

# Agenda: Public Housing Management

April 17 - 20, 2018

8:00 a.m. to 6:00 p.m., all four days

## DAY ONE

## DAY TWO

**8:00 Registration**

**8:30 Welcome and Introductions**

**8:45 Manager's Roles and Responsibilities in the Project-Based Environment**

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

**10:15 Break**

**10:30 Roles and Responsibilities (continued)**

- Organizational Policies
- Roles of the Public Housing Manager

**Organization, Administration and Programs of PHAs**

- Program Components and Key Relationships
- HUD References and Communication
- General Structure of a PHA
- Key Program Documents

**12:00 Lunch**

**1:00 Managing Nondiscrimination Compliance**

- PHA Fair Housing Requirements
- Reasonable Accommodation

**2:30 Break**

**2:45 Managing Nondiscrimination Compliance (continued)**

- Limited English Proficient Persons
- Violence Against Women Act (VAWA)

**Eligibility**

- The Intake Process
- Factors of Eligibility
- Waiting List Management

**6:00 End of Day One** (Assignment by instructor (for enrichment and exam preparation))

**8:00 Tenant Selection**

- Tenant Selection Policies
- Evaluating Final Eligibility

**10:15 Break**

**10:30 Income**

- Verifications
- Annual Income

**12:00 Lunch**

**1:00 Income (continued)**

- Income Exclusions
- Mandatory Earned Income Disallowance

**2:30 Break**

**2:45 Income (continued)**

- Assets
- Allowances and Deductions

**Rent Calculation**

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

**6:00 End of Day Two**

## DAY THREE

- 8:00 Rent Calculation** (case studies continued)
- 10:15 Break**
- 10:30 Leasing**
- Contents of the Lease
  - Areas of Lease Enforcement
  - Proper Notification
  - Pets
- 12:00 Lunch**
- 1:00 Continued Occupancy**
- Annual & Interim Re-certification Process
  - Transfers
- Terminations**
- Required Terminations
  - Required Lease Provisions
  - Evictions
  - Grievance Process
- 2:30 Break**
- 2:45 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
- 6:00 End of Day Three**  
Assignment by instructor (for enrichment and exam preparation)

## DAY FOUR

- 8:00 Understanding and Managing the Budget** (continued)
- The Budget Template
  - Steps in Budget Preparation
  - Budget Monitoring
  - Paying for Services
- 10:15 Break**
- 10:30 Understanding and Managing the Budget** (continued)
- Fees Paid by the Project to the COCC
  - Monitoring Actual-to-Budget
  - The Balance Sheet
  - Financial Audits
- 12:00 Lunch**
- 1:00 Property Management**
- The Maintenance Function
  - Property Control
  - Capital Improvements
  - Security
  - Strategies for Reducing Crime
  - Risk Management
  - Liability
  - Prevention
- 2:30 Break**
- 2:45 Public Housing Assessment System (PHAS)**
- PHAS Background
  - PHAS Interim Rule
  - Physical Condition
  - Financial Condition
  - Management Operations
  - Capital Fund
- 6:00 End of Seminar!!**