

AGENDA
MOR PREP CLASS

DAY ONE

- 8:30** **Welcome and Introductions**
- 8:45** **Learning Outcomes**
MOR Overview
The 9834
Scheduling the MOR
- 10:15** **Break**
- 10:30** **The Desk Review**
- Desk Review Overview
 - EIV and TRACS Desk Overview
 - Reviewing the TSP
 - Application Packet Review
- 12:00** **Lunch** (on your own)
- 1:00** **The Desk Review** (continued)
- Reviewing the Waiting List
 - Income Targeting Review
 - Reviewing the AFHMP
 - Reviewing the Lease/Move-in Packet
 - Security Deposit, Late Fees and Other Charges
 - EIV Desk Review Reports
 - EIV Policies and Procedures Review
- 2:30** **Break**

AGENDA
MOR PREP CLASS

DAY ONE (continued)

- 2:45** **On-site Review**
- Onsite Overview
- General Appearance and Security**
- General Appearance
 - Security
- Follow-Up and Monitoring of Project Inspections**
- Follow-Up and Monitoring Last REAC
- Maintenance and General Operating Procedures**
- Maintenance
 - Preventive Maintenance Schedule
- Financial Management and Procurement**
- HUD vs PBCA Roles
- Leasing and Occupancy**
- Application Processing/Tenant Selection
 - Termination of Assistance & of Tenancy
 - Discrepancies and Errors
 - Repayment Agreements
- EIV**
- 5:00** **End of Day One**

AGENDA
MOR PREP CLASS

DAY TWO

- 8:00 Leasing and Occupancy (continued)**
- TRACS
 - VAWA
- Tenant Files and Records**
- Application and Tenant Selection
 - Leases and Deposits
 - Important Documents
- 10:15 Break**
- 10:30 Tenant File sand Records (continued)**
- Income Calculation
 - Verification
 - Income Eligibility
 - Annual and Interim Reviews
 - Move-out File Reviews
 - Rejected Application Reviews
- 11:00 Tenant/Management Relations**
- Tenant Concerns
 - Provision of Tenant Services
- General Management Operations**
- General Management Operations
 - Staffing and Personnel Practices
- Timelines for Report, Response, and Closure**
- Action Taken by HUD for Uncorrected Non-compliance
- 12:00 Lunch (on your own)**
- 1:00 Sample File Review**
- 2:30 Break**
- 2:45 Sample File Review (continued)**
- Findings in the Sample File
- 5:00 End of Session**