

# ONAP TRAINING

## Admissions and Occupancy



## VIRTUAL TRAINING

June 16-18, 2020 | 9:00 am – 4:00 pm Pacific Daylight Time

Housing Admissions and Occupancy responsibilities are at the heart of the rental housing program. Often occupancy specialists are the face of housing to many residents. Participants can expect to gain an understanding how Native American Housing Assistance and Self-Determination Act (NAHASDA) policies and program requirements impact the Admissions and Occupancy (A&O) process. Board and management can learn more about developing and applying tribal policies and procedures that are clear, support staff, and promote equitable and compliant programs.

### TRAINING

Participants at this 3-day virtual training will receive instruction based on real-life examples on how to successfully operate an effective A&O program. As a part of the training, participants will receive guidance on and take part in interactive exercises on the “A-to-Z” of A&O program. Training topics will include eligibility, wait lists, rent calculations, collections, inspections, and lease compliance. Discussions will be held on how Admissions and Occupancy staff may need to collaborate with maintenance on tasks such as work-order processing, unit turn-around, and tenant education on the basic maintenance of the unit.

Due to the current coronavirus pandemic, this training is being offered virtually.

### INSTRUCTIONS AND MATERIALS

Instructions on how to access the virtual training and a link to electronic materials will be emailed by Friday, June 12, 2020.

### TECHNOLOGY NEEDED

The training will be presented via an online platform. Participants will need a smart device (computer, laptop, tablet, or phone) with internet or WiFi connection. A web camera is not required but will be utilized if available.

### TRAINING REGISTRATION

Registration for this training is **FREE**, but you must register to attend. Registration is available online at [https://bit.ly/Virtual\\_AandO](https://bit.ly/Virtual_AandO).

### TRAINER

**Christine Dennis**—Christine Dennis is a Certified Public Accountant specializing in service to tribal government entities conducting housing, gaming, and economic development activities. She has worked with over 35 tribes throughout the United States over the last 23 years. In addition, she is a training and technical assistance provider and presenter specializing in Federal regulations, fiscal management, compliance, self monitoring, audit preparation, IHP/APR, and procurement for tribes and tribally designated housing entities.