



UPCS Inspection Training for Non-Inspectors

Aging Services of Maine and New Hampshire has partnered with the U.S. Department of Housing and Urban Development to bring this training program to New England!

The Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC) provides a 2-1/2-day training program specifically designed for multi-family housing, public housing, owners, agents and those interested in learning about the UPCS Inspection Protocol and the REAC Inspection Process. Two training sessions are being offered:

Monday, November 15 – Wednesday, November 17

- or -

Wednesday, November 17 – Friday, November 19

Holiday Inn Portsmouth
300 Woodbury Avenue
Portsmouth, New Hampshire 03801
603.431.8000

Space is limited so please register early!

Overview

All HUD assisted and insured housing (public housing and multi-family housing) covered under the Department's Uniform Physical Condition Standards (UPCS) regulations must be inspected by REAC. The Physical Assessment Sub System (PASS) of the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) facilitates these inspections of all HUD-affiliated properties.

UPCS Inspection Training has been developed specifically for owners, employees and other representatives of Public Housing Authorities and Multi-Family Housing properties. This course introduces participants to HUD's Uniform Physical Condition Standards (UPCS) physical inspection protocol and procedures. **This course is not for inspector certification.**

Objectives

- Discuss the mission of the Real Estate Assessment Center (REAC)
- Explore the UPCS inspection protocol and procedures
- Gain practical knowledge of the UPCS inspection software (including hands-on training with the inspection software on the computer)
- Discuss the inspection Dictionary of Definitions
- Learn about Scoring, Technical Reviews (TRs) and Database Adjustments (DBAs)

Cost of Training

There is no fee assessed by HUD for the course and training materials they provide; the registration fee covers the expenses for breakfasts, lunches, breaks, and meeting room costs. Participants are responsible for their own travel arrangements and expenses for lodging, meals (those not included as part of the registration fee), and transportation.

Overnight Accommodations

The association has reserved a block of rooms (king and two double beds) at the hotel at a special discounted rate of \$89 per night. **Attendees are responsible for making and paying for their own reservations.** To make a reservation, call the hotel at 603-431-8000 and ask for a room in the "Aging Services of Maine and New Hampshire" block; or go online to <http://www.holidayinn.com/portsmouthnh> and enter group code ASE. **Please note the cut-off date of October 15;** after that date, reservations will be accepted on a space- and rate-available basis only.

Travel Directions

Here is the link to the hotel's web site which offers travel directions from your starting point:
<http://www.holidayinn.com/hotels/us/en/portsmouth/psmnh/hoteldetail#Directions>

What to Bring

Attendees should plan to bring a laptop computer to the course, as a portion of the training includes hands-on usage of the UPCS software. Please note the DCD 2.3a Public software must be pre-installed on your computer. The software can be downloaded from the following website, which only works on Windows XP; it will not work on Windows Vista or Windows 7. (If you do not have access to a laptop, there may be opportunities to share with other attendees.) <http://www.hud.gov/offices/reac/products/pass/software.cfm>

Training Dates and Class Schedules

Two training sessions are being offered. Please note on the Registration Form your first and second choices, and we will do our best to accommodate all requests. Each participant will be enrolled in the class of his/her preference if there is available space in either of the class dates selected.

Class Schedule, November 15-17

MONDAY, NOVEMBER 15

- 11:00am Registration Opens (*course materials and a box lunch will be provided at registration*)
12:00pm **Class Instruction** – Introduction, Course Objectives, Training Expectations, UPCS Protocol
2:00pm Break
2:15pm **Class Instruction** – UPCS Protocol
5:00pm Adjournment/Evening and dinner on your own

TUESDAY, NOVEMBER 16

- 8:00am Breakfast (*provided*)
9:00am **Class Instruction** – UPCS Protocol
10:30am Break
10:45am **Class Instruction** – UPCS Software/Public Version
12:00pm Lunch (*provided*)
1:00pm **Class Instruction** – UPCS Software/Public Version
3:00pm Break
3:15pm **Class Instruction** – Definitions of Deficiencies
5:00pm Adjournment/Evening and dinner on your own

WEDNESDAY, NOVEMBER 17

- 8:00am Breakfast (*provided*)
9:00am **Class Instruction** – Definitions of Deficiencies
10:30am Break
10:45am **Class Instruction** – Scoring, TR/DBA Information, Web Site Info, Closure
12:00pm Adjournment (*certificates will be presented to participants at conclusion of course; a box lunch will also be provided to attendees upon departure*)

