

THE HFA INSTITUTE

☆ JANUARY 7–12, 2018 ☆
JW MARRIOTT WASHINGTON, DC



**HOME and
Housing Trust Fund**
January 7–9

Housing Credit
January 9–11

**MRBs and Other Federal
Homeownership Programs**
January 10–12

**Section 8 and Other Federally
Assisted Multifamily Housing**
January 10–12



National Council of
State Housing Agencies

NCSHA's HFA Institute offers intensive training with federal officials and industry experts in these major federal housing program areas: the HOME Investment Partnerships program and Housing Trust Fund; the Low Income Housing Tax Credit; Mortgage Revenue Bonds and other federal homeownership programs; and Section 8 and other federally assisted multifamily housing programs. The Institute's four training modules cover program essentials; the latest legislative, policy, and regulatory developments; and emerging program practices.

Take advantage of this unparalleled training opportunity: Register today for one or more modules at ncsha.org/hfainstitute.

HOME and Housing Trust Fund

January 7 – 9

- Interactive sessions with HUD officials and expert trainers
- 2018 funding status and outlook
- Guidance and strategies for administering HOME and the Housing Trust Fund
- Affirmatively Furthering Fair Housing and other regulations

Housing Credit

January 9 – 11

- The status of tax reform and legislative program changes
- Regulatory briefings with senior Treasury and HUD officials
- Implementation of new Housing Credit recommended practices
- Expert training on development and compliance topics

MRBs and Other Federal Homeownership Programs

January 10 – 12

- The status of tax reform and Housing Bonds
- HUD, USDA, VA, and Ginnie Mae policy updates
- The latest information from the GSEs
- Critical issues in mortgage lending, financing, mortgage servicing, and down payment assistance

Section 8 and Other Federally Assisted Multifamily Housing

January 10 – 12

- HUD's plans for Section 8 Performance-Based Contract Administration
- HUD's procurement process
- Discussions with HUD and USDA officials
- Key issues in multifamily financing, asset management, and preservation



Community Meet-Ups

Continue the conversations with your peers during the HFA-only community meet-ups scheduled throughout the week. Learn from and support your peers as you exchange ideas, best practices, and solutions to common challenges. To contribute to the agenda for your community's meet-up,

contact your NCSHA community manager.
Open to NCSHA HFA and Associate members.

UPCOMING NCSHA EVENTS

LEGISLATIVE CONFERENCE

MARCH 5 – 7, 2018 | WASHINGTON, DC

ANNUAL AWARDS FOR PROGRAM EXCELLENCE

JUNE 15, 2018 | ENTRY DEADLINE

HOUSING CREDIT CONNECT

JUNE 19 – 22, 2018 | CHICAGO

ANNUAL CONFERENCE & SHOWPLACE

OCTOBER 13 – 16, 2018 | AUSTIN

HOME AND HOUSING TRUST FUND

SUNDAY, JANUARY 7

11:00 a.m. – 5:30 p.m.

Registration and Information

1:00 p.m. – 3:30 p.m.

CONCURRENT SESSIONS

HOME Administration, Part 1

Examine the ins and outs of recent HOME policy and regulatory changes. This advanced training led by Les Warner provides guidance and strategies to address implementation challenges based on the 2013 HOME rule, financial oversight options for your portfolio, and a “how to” on implementing monitoring fees.

HOME Essentials, Part 1

Monte Franke is back by popular demand to lead this two-part training for anyone new to the HOME program or looking to brush up on HOME program basics. This course covers HOME program essentials, including eligible activities, affordability and income requirements, monitoring and compliance, community housing development organizations (CHDOs), and program deadlines.

3:45 p.m. – 5:30 p.m.

CONCURRENT SESSIONS

HOME Administration, Part 2

See session description under Part 1.

HOME Essentials, Part 2

See session description under Part 1.

MONDAY, JANUARY 8

7:30 a.m. – 5:15 p.m.

Registration and Information

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 10:30 a.m.

