Housing Consultants of America

Training Descriptions & Registration Form



Training Descriptions

All trainings come with training materials and a certificate of completion.

Media Training (3 hours) – Fee $250

Our Media Training Class is a dynamic, hands-on course designed to prepare professionals, leaders, and spokespeople to effectively navigate media interactions. Whether you're participating in interviews, press conferences, or on-camera appearances, this training will help you develop clear, consistent messaging and deliver it with confidence. Attendees will learn how to craft and stay on message, handle challenging questions with ease, control body language and vocal tone, manage crisis communications, and present themselves naturally on camera. Led by experienced media professionals, this class offers real-time feedback and practical exercises that simulate real-world scenarios.

The benefits of media training are far-reaching. Participants leave with increased confidence, a stronger ability to control interviews, and tools to protect and enhance their personal or organizational image. Media training helps individuals avoid common pitfalls such as being misquoted, appearing unprepared, or losing control of a conversation. It also builds credibility and ensures that your message is not only heard but remembered. Whether you're representing a company, nonprofit, or public office, this training will empower you to communicate with clarity, professionalism, and impact.

Compliance Auditor/Officer Training (4 Day) - Fee $1,300

Have you ever wanted to become a Compliance Auditor/Officer? Well, this training is for you! In this training you will learn how to be a Compliance Auditor/Officer, get a better understanding of regulatory documents, learn to allocate units, build a master list during a lease up, build a good compliance checklist, processing a change in income/rent limits or utility allowance, timelines/deadlines, and so much more. We will cover responsibilities and job duties of a compliance officer and the basics of compliance auditing such as preparing for an audit, conducting your audit, writing the findings letter, and follow up/corrective actions. This training is recommended for anyone who has experience in affordable property management and wants to be trained as a Compliance Officer. This is a 4-day training. Nightly homework requirement.

Housing Opportunity Through Modernization Act (HOTMA) The Basics Training (4 Hours) - Fee $300

This training course provides comprehensive resources to enhance your understanding of the implementation of Sections 102, 103, and 104 of the Housing Opportunities Through Modernization Act (HOTMA). It focuses on the necessary adjustments to income reviews for Section 8 and public housing residents, as well as the newly imposed restrictions on tenancy and program participation for families previously eligible based on income reining in public housing. Through this course, you will gain valuable insights into these important changes and how they impact the housing sector. * This course comes with sample forms to help you be successful.*

Understanding Compliance for Regional Managers or District Managers Training - (8 Hours) - Fee $450

This training was created to cover what every Regional Manager or District Manager needs to know about compliance and how to better manage a property. In this training we take a deeper dive into understanding the different programs, certification forms, lease up tips and tricks, violations, audit frequency and preparation, preparing for a Management and Occupancy Review (MOR), understanding your Affirmative Fair Housing Marketing Plan (AFHMP), reports and reporting, and much more! In this training you will get a better understating of property and file compliance to assist in routine property inspections/review.

Income and Asset 101 Training (8 Hours) - Fee $450

Are you struggling with understanding the income and assets portion of affordable housing? Do you need more practice and a better understanding of how the math calculations are done? Do you know what correct source documents to use? Well in this training we cover all of this and more! This is a highly intensive and information packed training with lots of hands-on practice samples. Lots of math!!! We take a deeper dive into understanding the different sources of income and assets, how to properly verify them, and how to do the appropriate calculations correctly. This is a highly sought-after training!

LIHTC "The Basics" Training (5 Hours) - Fee $475

In this training you will learn what the basics of the LIHTC (tax credit) program is, how to qualify applicants, verification of income and assets, basic program rules and regulations, processing an application, renewal requirements, and much more! This training is recommended for anyone new to affordable property management.

Auditing 101 Training (8 Hours) - Fee $450

This training was designed for housing professionals to have a better knowledge of auditing in housing. In this training we will take a deeper dive into auditing income, assets, etc., as well as fraud in an applicant/resident file or on site. We will cover the basics of auditing such as preparing for an audit, timelines, conducting your audit, writing the findings letter, and follow up/corrective actions. This training comes with sample audit response templates, a property auditing spreadsheet, and more!

Business Etiquette for Professionals Training - (4 Hours) - Fee $250

Good manners are good business. This course will equip you with the business skills to become a polished professional, enhance productivity, and build personal development. Business etiquette is just as important as an educational degree, but it's not taught in schools or in workplaces. Why not educate your team to elevate your organization's performance, report, and professionalism. Learning objectives include: The Art of Introductions, Correspondence Etiquette, Business Meeting Etiquette (Remote and In Person), Phone Etiquette, Appearance, and more!

Enterprise Income Verification (EIV) Training - (3 Hours) - Fee $175

In this training you will learn what the Enterprise Income Verification (EIV) program is, how to run reports, understanding the EIV reports, what to do if there is a finding, proper security of EIV documents, and much more! This training is recommended for anyone who works on a HUD property and has access to EIV.

Affirmative Fair Housing Marketing Plan (AFHMP) Training - (1.5 Hours) - Fee $100

In this training you will get a better understanding the AFHMP, rules and requirements associated with the AFHMP, proper AFHMP placement, when and how to update, and much more! This training is recommended for anyone who works in leasing or property management.

