

**AGENDA**  
*FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT*  
*WEB TRAINING*

**DAY ONE**

- |              |  |
|--------------|--|
| <b>8:00</b>  | <b>Registration</b>  |
| <b>8:30</b>  | <b>Welcome and Introductions</b> <ul style="list-style-type: none"><li>▪ Course Overview</li><li>▪ Learning Outcomes</li></ul>   |
| <b>9:00</b>  | <b>Project-Based Voucher Basics</b> <ul style="list-style-type: none"><li>▪ What is PBV?</li><li>▪ Roles and Relationships in PBV</li><li>▪ Key PBV Documents</li><li>▪ PHA-Owned Units</li><li>▪ Eligible and Ineligible Housing Types</li><li>▪ PHA Plan Process</li><li>▪ Differences between PBV and HCV</li></ul> |
|              | <b>Post Test</b>   |
| <b>10:15</b> | <b>Break</b>   |
| <b>10:30</b> | <b>PBV Program Cap and Project Cap</b> <ul style="list-style-type: none"><li>▪ PBV Program Cap</li><li>▪ PBV 10% Units</li><li>▪ PBV Project Cap</li><li>▪ Excepted Units</li><li>▪ Excluded Units</li></ul>   |
|              | <b>Post Test</b>   |
| <b>12:00</b> | <b>Lunch (on your own)</b>   |

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**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**

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**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)**

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**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**

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**DAY THREE**

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|--------------|---|
| <b>8:00</b>  | <b>Continued Occupancy (continued)</b> <ul style="list-style-type: none"><li>▪ Annual Reexaminations</li><li>▪ Interim Reexaminations</li><li>▪ Moves</li><li>▪ Family Obligations</li><li>▪ PHA Termination of Tenancy</li><li>▪ Owner Evictions</li></ul> |
|              | <b>Post Test</b>  |
| <b>10:15</b> | <b>Break</b>  |
| <b>10:30</b> | <b>Program Administration</b> <ul style="list-style-type: none"><li>▪ Action Plan for the PBV Program</li><li>▪ Administrative Management</li></ul>   |
|              | <b>Post Test</b>  |
| <b>12:00</b> | <b>End of Seminar</b>   |

**Certification Exam Available Online**