

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
 - Applicant Selection
 - Screening for Suitability
 - VAWA
- 12:00 **Lunch** (on your own)
- 1:00 **Tenant Selection and Waiting List Management** (continued)
- Electronic Signatures, Transmission, and Storage
 - Affirmative Fair Housing Marketing Plans (AFHMPs)
- 2:15 **Break**
- 2:30 **Eligibility**
- Citizenship Status
 - Social Security Numbers
 - Income Limits & Section 8 Income Targeting
 - Student Rule
 - Equal Access Final Rule
- 5:00 **End of Day One**

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DAY TWO

- 8:00** **Eligibility (continued)**
Family Composition
Eligibility in Elderly/Disabled Properties
Income, Assets, and Deductions
- Gross Income
 - Assets
- 10:15** **Break**
- 10:30** **Income, Assets, and Deductions (continued)**
- Assets
- 12:00** **Lunch (on your own)**
- 1:00** **Income, Assets, and Deductions (continued)**
- Assets
- 2:15** **Break**
- 2:30** **Income, Assets, and Deductions (continued)**
- Dependent Deduction
 - Elderly/Disabled Deduction
 - Childcare Expense
 - Disability Assistance Expense
 - Health and Medical Care Expenses
 - Hardship Exemptions
- Verification**
- Consent Forms
 - Asset Verification
 - Income Verification
 - Streamlined Verification
 - Safe Harbor Verification
 - Verification Hierarchy
- Calculating Income at Move-ins, Interims, and Annuals**
- Income at Move-ins and Interims
 - Income at Annuals
- 5:00** **End of Day Two**

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DAY THREE

- 8:00 **Rent Calculation**
 TTP, Tenant Rent and Utility Allowances
 Minimum Rent Hardship Exemption
 Leasing
 Move-in Inspections
 General Lease Requirements
- 10:15 **Break**
- 10:30 **Leasing (continued)**
 House Rules
 VAWA
 Lead-based Paint Requirements
- 12:00 **Lunch (on your own)**
- 1:00 **Leasing (continued)**
 Pet Rules in Elderly/Disabled Properties
 - Service and Assistance Animals
- Security Deposits and Other Charges Under the Lease**
- 2:15 **Break**
- 2:30 **Annual, Interim, and Non-Interim Recertifications**
 - Anniversary Dates Annual Recertification Notification Requirements
 - Annual Recertification Procedures and Processing
 - Interim and Non-Interim Recertifications
 - Gross Rent Changes
- Terminations**
 - Terminations of Assistance
 - Terminations of Tenancy
 - Income Discrepancies and Errors
 - Reimbursement, Overpaid Rent, and Repayment Agreements
- 5:00 **End of Day Three**

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DAY FOUR

- 8:00** **EIV**
- Data Sources
 - General Administration
 - Using EIV Reports
 - Disclosure and Record Keeping
- 10:15** **Break**
- 10:30** **Contract Renewal, Utility Allowances, and Rent Adjustments**
- Renewal Options
 - Rent Comparability Study
 - Utility Allowance Analysis and Rent Adjustments
- TRACS, Vouchers, and Special Claims**
- TRACS: iMAX, TRACSMail, and MAT Files
 - TRACS 50059 and Voucher Submissions
 - Family Self-Sufficiency (FSS) Program
 - Special Claims
- 12:00** **Lunch (on your own)**
- 1:00** **Certification Exam**
- 3:00** **End of Seminar**