PASS DCD 4.0 Overview
AGENDA

✓ Background
✓ Key Features
✓ Implementation Strategy
✓ Inspection Reports
✓ Question & Answer (Q &A)Session
✓ DCD 4.0 Public Version
✓ DCD 2.3/DCD 4.0 Comparison
✓ Exigent Health & Safety
✓ Question & Answer (Q &A)Session
✓ On Line Training
✓ Conclusion
✓ Closeout Question & Answer (Q &A)Session
BACKGROUND

Drivers

- Response to industry requirements (including Implementation of a Scoring Cap)

- Changes to the “Dictionary of Deficiency Definitions”

- Re-engineering of the aging DCD 2.3 software to HUD’s standard Oracle/Java platform
KEY FEATURES – DCD 4.0 Inspection Software

- Enhanced functionality
- Increased objectivity
- Specific identification of every defect with associated details
- Easy to use navigation features
KEY FEATURES – PASS Secure Systems

- Score Cap
- Real Time Inspection Status Updates AND Inspections Availability
- User Friendly & Menu-Driven Navigation
- Flexibility For Rapid Business Changes
- On-line process for mitigation of Exigent Health & Safety (EHS) deficiencies
IMPLEMENTATION STRATEGY

- PHAs FYE 12/31/2012
- Multifamily (insured & non-insured)
- Complete inspections in 2.3 system for all projects prior 12/31/2012 and all multifamily
DCD 4.0 – Report Enhancements

- New easy to read and understand format
- More detailed and descriptive information
- New ‘decision column’ detailing how the inspector arrived at the deficiency
- Deficiency details section includes all multiple recorded deficiencies for a designated sub-area
## DCD 4.0 – Sample Inspection Report

### Inspection Summary Report (POA) for Inspection #500001

<table>
<thead>
<tr>
<th>Inspection Snapshot</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspection ID:</strong> #500001</td>
</tr>
<tr>
<td><strong>Inspection Date:</strong> 05/03/2012</td>
</tr>
<tr>
<td><strong>Property ID:</strong> 800514428</td>
</tr>
<tr>
<td><strong>Property Name:</strong> Test Terrace Apts.</td>
</tr>
<tr>
<td><strong>Inspection State:</strong> Successful</td>
</tr>
<tr>
<td><strong>Inspection Time:</strong> 10:57 AM - 11:07 AM</td>
</tr>
<tr>
<td><strong>Property Type:</strong> Multifamily</td>
</tr>
<tr>
<td><strong>Score:</strong> 87b</td>
</tr>
</tbody>
</table>
# Property Profile
Includes property, building & unit details; Occupancy information and Bed Bug reports

## Inspection Summary Report (POA) for Inspection # 500001

<table>
<thead>
<tr>
<th>Property Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Name: Test Terrace Apts.</td>
</tr>
<tr>
<td>Scattered Site? Yes</td>
</tr>
<tr>
<td>Address Line 1: 5656 Test Road</td>
</tr>
<tr>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City: Any Town</td>
</tr>
<tr>
<td>ZIP: 20154</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Building</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expected</td>
<td>Actual</td>
</tr>
<tr>
<td>Residential</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>Common</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
<td>1</td>
</tr>
</tbody>
</table>

## Occupancy Information

<table>
<thead>
<tr>
<th>No. of Occupied Units</th>
<th>Occupancy Rate</th>
<th>Inspect Vacant Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100%</td>
<td>No</td>
</tr>
</tbody>
</table>
## Participant information including presence indicator

**Participant Profile**

<table>
<thead>
<tr>
<th>Management Agent [Primary Contact / Present During Inspection]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (F, MI, L):</strong> Doe, John</td>
</tr>
<tr>
<td><strong>Organization:</strong></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong> 5656 Test Road</td>
</tr>
<tr>
<td><strong>City:</strong> Any Town</td>
</tr>
<tr>
<td><strong>ZIP:</strong> 20154</td>
</tr>
<tr>
<td><strong>Phone:</strong> (966) 000-0000</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
</table>

| **State:** TX                                               |
| **Extension:** 2515                                         |
| **Email:** Test@testtest.com                                |