PLENARY SESSION

Breaking News from HUD

Department of Housing and Urban Development (HUD) officials bring you the latest developments on HOME and the Housing Trust Fund (HTF). Get updates on allocations, program performance, and expected guidance in 2018.

10:45 a.m. – 12:30 p.m.

CONCURRENT SESSIONS

IDIS for HOME and HTF

Find out what's new in the Integrated Disbursement Information System (IDIS) for both HOME and HTF. Ask HUD IDIS experts your questions directly.

Implementing the Violence Against Women Act

Understand HOME and HTF grantee responsibilities for implementing the Violence Against Women Act (VAWA), including core protections, lease bifurcation, and minimum requirements for emergency transfer plans.

12:30 p.m. – 1:45 p.m.

Lunch

1:45 p.m. – 3:15 p.m.

CONCURRENT SESSIONS

Community Housing Development Organizations

Review and discuss community housing development organization (CHDO) certification rules, reservation deadlines, and nonprofit capacity issues and workouts. Explore how HFAs are identifying CHDOs, fostering their creation and success, and assessing their qualifications and capabilities.

Homebuyer Program Policies and Procedures

How does your homebuyer program measure up? Discover how HUD's new notice on HOME Homebuyer Policies and Procedures will impact your program.

Income Eligibility for HOME and HTF

Learn the basics of determining and documenting income for HOME and HTF beneficiaries, including a demonstration of the Community Planning and Development (CPD) Income Calculator. Discuss best practices, including how to communicate these requirements to staff, sub-recipients, and property managers.

3:30 p.m. – 4:15 p.m.

CONCURRENT CLINICS

Clinics give attendees the opportunity to talk directly with senior HUD officials about critical HOME and HTF issues.

- Clinic: CPD Disaster Recovery and Resilience Programs
- Clinic: HOME and HTF Environmental Reviews
- Clinic: HOME and HTF in RAD Deals
- Clinic: Utility Allowances

4:30 p.m. – 5:15 p.m.

CONCURRENT CLINICS

- Clinic: HOME Regulations Q&A
- Clinic: Identifying and Linking Community-Based Services
- Clinic: Preserving HOME Units

5:15 p.m. – 6:15 p.m.

HOME and Housing Trust Fund Happy Hour

TUESDAY, JANUARY 9

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 5:30 p.m.

Registration and Information

8:30 a.m. – 10:00 a.m.

COMMUNITY MEET-UPS

Open to NCSHA member HFAs and state HOME administrators only

Homeownership Community Meet-Up

Join other HOME and HTF administrators in an informal and candid conversation about homeownership opportunities and hurdles, IDIS, CHDO requirements, and fair housing rules. Exchange ideas on program design, down payment assistance, and housing counseling.

Rental Community Meet-Up

Join other HOME and HTF administrators to discuss rental challenges and opportunities, IDIS, CHDO requirements, and fair housing rules. Share ideas on underwriting, monitoring, and loan servicing.

10:15 a.m. – 11:30 a.m.

CONCURRENT SESSIONS

Fair Housing for HOME and HTF Grantees

Discuss what the Affirmatively Furthering Fair Housing rule means for HOME and HTF grantees. Get an update from HUD on its efforts to develop its state Fair Housing Assessment and Data and Mapping tools. Consider how HUD's draft state Fair Housing Assessment Tool can be used to inform each state's Analysis of Impediments.

Strategic Approaches to HOME, HTF, and the Housing Credit

Explore how states' roles as HOME or HTF lenders and Low Income Housing Tax Credit (Housing Credit) allocators affect their strategic approaches to managing these resources. Hear about policy and structuring options to mitigate the risk involved with using HOME and HTF funds. As the pace of initial HTF closings accelerates, examine early lessons learned in coordinating these similar but different production programs.

Schedule subject to change

HOUSING CREDIT

TUESDAY, JANUARY 9

*Open to NCSHA member HFAs and member
Housing Credit Allocating Agencies only*

8:30 a.m. – 5:30 p.m.

