

**Auburn Housing Authority**  
**Auburn, AL**  
**RAD Project-Based Voucher Specialist Training**  
**December 8 – 10, 2015**  
**Conducted by Nan McKay and Associates**  
**Registration Form**

Please see the attached agenda for specific training information.

**Training Information**

Training Date:	December 8 – 10, 2015
Training Location	AuburnBank Operations Center 100 North Gay Street Auburn, AL 36830
Registration Fee	<u>Standard Registration Fee \$450; Certification Exam (Optional) \$150</u> All Registration Fees are <u>due by Monday, November 30, 2015</u> . Please remit to the following and make check payable to the Auburn Housing Authority: Auburn Housing Authority Attn: Sharon Tolbert, CEO 931 Booker Street Auburn, AL 36832
Registration Form:	Please email Registration Form to <a href="mailto:stolbert@auburnhousingauth.org">stolbert@auburnhousingauth.org</a> by Thursday, <u>November 12, 2015</u>

**Organization's Information**

Name of Organization	
Business Address	
Primary Contact	
Primary Contact's Telephone Number	
Primary Contact's Email Address	

**Attendee's Information**

List all employees from your organization attending the training:

Name	Title	Standard Reg. Fee \$450	Certification Exam \$150	Total Due
<b>Total Due</b>				

**Auburn Housing Authority**  
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**Hotel Information**

**The Hotel at Auburn University  
And Dixon Conference Center**  
241 South College Street  
Auburn, AL  
(800) 228-2876

**Hampton Inn Auburn**  
2430 South College Street  
Auburn, AL 36832  
(334) 821-4111

**Hilton Garden Inn**  
2555 Hilton Garden Drive  
Auburn, AL 36830  
(334) 502-3500

**Quality Inn**  
2283 South College Street  
Auburn, AL 36832  
(334) 821-6699

**Holiday Inn Express and Suites**  
2013 South College Street  
Auburn, AL 36832  
(334) 502-1090

**Sleep Inn and Suites**  
135 Spirit Drive  
Auburn, AL 36832  
(334) 501-7171

The training agenda is attached. If you have questions about the RAD PBV Specialist Training, please contact Sharon Tolbert at (334) 821-2262 ext. 233 or send via email to [stolbert@auburnhousingauth.org](mailto:stolbert@auburnhousingauth.org).

*Please note that space is limited and we encourage those interested in attending the training to send the registration form and fees by the deadlines outline above.*

Thank you for your interest in attending the training!

**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)**

**AGENDA**  
*RAD PBV SPECIALIST*

**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**

**AGENDA**  
*RAD PBV SPECIALIST*

**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
- Post Test**
- 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**

**AGENDA**  
*RAD PBV SPECIALIST*

**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  
Case Study
- 10:15**      **Break**
- 10:30**      **Certification Exam**
- 12:30**      **End of Seminar**