

Tentative Consortium Partner Group Classes
February – May 2012
Classes, Topics and Schedule Subject to Change

10:30am Central Standard Time (CST) =
11:30am Eastern Standard Time (EST)
9:30am Mountain Standard Time (MST)
8:30am Pacific Standard Time (PST)

Subject/Lesson	Description	Who Should Attend	Recommended Materials from Consortium & Other Sources	Teacher	Date	Central Standard Time
HUD's New Green PNA Tool	Class will cover the 5 essential steps for trouble free implementation of HUD's New Green PNA Tool	Executive Directors, Public Housing Property Managers		Johnnie Watson	Thurs 2/23/12	10:30 am
Fair Housing Interviewing: What You Can and Can't Ask Applicants	What questions are you prohibited from asking under Fair Housing and privacy laws; How to get the information you need when you can't ask	Property managers, Eligibility and Occupancy Staff	ACOP and HCVP Procedures Manual	Vicki Brower	Thurs 03/1/12	10:30 am
Capital Funds Program audits and PNAs/Energy Audits	Learn how the PNA/Energy Audits are used to plan Capital Funds needs and budgeting	Public Housing Property Managers, Capital Fund Coordinators		Georgia Towner	Thurs 03/08/12	10:30 am
Going Green – Easy Greening Tips for all PHAs	How your PHA can easily incorporate Green practices in daily operations and building retrofits	Supervisors, Property Managers, Maintenance Staff		Janice Gibbons	Thurs 03/15/12	10:30 am
10 Things You Need to Know About Rent Reasonable Determinations	Participants will learn why it is important? What are Agency requirements for compliancy? And how to develop a compliant comparables database	Supervisors, Public Housing/HCVP Occupancy Staff		Janelle Hoppe	Thurs 03/22/12	10:30am
Public Housing Evictions	The eviction process is time-consuming and expensive. This class will provide key elements to ensure that you prevail in court when pursuing possession of your housing units.	Supervisors, Public Housing/HCVP Occupancy Staff		Vicki Brower	Thurs 03/29/12	10:30 am
EIV: Policies and Procedures	Required policies, procedures and notifications	Public Housing/HCVP		Jeremy Spence	Thurs 04/05/12	10:30 am

Subject/Lesson	Description	Who Should Attend	Recommended Materials from Consortium & Other Sources	Teacher	Date	Central Standard Time
		Occupancy Staff				
SEMAP Success: Utility Allowance Schedule	How to document correct utility allowances and schedules; and How to document participant files to show that correct allowances are provided.	HCVP Directors, Eligibility Staff, Occupancy Staff	SEMAP Success Documentation	Mark Vogeler	Thurs 04/12/12	10:30 am
Procurement – Micro and Small Purchases	Learn the regulations, forms that are required, and dollar limits for each type of procurement.	Public Housing Property Managers, Finance Staff		Dave Miller	Thurs 04/19/12	10:30 am
Records Retention and Purging	<i>How long am I supposed to keep this document?</i> This class will teach you the key Financial, Housing, EIV and other important document retention requirements.	Supervisors, Public Housing/HCVP Occupancy Staff		Jeremy Spence	Thurs 04/26/12	10:30 am
Fair Housing: Five Criminal Activities	Learn what advocates look for to determine discrimination and crucial housing issues arising from DOJ/HUD re-entry programs	Supervisors, Public Housing/HCVP Occupancy Staff		Vicki Brower	Thurs 05/03/12	10:30 am
Housing Quality Standards (HQS)	Gain an understanding of HUD requirements for conducting inspections, scheduling inspections and re-inspections, PIC reporting and the impact of HQS on SEMAP	Supervisors, HCVP Occupancy Staff		Mark Vogeler	Thurs 05/10/12	10:30 am
Capital Funds Program Close-Out	Learn what is needed in order to close-out a capital funds program, forms, etc.	Capital Fund Coordinators, Accounting Staff	Sample forms as needed for close-out	Georgia Towner	Thurs 05/17/12	10:30 am
Voucher Management System (VMS)	Review the most critical VMS submission issues and funding/budget relationships to your Voucher program(s)	HCVP Directors, Finance Directors		Mark Vogeler	Thurs 05/24/12	10:30 am
Top 10 Utility Allowance Issues	Learn the most critical issues facing Agencies and their Utility Allowances. Topics will cover establishing rates to finalizing schedules	Supervisors, Public Housing/HCVP Occupancy Staff		Cheryl Lord	Thurs 05/31/12	10:30 am

