

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
WEB 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

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
WEB TRAINING - HOTMA NOW
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

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**

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
WEB TRAINING - HOTMA NOW
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY THREE

- | | |
|--------------|--|
| 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 |

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
WEB TRAINING - HOTMA NOW
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

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**

AGENDA
PUBLIC HOUSING SPECIALIST TRAINING
WEB TRAINING - HOTMA NOW
INTAKE, OCCUPANCY AND RENT CALCULATION ESSENTIALS

DAY FIVE

- 8:00 Rent Calculation Quiz
 Rent Calculations (continued)
 - Prorated Rent
- 10:15 Break
- 10:30 Rent Calculation Case Studies
 Review for Exam
- 12:00 End of Seminar

Certification Exam Available Online