Registration and Information

10:15 a.m. – 11:30 a.m. PRE-CONFERENCE TRAINING

Housing Credit Program Basics

Join us for this overview of Housing Credit program essentials with a special focus on state agency administration. Topics include Credit ceiling components, minimum development requirements, income and rent restrictions, qualified allocation plans, financial feasibility analysis, Credit calculation, compliance monitoring requirements, and IRS reporting.

1:00 p.m. – 1:45 p.m. PLENARY SESSION

Washington Update

NCSHA's policy team reviews the status of tax reform and previews the 2018 congressional tax and appropriations agenda. Hear about NCSHA's efforts to save private activity Housing Bonds, strengthen the Credit and Housing Bond programs, and advance other HFA priorities.

1:45 p.m. – 3:15 p.m. PLENARY SESSION

IRS Policy Briefing

Senior Internal Revenue Service officials meet with allocating agency representatives to discuss Housing Credit guidance and program administration issues.

3:30 p.m. – 5:30 p.m. COMMUNITY MEET-UPS

Housing Credit Development Community Meet-Up

Allocating agency development officials share their experiences in Housing Credit allocation and underwriting and discuss emerging issues in program administration.

Housing Credit Compliance Community Meet-Up

Allocating agency compliance officials share their experiences in Housing Credit monitoring and discuss emerging issues in program compliance.

WEDNESDAY, JANUARY 10

7:30 a.m. – 5:30 p.m.

Registration and Information

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 10:00 a.m. PLENARY SESSION

2018 Housing Credit Program Outlook

Housing Credit industry leaders preview 2018 program activity, including the impact of tax reform and legislative program changes, IRS and HUD guidance, the soon-to-be-released Government Accountability Office report on development costs, implementation of the Housing Trust Fund, equity market activity, and new state agency policy initiatives.

10:15 a.m. – 11:45 a.m. CONCURRENT SESSIONS

Advancing Allocation Policy

Senior allocating agency development officials discuss 2018 qualified allocation plan (QAP) changes and new strategies for Housing Credit allocation. Explore solutions to current program challenges, including increasing demands on the Credit, refining development cost limits, balancing housing needs and priorities, and preserving affordability.

Compliance Hot Topics

Federal agency officials address current topics in Housing Credit compliance, including forthcoming IRS program guidance, HUD tenant data collection efforts, and expansion of the federal physical inspection alignment initiative.

11:45 a.m. – 1:00 p.m.

Lunch

1:00 p.m. – 2:15 p.m.

CONCURRENT SESSIONS

Multiple Subsidy Compliance Seminar

Learn how to resolve conflicting compliance requirements in Housing Credit developments with multiple subsidies. Understand how project-based Section 8, Housing Choice Vouchers, the Rental Assistance Demonstration (RAD), and HOME assistance impact Housing Credit compliance rules and state agency monitoring responsibilities.

Promoting Reasonable Cost and Long-Term Affordability

Examine best practices in controlling Housing Credit development costs while ensuring the construction quality necessary for 30-year affordability. Analyze development cost drivers and the impact of construction material choices on durability and operating costs. Determine the appropriate balance between development cost and quality.

2:30 p.m. – 4:00 p.m.

CONCURRENT SESSIONS

Enhancing Compliance Policy

Senior allocating agency compliance officials preview recent changes in monitoring policies and new strategies for Housing Credit compliance. Discuss solutions to current monitoring challenges, including growing portfolios, physical inspections, continued compliance in the extended-use period, resyndication issues, and ownership transfers.

Expanding Housing Opportunity with the Credit

Discover strategies for facilitating Housing Credit development in diverse locations, including areas of opportunity and distressed neighborhoods. Consider the impact of HUD's Affirmatively Furthering Fair Housing rule on siting, approaches to NIMBY challenges, and the importance of tenant needs in locating affordable housing.

4:15 p.m. – 5:30 p.m.

CONCURRENT SESSIONS

Ensuring VAWA Compliance

Explore the Violence Against Women Act (VAWA) and its impact on Housing Credit developments. Discuss VAWA requirements and implementation strategies, including tenant notice requirements, emergency transfer plan procedures, lease bifurcation policies, and property manager training.

