

ONAP TRAINING

Admissions and Occupancy



EVENT DETAILS

April 23-25, 2024 | Portland, ME | 8:30 am – 4:30 pm

OVERVIEW

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: APRIL 23-25, 2024

Participants at this 3-day 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 Materials: Presentation handouts will be printed. Resource materials will be provided on a USB drive. Participants can bring 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 https://bit.ly/AdmissionsandOccupancy_PortlandME_April2024.

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 **Courtyard by Marriott Portland Downtown/Waterfront** for workshop attendees. The special workshop rate is **\$133** single/double occupancy. The “Cut-Off Date” to book a room at the special rate is **April 8, 2024**. Reservation requests received after the Cut-Off Date will be accepted on a space available basis.

To make hotel reservations, please call the hotel reservations number at **(207) 780-6000**. Be certain to specify the **FirstPic Training** room block code. Or [click here](#) for online reservations.

TRAINING LOCATION

Courtyard by Marriott Portland Downtown/Waterfront
321 Commercial Street
Portland, Maine 04101

HOTEL INFORMATION

Courtyard by Marriott Portland Downtown/Waterfront
321 Commercial Street
Portland, Maine 04101
(207) 780-6000

Rooms:
\$133/night

Hotel Cut-Off Date:
April 8, 2024

Group Code:
FirstPic Training

EVENT DETAILS *(continued)*

PARKING

On-site valet parking is available at **\$35/night** per vehicle.

LOCAL TRANSPORTATION (TO/FROM AIRPORT)

Portland International Jetport (PWM) – 6.3 miles away

Taxi: Local taxicabs are available. Ride share apps are also available.

Public transportation is available. [Click here](#) for the Greater Portland Transit District METRO

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.