Class Schedule, November 17-19

WEDNESDAY, NOVEMBER 17

- 12:00pm Registration Opens (*course materials and a box lunch will be provided at registration*)
1:00pm **Class Instruction** – Introduction, Course Objectives, Training Expectations, UPCS Protocol
3:00pm Break
3:15pm **Class Instruction** – UPCS Protocol
5:00pm Adjournment/Evening and dinner on your own

THURSDAY, NOVEMBER 18

- 8:00am Breakfast (*provided*)
9:00am **Class Instruction** – UPCS Protocol
10:30am Break
10:45am **Class Instruction** – UPCS Software/Public Version
12:00pm Lunch (*provided*)
1:00pm **Class Instruction** – UPCS Software/Public Version
3:00pm Break
3:15pm **Class Instruction** – Definitions of Deficiencies
5:00pm Adjournment/Evening and dinner on your own

FRIDAY, NOVEMBER 19

- 8:00am Breakfast (*provided*)
9:00am **Class Instruction** – Definitions of Deficiencies
11:00am Break
11:15am **Class Instruction** – Definitions of Deficiencies, Scoring, TR/DBA, Web Site Info, Closure
1:00pm Adjournment (*certificates will be presented to participants at conclusion of course; a box lunch will also be provided to attendees upon departure*)



REGISTRATION PROCESS

Please complete the HUD-required Registration Form ([next page](#)) and **return it to Aging Services of Maine and New Hampshire along with this page and your payment.** After processing the payment information, the registration form will be submitted to HUD on your behalf and this will complete the registration process. (The Registration Form is also available at <http://www.hud.gov/offices/reac/products/pass/insp-trn.cfm>.)

FEES & CANCELLATION

*(There is no cost for the course and materials, which are provided by HUD;
the fee covers the expenses for meals provided during training and meeting room costs)*

	<u>Prior to October 27</u>	<u>After October 27</u>
Per Attendee:	\$ 150.00	\$170.00

*Fee must accompany registration; registrations will not be processed without payment.
No refunds will be given for cancellations, but substitutions are welcome.*

PAYMENT INFORMATION

1. **Mail** the Registration Form, along with this page and your check or credit card payment information, to:
Aging Services of Maine and New Hampshire, PO Box 16506, Hooksett, NH 03106

-OR-

2. **Email** the scanned Registration Form, along with this page, to:

RGOEDEL@AGINGSERVICESMENH.ORG

Payment method:

- Check Enclosed (Payable to **Aging Services of ME and NH**)
 Credit Card: MC VISA AMEX

Name on Credit Card (please print): _____

Billing Address: _____

City/State/Zip: _____

Credit Card No: _____

Expiration: _____/_____/_____ 3- or 4-digit code on reverse of card: _____

Signature Authorizing Total: _____

Questions?

Contact Rosie Goedtel, Director of Member Services & Communications
Aging Services of Maine and New Hampshire, PO Box 16506, Hooksett, NH 03106

Phone: (603) 391-9881

Email: rgoedtel@agingservicesmenh.org

**Inspection Training
3 Day Class**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

Registration Form

Instructions:

Please complete all sections of this Registration Form

Fields with Asterisk (*) are required fields

Use the Save As option to save the completed form using your name as the file name in the following format (YourLastName YourFirstName.doc)

Submit completed form to reacpasstraining@hud.gov with your name and your first choice training date in the subject line

Attendee Information

*Last name:	Middle:	*First name:	Home phone number:	*Work phone number:
Street address:		Apartment:	Cell phone number:	Fax number:
City:			State:	Zip code:
*Primary e-mail address:				
You will be contacted via e-mail. If this e-mail address or any of the above information changes, please notify PIH-REAC at reacpasstraining@hud.gov				

Organization Information

*Category: Please Select from List	Organization name:		
Supervisor/Emergency Contact Name:	Contact Title:	Contact Phone:	
Contact e-mail address:			

Training Date

Please enter your First and Second Choice Training Dates. You will be enrolled if there is available space in either of the class dates you select. If no space is available in either of your selected classes, you will be placed on a waiting list. Waiting list applicants will receive an email notification as new class dates become available.

Please enter dates in the mm/dd/yyyy format

*First Choice Class Date	
Second Choice Class Date	