Master List Set Up Training - (1.5 Hours) - Fee $100

In this training you will learn how to properly design a unit Master List. Master lists are lists designed to establish the program layering on each unit in accordance with the LURA, HAP Contracts, HOME Agreement, etc. This training also provides you with a blank Master List in Excel. This training is recommended for anyone who works in compliance or will be handling your lease up.

Independent Housing Consultant Training - (3 Hours) – Fee $300

Trainings held on evenings and weekends

Are you a ready to be your own boss? Become a Housing Consultant today and experience freedom like never before! We have put together a two-hour training to help prepare and guide you along this journey. This training will cover: Insurance (What types to get, what amounts, recommendations on agencies, etc.), Legal (Consultant v. Employee, NDAs, Copyright, Benefits of an LLC, Benefits of an S Corp, Contracts, etc.), Financial Planning (What you need to know about business accounts, preparing for retirement as a consultant, recommendations, etc.), Accounting (Bookkeeping tips and tricks, software, accounting firm recommendations, etc.), Marketing (Where to market, best methods, things not to do, social media, recommendations, etc.), Working Remotely (Tips and tricks, security measures, and ways to ensure you are successful.), Email/Website, Conferences, Memberships, Organizations, Taxes, IRS, Deductions, Compensation, and Much More!!!

Housing Leadership Training - (2 Hours) - $175

In this training we will be taking a closer look at successful and unsuccessful leadership models in the affordable and public housing industry. Included in this training are case studies, real-life examples, and open-ended discussion on leadership and how it can impact your organization.

Marketing for Properties: Tips & Tricks – (1 hour) $75

Unlock the power of social media to fill your affordable property faster! Join our interactive training where you'll master creating eye-catching social media posts using Canva, Constant Contact, and Outlook. Learn when and how to post for maximum engagement, target the right audience, and craft content that drives leads. This hands-on session goes beyond theory—it's packed with practical, actionable strategies tailored specifically for affordable housing professionals. Whether you're a beginner or seasoned pro, you'll leave with the tools and confidence to market your property like a social media expert!

Voucher Transmission Training – (3 hours) $250

This training focuses on HUD voucher transmission requirements and best practices. Participants will learn how to prepare and transmit vouchers accurately, understand common transmission errors and rejection issues, review reconciliation processes, and ensure compliance with HUD timelines and submission standards. The course also addresses internal quality control procedures and coordination between site staff and accounting teams to support timely

and accurate HUD payments. This training is recommended for staff involved in voucher preparation, review, or submission.

The Section 8 Playbook: Rules, Compliance, & Best Practices Training – (5 day, 4 hours each) $1000

This comprehensive course is designed to equip site managers with the knowledge and confidence needed to successfully manage Section 8 properties while maintaining compliance. Participants will gain a practical understanding of eligibility, income calculations, annual and interim recertifications, EIV requirements, file documentation, inspections, and common compliance pitfalls. Whether you're new to Section 8 or looking to strengthen your expertise, this course provides the essential tools and best practices needed to effectively oversee day-to-day operations and ensure program compliance.

The LIHTC Playbook: Rules, Compliance, & Best Practices Training – (5 day, 4 hours each) $1000

This comprehensive course is a certification-style training program designed to provide affordable housing professionals with a thorough understanding of the Low-Income Housing Tax Credit (LIHTC) program from lease-up through ongoing compliance. Participants will learn IRS Section 42 regulations, income and asset calculations, student eligibility rules, utility allowances, recertifications, file management, state agency monitoring requirements, and industry best practices through real-world examples, case studies, and hands-on exercises. Whether you are new to tax credit housing or seeking to strengthen your compliance expertise, this course provides the practical knowledge, tools, and confidence needed to successfully manage and maintain a compliant LIHTC property.

Building Bridges: The Art of Networking in Affordable Housing – (6 hours) $650

This comprehensive course teaches professionals how to build meaningful relationships that create career opportunities, strengthen partnerships, and improve outcomes for the communities they serve. Participants will learn practical networking strategies, effective communication techniques, and proven methods for developing a strong professional presence both in person and online. Whether you're new to the industry or an experienced leader, this interactive session will help you expand your network, increase your influence, and build lasting connections across the affordable housing industry.

Leadership that Builds Legacies: Becoming the Leader Everyone Wants to Follow – (4 hours) $450

This comprehensive course is a certification-style training program designed to provide affordable housing professionals with a thorough understanding of the Low-Income Housing Tax Credit (LIHTC) program from lease-up through ongoing compliance. Participants will learn IRS Section 42 regulations, income and asset calculations, student eligibility rules, utility allowances, recertifications, file management, state agency monitoring requirements, and industry best practices through real-world examples, case studies, and hands-on exercises. Whether you are new to tax credit housing or seeking to strengthen your compliance expertise, this course provides the practical knowledge, tools, and confidence needed to successfully manage and maintain a compliant LIHTC property.

