

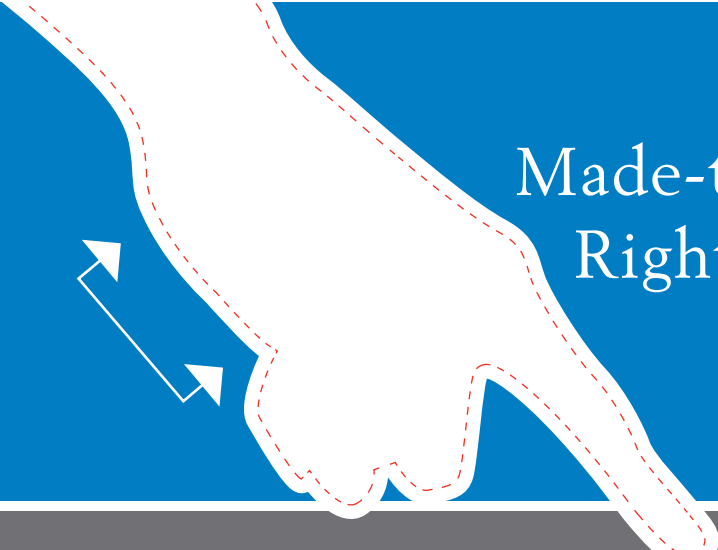
TRAINING FOR:

Multifamily Assisted Housing

LIHTC & Mixed Finance

Public Housing

Housing Choice Vouchers



Made-to-Measure Training Right at Your Location

Customized professional development for your organization

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More than **5,000**
affordable housing
professionals attend
Quadel training
and certification
courses annually.



Why choose customized, on-site training from Quadel?

- 1** Cut your training costs in half
- 2** Schedule to fit your time requirements
- 3** Content customized to your organization
- 4** Experienced trainers are leaders in the affordable housing industry
- 5** Nationally recognized certification program
- 6** Clear, concise course books that become indispensable desktop manuals
- 7** Up-to-the-minute program information
- 8** *Ask A Trainer* service continues to provide answers after your training is complete

“When I attend affordable housing trainings, I demand practical knowledge from the trainer. I want to know not only what the regulations are, but how to put them to the test in the real world. I’m most impressed with Quadel trainers’ knowledge and how they impart that on trainees.”

CLIFFORD SCOTT, Director of Section 8, Kansas City Housing Authority

QUADEL CONSULTING 

1.800.987.2581 WWW.QUADEL.COM

An industry-leading curriculum

In-House Training Courses	Length	Exam Options
HUD-Assisted Multifamily Housing Training		
Assisted Housing Manager (AHM) <i>Sponsored by the National Leased Housing Association</i>	2 or 3 Days	Certification Option
<ul style="list-style-type: none"> • Eligibility and Tenant Selection • Income and Allowances • HUD-50059 and Rent Calculations • Leasing • Annual and Ongoing Functions • Billings and Reporting to HUD 		
Low-Income Housing Tax Credit (LIHTC) Training		
Introduction to the LIHTC Program: Determining Eligible Basis and the Cost Certification Process	1 or 2 Days	
<ul style="list-style-type: none"> • Investor Financing • Eligible Basis and Qualified Basis • Valuation of Tax Credits • Developer's Fee • Establishing Credit Percentage • Impact on Property • Application & Allocation Process • Intersection with Compliance 		
Summary of IRS Form 8823 Guide	Half Day	
<ul style="list-style-type: none"> • Summary of Audit Guide • Correcting Non-Compliance • Application of Guide • IRS Position on Tax Credit Issues • Industry Interpretation • Submission of 8823 		
Tax Credit Compliance Systems (TaCCS) <i>Can combine with any Mixed Finance course</i>	2 Days	Certification Option
<ul style="list-style-type: none"> • First Year Leasing Objectives • Applicant Eligibility • Utility Allowances • Vacancies and Transfers • Annual Income Calculations and Verification • Annual Certifications • Ongoing Compliance 		
Mixed Finance Training		
Managing LIHTC Compliance in Section 8, Section 236, Section 202 & 811 Properties	Half Day	
<ul style="list-style-type: none"> • Conflicting Program Rules • Eligibility Requirements • Ongoing Compliance • Decoupled Section 236 • Refinanced Section 202 • Private Activity Bonds 		
Managing LIHTC Compliance with CDBG & HOME Funds	Half Day	
<ul style="list-style-type: none"> • Conflicting Program Rules • Eligibility Requirements • Ongoing Compliance • Compliance Period • Fixed and Floating Units • Private Activity Bonds 		
Managing LIHTC Compliance with the Public Housing Program	Half Day	Proficiency Exam Option
<ul style="list-style-type: none"> • Blending Public Housing and Tax Credit Compliance • Eligibility Requirements • HOME & CDBG Funds • Private Activity Bonds • Ongoing Compliance 		

