDA member: \$400/person/session

Non-member: \$425/person/session

(Fee includes electronically transmitted seminar materials.)

Questions? Contact Julie Kascal at events@wphda.org or 412.661.0591.



Agendas for the LIPH and HCV Sessions

LIPH AND CAPITAL FUND

Day 1 - November 2, 8:30 - 11:30 a.m.

Financial Background of LIPH 2 hr.

- Common acronyms and definitions
- Calendar of due dates
- Overview of LIPH accounting transactions
- Eligible uses of operating reserves
- Measuring reserve levels
- Cost Allocation
- Project based accounting and the COCC
- Fee-for-service
- Eligible costs

Capital Fund (Part 1) 1 hr.

- Background of the CFP grant
- Capital Fund specific transactions for each Budget Line Item (BLI)
- Eligible costs and ineligible costs
- Comparing CFP fund revenue to expenses incurred by the authority
- Tracking obligations and expenditures deadlines
- The "Treasury Rule"
- The EPIC reporting systems

Day 2 - November 3, 1:00 - 4:00 p.m.

Capital Fund (Part 2) (continued) 1 hr.

PHAS 2 hrs.

- Overview of the PHAS Indicators and sub-indicators
 - PASS
 - FASS
 - MASS
 - CFP indicator
- How to calculate indicator and sub-indicators scores
- How to calculate composite scores

HCV PROGRAM

Day 3 - November 9, 1:00 - 4:00 p.m.

Financial Background of HCV 2 hr.

- Background of RAD
- Background of RAD Blending (Section 18)
- Demolition and disposition
- Voluntary/Involuntary conversion
- Funding sources for conversion
- Funding Timeline
 - Pre-Conversion
 - Year of Conversion
 - 1st year after conversion
 - 2nd year after conversion
- Accounting for conversion costs
- Post accounting requirements
- Post reporting on the FDS and financial statements
- Ending the LIPH Program

VMS (Part 1) 1 hr.

- Basics of the Voucher Management Subsystem (VMS)
 - VMS deadlines
 - Purpose of the VMS
 - Various voucher categories and reporting
 - Business rules of VMS

Day 4 - November 10, 8:30 - 11:30 a.m.

VMS (Part II) (continued) 1 hr.

Two year Tool 3 hrs.

- HCV Cash Management
- Tracking leasing utilization
- Tracking HAP funding utilization
- Determining HAP Funds available for HAP costs
- PUC and estimating UML available for the year
- Overview of the Two Year Tool