

**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**      **End of Seminar**

**Certification Exam Available Online**