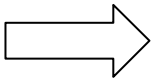


# Quote Request

Public Housing Management Training

**Quotes due February 19, 2019 @ 10:00 A.M.**



**Fax to Travis Albright at (412) 456-5007 or  
email to [Travis.Albright@HACP.org](mailto:Travis.Albright@HACP.org)**

## Scope of Work

The purpose of this training is to teach Public Housing Management (PHM) and provide PHM certification exam. This training should be divided over a five (5) day period, March 18-22 2019.

The class will be conducted at 200 Ross Street, HR Training Room,

- Learn the key elements of public housing management;
- Learn how to better communicate with colleagues and residents;
- Review latest regulatory requirements;
- Understand key components of a budget, including fees and receivables collection
- Examine strategies for vacancy reduction;
- Review the basics of tenant income and rent calculations, eligibility determination for public housing, rent setting and ongoing tenant eligibility;
- Explore best practices in nondiscrimination;
- Discuss enforcement of lease provisions;
- Review flat rent rule;
- Explore techniques for supervising staff;
- Review Public Housing Assessment System (PHAS) and management practices that can improve performance grades;
- Supply materials:
  - Public Housing Manager Resource Manual
  - Reference Course Book
  - The certification exam

For more information or questions, please contact Travis Albright @ 412-456-5000 x8505 or [Travis.Albright@HACP.org](mailto:Travis.Albright@HACP.org)

# Quote Request

## Public Housing Management Training

Quotes due February 19, 2019 @ 10:00 AM

	Number of People	Total
Attending Seminar/Course	5	
Materials	5	
Test	5	
	Grand Total	

Grand Total: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_  
(in words)

**Contract award will be based on lowest responsive and responsible bid amount**

(Please print clearly)

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

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_