

**AGENDA**  
*HCV AND PUBLIC HOUSING RENT CALCULATION*  
**HOTMA PHASE I**

**DAY ONE**

- 8:00      **Registration**
- 8:30      **Welcome and Introductions**
- 8:45      **Learning Outcomes**  
**Overview of HOTMA**  
**Overview of Form HUD 50058**  
**Annual Income**
- Income of Various Household Members
  - Earned Income
  - Seasonal Income
- 10:15     **Break**
- 10:30     **Annual Income**
- Income of Students
  - Periodic Payments
- 12:00     **Lunch** (on your own)
- 1:00      **Annual Income** (continued)
- Nonrecurring Income
  - Imputed Welfare Income
  - Other Types of Income
- 2:30      **Break**
- 2:45      **Assets**
- Types of Assets
    - Savings and Checking Accounts
    - Jointly Owned Assets
    - Trusts
    - Retirement Accounts
    - Other Assets
- 5:00      **End of Day One**

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**DAY TWO**

- 8:00**      **Assets** (continued)
- Calculating Income from Assets
    - Market Value
    - Cash Value
    - Anticipated Income
  - Assets Disposed of for Less Than Fair Market Value
- Adjusted Income Calculation**
- Elderly/Disabled Allowance
  - Dependent Allowance
  - Childcare Allowance
  - Disability Assistance Expenses
  - Health and Medical Care Expenses
- 10:15**      **Break**
- 10:30**      **Verification**
- Form HUD 9886-A
  - Use of Other Programs' Income Determinations
  - Streamlining Verification of Fixed Income
  - Hierarchy of Verification Methods
- 12:00**      **Lunch** (on your own)

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**DAY TWO (continued)**

- 1:00 Subsidy/Family Share Calculations (HCV only)**
- Total Tenant Payment (TTP)
  - Payment Standard
  - Rent Calculation
  - Maximum Share at Initial Occupancy
  - Prorated Rent
- 2:30 Break**
- 2:45 Rent Calculation (Public Housing only)**
- Tenant Rent
  - Utility Reimbursement Payment
  - Flat Rent
  - Prorated Rent
- 5:00 End of Day Two**

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**DAY THREE**

- |              |                                    |
|--------------|------------------------------------|
| <b>8:00</b>  | <b>Rent Calculation Quiz</b>       |
|              | <b>Case Studies</b>                |
| <b>9:15</b>  | <b>Break</b>                       |
| <b>9:30</b>  | <b>Case Studies (continued)</b>    |
| <b>12:00</b> | <b>Lunch (on your own)</b>         |
| <b>1:00</b>  | <b>Optional Certification Exam</b> |
| <b>4:00</b>  | <b>End of Exam</b>                 |