

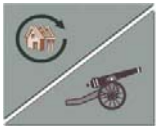
The New 4350.3 REV-1 Handbook has Arrived



- **New Handbook**
- **New Requirements**
- **New Rules**
- **2004 Certification**

ARE YOU PREPARED?

Friendly Instructors, Easy to Understand Format, Cost Effective



Paulhus & Associates, Inc.
Cannon Software Dimensions

8 Keystone Drive,
Lebanon, PA 17042 • 888-224-0641
Fax 717-274-5317

Attention: Property Manager

WE'RE COMING TO YOUR AREA!

The New 4350.3 REV-1 Handbook has Arrived

New Handbook, New Requirements, New Rules

SOS Subsidized Occupancy Specialist Certification

If you are a manager or owner of HUD subsidized multifamily housing, this course provides information you need to know. It is a comprehensive review of the occupancy rules and regulation for both new on site management and a refresher course for more seasoned supervisors. Learn in detail, the HUD requirements for project based Section 8, Section 236, Section 202, Rent Supplement, Rental Assistance Program, Project Assistance Contract and Project Rental Assistance Contract programs. Recent changes at HUD have led to increased monitoring of your subsidy payments and Paulhus & Associates, Inc.'s SOS course will provide you the tools to better meet your subsidy contract and serve your residents.

ARE YOU PREPARED?

The 5 Reasons you should choose Paulhus & Associates, Inc.

1. We have provided top-quality training to the affordable housing industry, at reasonable prices, for over 20 years.
2. Paulhus & Associates trainers present the material from the property manager's perspective.
3. Our professional SOS manual, containing the 4350.3 REV-1, & supplemental information is printed on heavy paper complete with table of contents, index and dividers to make referencing the manual very easy to use.
4. You will receive the most up-to-date information on changes to program requirements.
5. Paulhus & Associates will support you long after the training by automatically becoming a member in the Ask a Trainer Forum.

Who Should Attend?

Anyone who wants to be recognized as advanced professionals in the field, as well as any staff new to the agency, management agency staff or property management staff.



SOS Certification

Participants who successfully pass the Subsidized Occupancy Specialist certification examination will receive the S.O.S. designation and a formal certificate, suitable for framing, attesting to their aptitude. S.O.S. certification provides access to our ever-growing support network; discounted registration fees and membership in Paulhus & Associates Inc. ask a trainer forum.

We not only understand it, it's why we're here.

2004 SOS Dates and Locations

April 13-15, 2004
Gettysburg, PA

July 13-15, 2004
Toledo, OH

December 7-9
Raleigh, NC

April 27-29, 2004
Augusta, ME

August 10-12
St. Louis, MO

May 11-13, 2004
Providence, RI

September 7-9, 2004
Cincinnati, OH

June 9-11, 2004
Seattle WA

October 12-14, 2004
Denver, CO

SOS Dates Available at your Location

July 6, 2004

October 4, 2004

August 16, 2004

November 2, 2004

September 13, 2004

November 8, 2004

September 27, 2004

December 13, 2004

Course Agenda

Day 1

8:00 AM
Registration

8:30 AM
Chapter One - Introduction

10:00 AM
Chapter Two- Civil rights and Non-Discrimination Requirements

12:00 - 1:00 LUNCH (On Your Own)

1:00 PM
Chapter Three- Eligibility for Assistance and Occupancy

5:00 PM
Closure

Times are an estimation

Day 2

8:00 AM
Chapter Four - Waiting List and Tenant Selection

10:00 AM
Chapter five- Determining Income and Rent Calculations

12:00 - 1:00 LUNCH (On Your Own)

1:00 PM
Chapter Six - Lease Requirements and Leasing Activities

3:00 PM
Chapter Seven - Recertification Unit Transfers and Gross Rent Changes

5:00 PM
Closure

Day 3

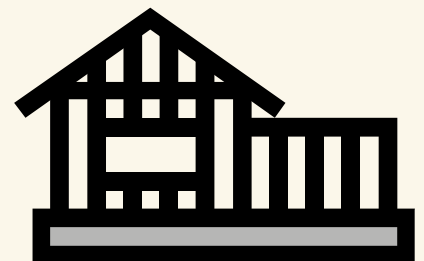
8:00 AM
Chapter Eight - Termination

9:00 AM
Chapter Nine- Required 50059 and Subsidy Data Reporting

11:00 AM
Q & A

12:00 - 1:00 LUNCH (On Your Own)

