



## Section 8 HCVP Manager

Kentucky Housing Association Mid-Year Conference 2019

The HCVP Manager course covers information every program manager should know about how to manage the HCV program. Participants new to HCVP will learn the program requirements. Seasoned HCVP specialists and managers will find this course to be a useful refresher for those program technicalities that may have been forgotten over time. Timeframes and schedules for performing required activities will be provided, along with effective, time-saving techniques for managing the Section 8 HCVP.

### Day 1

#### Introduction

- The Administrative Plan and Procedures
- Staff Supervision
  - Personnel Policy
  - Effective Communications
  - Hiring and Training Staff
  - Processing Complaints and Conducting Investigations
- Accessing the Code of Federal Regulations (CFR) and PIH One-Stop Toll (POST)
- Maintaining a Resource Library
  - Notices, Postings, and Legal Documents
  - State Tenant Landlord Laws
  - Written Directives and Procedures

#### Fair Housing and 504 Compliance

#### Outreach and Expanding Housing Opportunities

- The Wait List
  - Procedures for Opening and Closing
  - Documenting Accuracy of Selections from the Wait List

#### Briefings

- Voucher Briefings
- Landlord Briefings

#### Occupancy Challenges

- Processing and Documenting Terminations of Assistance
- Conducting and Documenting Informal Reviews and Hearings
- Managing Portability and Moves
- VAWA
- Documenting Rent Reasonableness and Updating Rent Reasonableness Databases
- Review and Update of Utility Allowances
- Review and Update of Payment Standards



## Day 2

### Inspections

- Planning
- Tracking Inspections and Re-Inspections
- Tracking Abatements

### Financial Management

- Terminology
- Funding
- VMS
- HAP Payments
- Utility Reimbursements

### SEMAP

- Quality Control
- Roles
- Tips for Success

### Program Integrity

### PIC/EIV Supervision

- EIV Security Policy
- User Assignments and Passwords
- Using PIC and EIV Reports for Quality Control

### Other Required Reports

### Planning Your Work

### Review

**Note:** An optional certification exam will be offered to course participants for an additional fee of \$99 each. The exam will be administered online and available to participants starting Friday, February 22 – Thursday, February 28, 2019. Test times: 9:00 a.m. – 5:00 p.m. To register for the exam or for additional information, please contact Christian Arnett at 817.922.9000, ext. 111 or email [arnettc@nelrod.com](mailto:arnettc@nelrod.com).