

**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**
- Owner Proposal Selection Process**
- Competitive Selection
    - RFP Process
- 12:00**     **Lunch (on your own)**

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**DAY ONE (continued)**

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

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**DAY TWO**

- 8:00**      **Wait List Management**
- In-Place Families
  - PHA-Maintained Waiting Lists
  - Owner-Maintained Waiting Lists
  - Preferences
  - Unit Offers
  - Briefings
- 10:15**      **Break**
- 10:30**      **Post Test**
- Eligibility**
- Family Types
- 12:00**      **Lunch** (on your own)
- 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**
- Annual Reexaminations
  - Interim Reexaminations
  - Inspections
- 5:00**      **End of Day Two**

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**DAY THREE**

- 8:00**      **Continued Occupancy (continued)**
- 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**