

AGENDA
PUBLIC HOUSING MANAGEMENT
WEB TRAINING – 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**

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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**

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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**
- 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)**

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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

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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