Please print clearly or type and return this form to:
Housing Consultants of America
Admin@HousingConsultantsofAmerica.com
Phone (480) 382-0821
www.HousingConsultantsOfAmerica.com

Registration Details (Attendee Information)

Today's Date: …… Phone: ……

Last Name:..... First Name:.....

Position:..... Department:.....

Organization/Company: .....

Address: .....

City: .....State:..... Zip ……

Email:* .....

*Training materials will be sent to this email address.

Registration Fees

Please complete one registration form per individual attendee. All trainings are remote (via Zoom) unless otherwise noted. All full day trainings begin at 7am or 8am Arizona time. Registration link will be sent after payment is processed. Registration closes 48 hours prior to training as payment must be received prior to training.

DISCOUNTS:

- **10% Discount offered for private trainings. Minimum of 5 people in the training are required for a private training. To register a group, please complete the last page.**
- **10% Off if you register 5 or more people.**

	Training Dates		Fee	
Housing Leadership Training	☐	**November 23, 2026**	☐	**$175**
Business Etiquette for Professionals	☐	**December 14, 2026**	☐	**$250**
Affirmative Fair Housing Marketing Plan	☐	**January 5, 2027**	☐	**$100**
LIHTC "The Basics" Training	☐	**January 6, 2027**	☐	**$475**
Compliance Auditor/ Officer Training	☐	**November 17-20, 2026**	☐	**$1,300**
	☐	**December 15-18, 2026**	☐	**$1,300**
Marketing for Properties: Tips & Tricks	☐	**January 8, 2027**	☐	**$75**
EIV Training	☐	**January 20, 2027**	☐	**$175**
HOTMA "The Basics" Training	☐	**November 19, 2026**	☐	**$300**
	☐	**December 16, 2026**	☐	**$300**
The Section 8 Playbook *NEW*	☐	**January 25-29, 2027**	☐	**$1000**
Media Training	☐	**December 2, 2026**	☐	**$250**
Understanding Compliance RM/DM	☐	**December 7, 2026**	☐	**$450**
Income & Assets 101	☐	**January 7, 2027**	☐	**$450**
Auditing 101	☐	**December 21, 2026**	☐	**$450**
Master List	☐	**November 9, 2026**	☐	**$100**
Art of Networking *NEW*	☐	**December 9, 2026**	☐	**$650**
	☐	**January 15, 2027**	☐	**$650**

Leadership Legacies *NEW*	☐	**November 24, 2026**	☐	**$450**
	☐	**December 8, 2026**	☐	**$450**
The LIHTC Playbook *NEW*	☐	**November 30-December 4, 2026**	☐	**$1000**
Independent Consultant Training	☐	**November 21, 2027**	☐	**$300**
TOTAL				**$**

The registration fee includes training materials that are emailed prior to the training and a certificate of completion.

Cancellation Policy

All cancellations must be in writing and submitted to **Admin@HousingConsultantsofAmerica.com**. *Cancellations received before 5 days prior to the training date are subject to a charge of 25% of the registration fees for administrative costs. Cancellations received 4 days (or less) prior to the training date, forfeit the training fee and will receive no refund. No exceptions. Replacements by colleagues, i.e., transfer of the registration at no extra cost, and rescheduling are welcomed. Rescheduling can only be done once and must be done in writing, a minimum of 2 days prior to training. Rescheduling more than once will incur a $75 administrative fee per occurrence.*

Payment and Billing Information

An invoice will be emailed to the below individual. All payments must be received within 48 hours of the training. Registration for trainings closes 5 days prior to the date of the training

Organization/Company: .....

Name: .....

Position: ..... Department: .....

Address: .....

City: .....State: ..... Zip: .....

Phone: ..... Fax: .....

Email (For whomever will pay the invoice): …….. .....

How did you hear about this training?

☐ Email ☐ Current Client ☐ Social Media ☐ Word of Mouth ☐ Other

Data Protection Statement

By filling out the registration form, the participant gives consent to Housing Consultants of America, formerly Paonessa Juniper Consulting, LLC to process the data provided within the framework of the training.

Housing Consultants of America, formerly Paonessa Juniper Consulting, LLC would like to contact you occasionally to keep you informed of future trainings and other relevant information. If you do not wish us to do this, please check this box to be removed from our general distribution list. ☐

Thank you for your business!

Group Registration

- **Please only complete this page if you are registering a group of five (5) or more individuals.**
- **10% Discount offered for private trainings. Minimum of 5 people in the training are required for a private training. To register a group, please complete the last page.**
- **10% Off if you register 5 or more people.**

What training are you interested in? _____

Are you requesting a <u>private</u> training? ☐ Yes ☐ No

If yes, what date(s) work best for you? _____

Are you registering a large group for a training? ☐ Yes ☐ No

If yes, please complete the below chart.

For groups of 5 or more, please complete the below list.
Please print clearly or type and <u>return</u> this form to Admin@HousingConsultantsofAmerica.com

Registrant Name	Email Address	Regular Cost
	Total	

Total _____ - 10% = _____

Additional pages, if needed.

Registrant Name	Email Address	Regular Cost
	Total	