

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
HOTMA Now
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Course Overview/Learning Outcomes**
- Program Components**
 - Key Relationships
 - Reading Regulations
 - Key Program Documents
 - Intake & Occupancy Cycle
- 10:15 **Break**
- 10:30 **PHA Responsibilities**
- Fair Housing/Reasonable Accommodation**
- 12:00 **Lunch (on your own)**
- 1:00 **Waiting List Management**
 - Initial Applications
 - Organizing Waiting Lists
 - Site-Based Waiting Lists
- Preferences**
- 2:30 **Break**
- 2:45 **Factors of Eligibility**
 - Family Type
 - Definition of Family
 - Disabled/Displaced/Elderly
 - Social Security Numbers
 - Overview of Noncitizens Rule
 - Income Limits
- Occupancy Standards**
- 5:00 **End of Day One**

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DAY TWO

- 8:00 Tenant Selection**
- Income Targeting
 - Deconcentration of Poverty
- Evaluating Final Eligibility**
- Application Inquiries
 - Applicant Interviews/Forms
 - Suitability
 - Screening/Denial of Assistance
 - Ineligible Applicants
 - Informal Hearings
- 10:15 Break**
- 10:30 Admissions**
- Selection Procedures/Offer System
- Leasing**
- Preparation for Lease-up
- 12:00 Lunch (on your own)**
- 1:00 Leasing (continued)**
- Contents of the Lease
 - Lease Terminology
- 2:30 Break**
- 2:45 Annual and Interim Reexaminations**
- Community Service
- Pets**
- 5:00 End of Day Two**

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DAY THREE

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|--------------|--|
| 8:00 | Terminations <ul style="list-style-type: none">▪ Termination of Lease▪ Evictions▪ Grievance Process |
| 10:15 | Break |
| 10:30 | Rent Calculation
Overview of HUD-50058 Form |
| 12:00 | Lunch (on your own) |
| 1:00 | Annual Income <ul style="list-style-type: none">▪ Income of Various Household Members▪ Earned Income▪ Seasonal Income |
| 2:30 | Break |
| 2:45 | Annual Income (continued) <ul style="list-style-type: none">▪ Income of Students▪ Periodic Payments |
| 5:00 | End of Day Three |

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DAY FOUR

- 8:00 Annual Income (continued)**
- Nonrecurring Income
 - Imputed Welfare
 - Other Types of Income
- 10:15 Break**
- 10:30 Assets**
- Types of Assets
 - Market Value
 - Cash Value
 - Anticipated Income
- 12:00 Lunch (on your own)**
- 1:00 Adjusted Income Calculation**
- Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expenses
 - Health and Medical Care Expenses
- Verification Requirements**
- 2:30 Break**
- 2:45 Rent Calculations**
- Total Tenant Payment
 - Tenant Rent
 - Ceiling Rent
 - Flat Rent and Family Choice in Rents
- 5:00 End of Day Four**

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DAY FIVE

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| 8:00 | Rent Calculation Quiz
Rent Calculations (continued) <ul style="list-style-type: none">▪ Prorated Rent |
| 10:15 | Break |
| 10:30 | Rent Calculation Case Studies
Review for Exam |
| 11:45 | End of Rent Calculation Training
Certificates of Participation Awarded |
| 12:00 | Lunch (on your own) |
| 1:00 | Examination |
| 4:00 | End of Examination |