2018 Course Catalog

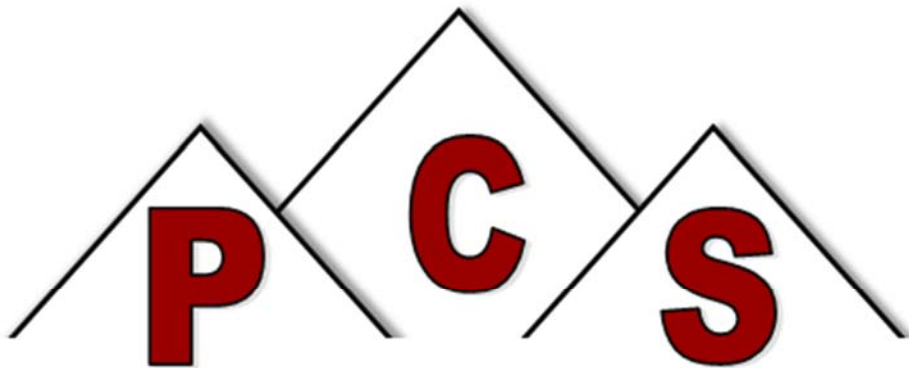# Training Compliance Solutions

PCS

Professional Compliance Solutions

www.trainingpcs.com

Professional Compliance Solutions, LLC training is your one stop shop for Compliance Training in the Affordable Housing industry. With over 30 years of experience in RD, HUD, Tax Credit, Bond, and Fair Housing, the diversity makes Professional Compliance Solutions, LLC a training company that clearly understands the needs of Affordable Housing Professionals and delivers information regarding regulations and concepts in a way that is clear and understandable.

www.trainingpcs.com

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Professional Compliance Solutions, LLC is owned Joseph Henry. Joseph is a Certified Property Manager (CPM) and Housing Credit Certified Professional (HCCP). He began his career in the Affordable Housing industry in 1986. Since this time, he has brought about significant insight into training and how to help people understand and learn about regulations that will assist the Housing Professionals in all aspects of the job. Whether you are a seasoned professional or just beginning your career in Affordable Housing, Professional Compliance Solutions, LLC has just the training for you.

Note: Stay tuned, Professional Compliance Solutions, LLC will soon be offering online, on-demand training for all your Affordable Housing Training needs.

PROFESSIONAL COMPLIANCE SOLUTIONS LLC

BROCHURE CONTENTS

PROFESSIONAL COMPLIANCE SOLUTIONS, LLC

RURAL DEVELOPMENT

Understanding RD Compliance: (PCS) 2-day course
Full RD occupancy course and optional certification exam **(PCS-3560 Professional)** administered after training.

Day 1 - Schedule
  Introduction
- Overview of Program
- Handbook 2 3560 Regulations
- Various Housing Programs

  The Application Process and Marketing
- Civil Rights
- AFHMP and Marketing
- The Application Process
  + Application requirements
  + Waiting List
  + Notices and Postings

  Occupancy Requirements
- Requirements for Eligibility
- Calculation of Income and Assets

  Attendees Will Receive
- Course Manual
- Certification of Attendance

Day 2 - Schedule
  Review
- Deductions
- Lease and Lease Requirements
- Recertification Process
  + Annual Recertification
  + Income Changes
  + Occupancy Changes
  + Ineligible Residents

  Tenant Warning and Termination
- Warning Requirements
- Termination of Tenancy
- Tenant Grievance

  Optional Examination

Optional PCS-3560 examination
The PCS-3560 proprietary examination **(PCS-3560 Professional)** is an open book examination with 100 questions covering the HB 2 3560 handbook. Attendees will be given up to 3 hours to complete the examination and are required to score 70% or higher to pass. Those who pass will have earned a frameable **(PCS-3560 Professional)** certification with the PCS-3560 designation.