1:00 - 5:00 pm
Open Book Exam



Please Bring a Calculator, Pen or Pencil and Notepaper to Class

Four Ways to learn the 4350.3 Handbook

- | | |
|---|-----------|
| 1. SOS Three Day Class with the exam | \$ 495.00 |
| Existing SOS, COS or AHM Certificate Holders | \$ 395.00 |
| 2. SOS Three Day Class No Exam | \$ 375.00 |
| 3. Retaxamination Only ⁽¹⁾ | \$ 195.00 |
| 4. Purchase the SOS CD ONLY and Subscription Service | \$ 225.00 |

4350.3 REV-1 CD with SOS Class	\$ 29.95
4350.3 REV-1 CD and Subscription with SOS class	\$ 99.95
4350.3 REV-1 CD Only	\$ 99.95

Let Us Come to You

On-site seminars offer personalized curriculum based on your organizations needs. Paulhus & Associates, Inc. will come to your location at your convenience. We will provide all course material, including handouts, training materials and tests where applicable. This option will save your organization time and money by eliminating the need for your staff to travel. Please contact Michael, Michele or Gretchen for full details and scheduling.

Who needs it?

On-site training is especially recommended for any agency, contract administrators, management companies, regional or local agencies, that has recently experienced high staff turnover, has had HUD findings, or perhaps has added new staff or wants to ensure consistent HUD-regulation interpretation for the current staff. Consistent and successful skill development is increased when everyone is trained on the same topic at the same time.

For more information on training at your site, phone Michael Sheehan ext. 106, Gretchen Buchanan , ext. 105 or Michele Millard, ext 111 at 1-888-224-0641, ext. 106, or email info@paulhus.net. Minimum of 8 students necessary to fill a class. Please feel free to mix and match with other local agencies.

This is all you have to do.

- 1.** Call Paulhus & Associates, inc. at 888.224.0641
- 2.** Choose a date and let us know.
- 3.** Provide your location
- 4.** Give us the number of students



¹ You must provide you own 4350.3 REV-1 manual, this is only available for retakes of the exam

What will you take home with you.

All participants will receive a certificate of attendance; all attendants that pass the SOS certification examination will receive the SOS designation and a formal certificate suitable for framing as well as access to our ever-growing support network; discounted registration fees; and membership in Paulhus & Associates Inc. ask a trainer forum. In addition to our professional looking SOS manual, containing the 4350.3 REV-1, printed on heavy paper complete with table of contents, index and dividers

A Subscription Service

When you attend the SOS Course offered by Paulhus & Associates, Inc., you will receive a printed copy of the SOS manual that includes the 4350.3 REV-1, useful handouts for residents, recent HUD notices, additional information from the Office of Fair Housing and Equal Opportunity and the Office of the Inspector General. How often have you opened your occupancy handbook, followed the rule exactly as printed, and moved on; but, a few months later, during a HUD/CA audit, you get a finding due to having followed an obsolete rule? Don't let this happen again. At an exclusive price of \$29.95 for SOS attendees, you can purchase a copy of the SOS manual on CD-ROM in an easily accessible PDF file, which is fully searchable and printable. But wait, it gets better. For only \$99.95, you not only get the CD-ROM, but also a new CD-ROM mailed to you every time an update to the handbook occurs for one whole year. In addition to the new CD-ROM you will also get an email with PDF attachment every time a there is a new form, HUD notice, or other information that is relative to users of the 4350.3 REV-1. Along with the CD-ROM or email package, you will also receive a description of the new ruling and explanation of how it pertains to site managers, regional managers and owners. Don't pass up this exclusive service from Paulhus & Associates, Inc.

Paulhus & Associates, Inc. HUD Help

When you attend the SOS class, you automatically receive access to Paulhus's HUD Help. This new online forum is exclusive to individuals who have attended classes offered by Paulhus & Associates, Inc. Simply log-on, go to our site, fill in the information requested, and ask your question. Your question will be emailed to your instructor, who will then research the answer to your question, consult with others on our team, and other industry experts. You will receive an email answer to your question.

Disclaimers for subscription: Paulhus & Associates, Inc. is not responsible for postal address changes or email address changes. If your contact information changes, it is your responsibility to inform Paulhus & Associates, Inc. in writing of the change so that you can continue to receive the Subscription Service.

Descriptions and explanations of changes may be incomplete at time of release due to the necessity of obtaining HUD guidance. Once that guidance is received, an email will be sent to update subscribers of implementation guidelines.

Disclaimers for HUD help: Paulhus & Associates, Inc. cannot answer questions of a legal nature. Any questions that go beyond the scope of information presented in HUD handbooks and notices will receive a response advising that the owner/agent contact HUD, CA, or appropriate legal counsel for guidance.

