

# HUD's Office of Native American Programs Training Announcement

## Admissions & Occupancy Training

October 2-4, 2018

Registration and sign-in begins at: 8:30 AM

Instruction begins at 9:00 AM - 4:30 PM



\*Please note: Cancellation can take place due to low enrollment or unforeseen circumstances. Participants will be alerted as soon possible should this occur. Enrollment numbers will be assessed a week prior to the training dates.

### Overview:

Admissions & Occupancy is a three-day (3) interactive training, designed to enhance the job performance of Admissions and Occupancy staff and other tribal housing professionals working on Admissions and Occupancy issues. The course will cover Admissions and Occupancy program management with topics to include: the application and selection process, eligibility for housing assistance, calculating annual income, determining monthly rental or homeownership payments, occupancy standards, collections practices and compliance, effective communication techniques with residents, lease agreement compliance, and collections. The course will also examine how maintaining high standards in the Admissions and Occupancy program affects the overall management of tribal housing programs. **Participants are encouraged to bring calculators and a copy of their Admissions and Occupancy policies so they can practice applying them to case studies and role-playing exercises presented during this course.**

### Trainer:

**Cielo Gibson** has been working with 1937 Act and NAHASDA for 20 years. Her work includes development of homeownership programs and policies for numerous tribes. As a professional trainer and administrator of NAHASDA programs, Ms. Gibson has extensive experience with Indian Housing throughout the United States and Alaska.

### Who should attend?

Admissions & Occupancy Staff, Board of Directors, Housing Directors and staff, Contract Administrators, Finance Directors, Project Managers, and Maintenance Directors.

**Location:** The Westmark Hotel  
831 Noble Street  
Fairbanks, AK 99701  
(907) 456-7722

**GOVERNMENT RATES available for attendees of  
Association of Alaska Housing Authorities training.  
Register online with Group Code AAHA100118**

### Registration:

- ▶ To register for the in-person training, please [click here](#)
- ▶ To register by phone call Cynthia Gurisko at AAHA at (907) 330-8397 or email: [cgurisko@aahaak.org](mailto:cgurisko@aahaak.org)
- ▶ Registration for this workshop is FREE!



ASSOCIATION OF  
ALASKA HOUSING AUTHORITIES

*Building communities, empowering Alaskans.*



Office of Public & Indian Housing