Proactive Construction Monitoring

Examine the benefits of site visits during the construction period, including verifying Housing Credit application commitments, confirming the capital needs of rehabilitations, evaluating fair housing and accessibility compliance, monitoring construction progress, and identifying potential delays.

5:30 p.m. – 6:30 p.m.

Housing Credit Happy Hour

THURSDAY, JANUARY 11

7:30 a.m. – 5:30 p.m.

Registration and Information

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 10:00 a.m.

PLENARY SESSION

Fair Housing Development and Compliance Primer

Federal officials and trainers address current issues in fair housing and accessibility, including architectural plan review, construction inspections, tenant selection criteria, affirmative fair housing marketing plans, and litigation relating to discrimination and accessibility violations.

10:15 a.m. – 11:45 a.m.

PLENARY SESSION

Preservation and Compliance Strategies in the Extended-Use Period

Consider current development and compliance challenges in the Housing Credit portfolio. Explore preservation financing options, including tax-exempt bonds, recapitalization loans, and resyndication. Understand compliance issues related to acquisition and rehabilitation, qualification of existing tenants, and application of new income limits.

Schedule subject to change

MRBs AND OTHER FEDERAL HOMEOWNERSHIP PROGRAMS

WEDNESDAY, JANUARY 10

7:30 a.m. – 5:30 p.m.

Registration and Information

12:30 p.m. – 2:00 p.m.

PRE-CONFERENCE SESSION

Hardest Hit Fund Meeting with Treasury

Open to NCSHA member HFAs in the Hardest Hit Fund program and invited guests only; lunch is on your own.

2:30 p.m. – 4:00 p.m.

PLENARY SESSION

Single-Family Financing Essentials: Mortgage Revenue Bonds

This overview of the Mortgage Revenue Bond (MRB) and Mortgage Credit Certificate (MCC) programs is designed for newcomers and experienced professionals looking for a refresher. Industry experts cover income and property eligibility requirements, bond issuance and structuring, compliance monitoring, and trustee and rating agency roles. Hear about the latest legislative and market developments and what they mean for your bond programs.

4:15 p.m. – 5:30 p.m.

PLENARY SESSION

Single-Family Financing Essentials: MBS and TBA

Explore how you can use securitization to support your single-family programs. Review the basics of mortgage-backed securities (MBS) and the to-be-announced (TBA) market. Consider strategies for hedging, pipeline management, and using the TBA execution with MRBs.

THURSDAY, JANUARY 11

7:30 a.m. – 5:30 p.m.

Registration and Information

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 10:00 a.m.

PLENARY SESSION

Washington Outlook

NCSHA staff provide an update on key affordable homeownership issues, including NCSHA's efforts to save private activity bonds in tax reform and housing finance reform. Top officials with the Federal Housing Administration (FHA), U.S. Department of Agriculture (USDA), and Ginnie Mae discuss the Administration's plans and goals for their agencies' single-family programs.

10:15 a.m. – 12:00 p.m.

PLENARY SESSION

A Briefing with FHA, Ginnie Mae, USDA, and VA

Senior homeownership program officials from FHA, Ginnie Mae, USDA, and Veterans' Affairs (VA) delve into the details of the latest program guidance and regulations. Find out how to utilize federal programs more effectively. Examine new agency program compliance requirements and how they will impact HFA lending activities.

12:00 p.m. – 1:15 p.m.

Lunch

1:15 p.m. – 2:30 p.m.

CONCURRENT SESSIONS

Servicing Essentials, Part 1: Federal Insurers

Top servicing policy-makers from FHA, USDA, and VA answer your questions on complying with federal program servicing guidelines, including issues related to insurance claims and loan modifications. Hear about possible new servicing policies and guidance for the coming year.

Update on Fannie, Freddie, and the FHLBs

Discover how to partner with Fannie Mae, Freddie Mac, and the Federal Home Loan Banks (FHLBs) to expand affordable homeownership. Consider how the GSEs' affordable loan products, the duty-to-serve rule, and the Common Securitization Platform could impact your lending programs.