<table>
<thead>
<tr>
<th>Owner [Present During Inspection]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (F, MI, L):</strong> Doe, John</td>
</tr>
<tr>
<td><strong>Organization:</strong></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong> 5656 Test Road</td>
</tr>
<tr>
<td><strong>City:</strong> Any Town</td>
</tr>
<tr>
<td><strong>ZIP:</strong> 20154</td>
</tr>
<tr>
<td><strong>Phone:</strong> (966) 000-0000</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
</tr>
</tbody>
</table>

| **State:** TX                                               |
| **Extension:** 2515                                         |
| **Email:** Test@testtest.com                                |

<table>
<thead>
<tr>
<th>Site Manager [Present During Inspection]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (F, MI, L):</strong> Test, Status</td>
</tr>
<tr>
<td><strong>Organization:</strong></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong> 4545 S T Avenue</td>
</tr>
</tbody>
</table>

| **State:** TX                                               |
| **Extension:** 2515                                         |
| **Email:** Test@testtest.com                                |
### Score Summary

#### High level

<table>
<thead>
<tr>
<th>Area</th>
<th>Possible Points</th>
<th>Deductions Excluding H&amp;S</th>
<th>Pre H&amp;S Points</th>
<th>H&amp;S Deductions</th>
<th>Final Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>15.29</td>
<td>2.67</td>
<td>12.63</td>
<td>0.00</td>
<td>12.63</td>
</tr>
<tr>
<td>Building Exterior</td>
<td>31.48</td>
<td>0.00</td>
<td>31.48</td>
<td>10.00</td>
<td>21.48</td>
</tr>
<tr>
<td>Building Systems</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Common Area</td>
<td>1.78</td>
<td>0.00</td>
<td>1.78</td>
<td>0.00</td>
<td>1.78</td>
</tr>
<tr>
<td>Unit</td>
<td>51.45</td>
<td>0.00</td>
<td>51.45</td>
<td>0.00</td>
<td>51.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.00</strong></td>
<td><strong>2.67</strong></td>
<td><strong>97.33</strong></td>
<td><strong>10.00</strong></td>
<td><strong>87.33</strong></td>
</tr>
</tbody>
</table>

*Score Version: 1  Score Date: 05/03/2012  Final Score: 87.33*
Summary of Health & Safety deficiencies

Health & Safety Summary

<table>
<thead>
<tr>
<th></th>
<th>Site</th>
<th>Buildings</th>
<th>Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Life Threatening (NLT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>1</td>
<td>0</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Projected</td>
<td>1</td>
<td>0</td>
<td>57</td>
<td>58</td>
</tr>
<tr>
<td>Life Threatening (LT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Projected</td>
<td>0</td>
<td>3</td>
<td>13</td>
<td>16</td>
</tr>
<tr>
<td>Smoke Detectors (SD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projected</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>1</td>
<td>1</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>Projected</td>
<td>1</td>
<td>3</td>
<td>70</td>
<td>74</td>
</tr>
</tbody>
</table>

Health and Safety Narrative
1 site, 22 buildings and 21 units were inspected.

18 health and safety deficiencies (HSD) were observed.

Percentage Inspected:
Site (PIS): 100%
Building (PIB): 39%
Unit (PIU): 23%

Projected HSD:
Site = (Actual HSDS) / PIS
Building = (Actual HSDB) / PIB
Unit = (Actual HSDU) / PIU

If all buildings and units were inspected, it is projected that a total of 74 health and safety deficiencies would apply to the property.
### Systemic Deficiencies

**Inspection Summary Report (POA) for Inspection # 500001**

<table>
<thead>
<tr>
<th>Type</th>
<th>Area</th>
<th>Item</th>
<th>Deficiency</th>
<th>B/U with defects</th>
<th>Total B/U</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td>Site</td>
<td>Fencing and Gates</td>
<td>Site - Holes/Missing Sections/Damaged/Falling/Leaning (Security/Safety) (Fencing and Gates)</td>
<td>1</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Ordinary</td>
<td>BE</td>
<td>Doors</td>
<td>BE - Damaged/Missing Screen/Storm/Security Door (Doors)</td>
<td>1</td>
<td>1</td>
<td>100</td>
</tr>
</tbody>
</table>

**Note:**
- B/U - Indicates Buildings or Units
- BE - Indicates Building Exterior
- BS - Indicates Building Systems
- CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)
DCD 4.0 – Sample Inspection Report

