

**AGENDA**  
*RAD PBV SPECIALIST*

**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)**

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**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**

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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**
- 2:45 Occupancy Issues**
- Annual and Interim Recertifications
  - Increases in Income
  - Inspections
  - Terminations
- Post Test**
- 5:00 End of Day Two**

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**DAY THREE**

- 8:00**      **Reporting and Administrative Management**
- Reporting Requirements
  - Administrative Management
  - Action Plan for the PBV Program
  - PBV Project Files
- Post Test**
- 10:15**      **Break**
- 10:30**      **Certification Exam**
- 12:30**      **End of Seminar**