

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

**DAY ONE**

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

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**DAY TWO**

- 8:00**      **Assets** (continued)
- Market Value
  - Cash Value
  - Anticipated Income
- 10:15**      **Break**
- 10:30**      **Adjusted Income Calculation** (continued)
- Dependent Allowance
  - Elderly/Disabled Allowance
  - Child Care Allowance
  - Disability Assistance Expenses
  - Health and Medical Care Expenses
- 12:00**      **Lunch** (on your own)
- 1:00**      **Verification**
- Rent Calculation**
- Total Tenant Payment (TTP)
  - Minimum Rent
- 2:30**      **Break**
- 2:45**      **Rent Calculation** (continued)
- Tenant Rent
  - Family Choice in Rents
- Rent Calculation Quiz**
- 5:00**      **End of Day Two**

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**DAY THREE**

- 8:00 Rent Calculation Case Studies
- 10:15 Break
- 10:30 Rent Calculation Case Studies (continued)
- 11:15 Certificates of Participation Awarded
- 11:30 End of Seminar
- 12:30 PH Rent Calculation Certification Examination  
(Optional: Exam fee required)
- 3:30 End of Exam