

AGENDA
PUBLIC HOUSING MANAGEMENT

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
 - The New Model for Public Housing
 - Compliance with Asset Management
- 10:15 **Break**
- 10:30 **Roles and Responsibilities (continued)**
- Organizational Policies
 - 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
- 2:30 **Break**
- 2:45 **Managing Nondiscrimination Compliance (continued)**
- Limited English Proficient Persons
 - Violence Against Women Act (VAWA)
- Eligibility**
- The Intake Process
- 5:00 **End of Day One**
- Assignment:** Given by instructor

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DAY TWO

- 8:00 **Eligibility** (continued)
- Factors of Eligibility
 - Waiting List Management
- 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
 - Mandatory Earned Income Disallowance
 - Federally-Mandated Exclusions
 - Assets and Asset Income
- 5:00 **End of Day Two**

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DAY THREE

- 8:00** **Income** (continued)
- Types of Assets
 - Allowances and Deductions
- 10:15** **Break**
- 10:30** **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** (case studies continued)
- Leasing**
- Contents of the Lease
 - Areas of Lease Enforcement
 - Proper Notification
 - Pets
- 2:30** **Break**
- 2:45** **Continued Occupancy**
- Annual & Interim Recertification Process
 - Transfers
- Terminations**
- Required Terminations
 - Required Lease Provisions
 - Evictions
- 5:00** **End of Day Three**
- Assignment:** Given by instructor

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DAY FOUR

- 8:00 Grievance Process**
- Resident Relations and Self-Sufficiency**
- Resident Participation
 - Family Self-Sufficiency
 - Economic Self-Sufficiency Strategies for PHAs
- 10:15 Break**
- 10:30 Understanding and Managing the Budget**
- The property manager's primary financial responsibilities
 - Per Unit Month (PUM)
 - The Project's Budget
 - Understanding Budget Terms
 - The Budget Process
- 12:00 Lunch (on your own)**
- 1:00 Understanding and Managing the Budget (continued)**
- The Budget Template
 - Steps in Budget Preparation
 - Budget Monitoring
 - Paying for Services
- 2:30 Break**
- 2:45 Understanding and Managing the Budget (continued)**
- Fees Paid by the Project to the COCC
 - Monitoring Actual-to-Budget
 - The Balance Sheet
 - Financial Audits
- Property Management**
- The Maintenance Function
 - Property Control
- 5:00 End of Day Four**
- Study group available for participants

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DAY FIVE

- 8:00** **Property Management (continued)**
- Capital Improvements
 - Security
 - Strategies for Reducing Crime
 - Risk Management
 - Liability
 - Prevention
- 10:15** **Break**
- 10:30** **Public Housing Assessment System (PHAS)**
- PHAS Background
 - PHAS Interim Rule
 - Physical Condition
 - Financial Condition
 - Management Operations
 - Capital Fund
- Review for Examination**
- Certificates of Participation Awarded**
- 11:30** **Lunch (on your own)**
- 12:30** **Certification Examination**
- 3:30** **End of Seminar**