

AGENDA
PUBLIC HOUSING MANAGEMENT
HOTMA Now - WEB TRAINING

DAY ONE

8:00	Registration
8:30	Welcome and Introductions
8:45	Roles and Responsibilities of the Manager in the Project-Based Environment <ul style="list-style-type: none">▪ Project-Based Management▪ Organizational Policies
10:15	Break
10:30	Roles and Responsibilities (continued) <ul style="list-style-type: none">▪ Roles of the Public Housing Manager Organization & Administration of PHAs & Programs <ul style="list-style-type: none">▪ Program Components and Key Relationships▪ HUD References and Communication▪ General Structure of a PHA▪ Key Program Documents
12:00	Lunch (on your own)
1:00	Managing Nondiscrimination Compliance <ul style="list-style-type: none">▪ PHA Fair Housing Requirements▪ Reasonable Accommodation▪ Limited English Proficient Persons▪ Violence Against Women Act (VAWA)
2:30	Break
2:45	Eligibility <ul style="list-style-type: none">▪ Family Types▪ Social Security Number Requirements▪ Restrictions on Assistance to Noncitizens▪ Income Limits▪ Waiting List Management
5:00	End of Day One

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DAY TWO

8:00	Eligibility (continued) <ul style="list-style-type: none">▪ Occupancy▪ Waiting List Preferences
10:15	Break
10:30	Tenant Selection <ul style="list-style-type: none">▪ Tenant Selection Policies▪ Evaluating Final Eligibility
12:00	Lunch (on your own)
1:00	Income <ul style="list-style-type: none">▪ Verifications▪ Annual Income
2:30	Break
2:45	Income (continued) <ul style="list-style-type: none">▪ Income Exclusions▪ Federally Mandated Exclusions
5:00	End of Day Two

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DAY THREE

8:00 **Income** (continued)
 ▪ Assets
 ▪ Income from Assets
 ▪ Learning Activities using HUD 50058Types of Assets

10:15 **Break**

10:30 **Income** (continued)
 ▪ Allowances and Deductions
 ▪ Learning Activities using HUD 50058

Rent Calculation
 ▪ Flat Rents and Family Choice in Rental Payment
 ▪ Case Studies using HUD 50058

12:00 **Lunch** (on your own)

1:00 **Rent Calculation** (continued)
 ▪ Case Studies using HUD 50058

Leasing
 ▪ Contents of the Lease
 ▪ Areas of Lease Enforcement
 ▪ Proper Notification
 ▪ Pets

2:30 **Break**

2:45 **Continued Occupancy**
 ▪ Annual & Interim Recertification Process
 ▪ Transfers

5:00 **End of Day Three**

Assignment: Given by instructor

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DAY FOUR

8:00	Terminations <ul style="list-style-type: none">▪ Review of Evictions and Terminations▪ Mandatory Terminations▪ PHA-Authorized Terminations<ul style="list-style-type: none">• Termination Provisions Required in Lease• Other Good Cause• Consideration of Circumstances
	Grievance Process
	Resident Relations and Self-Sufficiency <ul style="list-style-type: none">▪ Resident Participation▪ Family Self-Sufficiency
10:15	Break
10:30	Understanding and Managing the Budget <ul style="list-style-type: none">▪ The Property Manager's Primary Financial Responsibilities▪ Per Unit Month (PUM)▪ The Development's Budget▪ The Budget Process▪ Budget Monitoring
12:00	Lunch (on your own)

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DAY FOUR (continued)

1:00	Understanding and Managing the Budget (continued) <ul style="list-style-type: none">▪ Paying for Services▪ Fees Paid by the Development to the COCC▪ Monitoring Budget-to-Actual▪ Financial Audits
2:30	Break
2:45	Property Management <ul style="list-style-type: none">▪ The Maintenance Function▪ Property Control▪ Capital Improvements▪ Security▪ Risk Management
5:00	End of Day Four <ul style="list-style-type: none">▪ Study group available for participants

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DAY FIVE

8:00 Public Housing Assessment System (PHAS)

- PHAS Background
- PHAS Interim Rule
- Physical Condition
- Financial Condition
- Management Operations
- Capital Fund

10:15 Break

10:30 Essential Elements to Track

- Vacant Unit Turnaround Time
- Occupancy Rate and Work Order Exercises
- Property Management Reports

Review for Examination

11:30 End of Seminar

Certification Exam Available Online