

Steps to Package with Fahe, Inc

1. Submit all required documentation as required by Fahe, Inc. to include:
 - Signed MOU
 - 501C3 (If Applicable)
 - Certificate of Good Standing OR Self Certification of Good Standing by Director
 - W9 for Qualified Employer
 - Resumes for all packagers that confirm experience and employment requirements are met
 - Proof of course completion to include certificate of completion as well as email confirming passing test score (If already completed)
 - QE information sheet
2. Complete required webinar with Fahe staff to begin working as a Qualified Employer/Certified Packager once all items above have been submitted and an MOU has been fully executed.
3. Designated Certified Packagers must take the 3-day 502 Direct course and pass the test in order to become a Certified Packager.-*The course is offered through NeighborWorks America, Housing Assistance Council or RCAC. For class notifications please sign up for RD e-grams at <https://public.govdelivery.com/accounts/USDARD/subscriber/new?preferences=true>*
4. Qualified Employers and Certified Packagers must familiarize themselves with the USDA Rural Development Final Rule. Per the Final Rule, Qualified Employers will need to have a minimum of one year's affordable housing experience prior to having the ability to request exemption status from the use of an intermediary. *The Qualified Employer's and Certified Packager's year will commence once the Certified Packager has passed the test and signed the Qualified Employer MOA.*

For all submissions and questions, please contact Jamie Puckett by phone at 859-228-2321 ext. 2112, or by e-mail at jpuckett@fahe.org