Paulhus & Associates, Inc. cannot answer questions regarding use of site TRACS software package designed for generating 50059 Data Sheets, voucher requests, TRACS files, or relevant data.

ENROLLMENT

Advance registration and full payment are required in order to be admitted to the training.

CONFIRMATION

You will receive written or electronic confirmation of your registration. If you do not receive a confirmation, or if you mail your registration less than a week prior to the workshop, please call Paulhus & Associates, to confirm your registration.

CANCELLATION

Registration fees are refundable (less a \$75 per person administrative charge) if notification is received no later than 5:00 p.m. EST. three business days prior to the workshop. No refund can be granted to any registrant who cancels after that time. Telephone notification is acceptable, but all refunds must be requested in writing.

EXAMINATION RESULTS

Examination results and certificates are released 4-6 weeks after course completion.

AIRFARES

In rare instances, workshops may be canceled or rescheduled. Although a full refund of the registration fee is available in such cases, Paulhus & Associates is not responsible for other costs incurred, such as nonrefundable airfare tickets and hotel accommodations.

HOTEL AND MEALS

Hotel accommodations and meals are not included in the registration fee. Participants should make arrangements directly with the appropriate hotel. Only snacks & beverages are provided at workshops. Lunch is not provided. The actual conference location will be chosen approximately 2 - 4 weeks prior to the scheduled course and all registrants will be informed. Participant's meals and hotel accommodations are not included in the registration fee.

SPECIAL ACCOMMODATIONS

Please indicate on the registration form if any special facilities or disability-related sustenances are required. Alternatively, please contact Paulhus & Associates at least two weeks prior to the workshop.

PROJECT EXPENSES

Eliminate all of this by having the SOS Class at your locations. Team up with other agencies.

Our History

Paulhus & Associates, Inc. and Cannon Software Dimensions (a division of Paulhus & Associates, Inc.) are the partners you have been looking for! Our corporation is comprised of five departments; MTCS/PIC and Public Housing Authorities, TRACS Secure Connection and Private Management Companies, comprehensive service bureau and contract administration and education, which work as a team to attack each operation with great strength and insight to meet your specific needs. We are always current and educated on HUD's requirements for subsidized housing properties. We then internalize this information and tailor it to your specific operations. Our software covers your private and public housing needs. For those who prefer low-cost data entry and reporting, we offer our in-house service bureau. You send us the information, and we do the HUD reporting along with returning the necessary information you need for to perform your daily tasks. We also offer software for conventional properties, specialized consultant services, on-site training and hold TRACS/MTCS compliance seminars regularly. Again, each department provides tailor-made services to accommodate you and your needs.



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SOS Dates Available at your Location

July 6, 2004

August 16, 2004

September 13, 2004

September 27, 2004

October 4, 2004

November 2, 2004

November 8, 2004

December 13, 2004

Didn't find your perfect date. Call us at 888-224-0641 and we will accommodate all your needs.

www-paulhus-net



Three Easy Ways to register

1. Register On-line by visiting www.paulhus.net on the web.
2. Fax this form and your payment information to 717-274-5317
3. Copy and mail this form and your payment to this address: Paulhus & Associates, Inc.
8 Keystone Drive
Lebanon, PA 17042

Registration Form

2004 SOS Certification Seminar

- | | |
|--|--|
| <input type="checkbox"/> Three Day SOS Class - \$495.00 | <input type="checkbox"/> CD w/ SOS Class - \$29.95 |
| <input type="checkbox"/> Three Day Class No Exam - \$375.00 | <input type="checkbox"/> CD & Subscription w/ SOS Class - \$99.95 |
| <input type="checkbox"/> Examination Only - \$195.00 | <input type="checkbox"/> I am existing SOS, COS or AHM Holder
100.00 Credit |
| <input type="checkbox"/> SOS CD only and Subscription Service - \$225.00 | <input type="checkbox"/> CD Only - \$99.95 |

A Check payable to Paulhus & Associates, Inc. in the amount of \$ _____

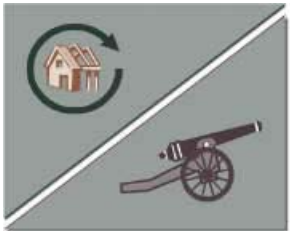
Charge my Visa Mastercard American Express

Amount \$ _____	
Card # _____	Exp. _____
Signature _____	

SOS Location _____	Date _____
Attendant Name _____	
Attendant Name _____	
Attendant Name _____	
Attendant Name _____	

Organization _____		
Address _____		
City _____	State _____	Zip _____
Phone _____		
Email _____		

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