FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT WEB TRAINING

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)

FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT
WEB TRAINING

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

F<small>UNDAMENTALS OF</small> P<small>ROJECT</small>-B<small>ASED</small> V<small>OUCHER</small> M<small>ANAGEMENT</small>
W<small>EB</small> T<small>RAINING</small>

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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)

FUNDAMENTALS OF PROJECT-BASED VOUCHER MANAGEMENT
WEB TRAINING

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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WEB TRAINING

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)

Certification Exam Available Online