

AGENDA
PHAS/OCCUPANCY CLINIC

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome**
- 8:45 **Course Overview and Learning Outcomes**
Introduction to Public Housing Assessment System (PHAS)
Overview on the PHAS Interim Rule
- 10:15 **Break**
- 10:30 **Indicator #1: Physical Condition**
- Assessment & Standards
 - Scoring
- 12:00 **Lunch (on your own)**
- 1:00 **Indicator #2: Financial Condition**
- Assessment & Standards
 - Financial Subindicators
 - Quick Ratio
 - Months Expendable Net Assets Ratio
 - Debt Service Coverage Ratio
 - Scoring and Audit Adjustments
- 2:30 **Break**
- 2:45 **Indicator #3: Management Operations**
- Management Subindicators
 - Occupancy
 - Tenant Accounts Receivable
 - Accounts Payable
 - Management Operations Scoring
 - Management Review
- Indicator #4: Capital Fund**
- Capital Fund Subindicators
 - Timeliness of Fund Obligation
 - Occupancy Rate
 - Scoring
- 5:00 **End of Day One**

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DAY TWO

- 8:00** **Occupancy Clinic**
- How Occupancy Rate Affects Financial Health of the Projects
 - Reducing the Time to Fill Units
 - Marketing Strategy and Marketing Plans
 - Knowing the Competition
 - General Appearance and Market Appeal
 - Addressing Security
 - Changing Market Conditions
- 10:15** **Break**
- 10:30** **Occupancy Clinic (continued)**
- Reducing the Time to Fill Units (Continued)
 - Best Practice Intake and Screening
 - Site-Based Waiting Lists
 - Managing Maintenance for Unit Make-Readies
 - Making Unit Offers to Fill Units Quickly
 - Procurement Issues for Optimum Lease-up
- 12:00** **Lunch** (on your own)
- 1:00** **Occupancy Clinic (continued)**
- Calculating and Tracking Occupancy Rate and Turnaround Time for Projects and the Portfolio
 - Tracking Trends
 - Other Property Performance Measures
 - Portfolio Planning and Asset Repositioning
- 2:00** **Break**
- 2:15** **Certificates of Completion and Test Preparation**
- 2:30** **Certification Examination**
- 4:30** **End of Seminar**