2:45 p.m. – 4:00 p.m.

CONCURRENT SESSIONS

Compliance Update

Consumer Financial Protection Bureau (CFPB) staff address how best to comply with the CFPB's mortgage origination rules and describe its future initiatives. Examine the latest regulations impacting HFA bond programs. Discuss how to better manage the increasing compliance burden impacting HFA affordable homeownership programs.

Servicing Essentials, Part 2: Managing Your Portfolios

Learn how your agency can more efficiently and effectively manage its single-family loan and real estate-owned property portfolios. Review with FHA and its Mortgagee Compliance Manager how best to meet HUD's conveyance and re-conveyance standards. Consider how to manage overlapping regulatory and quality control requirements.

4:15 p.m. – 5:30 p.m.

CONCURRENT SESSIONS

Dialogue on Down Payment Assistance

Discuss the pros and cons of various down payment assistance structures, including grants, amortizing loans, and forgivable seconds. Explore how to structure and finance your down payment assistance programs to support borrowers and maintain sustainability.

Servicing Essentials, Part 3: CFPB and the GSEs

CFPB staff address how to comply with its mortgage servicing rules. Fannie Mae and Freddie Mac staff talk about their latest servicing policies. Examine ways HFAs can effectively manage compliance and quality control efforts.

5:30 p.m. – 6:30 p.m.

MRBs and Section 8 Happy Hour

FRIDAY, JANUARY 12

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 11:30 a.m.

Registration and Information

8:30 a.m. – 10:00 a.m.

PLENARY SESSION

Pressing Issues in Affordable Homeownership

Take part in a wide-ranging discussion featuring HFA staff, industry leaders, and outside experts about current and future developments in tax reform and the Housing Bond and capital markets and what those developments could mean for HFAs. Hear a leading housing economist offer insight into the latest economic, demographic, and policy issues impacting the mortgage markets and homeownership trends.

10:15 a.m. – 12:00 p.m.

COMMUNITY MEET-UPS

Open to NCSHA member HFAs only

Loan Servicing Community Meet-Up

Join your HFA peers for a frank and open conversation about issues and challenges you face, including complying with federal regulations, loss mitigation, and property management. Consider what you learned at the conference and what it could mean for your servicing operations going forward.

Single-Family Program Community Meet-Up

Join your HFA peers for an informal and candid conversation about the issues impacting single-family programs, including MRBs and tax reform, secondary financing, reaching new borrowers, and adapting to an increasingly automated lending market.

Schedule subject to change



Register today at ncsha.org/hfainstitute.



SECTION 8 AND OTHER FEDERALLY ASSISTED MULTIFAMILY HOUSING

WEDNESDAY, JANUARY 10

7:30 a.m. – 5:30 p.m.

Registration and Information

2:30 p.m. – 4:00 p.m.

PLENARY SESSION

HUD Multifamily Program Update

Senior HUD officials share the latest from the Office of Multifamily Housing Programs. Hear about the Administration's priorities, multifamily finance initiatives, and Performance-Based Contract Administration (PBCA) program developments. Delve into how these and other changes will impact the PBCA portfolio.

4:15 p.m. – 5:30 p.m.

PLENARY SESSION

A Conversation with Federal Multifamily Finance Partners

Join federal officials as they survey various multifamily finance tools, including rental housing financing programs from USDA Rural Development, the HUD FHA–HFA Risk-Sharing program, Rental Assistance Demonstration (RAD), and other financing programs. Learn what these federal partners have planned for 2018 and what opportunities they offer HFAs.

THURSDAY, JANUARY 11

7:30 a.m. – 5:30 p.m.

Registration and Information

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 10:00 a.m.

PLENARY SESSION

Industry Outlook

Industry leaders share their perspectives on what to expect in 2018 from the Administration and Congress, federal funding for Section 8 and other multifamily programs, HUD's PBCA program, and the impact of recent legislative and regulatory changes on HUD property management and preservation.

10:15 a.m. – 12:00 p.m.

