

AGENDA
FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT
DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- Course Overview
 - Learning Outcomes
- 9:00** **Project-Based Voucher Basics**
- What is PBV?
 - Roles and Relationships in PBV
 - Key PBV Documents
 - PHA-Owned Units
 - Eligible and Ineligible Housing Types
 - PHA Plan Process
 - Differences between PBV and HCV
- Post Test**
- 10:15** **Break**
- 10:30** **PBV Program Cap and Project Cap**
- PBV Program Cap
 - PBV 10% Units
 - PBV Project Cap
 - Excepted Units
 - Excluded Units
- Post Test**
- 12:00** **Lunch (on your own)**

AGENDA
FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT

DAY ONE (continued)

- 1:00 Owner Proposal Selection Process**
- Competitive Selection
 - RFP Process
 - Non-Competitive Selection
- Post Test**
- Project-Based Voucher Contracts**
- Agreement to enter into HAP Contract
 - Environmental Review
 - Subsidy Layering Review
- 2:30 Break**
- 2:45 Project-Based Voucher Contracts (continued)**
- Learning Activity HAP Contract
 - HAP Contract Amendments
 - HAP Contract Renewals and Terminations
- Post Test**
- 5:00 End of Day One**

AGENDA
FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT
DAY TWO

- 8:00 Setting Rents in PBV Units**
- Initial Rents
 - SAFMRs
 - Exception Payment Standards
 - LIHTC Units
 - Rent Adjustments
 - Owner-Requested Rent Increases
 - Rent Increases via OCAF
- Post Test**
- 10:15 Break**
- 10:30 Wait List Management**
- In-Place Families
 - PHA-Maintained Waiting Lists
 - Owner-Maintained Waiting Lists
 - Preferences
 - Unit Offers
 - Briefings
- Post Test**
- Eligibility**
- Family Types
- 12:00 Lunch (on your own)**

AGENDA
FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT

DAY TWO (continued)

- 1:00** **Eligibility (continued)**
- Income Limits
 - Student Status
 - Tenant Screening and Selection
- Post Test**
- 2:30** **Break**
- 2:45** **Leasing Units**
- Determining Unit Size
 - Leases
 - Tenancy Addendum
 - Briefings
- Post Test**
- Continued Occupancy**
- Inspections
- 5:00** **End of Day Two**

AGENDA
FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT

DAY THREE

- 8:00** **Continued Occupancy (continued)**
- Annual Reexaminations
 - Interim Reexaminations
 - Moves
 - Family Obligations
 - PHA Termination of Tenancy
 - Owner Evictions
- Post Test**
- 10:15** **Break**
- 10:30** **Program Administration**
- Action Plan for the PBV Program
 - Administrative Management
- Post Test**
- End of Seminar**
- 12:00** **Lunch (on your own)**
- 1:00** **Certification Exam**
- 3:00** **End of Certification Examination**