

# RAD Project-Based Voucher (PBV) Specialist

*A Public Housing and HCV Seminar*

**SEMINAR NUMBER: 101-077**

## Schedule

Day One: 8:00 A.M. Registration  
Day Three: 10:15 A.M. End of seminar  
12:30 P.M. End of exam

## Materials

- RAD Project-Based Voucher Specialist workbook
- 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

Three days

## Audience

This course is designed as an introduction for public housing or HCV staff transitioning to the PBV program.

## Credits

CPE units = 20 CEU units w/ exam = 1.6  
No advanced preparation required. No prerequisites required.

**PURPOSE:** The RAD Project-Based Voucher Specialist seminar is designed specifically for agencies transitioning their public housing units to the project-based voucher (PBV) program under the Rental Assistance Demonstration (RAD) Program. This course is designed as an introduction for public housing or HCV staff transitioning to the PBV program as well as for anyone unfamiliar with RAD PBV. The course begins with an overview of the basics of both RAD and PBV. The differences between tenant-based vouchers and project-based vouchers as well as the difference between PBV and RAD PBV are also explored. Staff will leave with an understanding of how to set rents, PBV contracts, how to determine eligibility and operate the waiting list, the basics of inspections, how units are leased, how to organize files and occupancy issues such as annual recertification, income increases, and terminations.

**LEARNING OUTCOMES:** Based on HUD regulations and guidance, develop and master the skills needed to successfully transition your PHA's public housing units to the project-based voucher (PBV) program under the Rental Assistance Demonstration (RAD) program and ensure long-term compliance.

- Introduction to the Rental Assistance Demonstration (RAD) Program
- Applying for RAD, and RAD Requirements for the Five-Year and Administrative Plans
- Tenant-Based Vouchers, PBV, RAD PBV, and Public Housing: Similarities and Differences, the CHAp and other important documents, PBV HAP Contract
- Eligibility and the Waiting List, Initial and Ongoing Rents, Utility Allowances, Choice Mobility, Annual and Interim Recertifications, Increases in Income, Inspections, Terminations
- Reporting and Administrative Management
- PBV Project Files
- Program Administration
- Action Plan for the PBV Program

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

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.



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# RAD Project-Based Voucher (PBV) Specialist

## Seminar Registration Form

For more information about this class including current seminar locations and dates, please call us at **800.783.3100** email [sales@nanmckay.com](mailto:sales@nanmckay.com), or visit our online store at [nanmckay.com](http://nanmckay.com)

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### Registration Options

- Seminar Fee #101-077.....**\$825**
- In-class Certification Exam #100-077 .....**\$150**
- Online Certification Exam #11077-EXAM .....**\$150**

### Seminar Dates and Locations

March 22-24 in Talladega, AL  
 Talladega Housing Authority  
 151 Curry Court  
 Talladega, AL 35160  
 Phone: 256-362-5010

Registration contact: James Misner  
 Phone: (800) 783-3100 x129  
 Email: [jmisner@nanmckay.com](mailto:jmisner@nanmckay.com)

### Hotel Recommendations

Holiday Inn Express & Suites Talladega  
 240 Haynes Street  
 Talladega, AL 35160  
 Phone: (256) 362-7780

Budget Inn Talladega  
 65600 Alabama highway 77  
 Talladega, AL 35160  
 Phone: (844) 535-4111

### 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: \_\_\_\_\_

Shipping Address (No P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Payment Options

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.

Order Total: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Check Payable to NMA Enclosed – Check #: \_\_\_\_\_

Charge my Credit Card:  VISA  Master Card  American Express

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Authorized Signature (Please sign on the line below)  
 \_\_\_\_\_

### Policies

By registering for and attending this training, you agree that you will not copy, share, post, or otherwise disseminate training or exam materials, including but not limited to posting on the internet, internal network, shared drive, or other publicly accessible means of access. Unauthorized distribution of NMA materials may result in the loss of your certification and/or legal action. **Hotel Recommendations:** Please note that these are only recommendations. We also recommend asking for the government rate when booking rooms at any hotel. **Cancellations:** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is canceled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. Please plan ahead by purchasing refundable airfare. **Retaking Exams:** Exam retake options vary; call for details. You are permitted to fail an exam three times before you are required to retake the seminar. NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.