

Community Development Authority Proposed Board Training

HUD's Lead the Way: Public Housing Agency Governance and Financial Management – A Training for Board Members

Lead the Way is a free, online training designed primarily for public housing agency (PHA) board commissioners. The training is accessible through HUD's online training portal, the HUD Exchange (www.hudexchange.info). The HUD Exchange provides training on all HUD programs and includes announcements and an option for email updates.

Ongoing CDA Board Training Proposal

Board members complete one (1) Lead the Way module per month (approximately 2 hours per month). The next 11 monthly CDA Board Meeting agendas will include an agenda item titled "BOARD TRAINING: Discussion on Assigned Lead the Way Topic (*topic name*).” This agenda item will include discussion on that month's topic. Prior to the board meeting, board members should complete the module for the relevant topic, completed the quiz, and come prepared to ask questions on that topic. Appropriate CDA staff will be available during this agenda topic to answer any questions. Any board member who needs access to a computer or assistance signing up for a HUD Exchange account should contact Deb Rakowski.

To Access This Training

This training can be accessed online using the following link:

<https://www.hudexchange.info/trainings/courses/lead-the-way-pha-governance-and-financial-management/>.

1. From the link above, click Go to Training.
2. You will be prompted to either create or log into your HUD Exchange Learn account.
 - a. If you need to create an account, Click Create an Account.
 - b. Fill out the form, and click the Create Account button.
3. Your account has been created. You will receive a confirmation email.
4. After creating an account or logging in, the training will launch in a new window. (Make sure your pop-up blockers are turned off.)

Training Modules (Board Meeting Date)

1. PIH Lumberton Case Study (11/21/19)
2. Fundamentals of Oversight (11/21/19)
3. Public Housing Basics (12/12/19)
4. Roles and Responsibilities (1/9/20)
5. Asset Management (2/13/20)
6. Housing Choice Voucher (HCV) Program (3/12/20)
7. Assessing your PHA (4/9/20)
8. Ethics (5/14/20)
9. Budgets (6/11/20)
10. Priorities at your PHA (7/9/20)
11. Risk Management (8/13/20)
12. Development (9/10/20)

11/21 Meeting Modules: PIH Lumberton Case Study & Fundamentals of Oversight

Additional Training Resources

1. NAHRO Handbook for Commissioners

This handbook was written by industry leaders from the National Association of Housing and Redevelopment Officials ([NAHRO](#)). This handbook is a fundamental introduction to public housing agencies specific to board commissioners.

Highlight: Appendix B, Abbreviations and Glossary (a list of common acronyms and what they mean)

2. WAHA Handbook for Housing Authority Commissioners

This handbook was written by members of the Wisconsin Association of Housing Authorities ([WAHA](#)) and includes specific information for public housing agencies operating in the State of Wisconsin.

Highlights:

- Community Development Authorities and Housing Authorities (page 2)
- Strategic Planning (pages 10-11)
- WI State Statutes (pages 52-68)
- Acronyms (pages 70-71)

Document & Resource List

1. CDA Bylaws
2. CDA and City Contract for Services, Material, and Equipment, and Amendments
3. Madison General Ordinance 3.69: Creation of the Community Development Authority
4. Strategic Plan Outline
5. CDA Policies & Financial Statements (Sharepoint)
6. City Legislative Information Center Training and Support
(<https://www.cityofmadison.com/CityHall/legislativeInformation/training.cfm>)
7. CDA Property List
8. Asset Management Reports for CDA Redevelopment properties
9. Staff Organizational Chart
10. Property & Program Organizational Chart