Building/Unit Summary

<table>
<thead>
<tr>
<th>Entity</th>
<th>Expected</th>
<th>Actual</th>
<th># Inspected</th>
<th># Reported Uninspectable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>4</td>
<td>51</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>Unit</td>
<td>98</td>
<td>98</td>
<td>21</td>
<td>0</td>
</tr>
</tbody>
</table>

Building 5656 Test Road

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>5656 Test Road</td>
<td></td>
<td>Any Town</td>
<td>TX</td>
<td>20154</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Constructed In</th>
<th>Floors</th>
<th>Expected Unit Count</th>
<th>Actual Unit Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Detached</td>
<td>1970</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Comments:

Building 5656 Test Road

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>5656 Test Road</td>
<td></td>
<td>Any Town</td>
<td>TX</td>
<td>20154</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Constructed In</th>
<th>Floors</th>
<th>Expected Unit Count</th>
<th>Actual Unit Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Detached</td>
<td>1964</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
**DCD 4.0 – Sample Inspection Report**

---

**Certificates**

<table>
<thead>
<tr>
<th>Certificate Item</th>
<th>Certificate State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boilers</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
<tr>
<td>Elevators</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
<tr>
<td>Fire Alarms</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
<tr>
<td>Lead-Based Paint Disclosure Forms</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
<tr>
<td>Lead-Based Paint Inspection Reports</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
<tr>
<td>Sprinkler Systems</td>
<td>NA - This certificate is not applicable for this property</td>
</tr>
</tbody>
</table>
**Deficiency Details**
Will include all multiple recorded deficiencies for an inspectable area.

**Note**
3 deficiencies indicated for Walls with score deduction for 1 deficiency.
**Score Details**
Explanation of score for property including source of points deducted

**Note**
3 deficiencies recorded for Walls

---

**Inspection Summary Report (POA) for Inspection #500001**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location/Comments</th>
<th>Deficiency/Severity</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Health And Safety Deficiencies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom Items</strong></td>
<td>Bathroom</td>
<td>Unit - Shower/Tub - Damaged/Missing (Bathroom) - L2</td>
<td>- Shower or Tub (Unit) - There are cracks or discoloration in the basin - More than 50%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit - Damaged Hardware/ Locks (Doors) - L3</td>
<td>- Bathroom Door - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).</td>
</tr>
<tr>
<td><strong>Kitchen Items</strong></td>
<td>Kitchen</td>
<td>Unit - Range/Stove-Missing/Damaged/Inoperable (Kitchen) - L2</td>
<td>- Range/Stove/Oven - Electric Range/Stove/Oven - Burner(s) not functioning - ONE burner is not functioning.</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>Living Area/ AC Unit</td>
<td>Unit - Peeling/Needs Paint (Walls) - L1</td>
<td>- Peeling Paint or Needs Paint - 1 to 4 square feet of wall area</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>Bedroom/ Under AC Unit</td>
<td>Unit - Peeling/Needs Paint (Walls) - L1</td>
<td>- Peeling Paint or Needs Paint - 1 to 4 square feet of wall area</td>
</tr>
<tr>
<td></td>
<td>Hallway/ Right Side</td>
<td>Unit - Peeling/Needs Paint (Walls) - L1</td>
<td>- Peeling Paint or Needs Paint - 1 to 4 square feet of wall area</td>
</tr>
</tbody>
</table>

**Decisions Column**
Lists the details on how the inspector identified the deficiency

**Appeals**
All individually recorded deficiencies must be addressed in the TR/DBA with objectively verifiable documentation to support non-existence of deficiency
PASS DCD 4.0 - Q & A

Questions & Answers

Topics Covered

✓ Background
✓ Key Features
✓ Implementation Strategy
✓ Inspection Reports
PASS DCD 4.0 - Client Public Version

✓ DCD 4.0 Client Public Version
  ▪ Stand-alone Application
  ▪ Located on the DCD 4.0 Web Page
  ▪ Requires HUD Assigned User ID (IID) to log in
  ▪ Inspects Multifamily and PHAs
  ▪ Follow Uniform Physical Condition Standards (UPCS)

✓ User will be able to enter
  ▪ Inspection Profile
  ▪ Property Profile
  ▪ Participant Profile
  ▪ Certificates &
  ▪ Building Profile
PASS DCD 4.0 - Client Public Version

☐ User will be able to record observations from the following areas
  - Site
  - Building System,
  - Building Exteriors
  - Common Areas
  - Units
  - Generate Deficiency and EHS Reports*

The report can be generated even without completing the inspection.

