

Public Housing Management

A Public Housing Seminar

SEMINAR NUMBER: 101-004

Schedule

Day One: 8:00 A.M. Registration
Day Five: 11:30 A.M. End of seminar
3:30 P.M. End of exam

Materials

- Public Housing Management Workbook
- Public Housing Management Master Book
- 50058 forms
- NMA pen, pencil, calculator, and bag

Certification Exam

A certification exam is available for \$150 unless otherwise stated on the order form

Delivery Method

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (workbook and master book), and Q & A

Length

Five days

Audience

Asset managers, property managers, occupancy specialists, and public housing supervisors.

Credits

CPE units = 39 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 3.2 Basic Program Level. No advanced preparation required. No prerequisites required.

PURPOSE: Public Housing Management provides an overview of the HUD regulations and requirements needed to manage and improve your public housing program and each of your projects. You will learn to effectively manage your project's budget by understanding the budget's key components, fees paid by your project, the collection of receivables, and vacancy reduction. In addition, PHM teaches you best practices in nondiscrimination, enforcement of the lease and community service, and supervising techniques. You will also learn to increase your agency's performance by understanding Public Housing Assessment System (PHAS) performance measures and how to assess them, while gaining the additional skills, responsibility, and accountability you need under HUD's new asset management model.

LEARNING OUTCOMES: Upon completion of the Public Housing Management Seminar, you should be able to:

- Demonstrate knowledge of basic public housing program information.
- Apply HUD requirements regarding fair housing to public housing program operations using case studies and discussion.
- Recognize the factors of eligibility and how they affect families when they apply to the PHA.
- Discuss tenant selection as it applies to application and removal from the waiting list.
- Calculate rent in accordance with 24 CFR and individual PHA policy.
- Understand the leasing process from orientation to move-in.
- Discuss the occupancy cycle as it relates to public housing.
- Identify resident relation strategies to encourage self-sufficiency.
- Understand key elements of managing the project's budget.
- Recognize the key components of property management in a public housing setting
- Discuss the role of the Public Housing Assessment System (PHAS) as a management tool and as a HUD monitoring system.
- Identify the key elements of managing staff.

For more information about this class, please call us at **800.783.3100**, email sales@nanmckay.com, or visit our online store at nanmckay.com for current seminar locations and dates.

*All classes are subject to change. Please plan ahead by purchasing refundable airfare.



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Public Housing Management

Seminar Registration Form

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Registration Options

- Seminar Fee #101-004.....**\$1,325**
- In-class Certification Exam #100-004
(Included in registration fee) **OR**
- Online Certification Exam #11006-
EXAM (Included in registration fee)

Seminar Dates and Locations

NEW LOCATION!

January 30-February 3 in Honolulu, HI
Airport Center
3049 Ualena Street
Honolulu, HI 96819

Registration contact: Eyvonne McDonald
Phone: (800) 783-3100 x198
Email: Emcdonald@nanmckay.com

Attendance Information

Print names as you would like the name to appear on the certificate.

- Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

Attendee 1 Full Name: _____

Email Address (Required): _____

Attendee 2 Full Name: _____

Email Address (Required): _____

Attendee 3 Full Name: _____

Email Address (Required): _____

Attendee 4 Full Name: _____

Email Address (Required): _____

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

Agency: _____

Phone: _____ Fax: _____

Billing Address: _____

City: _____ State: ____ Zip: _____

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To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

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Authorized Signature (Please sign on the line below)

Policies

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