

# **RAD Project Based Voucher (PBV) Specialist Training**

**For Public Housing Authorities**



**NEW YORK STATE  
PUBLIC HOUSING AUTHORITY  
DIRECTORS ASSOCIATION**

**August 20, 21 & 22, 2018**

**White Plains Housing Authority  
Resident Resource Center  
223 Dr. Martin Luther King Blvd.**

*(If using GPA, Use 2 Fisher Court)*

**White Plains, New York 10601**

## Training Agenda

The New York State Public Housing Authorities Directors Association (NYSPHADA) is pleased to inform you of an up-coming training opportunity for RAD Project Based Voucher (PBV) Specialist that will be given by Nan McKay Associates and will be held at the White Plains Housing Authority in White Plains, New York.

The RAD Project-Based Voucher Specialist seminar is designed specifically for agencies transitioning their public housing units to the project-based voucher (PBV) program under the Rental Assistance Demonstration (RAD) Program. The course begins with an overview of the basics of both RAD and PBV. The differences between tenant-based and project-based vouchers as well as the difference between PBV and RAD PBV are also covered. Staff will leave with an understanding of how to set rents, PBV contracts, eligibility determination and managing the wait list, the basics of inspections, how units are leased, how to organize files and occupancy issues such as annual recertification, income increases and terminations. It has also been up-dated for HOTMA.

## HOTEL ACCOMODATIONS & REGISTRATION

### **Hotel Reservations and Accommodations:**

For those that need Hotel Accommodations, NYSPHADA has contracted with the Crowne Plaza Hotel.—1-800-291-9434

Each housing agency or representative must make their own hotel arrangements and identify yourself as part of the **New York State Public Housing Group (NYSPHADA)** to get the government rate of **\$ 146.00** per night for standard rooms.

The cut-off date for rooms being held is **July 19, 2018**.

You must also bring a signed letter on Authority letterhead listing all individuals authorized for attendance from your Authority for occupancy tax exemption purposes **and** tax-exempt certificate for sales tax exemption.

Please note that there will be a \$15 per night charge for self-parking and \$24 for valet parking.

Hotel Location: 66 Hale Avenue, White Plains, NY 10601

### **Training Reservations:**

Register & Pay On-Line at NYSPHADA.org or use the attached registration form to send a check in the mail.

Cost—\$900 including exam.—NYSPHADA Members  
\$1,000 including exam—Non-Members



**NYSPHADA—RAD Project Based Voucher (PBV) Specialist Training**

**REGISTER ON-LINE AT [NYSPHADA.ORG](http://NYSPHADA.ORG)  
OR MAIL IN THIS FORM TO THE ADDRESS BELOW**

Authority: \_\_\_\_\_

Name: \_\_\_\_\_

First Name for Badge: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

First Name for Badge: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

First Name for Badge: \_\_\_\_\_

Title: \_\_\_\_\_

This two-day training session is a HUD approved expense.

The registration fee includes all training materials, morning & afternoon breaks.

Breakfast, Lunch & Dinners are on your own.

Registration necessary.

All refunds for cancellations are subject to a 15% Administration fee.

**Registration and other costs:**

Member	\$ 900
Non-member	\$1,000

Any Questions please contact:

NYSPHADA

ATTN: SANDRA THURSTON

[youts2001@yahoo.com](mailto:youts2001@yahoo.com)

PO BOX 205

LOCKPORT, NY 14095

**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**