

ONAP TRAINING

Admissions and Occupancy



EVENT DETAILS

SEPTEMBER 19-20, 2017 | BILLINGS, MT

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: SEPTEMBER 19-20, 2017

Participants at this 2-day interactive 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.

TRAINING LOCATION

**Best Western Plus
Clocktower Inn**
2511 1st Avenue North
Billings, MT 59101

HOTEL INFORMATION

**Best Western Plus
Clocktower Inn**
2511 1st Avenue North
Billings, MT 59101
(406) 259-5511

Hotel Cut-Off Date:
September 5, 2017

Group Code:
U34IR3E7

Please note: Training materials will be provided on USB thumb drives. Participant binders will not be available. Participants should consider bringing a device, such as a laptop, that has a USB port.

TRAINING REGISTRATION

Registration for this training is **FREE**, but you must register to attend. Registration is available online at <http://www.firstpic.org/events/>.

Tribes may utilize Indian Housing Block Grant (IHBG) funds to cover travel-related expenses for this workshop.

HOTEL RESERVATIONS

A block of rooms has been reserved at the **Best Western Plus Clocktower Inn** for workshop attendees. The special workshop rate is **\$91** single/double occupancy. The “Cut-Off Date” to book a room at the special rate is **September 5, 2017**. Reservation requests received after the Cut-Off Date will be accepted on a space available basis.

To make hotel reservations, please call the hotel directly at **406-259-5511**. Be certain to specify the **U34IR3E7** room block code.

EVENT DETAILS *(continued)*

PARKING

Parking at the hotel is complimentary.

LOCAL TRANSPORTATION (TO/FROM AIRPORT)

Billings Logan International Airport (BIL)

Taxi: Local taxicabs are available. Rates are posted in the cabs or passengers can obtain rate information from the cab driver. Prices range from approximately **\$10 - \$20** one way.

Shuttle: Complimentary Airport Shuttle service is available upon request. Call **(406) 259-5511** to reserve.

MEALS

All meals will be on your own.

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.