

# PUBLIC HOUSING MANAGEMENT (PHM) TRAINING

The Ohio Housing Authorities (OHAC) is sponsoring a five-day Public Housing Management (PHM) Training presented by Nan McKay and Associates.

**COST:** **\$1,000 per person** *(This will cover training & materials, breakfasts, lunches and breaks for each day)*  
**\$150 Optional On-Site Exam**  
**\$150 Optional On-Line Exam** *(The on-line exam must be taken within 6 months of the training)*  
*Space is limited to 40 attendees.*

**DATE:** **June 25 - 29 2018 – 8:00 a.m. – 5:00 p.m.**  
**Registration – June 25<sup>th</sup> – 7:30 a.m.**

**LOCATION:** **Holiday Inn Akron – West**  
**4073 Medina Road**  
**Akron, OH 44333**

## PURPOSE OF PHM TRAINING

The Public Housing Management (PHM) Training provides an overview of the HUD regulations and requirements needed to manage and improve your public housing program and each of your projects. You will learn to effectively manage your project's budget by understanding the budget's key components, fees paid by your project, the collection of receivables, and vacancy reduction. In addition, PHM teaches you best practices in nondiscrimination, enforcement of the lease and community service, and supervising techniques. You will also learn to increase your agency's performance by understanding Public Housing Assessment System (PHAS) performance measures and how to assess them, while gaining the additional skills, responsibility, and accountability you need under HUD's new asset management model. A Public Housing Management Certification Exam is also available. This seminar has been fully updated to include information on PIH 2013-03, VAWA 2013, Notice FHEO 2013-1 on service animals and assistance animals, and the final capital fund rule. This class is updated for the new flat rent requirements. **Updated for HOTMA!**

## ABOUT THE TRAINER

### Patti Zatarian-Menard

In her capacity with the San Diego Housing Commission, Nan McKay and Associates, senior associate consultant Patti Zatarain-Menard designed, developed and implemented one of the nation's largest and most successful family self-sufficiency programs. For the past two decades, she has worked with Nan McKay and Associates conducting training seminars nationally and undertaking consulting assignments on federally subsidized housing. You can read her five tips for maintaining a successful FSS program on the NMA blog.

## LEARNING OUTCOMES

Upon completion of **Public Housing Management**, you should be able to explain and apply HUD regulations and guidance in order to gain the skills needed to effectively manage public housing projects.

## HOTEL INFORMATION

A group of rooms have been blocked at the Holiday Inn Akron – West Hotel for this training. The room rate is \$109 per night for either a single or a double. Rooms are available 6/24 – 6/29. You may make a hotel reservation by calling the hotel directly at 330-666-4131. Be sure to let the reservation agent know you are with the "Ohio Housing Authority" to receive the group room rate. The cut-off date for making reservations is **Friday, June 1, 2018**.

You may also book a room on-line at <http://www.holidayinn.com/Akron-West>. Enter the **Group Code: PHM**



# Public HOUSING MANAGEMENT (PHM)

## AGENDA

### Monday, June 25<sup>th</sup> 8:00 a.m. – 5:00 p.m.

- Describe the key components of project-based management (PBM)
- Define the roles, relationships and functions of the Board of Commissioners, management, and staff in a public housing authority (PHA)
- Recognize key civil rights and fair housing obligations of PHAs
- Analyze proper policies and practices related to reasonable accommodation

### Tuesday, June 26<sup>th</sup> 8:00 a.m. – 5:00 p.m.

- Identify basic program eligibility factors
- Describe policies and procedures for creating and maintaining waiting lists
- Recognize the importance, functions, and requirements of screening for suitability
- Calculate correct annual income under various scenarios

### Wednesday, June 27<sup>th</sup> 8:00 a.m. – 5:00 p.m.

- Calculate adjusted income, total tenant payment, tenant rent, and utility reimbursement payments
- Recognize the minimum HUD requirements for the public housing lease
- Identify the HUD requirements and PHA policy options pertaining to interim reexaminations
- Identify PHA grounds for termination of tenancy, including provisions for drug-related and other criminal activity and noncompliance with community service requirements

### Thursday, June 28<sup>th</sup> 8:00 a.m. – 5:00 p.m.

- Design a practical and effective community service program
- Recognize how to develop an overall budgeting process and monitor actual-to-budget performance
- Identify the three categories of maintenance required in public housing and evaluate and prioritize maintenance needs based on these categories
- Apply a system of inventory control, including recording and monitoring expendable and nonexpendable inventory

### Friday, June 29<sup>th</sup> 8:00 a.m. – 12:30 p.m./Optional Exam 12:30 p.m. – 3:30 p.m.

- Recognize key elements of the capital fund
- List key components of a risk management assessment
- Apply the principles of supervision to increase skills in motivation, delegation, and coaching
- Identify the Public Housing Assessment System (PHAS) indicators and documentation requirements

***The training will be completed at 12:30 p.m. at which time, the (optional) on-site exam will begin***

PROPERTY HOUSING MANAGEMENT (PHM) TRAINING  
JUNE 25 - 29, 2018  
HOLIDAY INN AKRON - WEST

REGISTRATION


ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

1) NAME \_\_\_\_\_ TITLE \_\_\_\_\_ E-Mail: \_\_\_\_\_  EXAM  
2) NAME \_\_\_\_\_ TITLE \_\_\_\_\_ E-Mail: \_\_\_\_\_  EXAM  
3) NAME \_\_\_\_\_ TITLE \_\_\_\_\_ E-Mail: \_\_\_\_\_  EXAM  
4) NAME \_\_\_\_\_ TITLE \_\_\_\_\_ E-Mail: \_\_\_\_\_  EXAM

*Please use separate sheet for more than four (4) attendees.*

Please check if you would prefer a vegetarian/gluten-free meal. \_\_\_\_\_  Please check for special needs accommodations. \_\_\_\_\_  
name name

**PAYABLE TO:** Ohio Housing Authorities Conference (OHAC)

**MAIL/FAX/E-MAIL TO:**  OHAC Corporate Office  
P. O. Box 1029  
Mansfield, OH 44901-1029  
FAX (419) 524-1535  
OHACOFFICE@EMBARQMAIL.COM

**REGISTRATION DEADLINE:**  **Registration Deadline – Friday, June 15, 2018**

**CANCELLATIONS:** Cancellations received **BY WEDNESDAY, JUNE 20, 2018** will receive a full refund minus a \$50 administrative fee. **No refunds** will be given **AFTER WEDNESDAY, JUNE 20<sup>TH</sup>**.

*(Please list totals for your organization)*

TOTAL REGISTRATION AMOUNT (# \_\_\_\_\_ X \$1,000) \$ \_\_\_\_\_  
TOTAL (OPTIONAL) ON-STIE EXAM AMOUNT (# \_\_\_\_\_ X \$150) \$ \_\_\_\_\_  
TOTAL (OPTIONAL) ON-LINE EXAM AMOUNT (# \_\_\_\_\_ X \$150) \$ \_\_\_\_\_  
*The On-line Exam must be taken within 6 months of the training*  
TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

***If interested in paying with a credit card, please contact the OHAC Corporate Office.  
A 3% charge will be applied to credit card payments.***

FOR INFORMATION CONTACT: **SHERRY HILL AT THE OHAC CORPORATE OFFICE**

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