HOT TOPICS

- **Inspector ID Badges**

- **Performance Deficiencies**

- **DCD 4.0 Inspector Listing**

- **Inspector Scheduling/ Assignment**

- **Maintaining UPCS Certification**

Inspector Administration (IA) UPCS Certified Inspector Newsletter

Inspector Identification (ID) Badges

Many inspectors are aware that IA has been unable to process requests for inspector ID badges for some time now. Please bear with us as we continue to work to resolve this issue. Inspectors have been authorized to use a government issued ID, such as a driver's license, for identification during their inspections. We are vigorously working to obtain updated badging equipment so that we can provide inspectors with the necessary tools. Inspectors will receive notification when badges are available. Additionally, inspectors will be required to submit an updated photo ID to be used on the newly issued badge. Further, inspectors will be required to return their old ID badge to IA upon receipt of the new one. We appreciate your patience during this time and apologize for any inconvenience this has created.

Performance Deficiencies (PD)

Recently there have been questions regarding the calculation of accumulated PDs from several inspectors. In accordance with the IA Business Rules, Inspector Notice No. 2002-02, "IA will remove a PD if the inspector completes thirty (30) subsequent, consecutive inspections that are accepted by HUD since the PD was issued. The 30 acceptable inspection rule applies to the most current PD that has been issued. There is no other opportunity to apply the 30 acceptable PDs to previously issued PDs. If 30 subsequent, consecutive inspections have not been accepted, the PD will remain on the inspector's record. All PDs have a life expectancy of three (3) years. After three years, the PD will be removed from the inspector's record." Remember:

- A PD remains on file for a period of 3 years from the date it was issued.

- When an inspector completes 30 subsequent consecutive inspections, only the most recently issued PD can be removed from a n inspectors performance history.

- Completing an additional 30 subsequent consecutive inspections will result in **NO CHANGE.**

IA encourages inspectors to remain up to date with their inspector file and PD status. This information can be requested by emailing IA staff at : **REAC_Inspector_Admin@hud.gov**.

PERFORMANCE DEFICIENCY STATUS EXAMPLE

REASON FOR STATUS CHANGE	DATE OF ACTION	IA ACTION	STATUS CHANGE	TOTAL PDS
COMPLAINT AGAINST IN-SPECTOR	08/10/2010	1 PD ISSUED	+1 PD	1
PD HAS A 3 YEAR SHELF LIFE	8/10/2013	Complaint PD Void after 3 years	-1 PD	0
OS LQA RE-VIEW	01/22/2014	1 PD ISSUED	+1 PD	1
OS CQA RE-VIEW	02/6/2014	NO REBUT-TAL RE-CEIVED FROM IN-SPECTOR—1 PD ISSUED	+1 PD	2
Inspector completes 30 Subsequent Consecutive Acceptable Inspections	02/20/2014	The PD issued for the OS CQA Review is the most recent so it will be voided as a result of the 30 successful in-	-1 PD	1
COMPLAINT	03/05/2014	1 PD ISSUED	+1 PD	2
Inspector completes 60 Subsequent Consecutive Acceptable Inspections	06/04/2014	Complaint PD removed for 30 subsequent consecutive acceptable in-spections.	-1 PD	1
OS LQA RE-VIEW	08/14/2014	1 PD ISSUED	+1 PD	2
OS CQA RE-VIEW	09/22/2014	1 PD ISSUED	+1 PD	3
Inspector has 3 PDs on file	9/22/2014	**Inspector De-certified by IA**	***DECERTIFICATION**	3

Example of re-moval of PD for 3 year shelf life

Example of remov-al of PD for 30 subsequent consec-utive acceptable inspections

If an inspector com-pletes more than the required 30 consecu-tive acceptable in-spections only 1 PD can be removed. Completing an addi-tional 30 inspections will not result in the removal of addition-al PDs.

An accumulation of 3 Performance Deficiencies by an inspector will result in immediate decertification.

*An inspector has 15 business days from the date of IA's decision to appeal a Decertification

UPCS Certified Inspector Listing

A complete listing of currently certified and active UPCS inspectors is available on the REAC Physical Inspection web page located at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass. Please be aware that we no longer utilize the Physical Inspection REAC Certified and Active Inspectors listing (https://hudapps.hud.gov/ssmaster/pass/web_listing/index.cfm) that was previously located on the IA webpage. It is inclusive of 2.3 inspectors only. IA cannot add newly certified inspectors to this list.

Inspectors should continue to report any changes to address or contact information to IA by emailing REAC_Inspector_Admin@hud.gov.

Inspection Scheduling and Assignments

In accordance with the REAC Compilation Bulletin, inspections are to be conducted at the scheduled time and date. PHA staff, multifamily owners/agents and **QA inspectors plan their calendars around that commitment.** Therefore, the assigned inspector for an inspection should not be changed within 72 hours of the start time for that inspection without an

ACCEPTABLE REASON. The inspector requesting the change of assignment must call the REAC-TAC and secure a REAC -TAC reference number. Additionally, the property must be immediately notified that a different inspector will be conducting the inspection. The newly assigned inspector should contact the property to confirm the inspection scheduled date and time and also confirm that the correct information is in the REAC scheduler. Excessive cancellations, rescheduling and reassignments by inspectors will be subject to IA review and action.

Maintaining Active UPCS Certification

In order to maintain an active UPCS certification, an inspector is required to complete a minimum of 1 successfully acceptable inspection within a 365 day period. Currently, there is no substitute for this requirement. When an inspector fails to comply with this requirement the inspector will be decertified by IA for inactivity. The inspector is required to return any issued ID badge to IA. An inspector decertified for inactivity can immediately reapply for the UPCS Inspector Training. After successfully completing all phases of the training, the inspector will be recertified as a UPCS inspector.

Email request for updates to inspector contact information to REAC_Inspector_Admin @hud.gov

INSPECTORS DID YOU KNOW?

Certain activities may be cause for an inspector's immediate de-certification if they occur during the course of an inspection. These include, but are not limited to, the following:

1. Purposeful violations and/or omissions of the inspection protocol;

2. Carrying a firearm or weapon onto a property;

3. Theft or intentional property damage;

4. Fraudulent activity;

5. Threatened or actual violence against a person while conducting an inspection;

6. Sexual or other Harassment; and

7. Canceling an inspection due to HUD performing a Quality Assurance Review of the inspector.

8. Being required to register as a sex offender.

As warranted, Inspector Administration will refer the case to the Office of Inspector General or the Enforcement Center for action.

FOR MORE INFORMATION

Email questions or comments to **REAC_Inspector_Admin@hud.gov**

Visit our website at **http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/inspectors**. The IA Business Rules, this newsletter and all to follow will be posted on the website.

REAC Compilation Bulletin
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_bulletin

Inspector Notices and User Guides
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pass_doc