

AGENDA
RAD PBV SPECIALIST WEB TRAINING

DAY ONE

- 8:00** **Registration**
- 8:30** **Welcome and Introductions**
- Course Overview
 - Learning Outcomes
- 9:00** **Introduction to the Rental Assistance Demonstration (RAD) Program**
- Basics of the RAD Program
 - Role of PHA, HUD, Owners and Families
 - Key Program Requirements for Properties
 - Important Documents
 - Introduction to Blended Occupancy/Mixed Finance
- 10:00** **Post Test**
- Applying for RAD, and RAD Requirements for the Five-Year and Administrative Plans**
- Overview of the Application Process
 - Action Plan for Conversions
- 10:15** **Break**
- 10:30** **Applying for RAD, and RAD Requirements for the Five-Year and Administrative Plans (continued)**
- Administrative Plan Requirements
 - Five Year Plan Requirements
 - Other Requirements for Conversion
- Post Test**
- 12:00** **Lunch (on your own)**

AGENDA
RAD PBV SPECIALIST WEB TRAINING

DAY ONE (continued)

- 1:00** **Tenant-Based Vouchers, PBV, RAD PBV,
and Public Housing: Similarities and Differences**
- Tenant-Based Rules that Apply to PBV
 - Tenant-Based Rules that Don't Apply to PBV
 - Key Components of the PBV Program
and RAD PBV Differences
- Post Test**
- 2:30** **Break**
- 2:45** **Contracts**
- The CHAP
 - HAP Contract Learning Activity
 - Amending the HAP Contract
- Post Test**
- 5:00** **End of Day One**

AGENDA
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DAY TWO

- 8:00 Eligibility and the Waiting List**
- Establishing and Managing the Waiting List
 - Determining Family Eligibility
 - Admissions and Unit Offers
- Post Test**
- 10:15 Break**
- 10:30 Leasing**
- Determining Unit Size
 - Lease Requirements
 - Choice Mobility
 - Vacant Units
- 12:00 Lunch (on your own)**
- 1:00 Leasing (continued)**
- Initial Rents
 - Utility Allowances
 - Rent Adjustments
 - Rent Adjustment Activity
- Post Test**
- 2:30 Break**

AGENDA
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DAY TWO (continued)

- 2:45** **Occupancy Issues**
- Annual and Interim Recertifications
 - Increases in Income
 - Inspections
 - Terminations
- Post Test**
- 4:00** **Reporting and Administrative Management**
- Reporting Requirements
 - Administrative Management
 - Action Plan for the PBV Program
 - PBV Project Files
- Post Test**
- 5:00** **End of Seminar**

Certification Exam is Available Online