

**AGENDA**  
*MULTIFAMILY HOUSING SPECIALIST*

**DAY ONE**

- 8:00**      **Registration**
- 8:30**      **Welcome and Introductions**
- 8:45**      **Project Based Rental Assistance Overview**
- What is Project-Based Rental Assistance?
  - HUD and the CA/PBCA Role
  - Important Documents
    - HUD Handbook 4350.3 (REV-1)
    - Housing Notices
  - Rental Assistance Demonstration Program (RAD)
- 10:15**      **Break**
- 10:30**      **Tenant Selection and Waiting List Management**
- Tenant Selection Plan (TSP) topics
  - Preferences
  - Occupancy Standards
  - Managing the Waiting List
- 12:00**      **Lunch (on your own)**
- 1:00**      **Tenant Selection and Waiting List Management (continued)**
- Applicant Selection
  - Screening for Suitability
- 2:15**      **Break**
- 2:30**      **Tenant Selection and Waiting List Management (continued)**
- Electronic Signatures, Transmission, and Storage
  - Affirmative Fair Housing Marketing Plans (AFHMPs)
- 3:30**      **Eligibility**
- Citizenship Status
- 5:00**      **End of Day One**

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**DAY TWO**

- 8:00**      **Eligibility** (continued)
- Social Security Numbers
  - Income Limits & Section 8 Income Targeting
  - Student Rule
  - Equal Access Final Rule
  - Family Composition
  - Eligibility in Elderly/Disabled Properties
  - Consent and Verification Forms
- 10:00**      **Income and Rent Calculation**
- Gross Income
- 10:15**      **Break**
- 10:30**      **Income and Rent Calculation** (continued)
- Assets
  - Adjusted Income
- 12:00**      **Lunch** (on your own)
- 1:00**      **Income and Rent Calculation** (continued)
- Contract Rent
  - Gross Rent
  - Tenant Rent
- 2:15**      **Break**
- 2:30**      **Leasing**
- Move-in Inspections
  - Model Lease, Addendums, and General Requirements
  - House Rules
  - VAWA
- 5:00**      **End of Day Two**

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**DAY THREE**

- 8:00 Leasing (continued)**
- Lead-Based Paint Disclosure Requirements
  - Pet Rules
  - Security Deposits
  - Other Charges Due Under the Lease
- 9:00 Annual and Interim Recertifications**
- Conducting Annual Recertifications
  - Notification Requirements for Annual Recertifications
- 10:15 Break**
- 10:30 Annual and Interim Recertifications (continued)**
- Effective Dates
  - Interim Recertifications
  - Transfers and Gross Rent Changes
- 12:00 Lunch (on your own)**
- 1:00 Terminations**
- Termination of Tenancy
  - Termination of Assistance
  - Fraud, Discrepancies and Errors
  - Repayment Agreements
- 2:15 Break**
- 2:30 Terminations (continued)**
- Repayment Agreements (continued)
- 3:00 EIV Requirements**
- WASS Overview
  - General Administration
  - EIV Policy
  - Report Schedule
  - Documentation
- 5:00 End of Day Three**

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**DAY FOUR**

- 8:00**      **Contract Renewal, Utility Allowances and Rent Adjustments**
- Contract Renewal Overview
  - Annual Utility Allowance Analysis
  - Rent Adjustments
- 9:00**      **Tenant Rental Assistance Certification System**
- Overview of TRACS and MAT Files
  - Certification Submission Timeline
  - Voucher Billing
- 10:15**      **Break**
- 10:30**      **Special Claims**
- 11:00**      **Review**
- 12:00**      **Lunch (on your own)**
- 1:00**      **Certification Exam**
- 3:00**      **End of Seminar**