

AGENDA
MULTIFAMILY HOUSING SPECIALIST
WEB TRAINING

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** **End of Seminar**

Certification Exam Available Online