☐ The training video for the “DCD 4.0 Client Public Version”
  http://www.youtube.com/watch?v=TLFnZK0oOL8&feature=youtu.be
PASS DCD 4.0 – Independent User ID (IID)

To obtain an “Independent User” please go to the following link:

http://www.hud.gov/offices/reac/online/online_registration.cfm

The link has been posted in the description part below the video.

Need a User ID?

Complete registration instructions are available, or go directly to the appropriate secure connection registration form.

- Multifamily Housing Entity
- Public Housing Agency
- Independent User
- Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.
Please contact the Technical Assistance Center (TAC) at \texttt{REAC\_TAC@hud.gov} or call 1-888-245-4860 and provide your “Application ID” to acquire the access to the “DCD 4.0 Client Public Version.”
PASS DCD 4.0 - Client Public Version
PASS DCD 4.0 - Client Public Version

[Image of software interface]
# Inspection Deficiency Report

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Deficiency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bathroom Items</td>
<td>Unit - Bathroom Cabinets - Damaged/Missing</td>
<td>Bldg: 100 - Test Homes Unit: 1 Room: Bathroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Bathroom)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Emergency/Fire Exits</td>
<td>HS - Emergency/Fire Exits Blocked/Unusable</td>
<td>Bldg: 100 - Test Homes Unit: 1 Room: Kitchen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Emergency/Fire Exits)</td>
<td>Comments: TEST EHS</td>
</tr>
</tbody>
</table>
PASS DCD 4.0 - Client Public Version
# Exigent Health and Safety Notification Form

<table>
<thead>
<tr>
<th>PHA Development No: 80000000000123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Name: HUD TEST TERRACE</td>
</tr>
<tr>
<td>Address: 1344 Independence Lane</td>
</tr>
<tr>
<td>Washington, DC 14444</td>
</tr>
<tr>
<td>Phone: (202)123-1234 Ext :</td>
</tr>
<tr>
<td>Inspection ID: 1000</td>
</tr>
<tr>
<td>Inspection Date: Oct 16, 2012 10:57:30 AM</td>
</tr>
<tr>
<td>Role: PHA Executive Director</td>
</tr>
</tbody>
</table>

All PHAs are to correct or abate EHS deficiencies within 24 hours after the inspection, and certify to the correction or abatement activity through the online application within three business days of the inspection.

During this inspection, the following items were observed and noted as EHS deficiencies. These require immediate attention:

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Deficiency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit</td>
<td>HS - Emergency/Fire Exit Blocked/Unusable</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Emergency/Fire Exit</td>
<td>(Emergency/Fire Exit)</td>
<td>Bldg: 100 - Test Homes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unit: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Room: Kitchen</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Comments: TEST EHS</td>
</tr>
</tbody>
</table>

Name of PHA Representative: (print)  
Signature of PHA Representative:  
Date: Oct 17, 2012 2:11:22 PM

Inspector Name:  
Inspector ID Number:  

A copy of this notification will be provided to the appropriate local health/safety/fire code enforcement entity. Neither the inspector, the inspector’s employer nor the Department of Housing and Urban Development assume any liability whatsoever, expressed or implied, that the above noted health and safety hazards constitute all of the health and safety deficiencies that may be present on the property. Any and all liability for the health and safety hazards noted above, as well as any health and safety hazards that may exist on the property but were not observed by the inspector, are the full and absolute responsibility of the property owner and not the inspector, the inspector’s employer nor the Department of Housing and Urban Development.
PASS DCD – 2.3 VS 4.0

DCD 2.3 software is currently in use by REAC

Limitations

- In use by REAC since 2000 (12 Years)

- Limits the recording of any single deficiency to the highest level for that defect.

- Does not include Berger report recommended changes.
PASS DCD – 2.3 Software

Building 5 - Unit 310 Greenb

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>NOD</th>
<th>OD</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call-for-A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Doors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Building 5 - Unit 310 Greenb: Health and Safety

<table>
<thead>
<tr>
<th>Inspectable Item</th>
<th>OD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Quality</td>
<td></td>
</tr>
<tr>
<td>Electrical Hazards</td>
<td></td>
</tr>
<tr>
<td>Emergency/Fire Exits</td>
<td></td>
</tr>
</tbody>
</table>
## PASS DCD – 2.3 Software

### Building 5 - Unit 310 Greenb: Doors

<table>
<thead>
<tr>
<th>Inspectable Defect</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged Frames/Threshold/Lintels/Trim**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged Hardware/Locks**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged Surface - Holes/Paint/Rusting/Glass**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged/Missing Screen/Storm/Security Door**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deteriorated/Missing Seals (Entry Only)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Door</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The defect `Damaged Hardware/Locks**` is marked as present.