PLENARY SESSION

A Procurement Practicum

In anticipation of HUD's forthcoming Request for Proposals (RFP) to rebid PBCA work, explore the ins and outs of bid preparation requirements and protest options.

12:00 p.m. – 1:15 p.m.

Lunch

1:15 p.m. – 2:30 p.m.

PLENARY SESSION

Hot Topics in Contract Administration, Part 1

Expert trainer Mary Ross is back by popular demand to address the most pressing issues facing contract administrators. Join Ross to examine recent and upcoming changes to HUD Section 8 contract administration and assisted housing requirements, including implementing Housing Opportunities Through Modernization Act (HOTMA) provisions, the Violence Against Women Act (VAWA), and the Tenant Rental Assistance Certification System (TRACS).

2:45 p.m. – 4:00 p.m.

PLENARY SESSION

Hot Topics in Contract Administration, Part 2

See session description under Part 1.

4:15 p.m. – 5:30 p.m.

PLENARY SESSION

Hot Topics in Contract Administration, Part 3

See session description under Part 1.

5:30 p.m. – 6:30 p.m.

Section 8 and MRBs Happy Hour

FRIDAY, JANUARY 12

7:30 a.m. – 8:25 a.m.

Continental Breakfast

8:30 a.m. – 11:30 a.m.

Registration and Information

8:30 a.m. – 10:00 a.m.

CONCURRENT SESSIONS

HFA Multifamily Financing Roundtable

Discuss the latest trends in multifamily housing finance and how HFAs are addressing the rental housing needs of their states. Share innovative HFA models, including partnerships with Fannie Mae, Freddie Mac, and Federal Home Loan Banks.

PBCA Workshop

Open to NCSHA member HFAs only

In small HFA-only groups, delve into what is needed to successfully bid on HUD's upcoming PBCA RFP.

10:15 a.m. – 11:45 a.m.

COMMUNITY MEET-UP

Open to NCSHA member HFAs only

Contract Administration Community Meet-Up

Engage in an informal and open discussion with your HFA peers about what you have heard in previous sessions. Exchange best practices and get answers to your most pressing questions, including those on contract administration, financing techniques, asset management, and compliance monitoring.

Schedule subject to change



GENERAL INFORMATION

Attendance Policy

Unless otherwise noted, sessions in each of the HFA Institute modules are open to NCSHA members and nonmembers. For more information on how to become a member, contact Phaedra Stoger at membership@ncsha.org.

Registration Fees

Register by December 4 and save.

Payment Postmark	HFA and Associate Member		Affiliate Member		Nonmember		Guest
	by 12/4	after 12/4	by 12/4	after 12/4	by 12/4	after 12/4	
HOME and Housing Trust Fund January 7 – 9, 2018	\$455	\$515	\$525	\$580	\$585	\$640	\$85
Housing Credit January 9 – 11, 2018	\$455	\$515	\$525	\$580	\$585	\$640	\$85
MRBs and Other Federal Homeownership Programs January 10 – 12, 2018	\$455	\$515	\$525	\$580	\$585	\$640	\$85
Section 8 and Other Federally Assisted Multifamily Housing January 10 – 12, 2018	\$455	\$515	\$525	\$580	\$585	\$640	\$85
Six-Day Pass (details below)	\$1,315	\$1,495	\$1,525	\$1,690	\$1,705	\$1,870	

Extend the Institute Experience

Six-Day Pass*: Attend all four HFA Institute modules for a reduced price! Attend sessions in any module throughout the week, as your schedule allows. See the fee schedule above for pricing and deadlines.

Add-On Pass, \$195*: Make the most of your time in Washington, DC: Register for a half day of a second module for \$195. The pass includes admission to the educational programming, networking, and meals scheduled during that time frame. *The Add-On Pass is available only to attendees registered for one of the Institute's four modules.*

- ☐ **Add-On HOME and HTF Pass** (Tuesday, January 9, 7:30 a.m. – 11:30 a.m.)
- ☐ **Add-On Housing Credit Pass I**** (Tuesday, January 9, 1:00 p.m. – 5:30 p.m.)
- ☐ **Add-On Housing Credit Pass II** (Wednesday, January 10, 7:30 a.m. – 2:30 p.m.)
- ☐ **Add-On MRBs/Section 8 Pass** (Thursday, January 11, 12:00 p.m. – 6:30 p.m.)

