

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*HOTMA NOW – WEB TRAINING*

**DAY ONE**

- 8:00      Registration
- 8:30      Welcome and Introductions
- 8:45      Learning Outcomes
- Overview of HOTMA
- Overview of Form HUD 50058
- Annual Income
  - Income of Various Household Members
  - Earned Income
  - Seasonal Income
- 10:15     Break
- 10:30     Annual Income
  - Income of Students
  - Periodic Payments
- 12:00     Lunch (on your own)
- 1:00      Annual Income (continued)
  - Nonrecurring Income
  - Imputed Welfare Income
  - Other Types of Income
- 2:30      Break
- 2:45      Assets
  - Types of Assets
    - Savings and Checking Accounts
    - Jointly Owned Assets
    - Trusts
    - Retirement Accounts
    - Other Assets
- 5:00      End of Day One

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*HOTMA NOW – WEB TRAINING*

**DAY TWO**

- 8:00**      **Assets** (continued)
- Calculating Income from Assets
    - Market Value
    - Cash Value
    - Anticipated Income
  - Assets Disposed of for Less Than Fair Market Value
- Adjusted Income Calculation**
- Elderly/Disabled Allowance
  - Dependent Allowance
  - Childcare Allowance
  - Disability Assistance Expenses
  - Health and Medical Care Expenses
- 10:15**      **Break**
- 10:30**      **Verification**
- Form HUD 9886-A
  - Use of Other Programs' Income Determinations
  - Streamlining Verification of Fixed Income
  - Hierarchy of Verification Methods
- 12:00**      **Lunch** (on your own)

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*HOTMA NOW – WEB TRAINING*

**DAY TWO (continued)**

- 1:00      Subsidy/Family Share Calculations (HCV only)**
- Total Tenant Payment (TTP)
  - Payment Standard
  - Rent Calculation
  - Maximum Share at Initial Occupancy
  - Prorated Rent
- 2:30      Break**
- 2:45      Rent Calculation (Public Housing only)**
- Tenant Rent
  - Utility Reimbursement Payment
  - Flat Rent
  - Prorated Rent
- 5:00      End of Day Two**

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
*HOTMA NOW – WEB TRAINING*

**DAY THREE**

8:00	Rent Calculation Quiz Case Studies
9:15	Break
9:30	Case Studies (continued)
12:00	End of Seminar

Certification Exam Available Online