---

**Legend:**
- L1: Present
- L2: Present
- L3: Present

### Buttons
- Page Up
- Page Down
- Save
- Clear All
- Defect Definition
- Help
- Close Form
## PASS DCD – 2.3 Software

### Building 5 - Unit 310 Greenb: Doors

<table>
<thead>
<tr>
<th>Inspectable Defect</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged Frames/Threshold/Lintels/Trim**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged Hardware/Locks**</td>
<td></td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>Damaged Surface - Holes/Paint/Rusting/Glass**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged/Missing Screen/Storm/Security Door**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deteriorated/Missing Seals (Entry Only)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Door</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Damaged Hardware/Locks** is marked as checked in L3.
### PASS DCD – 2.3 Software

#### Building 5 - Unit 310 Greenb: Doors

<table>
<thead>
<tr>
<th>Inspectable Defect</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged Frames/Threshold/Lintels/Trim**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged Hardware/Locks**</td>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Damaged Surface - Holes/Paint/Rusting/Glass**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaged/Missing Screen/Sash**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deteriorated/Missing Seals**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing Door</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Location:** Master Bath

**Comments:** Hardware inoperable
### PASS DCD – 2.3 Software

#### Building 5 - Unit 310 Greenb: Doors

<table>
<thead>
<tr>
<th>Inspectable Defect</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Missing Door</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only Level 3 defect remains. Level 1 and 2 are removed from system.
PASS DCD – 4.0 Software
PASS DCD – 4.0 Software

Requires inspector to select floor area within the unit where defect exists.
PASS DCD – 4.0 Software

Record your observation by choosing one of the options presented below. You will be presented with the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel button. Any unsaved observations would be discarded.

Record Observations:
- Entry Door to Unit
- Bathroom Door
- Screen Door or Storm Door
- Security Door
- All Other Doors (includes closet or other interior doors)
PASS DCD – 4.0 Software
PASS DCD – 4.0 Software

Record your observation by choosing one of the options presented below. You will be presented with the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel button. Any unsaved observations would be discarded.

- Closet door does not function as it should or cannot be locked.
- Other interior door does not function as it should or cannot be locked.
PASS DCD – 4.0 Software

Based on your responses, it was determined that "Unit - Damaged Hardware/Locks (Doors) - LI" defect applies. You may enter additional comments (optional) in the text box below. Click the Finish button to record this defect in the database.

You may view this and other recorded defects in the deficiencies tree on the main site interface.

Comment:
PASS DCD – 4.0 Software

Detailed description showing process of how inspector arrived at conclusion.
PASS DCD – 4.0 Software

Unit Inspection

Please select from the following locations:

- Basement
- Bathroom
- Bedroom
- Dining Area
- Shed/Garage/Carport
- Hallway
- Kitchen
- Laundry Area
- Living Area
- Patio/Porch/Balcony
- Storage
PASS DCD – 4.0 Software
PASS DCD – 4.0 Software

Unit Inspection

Record your observation by choosing one of the options presented below. RAPID will continue to present the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel or OK button, as applicable. Any unsaved observations would be discarded.

Record Observations

- Frame is damaged causing the door not to function or lock (this includes thresholds, lintels, trim, headers, and jambs)
- Hardware is damaged or missing
- Surface is damaged
- Door is missing

Back Finish Cancel
PASS DCD – 4.0 Software

Record your observation by choosing one of the options presented below. RAPID will continue to present the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel or OK button, as applicable. Any unsaved observations would be discarded.

- Closet door does not function as it should or cannot be locked.
- Other interior door does not function as it should or cannot be locked.
PASS DCD – 4.0 Software

Based on your responses, it was determined that 'Unit - Damaged Hardware/Locks (Doors) - LZ' defect applies. You may enter additional comments (optional) in the text box below. Click the Finish button to record this defect in the database.

You may view this and other recorded defects in the deficiencies tree on the main site interface.

