

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**DAY ONE**

- 8:00**      **Registration**
- 8:30**      **Welcome and Introductions**
- 8:45**      **Roles and Responsibilities of the Manager in the Project-Based Environment**
- Project-Based Management
  - Organizational Policies
- 10:15**      **Break**
- 10:30**      **Roles and Responsibilities (continued)**
- Roles of the Public Housing Manager
- Organization & Administration of PHAs & Programs**
- 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**
- PHA Fair Housing Requirements
  - Reasonable Accommodation
  - Limited English Proficient Persons
  - Violence Against Women Act (VAWA)
- 2:30**      **Break**
- 2:45**      **Eligibility**
- Family Types
  - Social Security Number Requirements
  - Restrictions on Assistance to Noncitizens
  - Income Limits
  - Waiting List Management
- 5:00**      **End of Day One**

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**DAY TWO**

- 8:00**      **Eligibility (continued)**
- Occupancy
  - Waiting List Preferences
- 10:15**      **Break**
- 10:30**      **Tenant Selection**
- Tenant Selection Policies
  - Evaluating Final Eligibility
- 12:00**      **Lunch (on your own)**
- 1:00**      **Income**
- Verifications
  - Annual Income
- 2:30**      **Break**
- 2:45**      **Income (continued)**
- Income Exclusions
  - Federally Mandated Exclusions
- 5:00**      **End of Day Two**

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**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

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**DAY FOUR**

- 8:00**      **Terminations**
- Review of Evictions and Terminations
  - Mandatory Terminations
  - PHA-Authorized Terminations
    - Termination Provisions Required in Lease
    - Other Good Cause
    - Consideration of Circumstances
- Grievance Process**
- Resident Relations and Self-Sufficiency**
- Resident Participation
  - Family Self-Sufficiency
- 10:15**      **Break**
- 10:30**      **Understanding and Managing the Budget**
- 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)**

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**DAY FOUR (continued)**

- 1:00**      **Understanding and Managing the Budget (continued)**
- Paying for Services
  - Fees Paid by the Development to the COCC
  - Monitoring Budget-to-Actual
  - Financial Audits
- 2:30**      **Break**
- 2:45**      **Property Management**
- The Maintenance Function
  - Property Control
  - Capital Improvements
  - Security
  - Risk Management
- 5:00**      **End of Day Four**
- Study group available for participants

**AGENDA**  
*PUBLIC HOUSING MANAGEMENT*  
*HOTMA PHASE I*

**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**
- Certificates of Participation Awarded**
- 11:30**      **Lunch (on your own)**
- 12:30**      **Certification Examination**
- 3:30**      **End of Seminar**