



PHA Reporting Requirements Training

"We are limited not by our abilities but by our vision."

November 10, 2021 from 10:00 AM – 12:00 PM

Dear LHC Members,

The Louisiana Housing Council of NAHRO Professional Development Committee is now offering The Nelrod Company PHA Reporting Requirements Training. This virtual course will be held Wednesday, November 10, 2021 from 10:00 AM – 12:00 PM.

As more programs and funding sources become available, reporting requirements are increasing. Learn what documentation is needed to meet reporting requirements, when various reports must be submitted, and who should be submitting the reports. Additionally, attendees will learn to whom reports should be sent and how the reports impact your agency. Submission deadlines will be provided and discussed to help agencies create timelines to ensure accurate reporting. Submitting accurate reports in a timely manner plays a major role in your agency's ability to be considered a high performing agency.

Topics covered in this training include:

- ◆ To Whom Items are Reported and Why
- ◆ Annual Plan and Five-Year Plan
 - Qualified vs. Non-Qualified PHAs
 - Submittal Forms
- ◆ Program Specific Reports
 - Public Housing Assessment System (PHAS)
 - Section Eight Management Assessment Program (SEMAP)
 - Voucher Management System (VMS)
 - Capital Fund
- ◆ Non-Program Specific Reports
 - Budget
 - Executive Compensation
 - Labor Standards
- ◆ Tax and Finance Reports
 - Unemployment Tax
 - Employee Tax Documents
 - IRS Form-1099

Who should attend: Executive Directors, Financial Staff and Supervisors, PH and HCV Program Manager

The Louisiana Housing Council is offering PHA Reporting Requirements Training at a special rate of **\$99.00 per registrant**. The link for the virtual training will be sent out 24 -48 hours to the training. Please note the registration deadline of **Monday, November 8, 2021**. Do not miss this opportunity to receive valuable training at an affordable cost.

Please complete this form and return with check as indicated below:

Is your agency a paid-up member of the Louisiana Housing Council? ☐ Yes ☐ No

Registration - \$99.00 per registrant

NOTE: THERE WILL BE A \$25.00 SERVICE CHARGE ON ALL REGISTRATIONS CANCELLED AFTER 11/8/2021

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

PERSON(S) ATTENDING: 1) Name: _____

Title: _____

Email: _____

2) Name: _____

Title: _____

Email: _____

3) Name: _____

Title: _____

Email: _____

Payment Method: Make checks payable to **Louisiana Housing Council**

Check #: _____ Amount: _____

Contact Person: _____ Phone#: _____

Please remit form and payment to: Louisiana Housing Council P.O. Box 283 Hammond, La 70404