Detailed of defect with comment section provided.
PASS DCD – 4.0 Software

Unit Inspection

Please select from the following locations:
- Basement
- Bathroom
- Bedroom
- Dining Area
- Shed/Garage/Carport
- Hallway
- Kitchen
- Laundry Area
- Living Area
- Patio/Porch/Balcony
- Storage

[Buttons: Back, Finish, Cancel]
PASS DCD – 4.0 Software

Unit Inspection

Record your observation by choosing one of the options presented below. RAPID will continue to present the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel or OK button, as applicable. Any unsaved observations would be discarded.

- Entry Door to Unit
- Bathroom Door
- Screen Door or Storm Door
- Security Door
- All Other Doors (includes closet or other interior doors)
PASS DCD – 4.0 Software

Unit Inspection

Record your observation by choosing one of the options presented below. RAPID will continue to present the next set of options based on your response until a decision is determined. You may exit this screen at any time by clicking the Cancel or OK button, as applicable. Any unsaved observations would be discarded.

- Frame is damaged causing the door not to function or lock (this includes thresholds, lintels, trim, headers, and jambs)
- Hardware is damaged or missing
- Surface is damaged
- Door is missing

Back Finish Cancel
PASS DCD – 4.0 Software

Based on your responses, it was determined that "Unit - Damaged Hardware/Locks (Doors) - L3" defect applies. You may enter additional comments (optional) in the text box below. Click the Finish button to record this defect in the database.

You may view this and other recorded defects in the deficiencies tree on the main site interface.

Details of defect with comment box
PASS DCD – 4.0 Software

Very detailed info for each of the door hardware defects observed.
Example of Definition Changes in the new System

- Mold
- Improperly Stored Flammable Materials
This observation is not considered a deficiency under HUD's definition for this item.
Flammable materials improperly stored (gasoline, paint thinners, kerosene, propane, paper boxes, lubricating oil, etc.) - The flammable materials ARE stored near an exposed flame, heat or electrical source.

Flammable materials improperly stored (gasoline, paint thinners, kerosene, propane, paper boxes, lubricating oil, etc.) - The flammable materials ARE NOT stored near an exposed flame, heat or electrical source.
This observation is not considered a deficiency under HUD’s definition for this item.
DCD 4.0 – Exigent Health & Safety (EH&S)

- EH&S Process Overview
- EH&S Module on-line mitigation for PHA property
- EH&S Module on-line review for PIH Field Office
**DCD 4.0 – Exigent Health & Safety (EH&S)**

![Exigent Health & Safety (EH&S) Details](image)

<table>
<thead>
<tr>
<th>Area</th>
<th>Building #</th>
<th>Unit #</th>
<th>Defect</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>1802</td>
<td>32424</td>
<td>Unit - Misaligned Chimney/Ventilation System (HVAC)</td>
<td>Not Mitigated</td>
</tr>
<tr>
<td>Unit</td>
<td>B309</td>
<td>23432432</td>
<td>Unit - Misaligned Chimney/Ventilation System (HVAC)</td>
<td>Not Mitigated</td>
</tr>
</tbody>
</table>

2 records returned, displaying all records.

[Export option(s): Excel](#)
## DCD 4.0 – Exigent Health & Safety (EH&S)

### U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

#### Exigent Health & Safety (EHS) Details

<table>
<thead>
<tr>
<th>Inspection ID: 501498</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Building</th>
<th>Unit</th>
<th>Defect</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>8309</td>
<td>23432432</td>
<td>Unit - Misaligned Chimney/Ventilation System (HVAC)</td>
<td>Not Mitigated</td>
</tr>
<tr>
<td>Unit</td>
<td>1802</td>
<td>32424</td>
<td>Unit - Misaligned Chimney/Ventilation System (HVAC)</td>
<td>Mitigated</td>
</tr>
</tbody>
</table>

Export option(s): Excel

---

PH: REAC Division
U.S. Department of Housing and Urban Development
Potomac Place, 560 12th Street S.W.
Washington DC 20410
Contact: Technical Assistance Center (TAC)
DCD 4.0 – Exigent Health & Safety (EH&S)

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

EHS - Search

Use the legacy EHS module to access DCD 2.3 Inspections.

Basic Filters

- **PHA Code**: DEE01
- **Type**: PH
- **Inspection Id**: PHK
- **Inspection Date**: Date
- **Property ID/Dev #**: ID

Advanced Filters

- **Inspection Id From**: C
- **To**: C
- **Inspection Date From**: D
- **To**: D

Note: Any value in the advanced filter section would supersede corresponding values in the basic filter section.