that improves the productivity and

In-House Training Courses	Length	Exam Options
Housing Choice Voucher (HCV)		
Housing Choice Voucher Occupancy (HCV)	2 or 3 Days	Certification Option
<ul style="list-style-type: none"> • Eligibility and Intake • Income, Allowances, and Rent Calculations 	<ul style="list-style-type: none"> • Leasing Activities • Annual and Ongoing Functions • SEMAP Requirements 	
Housing Quality Standards (HQS)	2 Days	Certification Option
<ul style="list-style-type: none"> • General HQS Requirements • Review and Use of HQS Forms • Management Issues 	<ul style="list-style-type: none"> • HQS Technical Requirements • Lead-Based Paint Rules 	
Section 8 Management Assessment Program (SEMAP)	1 Day	
<ul style="list-style-type: none"> • Introduction to SEMAP • Description of SEMAP Indicators • Computing Your Score 	<ul style="list-style-type: none"> • PHA Certification and HUD Processing 	
Family Self-Sufficiency (FSS)	1 Day	
<ul style="list-style-type: none"> • Management Best Practices • Coordinating Committee Action Plan • Participant Selection 	<ul style="list-style-type: none"> • Contract of Participation • Terminating Assistance • Escrow Accounts 	
HUD Rental Housing Integrity Improvement Project (RHIP)	1 Day	
<ul style="list-style-type: none"> • Management Best Practices • Coordinating Committee Action Plan • Participant Selection 	<ul style="list-style-type: none"> • Contract of Participation • Terminating Assistance • Escrow Accounts 	
Tenant-Based Assistance	1 Day	
<ul style="list-style-type: none"> • Designing and Implementing Tenant-Based Assistance Effort • Calculation of Subsidy 	<ul style="list-style-type: none"> • HAP Contracts • SEMAP Overview 	

Request a proposal for your organization

On the Web: www.quadel.com

Email: training@quadel.com

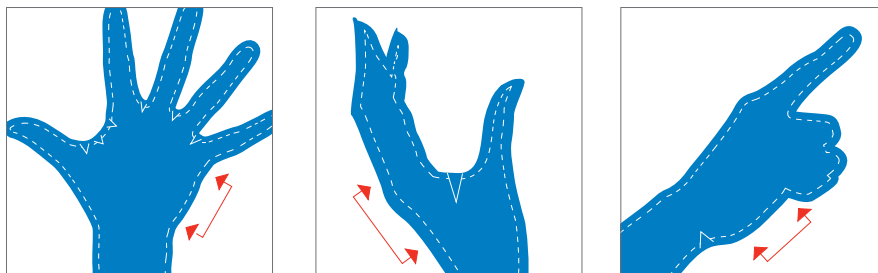
Call: Jake English at 1.800.987.2581

effectiveness of your entire staff

In-House Training Courses	Length	Exam Options
Public Housing		
Public Housing Occupancy (PHO)	2 or 3 Days	Certification Option
<ul style="list-style-type: none"> • Eligibility and Intake • Income, Allowances, and Rent Calculations • Leasing Activities • Annual and Ongoing Functions • PHAS Requirements 		
Asset Management for Public Housing <i>Also offered online</i>	2 Days	Certification Option
<ul style="list-style-type: none"> • Public Housing Asset Management Model • Project-Based Budgeting and Financial Reporting • Project-Based Management: Harvard Cost Study • HUD's Operating Funds Program Rule 		
Uniform Physical Conditions Standards (UPCS)	2 or 3 Days	Proficiency Exam Option
<ul style="list-style-type: none"> • Basic UPCS Requirements • Conducting and Documenting an Inspection • Health and Safety Violations for Building Units, Exteriors, and Common Areas 		
Public Housing Assessment Systems (PHAS)	1 Day	
<ul style="list-style-type: none"> • Introduction to PHAS • Transition to PHAS Computing Your Score • PHA Certification and HUD Processing • Description PHAS Indicators 		
Procurement and Contracting	1 Day	
<ul style="list-style-type: none"> • Management Best Practices • Coordinating Committee Action Plan • Participant Selection • Contract of Participation • Terminating Assistance • Escrow Accounts 		
Management of Maintenance	1 Day	
<ul style="list-style-type: none"> • Effective Work Order Systems • Scheduling and Prioritizing • Preventative Maintenance • Quality Control • Maintenance Related PHAS 		
Executive Management Training	2 Days	
<ul style="list-style-type: none"> • Understanding the Mission of the PHA • Roles and Responsibilities of Board, ED, and Staff • Ethics • Creating an Effective Workforce • Civil Services Issues 		
Board of Commissioners Training	2 Days	
<ul style="list-style-type: none"> • Responsibility of the Board as a Governing Body • Relationships with ED, Staff, Community, and Residents • Ethics • Fraud Prevention • Procurement 		

Training customized to your needs, at your location

Quadel's experienced, professional trainers bring the knowledge and expertise you need right to your location. Whatever your staff needs to know—whatever skills your organization needs to develop—Quadel can tailor trainings and proficiency testing to match, based on our focused curriculum of critical housing topics. Your staff can get up to speed quickly on complex subjects and regulations without ever leaving your office.



“ Our team took the Assisted Housing Manager Workshop. The instructor conveyed his knowledge and experience as a housing manager to us. ”

JOYCE WEESE, Controller, Lasson Management II, Inc.

About Quadel

Quadel Consulting Corporation is the national leader in providing outsourced management, consulting and training solutions to the affordable housing industry. Since 1975, Quadel has enhanced the capacity of thousands of state, local, and federal agencies and for-profit and nonprofit property owners and managers to achieve their affordable housing mission.

Our clients benefit from Quadel's housing program knowledge, operations expertise, technology solutions and commitment to client success.

Request a proposal for
your organization

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