
Enclosed is the
January 1, 2016 revision to the
Uniform Physical Condition Standards (UPCS) CD
(Product Code 309-006)

For 2016, we have brought all content current with all regulatory guidance, resources, and tools. As with the past two revisions, this CD no longer has the self opening screen we used prior to 2013, although you will still be able to easily navigate to all the files contained on the CD. To access them, place the CD in your computer's disc drive and a screen should open which will give you the option to "Open folder to view files." If you do not see this screen, right click on the start button in the lower left corner of your start screen, and select "Explore" or "Open Explorer Window." A window will appear showing all of your computer's drives in a list on the left side of the window. Select your computer's CD/DVD drive from this list by clicking once. You will then be able to view all the files contained on the CD on the right side of the window. Click into individual folders to find files under each specific topic.

The files on the 2016 CD are organized in the following folders:

- Alerts_Bulletins
- DCD PASS 2.3a – Manual
- DCD PASS 2.3a - Software
- DCD RAPID 4.0 – Manual and Info
- DCD RAPID 4.0 – Software
- DCD RAPID 4.0 Photo – Manual and Info
- DCD RAPID 4.0 Photo – Software
- Federal Register
- Product Order Form
- Training_Test
- Web Site Links

Changes in this revision include the following:

- DCD RAPID 4.0 Photo – Software folder
 - Updated with HUD’s most recent DCD RAPID 4.0 software, current as of September 2015
- DCD RAPID 4.0 Photo - Manual and Info folder
 - Changed the folder name from “...Briefings and Specs”
 - Added additional information to be used in conjunction with the DCD RAPID 4.0 software, including the most recent installation guide and instructions for scroll bar usage
- Alerts_Bulletins folder
 - Added REAC’s most recent Compilation Bulletin, dated March 2015
- Federal Register folder
 - Removed the older version of REAC’s Compilation Bulletin

If you have problems with the CD, first check your version of Acrobat Reader (it should be 5.0 or higher). If you still have problems, please call or e-mail JoAnne Cohen (800-783-3100, ext. 196; jcohen@nanmckay.com) for assistance.

If you have questions about your order, or if you want to purchase a network agreement in order to install the CD on a network, please contact your Account Manager at 800-783-3100, or sales@nanmckay.com.

We want to make our products as useful and easy to use as possible; if you have any comments, complaints, or suggestions for improvement, please feel free to share them with our Product Manager, Sheryl Putnam, at ext. 126.

At Nan McKay and Associates, our goal is to provide you with the finest products and services to assist you in the successful administration of your housing program(s) and keeping up to date with the latest government requirements. We appreciate the confidence and trust that you place in us.

Sincerely,

Nan McKay and Associates