Legend: PH - Public Housing, MF - Multi-Family

Retrieve Inspection(s)  Cancel

Back to Top

FH-HOAC Division
U.S. Department of Housing and Urban Development
Potomac Place, 550 12th Street S.W.
Washington DC 20410
Contact: Technical Assistance Center (TAC)
DCD 4.0 – Exigent Health & Safety (EH&S)
DCD 4.0 – Exigent Health & Safety (EH&S)
DCD 4.0 – Exigent Health & Safety (EH&S)

[Exigent Health & Safety (EHS) Details]

**EHS Defect Details**
- **Inspection ID**: 501496
- **Area**: Unit
- **Building #**: 1802
- **Unit**: 32424
- **Item**: HVAC System
- **Location**: DINING
- **Defect Name**: Unit - Misaligned Chimney/Ventilation System (HVAC)
- **Defect Recorded Date**: 05/31/2012
- **Reported Date**: 08/28/2012
- **Mitigation Date**: 08/28/2012
- **Mitigation Late**: Yes
- **Inspector Comment**: sfdf

**HVAC System: Unit - Misaligned Chimney/Ventilation System (HVAC)**
- **Report Date**: 09/30/2012
- **Action**
- **Action Comment**: Inconclusive
- **Action Date**: 09/30/2012
- **Review Type**: Offsite

**History**
- **One record found.**
  - **Report Date**: 08/28/2012
  - **Action Date**: 08/28/2012
  - **Action**: Mitigation
  - **Comments**: Test Action
  - **User**: M00269

*Note* For Review Type Off-Site, please enter the documentation by the RA/POA in action comment field.
DCD 4.0 – Exigent Health & Safety (EH&S)

- Public Housing / Representatives:
  http://www.youtube.com/watch?v=7ECgVN4kSww&feature=youtu.be

- PIH Field Office:
  http://www.youtube.com/watch?v=7g16d2cQR_s&feature=youtu.be
PASS DCD 4.0 - Q & A

Questions & Answers

Topics Covered

✓ DCD 4.0 Public Version
✓ DCD 2.3/DCD 4.0 Comparison
✓ Exigent Health & Safety
REAC PASS TRAINING

- Class Schedule
- UPCS Protocol
REAC On Line Learning Management System
REAC PASS Training – The Process

PASS TRAINING LMS

Registration
Public Training Self Registration - Multifamily

https://hudpasstraining.adobeconnect.com/_a998406637/mfh-training/event/event_info.html
Public Training Self Registration- Public Housing

- [https://hudpasstraining.adobeconnect.com/_a998406637/ph_training/event/event_info.html](https://hudpasstraining.adobeconnect.com/_a998406637/ph_training/event/event_info.html)
Public Training Self Registration

Original Message.....
From: OnlineTrainingMF@hud.gov
Sent: Tuesday, November 06, 2012 5:50 AM
To:
Subject: Public Training for Multifamily Housing Confirmation

We are pleased to confirm your registration for Public Training for Multifamily Housing. We look forward to your participation.

Event: Public Training for Multifamily Housing

Description: HUD’s Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) is committed to providing our industry partners and contractors with comprehensive and effective training.

Nearly 4 million American families live in rental housing that is owned, insured or subsidized by HUD. To ensure that these families have housing that is decent, safe, and sanitary and in good repair, REAC conducts approximately 20,000 physical inspections on properties each year.

This training is for Multi-Family (Housing) property representatives, owners, agents, and for those interested in learning about the UPCS Inspection Protocol and REAC Inspection process.

Host: Janie Ealey
When: Sunday 1 July 2012, 12:00 AM - Tuesday 1 January 2013, 12:00 AM Time Zone: (GMT-05:00) Eastern Time (US and Canada)

To access the event, please go to the following link at the time of the event and enter your login (email address) and password:
http://hudpasstraining.adobeconnect.com/mfh-training/event/login.html

Thank you,
Janie Ealey

For support, please call the Technical Assistance Center @ 1-888-245-4560 (Monday through Friday 8:00AM – 4:30PM EDT)
The Learning Management System (LMS)
Training Curriculum

A Group of courses and other learning content that guides learners along a learning path. Our curriculum includes Slide Presentations, Video Presentations, Exercises, Simulations, and Webinars.
Improving The Learning Experience

Lesson 100: Course Overview
Welcome

Welcome to the Uniform Physical Condition Standards (UPCS) Inspection Training Program for the Multifamily Housing representatives.

