

AGENDA
RAD PBV SPECIALIST

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- Course Overview
 - Learning Outcomes
- 9:00 **Introduction to the Rental Assistance Demonstration (RAD) Program**
- Basics of the RAD Program
 - Role of PHA, HUD, Owners and Families
 - Key Program Requirements for Properties
 - Important Documents
 - Introduction to Blended Occupancy/Mixed Finance
- 10:00 **Post Test**
- Applying for RAD, and RAD Requirements for the Five-Year and Administrative Plans**
- Five Year Plan Requirements
 - Administrative Plan Requirements
- 10:15 **Break**
- 10:30 **Applying for RAD, and RAD Requirements for the Five-Year and Administrative Plans (continued)**
- Action plan for Conversions
 - Overview of the Application Process
 - Other Requirements for Conversion
- Post Test**
- 12:00 **Lunch (on your own)**

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DAY ONE (continued)

- 1:00** **Tenant-Based Vouchers, PBV, RAD PBV,
and Public Housing: Similarities and Differences**
- Tenant-Based Rules that Apply to PBV
 - Tenant-Based Rules that Don't Apply to PBV
 - Key Components of the PBV Program
and RAD PBV Differences
- Post Test**
- 2:30** **Break**
- 2:45** **Contracts**
- The CHAP
 - PART I of the PBV HAP Contract
 - Part II of the PBV HAP Contract
 - HAP Contract Exhibits and Addendums
 - Amending the HAP Contract
- Post Test**
- 5:00** **End of Day One**

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DAY TWO

- 8:00 **Eligibility and the Waiting List**
- Managing the Waiting List
 - Determining Family Eligibility
 - Admissions and Unit Offers
- Post Test**
- 10:15 **Break**
- 10:30 **Leasing**
- Determining Unit Size
 - Lease Requirements
 - Vacant Units
- 12:00 **Lunch (on your own)**
- 1:00 **Leasing (continued)**
- Initial and Ongoing Rents
 - Utility Allowances
 - Choice Mobility
- Post Test**
- 2:30 **Break**
- 2:45 **Occupancy Issues**
- Annual and Interim Recertifications
 - Increases in Income
 - Inspections
 - Terminations
- Post Test**
- 5:00 **End of Day Two**

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DAY THREE

8:00 Reporting and Administrative Management

- PBV Project Files
- Program Administration
- Action Plan for the PBV Program
- Reporting Requirements
- Administrative Management

Post Test

10:15 Break

10:30 Certification Exam

12:30 End of Seminar