RURAL DEVELOPMENT (continued) - Workshop

Qualifying Households- Workshop: (PCS) 1-Day Course

Day 1 - Schedule
- Certification Process
- Household Size and Determination
- Student Rules
- Verification Requirements
- Income and Assets
- Completing the Certification (3560-8)
- Recertification

Attendees Will Receive:
- Course Manual
- Review guide
- A Certification of Attendance

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Maintenance and Inspections: (PCS) ½-Day Course
- Preserving the Property
- RD requirements
- Systems
- Corrections/Work Orders

Attendees Will Receive:
- Course Manual
- Certification of Attendance

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Understanding RD Inspections: (PCS) 1-Day Course

Understanding and preparing for an RD inspection can be a time-consuming task. Let Professional Compliance Solutions team help prepare you for your inspection. This course covers all aspects of an RD inspection, what to expect, and how to prepare.

Understanding HUD Compliance: (PCS) 2-Day Course
HUD occupancy course covering chapters 1-9 of the 4350.3 handbook. This includes an optional certification exam (PCS-4350.3 HUD Professional) administered after training.

Day 1: Establishing Household Eligibility
   Section 1
   - Introduction to HUD and Various Programs
   - Eligibility, Assistance, Occupancy
   - Waiting List/Tenant Selection
   - Income, Assets and Calculating Rent

Day 2: Establishing Household Eligibility
   Section 1 (continued)
   - Income, Assets and Calculating Rent

Section 2
- Lease and Requirements
- Recertification, Unit Transfers, Gross Rent Changes
- Termination
- 50059 and Subsidy
- Civil Rights and Nondiscrimination

Attendees Will Receive
- Course Manual
- Certification of Attendance

Optional PCS-4350.3 HUD Professional examination

The PCS-3560 proprietary examination **(PCS-4350.3 HUD Professional)** is an open book examination with 100 questions covering the Chapters 1-9 of the 4350.3 HUD handbook. Attendees will be given up to 3 hours to complete the examination and are required to score 70% or higher to pass. Those who pass will have earned a frameable **(PCS-4350.3 HUD Professional)** certification with the PCS-4350.3 Designation.

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Qualifying Household – Workshop: (PCS) 1-Day Occupancy Course

Day 1 - Schedule
- Interviews and Applications
- Household Size
- Student Status
- Verifications
- Income and Assets

- 50059 Certification and Completion
- Recertification

Attendees Will Receive
- Course Manual
- Certification of Attendance

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EIV Training: (PCS) 1-2 Hour Course
- Overview
- Security and Policies
- 9887 Forms/EIV and you Brochure
- Reports

- Repayment and Penalties

Attendees Will Receive
- Course Manual
- Certification of Attendance

HUD (Continued)

Preparing for REAC: (PCS) 1-4 Hour Course

Day 1 - Schedule
- Uniform Physical Conditions Standards
- Inspectable Areas
- Levels of Deficiencies
- Common Findings
- Non-Industry Standards (NIS)

Attendees Will Receive:
- Course Manual
- Certification of Attendance

Preparing for MOR (PCS): 1-Day Course

Day 1 - Schedule
- Introduction
- Integral Mechanism of Project Monitoring
- Preparing for your MOR
- The MOR Process
- HUD Form-9834 Addendum A
- Most Common Findings

Attendees Will Receive
- Course Manual
- Certification of Attendance

LIHTC

Understanding LIHTC Compliance: (PCS) 2-Day Course
From start to finish, this course is an in-depth training for all Tax Credit Professionals. This course can prepare you for the HCCP exam. For more information on the HCCP exam, please visit
www.nahb.org/hccp

Day 1 – Property Compliance
- Introduction
- Development Details
- Credits and How to Calculate
- Acquisition/Rehab
- Available Unit rule/140% Rule
- Fair Housing
- Integrated Programs

Day 2 – Certifying Households
- Certification, Interview, Applications
- Household size

- Student Rules
- Verifications
- Income and Assets
- The Certification Form
- Noncompliance and Corrections

Attendees will receive:
- Course Manual
- Certification of Attendance
- Sample Questions to Prepare Attendee for HCCP Exam

LIHTC – (Continued)

Qualifying Households – Workshop: (PCS) 1-Day Course
This is an interactive workshop designed to learn by "doing" with loads of examples and exercises to enhance your knowledge of the LIHTC regulations.

Day 1 - Schedule
- Certifying Households
- Certification Process
- Household Size
- Verifications
- Income and Assets
- Certification Form

- Recertification
- Inspections and Preparation

Attendees will receive:
- Course Manual
- Certification of Attendance

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Understanding Combined Programs – Workshop: (PCS) 1-Day Course
Interactive training that provides a clear understanding of layered funding including Home, Rural Development, HUD, and Bonds.

