

Changes in Financial Management and Reporting Requirements Training Announcement

Date: 11/8/06

To: Public Housing Authorities and HUD Field Offices

From: Financial Management Division (FMD)

Subject: Training for Changes in Financial Management and Reporting Requirements

Background

The Financial Management Division (FMD) will provide training on the new financial management and reporting requirements under the final Operating Fund rule. The training will be based on the guidance provided to PHAs in Notice 2006-33 (HA), Changes in Financial Management and Reporting Requirements for Public Housing Agencies Under the New Operating Fund Rule, issued September 6, 2006.

Schedule

Training sessions will be held in major cities across the United States. The Department will first hold 12 training sessions from November 20 to December 31. A second round of training, at another 12 locations, will be held in early spring, after re-issuance of guidance in Notice 2006-33 (HA) following public comment. **Attachment A** includes a schedule of cities where trainings will be held in the November/December timeframe. Training session dates are being finalized.

In addition, FMD will prepare an electronic training tool that will be made available to all PHAs and field offices. The training tool will consist of eight (8) interactive Microsoft PowerPoint slide presentations, each with voice accompaniment. At the end of each presentation or major concept of this training tool, users will be asked to answer questions to reinforce key information. Users will have the ability to navigate between slides allowing them to return to subject matters of particular interest. (An initial training tool will be distributed in December 2006 and then re-issued in March 2007 after receipt of comments for Notice 2006-33.)

Logistics

Training sessions will require two full days of instruction to complete. Trainings will be held in a hotel or comparable facility that will accommodate up to 150 persons. PHAs will be provided with training materials at the session.

Registration

PHAs will be able to register for training sessions using an online registration form via the following link <http://www.tacva.com/register>. For the preliminary 12 training sessions, attendance is limited by PHA as follows:

- One (1) participant from small PHAs (less than 250 ACC units) converting to asset management,
- One (1) participant from PHAs with 250 to 750 ACC units, and
- Two (2) participants from PHAs with more than 750 ACC units.

A PHA may register more than its allocated number of trainees (1 or 2 persons), but those additional trainees will be placed on a waiting list. If 10 days prior to the training session date

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there are still available slots (i.e. less than 150 persons have registered for the training session), then registrants on the waiting list will be able to attend the session.

Cost

Training sessions will be provided free of charge to participants. However, PHAs are responsible for providing transportation, lodging and meals. Traveling may be required as the trainings are not being held at Field Office locations, but rather in centrally located cities across the nation.

Materials

PHAs are encouraged to bring the following materials to the training session:

- PIH Notice 2006-33
- Notepad
- Pen/Pencil
- Calculator

In addition, PHAs may, prior to each training session, print and review training materials that are provided on the registration website to familiarize themselves with the curriculum. This action will allow PHAs to compile a list of questions and topics to discuss during the training session. **This action is optional as printed copies of the training materials will be provided at each session.**

CPE Credit

CPAs attending this training will be able to obtain CPE credits. To qualify for a course certificate, participants must successfully complete the training session by being in attendance for the entire two-day session. The training will provide 12 CPE credit hours based on the daily training schedule from 8:30 am to 4:00 pm including lunch and breaks.

CPAs are advised to contact their state boards or other entities to which they report to determine their specific requirements. The course content and format (hours of instruction, sign sheet process) will follow the CPE requirements for some states.

Contact

If you have any questions or need further clarification, please e-mail Timothy Still at timothy_a._still@hud.gov.

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Attachment A Training Locations

Cities of Trainings
Atlanta
Baltimore
Birmingham
Boston
Chicago
Detroit
Fort Worth
Kansas City
New York
San Antonio
San Francisco
St. Louis

*Training will consist of a two-day session scheduled from 8:30 am to 4:00 pm. This includes a one-hour lunch break and two 15-minute breaks.