



New Executive Director Training

Congratulations, you're a new E.D.! Now what?

You're the new Executive Director! You walk into your new office – first day on the job. You sit down at your new desk – ready to make a difference. As you begin to create a to-do list, you pause...“Where do I start?” This is a common question for new Executive Directors and there is no manual that tells you where to begin.

This “live” online training is designed to help you chart a course for yourself and your agency. You will be equipped with the knowledge, resources, and reference materials to hit the ground running. Updated to include the latest regulations and compliance requirements, this course addresses the critical functions defining the Executive Director’s position.

Tuesday, Oct. 6	Thursday, Oct. 8	Tuesday, Oct. 13	Thursday, Oct. 15	Tuesday, Oct. 20
The Housing Agency <ul style="list-style-type: none"> • Applicable Laws and Regulations • HUD, PHA & Local Governing Body • ACC and the Cooperation Agreement • Asset Management • Stakeholders • Organizational Structure The Board <ul style="list-style-type: none"> • Role of the Board • By-Laws • Board Meetings • Do’s and Don’ts Policies & Postings <ul style="list-style-type: none"> • Administrative • Operational • Legal Requirements • Reporting Requirements • PHA Plan Basics Personnel <ul style="list-style-type: none"> • Policy • Job Descriptions • Training • Performance Appraisal • Salary and Benefits • Succession Planning 	Agency Financials <ul style="list-style-type: none"> • Sources of Funding • Budgeting • Operating Statements • Balance Sheets • Financial Reports • Financial Policies • Financial Data Schedule (FDS) • Audits Capital Fund Program <ul style="list-style-type: none"> • How the CFP is Funded • Overview of Changes to CFP Rule • 2 CFR 200 Overview • Budgeting and Line Items • Eligible and Ineligible Expenses • Obligation and Expenditure Requirements • Section 3 • Planning • Compliance 	Procurement <ul style="list-style-type: none"> • Regulations and Resources • Contracting Officer Responsibilities • Ethics in Contracting • Local Policy and Procedures • Purchasing Thresholds • Micro-Purchases • Small Purchases • Competitive Purchases • Non-Competitive Purchases • Cooperative Purchasing • HUD Forms and Sample Forms • Contract Administration • Records Maintenance 	Public Housing Program Occupancy Overview <ul style="list-style-type: none"> • Waiting List • Tenant Selection and Assignment • Occupancy Lifecycle • Basics of Rent Determinations • Rent and Other Charges • Resident Relations Maintenance <ul style="list-style-type: none"> • Maintenance Plan • Maintenance Supervision • Work Orders • Inspections • Inventory Fair Housing <ul style="list-style-type: none"> • Equal Opportunity • Discrimination • Reasonable Accommodations & Modifications • LEP • VAWA Requirements PHAS <ul style="list-style-type: none"> • Sub-Indicators • Scoring • Tips to Succeed 	Housing Choice Voucher Program <ul style="list-style-type: none"> • Program Overview • Eligibility • Funding and Financial Management • Issuing Vouchers and Conducting Briefings • Portability • HAP Contract • Payment Standards • Utility Allowances • Rent Reasonableness • VMS • HQS and UPCS-V SEMAP <ul style="list-style-type: none"> • Roles Under SEMAP • SEMAP Indicators • Documentation • Tips for Success

Course Dates: October 6, 8, 13, 15, & 20, 2020

Presented in 5 parts, this course will be recorded & available for viewing for 2 days following the live class.
9 a.m. – 4 p.m. (Central Standard Time)

Registration Fees: \$899 per person *Consortium Partner Rate:* \$799 per person
Certification Exam is included in registration fee.

TO REGISTER, please visit www.nelrod.com/courses-and-events or contact Christian Arnett at 817-922-9000, ext. 111 or email: arnettc@nelrod.com.

If you would like to be removed from this fax list, please email Brandon at brandon@nelrod.com or call 817-922-9000 ext 138. Requests will be processed in the shortest reasonable period of time, not to exceed 30 days. Thank you.