Day 1 -Schedule
Introduction and Background
- LIHTC
- HUD
- RD
- HOME
- Bonds

Qualifying Households
- Student Status
- Income and Limits
- Income and Assets
- Zero Income
- Employment
- Household Size
- Certification Forms
- Effective Dates
- Recertification
- Change in Income
- Deductions/Allowances

Rents
- Limits
- Utility Allowances

General Rules

Attendees Will Receive
- Course Manual
- Certification of Attendance

HOME

Understanding Home Compliance: (PCS) 1 ½ Day Course
This 1 ½ day occupancy course features a complete and simply the best training for HOME funds. This includes an optional certification exam **(PCS-HOME Professional)** administered after training.

Day 1- Schedule
- Introduction
- Fixed and Floating
- Our Directions
- HOME Monitoring
- HOME income and Rent
- Subsidy
- Utility Allowances and Fees
- Rent increases and Decreases
- Application Processing and Marketing
- Leases
- Collection of Data and Reporting Requirements
- Record Keeping
- Due Diligence/Non-Compliance

Qualifying Households
- Income and Household members

- Unborn and adopted children
- Methods of verifying income

Anticipated Annual Income
- Types
- What Do We Count
- Inclusions/Exclusions
- Asset Income
- Imputing Asset Income
- Disposing of Assets
- Tenant Income Certifications

Recertification Process

Attendees will receive:
- Course Manual
- Certification of Attendance

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FUNdamentals of HOME: (PCS) 2-3 Hour Course
This 2-3-hour course is a group pleaser at conventions or organizational events. This session focuses on management from the site of HOME rental properties. Understanding the details is vital and this is a perfect setting to help understand "fixed" and "floating" as well as "HIGH HOME" and "LOW HOME" designations. In addition, understanding the lease and how HOME interacts with LIHTC is a must.

Attendees Will Receive
- Course Manual
- Certification of Attendance

FAIR HOUSING/ YESTERDAY, TODAY AND TOMORROW

Fair Housing – Yesterday, Today and Tomorrow: (PCS) 3-5 Hour Course
Discusses laws related to Fair Housing today and tomorrow in Affordable Housing. This is a must have for all Property Management team members and this course is just the perfect fit for management, maintenance, and owners.

Day 1 - Schedule
- Introduction
- Fair Housing and Its History
- The Protected Classes
- What is Discrimination?
- Advertising
- Protecting Your Property, Yourself, and Your Company
- Discussion and Examples

Attendees Will Receive
- Course Manual
- Certification of Attendance

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Reasonable Accommodations: (PCS) 1-3 Hour Course
Designed to help the attendee understanding requests from applicants and residents and the challenging aspects of the topic.

Day 1 - Schedule
- What is a Reasonable Accommodation?
- Where Do We Get Our Direction (HUD/DOJ)?
- Service Animal/Companion Animal

Attendees Will Receive
- Course Manual
- Certification of Attendance

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Fair Housing for Maintenance: (PCS) 3-6 Hour Course
Designed for the maintenance technician. This course offers a first-hand look at the level of interaction maintenance people have with applicants and residents. Understanding the law has never been more important and this course provides that valuable insight and understanding necessary to protect the mother ship.

UNDERSTANDING PROPERTY MAINTENANCE

Property Maintenance: (PCS) ½ to 1-Day Course
Focusing on project maintenance and requirements. Those attending the PCS full 1-day maintenance course will be offered the optional certification exam **(PCS-MAINT-Professional)** administered after training.

Day 1 - Schedule
- Asset Preservation
- Maintenance and Requirements
- Systems
- Deficiencies and Corrections

- Work Orders

Attendees Will Receive
- Course Manual
- Certification of Attendance

Optional PCS-MAINT Examination
The PCS-MAINT proprietary examination **(PCS-MAINT Professional)** is an open book examination with 100 questions covering maintenance outlined in the HB 2 3560 RD handbook and HUD 4350.3. Attendees will be given up to 3 hours to complete the examination and are required to score 70% or higher to pass. Those who pass will have earned a frameable **(PCS-MAINT Professional)** certification with the PCS-MAINT Designation.