

Daniel Barrett

<https://upcsinspector.com/>

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Professional Summary

Summary

Accomplished affordable housing manager with over 20 years of hands-on experience leading multi-residential communities, specializing in serving elderly and disabled residents. Highly skilled in navigating and ensuring compliance with complex county, state, and federal regulations, including LIHTC, HUD programs (Project-Based Section 8, Section 236, PRAC 202, 811 PRA), USDA-Rural Development (515), HCV, HOME Funds, and Bond programs. Recognized for strong leadership in staff development, mentorship, and effective program administration. Adept at marketing affordable housing through digital channels, community partnerships, and clear communication, while implementing strategies that uphold fair housing standards and attract diverse resident populations. Dedicated to operational excellence, consistently achieving high occupancy rates and delivering outstanding resident services through proactive engagement, timely problem-solving, and collaborative community involvement.

Willing to relocate to: Redding, CA

Work Experience

Affordable Housing Support Manager and Inspector

<https://upcsinspector.com/> | Red Bluff, CA

April 2015 to Present

- Provide comprehensive regulatory and operational support for multi-residential affordable housing communities.
- Conduct Pre-HUD REAC/NSPIRE UPCS physical inspections to ensure properties are safe, accessible, and compliant with standards that support the well-being of tenants.
- Ensure strict adherence to federal, state, and local regulations, including Fair Housing laws, with particular attention to protections and accommodations for the elderly and disabled.
- Oversee leasing processes, manage HCV contracts, and review rental applications, prioritizing accessibility
- Handle verification procedures and calculate income to determine eligibility according to HUD/HCD income limits, ensuring fair and accurate assessments for elderly and disabled households.
- Monitor and perform financial tasks such as rent collection, budgeting, and expense management, supporting community stability for vulnerable populations.
- Coordinate maintenance activities and vendor contracts to maintain safe, well-kept, and accessible living environments.
- Prepare and submit precise financial and operational records to funding agencies and management, reflecting compliance and accountability.
- Perform annual recertifications by verifying and updating tenant income, ensuring ongoing compliance with rent and utility allowances under federal funding programs.

Operations and Compliance Analyst

Upcsinspector | California

June 2014 to March 2015

Provide comprehensive regulatory and on-site operational support for multi-residential affordable housing communities. Conduct pre-HUD REAC UPCS and HQS physical compliance inspections to ensure properties meet the required standards.

On-site Property Supervisor - Compliance Manager

FWC Realty Services Corporation | Pacific Palisades, CA

October 2011 to June 2014

- Managed on-site operations for a portfolio of seven multi-residential family and senior housing communities, ensuring high standards of service and compliance.
- Supervised Community Managers and office staff processing applicant income eligibility assessments at move-in and during annual or interim recertifications, maintaining strict adherence to program requirements.
- Developed and executed local and regional marketing strategies to maximize occupancy, managed leasing processes, processed rental applications, and facilitated wait-list management.
- Prepared and administered property budgets, tracked income and expenses, collected rents, processed notices and legal actions for late or non-payments, enforced lease agreements, and supervised financial reporting and reconciliations.
- Represented ownership in all physical and regulatory compliance matters during agency reviews and inspections, ensuring properties met or exceeded all applicable standards.
- Supervised maintenance activities and vendor operations to ensure timely, cost-effective, and high-quality property upkeep.
- Designed, implemented, and delivered training programs focused on operations, compliance, and maintenance for both new hires and existing staff, promoting continuous improvement and regulatory compliance.

On-Site Community Manager - LIHTC- Project Based Sec 8

Cottonwood Park Apartments | Auburn, CA

April 2008 to June 2010

On-Site Community Manager: LIHTC- Project Based Sec 8

Ontario Senior Apartments - Little Zion Manor Family Community | Ontario, CA

July 2005 to December 2007

On-Site Community Manager: USDA RD 515

Oaktree Apartments -USDA RD 515 - Family | Temecula, CA

January 1997 to November 2004

On-site Maintenance Supervisor: -Conventional Leasing

Felicita Creek Apartments - Rehab | Escondido, CA

January 1993 to December 1995

On-site Maintenance Supervisor-Conventional Leasing

Hourglass Apartments | Mira Mesa, CA

January 1991 to December 1993

On-Site Property Manager

Education

LIHTC Management (LIHTC Seminar)

California Tax Credit Allocation Committee | Sacramento, CA

Manager Certification (USDA RD)

California Council for affordable Housing | Sacramento, CA

UPCS Inspector Certification (HUD REAC UPCS)

US Department of Housing and Urban Development | Washington, DC

Real Estate - Inspection (Certification)

Allied Business School | Laguna Hills, CA

Real Estate Principles (Certification)

2000 School of Real Estate | Santa Rosa, CA

Business Law (College)

College of the Redwoods | Eureka, CA

Trade school

High school diploma or GED

Skills

Working with seniors Microsoft Outlook Business operations Cross-functional collaboration MRI
Rent late fee assessment Clerical experience Algebra Tenant account reconciliation Monitoring
regulatory changes Hospitality Management Climbing Typing Workplace health and safety
regulatory compliance Bookkeeping Microsoft Office Zoning regulations Technical Proficiency
Teamwork Regulatory change management Mobile devices Conflict management Property
Management Contract review Regulatory audits Computer literacy Microsoft Powerpoint
EHS Administrative experience Writing skills Google Docs Social media management
First aid Operations management LIHTC Case management Complaint handling CMMS
Urban planning Interviewing Legal Research Budgeting Section 8 Public health Live-in
employment Windows English Property management company experience CCTV Microsoft
Word Property Leasing Balance sheet creation Team management Organizational skills
Facilities management Software troubleshooting Care plans Communication skills Environmental
compliance Research Community engagement Project management software Task prioritization
Outdoor work Customer complaint resolution Working with people with disabilities Fair Housing
regulations Proofreading Analysis skills Compliance performance reporting Real estate law
Time management Project stakeholder communication Google Suite Vendor management
Contracts Housing assistance programs Report writing Manager Regulatory compliance
Cost control Contract documentation review Facilities maintenance Supervising experience
Financial acumen Compliance management implementation Customer relationship management
Data entry Computer operation Local building codes OneSite Financial Management Phone
etiquette 10 key typing Attention to detail Customer service Construction team management
Security Student support Negotiation Adobe Acrobat Microsoft Excel Landlord-tenant law
Team motivation (leadership skill) Productivity software Presentation creation Delivery driver
experience Cross-functional communication Stakeholder management Accounting and finance
experience Real estate administrative experience Environmental regulatory compliance OSHA
Housing and Urban Development (HUD) regulations Computer skills Property management tools
Yardi Leadership Safety regulations Landscape maintenance Managed care Multifamily
properties HIPAA OSHA (regulatory compliance area) Social media marketing

Certifications and Licenses

Multiple Affordable Housing Management Certifications

Present

RAM, CPM, C3P, HCCP, SHCM, HUD, RDA, RHS, BOND Formerly certified HQS and HUD UPCS REAC Inspector (#MM0074 WA DC, 2004-2010). HUD Secure Systems - PHA User - EIV Systems, Crime Free Multi-Housing Program Certifications.

National Association of Homebuilders, International Association of Certified Home Inspectors (NACHI), Housing Inspection Foundation, Allied Real Estate Schools.

Driver's License

Non-CDL Class C

Certified Apartment Manager

Certified Property Manager

Additional Information

Authorized to work in the US for any employer