

Register Today!

DATE: February 21, 2018

TIME: 8:30 a.m. – 4:30 p.m.

VENUE: Best Western Grand
375 Upper Main St
Waterville, ME 04901
207-873-0111

COST: Free

Please RSVP no later than February 15, 2018 by completing and providing the attached Registration Form to MaineHousing using any of the following delivery methods:

Mail: MaineHousing
Energy and Housing Services
353 Water Street
Augusta, ME 04330

Email: kvigue@mainehousing.org

Fax: (207) 624-5780

Telephone: (207) 624-5704



2018 Home Repair and Accessibility Program Training INVITATION

Maine State Housing Authority (MaineHousing) is hosting a 2018 Home Repair and Accessibility Program training conference. Topics covered include:

- Types of grants and grant amounts
- General eligibility requirements
- Applicant intake
- Submission of grants and required documentation
- Construction standards and management
- Monitoring and reporting

Funding is available to cover eligible travel expenses for attendees. MaineHousing will also pay for overnight accommodations at the venue for individuals traveling more than 75 miles (one way) to the event. See the *Accommodations & Reimbursement* sheet for more information.

Contact kvigue@maine@mainehousing.org if you have questions about accommodations and/or reimbursement of expenses.

AGENDA

8:30 a.m. – 9:00 a.m.	Registration and Continental Breakfast
9:00 a.m. – 9:15 a.m.	Welcome and Introductions
9:15 a.m. – 10:30 a.m.	Program Administration
10:15 a.m. – 10:30 a.m.	Break
10:30 a.m. – 12:00 p.m.	Program Administration (continued)
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Technical Processes and Procedures
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 4:15 p.m.	Technical Processes and Procedures (continued)
4:15 p.m. – 4:30 p.m.	Evaluations and Wrap Up

Home Repair and Accessibility Program Training REGISTRATION FORM

Please complete a separate Registration Form for each attendee and deliver to MaineHousing.

Attendee Name: _____

Company: _____

Address: _____

Do you want overnight accommodations? Yes No

Title: _____

Telephone: _____

Email: _____

Please identify any special dietary needs:

Home Repair and Accessibility Program Training

ACCOMMODATIONS & REIMBURSEMENT

Hosted by Maine State Housing Authority (MaineHousing)

TRAINING DATE & VENUE:

February 21, 2018

8:30 a.m. – 4:30 p.m.

Best Western Grand Hotel

375 Upper Main Street

Waterville, ME 04901

Telephone: (207)873-0111

REGISTRATION

Please RSVP to MaineHousing no later than February 15, 2018. Contact Karen Vigue at kvigue@mainehousing.org for more information regarding registration.

LODGING

Best Western Grand Hotel

375 Upper Main Street

Waterville, ME 04901

Attendees traveling more than 75 miles to the event are eligible to for overnight accommodations the night before the event.

MaineHousing will make reservations and pay for overnight accommodations for all eligible attendees and provide attendees with the reservation confirmation number. The hotel will invoice MaineHousing for room costs. Overnight guests are required to provide a credit card upon arrival to cover the costs of incidentals not eligible for payment by MaineHousing.

MEALS:

A continental breakfast and lunch will be served at the event. Other meals may be reimbursed if the meal is acquired as part of attending the event. MaineHousing's *Travel Policy* allows for maximum meal reimbursements as follows:

Breakfast = \$12

Lunch = \$20

Dinner = \$30

Please obtain receipts for meals. MaineHousing requires a detailed receipt for each meal purchase, which must contain the quantity, food name and cost of each meal item. MaineHousing cannot reimburse meals without itemized receipts. MaineHousing cannot reimburse for alcoholic beverages.

MILEAGE:

MaineHousing will reimburse attendees for mileage traveling to and from the venue at 54.5 cents per mile.

REIMBURSEMENT PROCESS:

Turn in all mileage and meal receipts (for any meals purchased out of pocket) to your agency's Housing Director.

Note to CAAs: Submit one invoice to MaineHousing for reimbursement of travel expenses for all staff attending the training, attaching applicable receipts.

CONTACT: Karen Vigue, *Program Officer*
kvigue@mainehousing.org
207-624-5704 (work) / 207-314-4190 (cell)