The following screens present an overview of the course setup requirements, and an orientation to course navigation and organization.

Click the Next button in the upper right hand corner of the screen to begin.

Uniform Physical Condition Standards Inspection Training Program

Lesson 206: Dwelling Units
Kitchen, continued

Kitchen Appliance Deficiencies
The condition and functioning of the following kitchen appliances must be examined in Dwelling Units:

- Range/Stove/Oven
- Range Hood/Exhaust Fans
- Refrigerator

If applicable, dishwashers and garbage disposals must also be inspected.

- Range/Stove/Oven
  - Doors or drawers do not close
  - Burner(s) does not function
  - Pilot light is out
  - Fluepipes are unequally distributed
  - Oven does not function
  - Stove is disconnected but listed as a 50S unit

- Range Hood/Exhaust Fans
  - The apparatus that draws out cooking exhaust does not function as it should
  - An accumulation of grease threatens the free passage of air

Important note: Following inspection, all appliances must be returned to their condition prior to the inspection. For example, all stove burners must be turned off before leaving the kitchen.

Lesson 207: Health and Safety Hazards
Hazards, continued

Hazards Deficiencies
Click the numbers to view various Hazards deficiencies.

- 1
- 2
- 3
- 4
- 5
- 6

This sliding board has numerous sharp edges.
The Learning Management System (LMS)

- DCD 4.0 Simulations
- DCD 4.0 Exercises
- Interactive Content
Training as Part of the Change Management Plan

If the people expected to use a new technology are unmotivated to use it, uninformed on why it’s important, and inadequately trained, there will be resistance for any new technology.

To achieve success in implementing new technology, it is critical that a strategy for engaging, informing, and training people be given higher priority than it typically receives.
Training Needed for DCD 4.0

Help Wanted

HUD is looking for training for its new Enterprise system. Trainers must be able to create interactive content, delivering it in a user friendly online environment.

Needed

The Physical Assessment Subsystem (PASS) provides the means to assess the...
REFERENCES

DCD 4.0 Web Page

DCD 4.0 Inspection Software - Record and Process Inspection Data (RAPID)
- Hardware/Software Specifications
- Installation Instructions for operating systems:
  - Windows XP
  - Windows Vista/Windows 7
- Software Download
- Inspection Software RAPID User Guide
- Software Updates (link will be active when the updates are available)

Secure Systems (PASS)
- Industry Presentation
- Physical Condition Scoring Notice (published August 9, 2012)
- Revised Dictionary of Deficiency Definitions

Contractors - Reverse Auction Program (RAP)
- User Guide
  - Presentations
    - Introduction to request for a Participant ID
    - Introduction to request for a RAP ID
    - Introduction to the Contractor Profile View module
    - Introduction to the Bulk Scheduling module

Click on the link to download DCD 4.0 Software
Click on the link to download Scoring Notice
Click on the link to download Revised Definitions


Continued…
REFERENCES

Inspectors
- User Guide
  - Presentations
    - Introduction to the Profile View module

PHAs/MF Owners
- User Guide
  - Presentations
    - Introduction to the 4.0 POA Report
    - Introduction to the Public Scheduler module
    - Introduction to the Exigent Health & Safety - External module

Servicing Mortgagee/Lenders
- User Guide
  - Presentations
    - Introduction to the Inspection Scheduling module
    - Introduction to the Portfolio module
    - Introduction to the Inspection Reports module
    - Introduction to the Master Scheduler Assignment module
    - Introduction to the Bulk Scheduling module

Field Office
- Industry Presentation
- Physical Condition Scoring Notice (published August 9, 2012)
- Revised Dictionary of Deficiency Definitions
- Introduction to the 4.0 POA Report
- Introduction to the Public Scheduler module
- Introduction to the Exigent Health & Safety - Internal - FO module

Contact Information
In case of any question or concern, please contact REAC Technical Assistance Center (TAC) at REAC_TAC@hud.gov or call 1-888-245-4800.
PASS DCD 4.0 - Q & A

Close Out Questions & Answers

Topics Covered

✅ On Line Training
✅ Conclusion
✅ Open Questions