Guest Registration

A special guest registration is available for \$85 that admits your guest to the module Happy Hour. All guests, including children of attendees, must present a guest badge to be admitted to these receptions. *Each guest registrant must be associated with a registered conference attendee. NCSHA members may not register as guests.*

Speaker Registration Policy

NCSHA requires that all speakers and discussion leaders register for the conference.

Registration and Payment

Registering and paying online is easy. Visit NCSHA's website at ncsha.org/hfainstitute and click Register. Credit cards are accepted for online registration only. To pay by check, print your invoice and mail it with payment to NCSHA. Make checks payable to NCSHA.

You can also register by fax or mail by printing the Registration Form located at ncsha.org/hfainstitute and returning it to NCSHA along with your payment. Each registrant must pay in full prior to the conference. Only those who have paid in full will be admitted to Institute activities.

Special Needs/Dietary Requests

If you have special needs under the Americans with Disabilities Act, or if you have special dietary requirements, please explain those needs in the space provided online in the ADA Needs text box on the Event Registration page or on the Registration Form.

Cancellation Policy

Cancellations must be received in writing. Confirmation of faxed cancellations may be required. No refunds will be given for cancellations received after the cancellation cutoff day of December 20 or for registrants who fail to attend the conference. "No shows" will be billed the full registration fee. A \$75 administrative fee will be deducted from all approved refunds.

* Non-transferrable and non-refundable. Contact the NCSHA Registrar at registration@ncsha.org for assistance; these passes cannot be purchased online.

**Available only to NCSHA member HFAs and member Housing Credit Allocating Agencies

Hotel Accommodations

Please make a reservation well before the **December 4 hotel cutoff date** to ensure availability.

Conference Headquarters Hotel:

JW Marriott Washington, DC
1331 Pennsylvania Avenue, NW
Washington, DC 20004

Reservations: 800-393-2503

Room Rate: \$295/night for a single or double room

Room Reservation Policy

Please register for the HFA Institute with NCSHA before making a hotel reservation within the NCSHA room block. To make a hotel reservation, call the JW Marriott at 800-393-2503 and identify yourself as an NCSHA attendee to receive the HFA Institute discount, or use the link provided in your registration confirmation email.

Hotel rooms within NCSHA's room block are for HFA Institute registrants. Once registered, please do not reserve multiple hotel rooms or make reservations in the block for people who are not registered for the conference. NCSHA will review the hotel reservation lists weekly and notify people found holding duplicate reservations or reservations without corresponding registrations. Failure to register within two business days thereafter will result in cancellation of these reservations within NCSHA's block without further notice.



NCSHA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: learningmarket.org.

You can earn approximately 14 – 16 credits per module if you attend all sessions.

Continuing Legal Education Credit

Those seeking CLE credit must apply directly to their state bar association. For more information, visit the NCSHA Registration Desk on site.

QUESTIONS

Contact NCSHA at registration@ncsha.org or 202-624-7710 with registration or housing questions or for assistance.

More information on accommodations and ground transportation is available at ncsha.org/hfainstitute.



National Council of
State Housing Agencies

444 North Capitol Street NW, Suite 438
Washington, DC 20001



SPONSORSHIP OPPORTUNITIES

Partnering with NCSHA during the 2018 HFA Institute increases your company's visibility among the nation's affordable housing leaders. Please contact Kimberly Carr at sponsors@ncsha.org or 202-624-5424 to discuss how your company can benefit from sponsorship.



THE HFA INSTITUTE

☆ JANUARY 7 – 12, 2018 ☆ JW MARRIOTT WASHINGTON, DC ☆

Plan now to participate in this unparalleled, once-a-year training opportunity!
Register for one or more modules today at ncsha.org/hfainstitute.

Early Registration Deadline and Hotel Cutoff: December 4, 2017

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