



PUBLIC HOUSING MANAGEMENT (PHM)

Presented by Nan McKay & Associates, Inc.

DECEMBER 9 - 13, 2019 - TOPEKA, KANSAS

Our Public Housing Management (PHM) training 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 Public Housing Management (PHM), you should be able to explain and apply HUD regulations and guidance in order to gain the skills needed to effectively manage public housing projects.

Day One

- Describe the key components of project-based management (PBM)
- Define the roles, relationships and functions of the Board of Commissioners, management, and staff in a public housing authority (PHA)
- Recognize key civil rights and fair housing obligations of PHAs
- Analyze proper policies and practices related to reasonable accommodation

Day Two

- Identify basic program eligibility factors
- Describe policies and procedures for creating and maintaining waiting lists
- Recognize the importance, functions, and requirements of screening for suitability
- Calculate correct annual income under various scenarios

Day Three

- Calculate adjusted income, total tenant payment, tenant rent, and utility reimbursement payments
- Recognize the minimum HUD requirements for the public housing lease
- Identify the HUD requirements and PHA policy options pertaining to interim reexaminations
- Identify PHA grounds for termination of tenancy, including provisions for drug-related and other criminal activity and noncompliance with community service requirements

Day Four

- Design a practical and effective community service program
- Recognize how to develop an overall budgeting process and monitor actual-to-budget performance
- Identify the three categories of maintenance required in public housing and evaluate and prioritize maintenance needs based on these categories
- Apply a system of inventory control, including recording and monitoring expendable and nonexpendable inventory

Day Five

- Recognize key elements of the capital fund
- List key components of a risk management assessment
- Apply the principles of supervision to increase skills in motivation, delegation, and coaching
- Identify the Public Housing Assessment System (PHAS) indicators and documentation requirements

AGENDA

Day 1: 8 AM – 5 PM

Roles and Responsibilities of the Manager in the Project-Based Environment

- Project-Based Management
- The New Model for Public Housing
- Compliance with Asset Management
- 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

Managing Nondiscrimination Compliance

- PHA Fair Housing Requirements
- Reasonable Accommodation
- Limited English Proficient Persons
- Violence Against Women Act (VAWA)

Eligibility

- The Intake Process

Day 2: 8 AM – 5 PM

Eligibility (continued)

- Factors of Eligibility
- Waiting List Management

Tenant Selection

- Tenant Selection Policies
- Evaluating Final Eligibility

Income

- Verifications
- Annual Income
- Income exclusions
- Mandatory Earned Income Disallowance

Day 3: 8 AM – 5 PM

Income (continued)

- Assets
- Allowances and Deductions

Rent Calculation

- Flat Rents and Family Choice in Rental Payment
- Case Studies using HUD 50058

Leasing

- Contents of the Lease
- Areas of Lease Enforcement
- Proper Notification
- Pets

Continued Occupancy

- Annual & Interim Recertification Process
- Transfers

Day 3: 8 AM – 5 PM (Continued)

Terminations

- Required Terminations
- Required Lease Provisions
- Evictions & Grievance Process

Day 4: 8 AM – 5 PM

Resident Relations and Self-Sufficiency

- Resident Participation
- Family Self-Sufficiency
- Economic Self-Sufficiency Strategies for PHAs

Understanding and Managing the Budget

- The property manager's primary financial responsibilities
- Terms to understand
- Per Unit Month (PUM)
- The Project's Budget
- Understanding Budget Terms
- The Budget Process
- The Budget Template
- Steps in Budget Preparation
- Budget Monitoring
- Paying for Services
- Fees Paid by the Project to the COCC
- Monitoring Actual-to-Budget
- The Balance Sheet
- Financial Audits

Property Management

- The Maintenance Function
- Property Control

Day 5: 8 AM – 3:30 PM

Property Management (continued)

- Capital Improvements
- Security
- Strategies for Reducing Crime
- Risk Management
- Liability
- Prevention

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

Certification Examination



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PUBLIC HOUSING MANAGEMENT (PHM) – Topeka, KS

(Reproduce as needed to submit a separate registration form for each participant)

Please Register the Following:

Name: _____

Agency: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

REGISTRATION FEES:

PHM Training (KS NAHRO Members Only)	\$700.00
PHM Training (KS NAHRO Non-Member)	\$800.00
PHM Exam	\$150.00

Payment Method: (Make Checks Payable to Kansas NAHRO)

Check # _____ Amount \$ _____

Cancellation and Refunds: To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training; a \$50 processing fee will be assessed. Cancellations received within 30 days of the training will not be refunded. The agency can send a substitute attendee if the original registrant can't attend. No exceptions will be made.

TRAINING LOCATION:

Ramada Hotel & Convention Center

420 SE 6th Ave, Topeka, KS 66607
Reservation: (785) 380-8042
Group Rate: \$91
Hotel Cut Off Date: 11/22/2019

For questions regarding these trainings, please contact the Kansas NAHRO Service Office at 940.521.9982.

Mail Registration Form to:
Kansas NAHRO
12246 FM 1769
Graham, TX 76450
Or Fax to: 1.866.234.4018