

Procedures to submit completed form to PIH-REAC:

Once you have received your I-ID or if you currently have an M-ID

*Special note for state HFA inspectors, make sure you are using the HFA questionnaire form (attached) Also, the subject line of your email must contain the following:

- a. City you wish to attend Phase 1b training in
- b. "HFA" followed by the abbreviation of the state you work for, in "HFA XX" format

Example of email subject line: Washington, DC HFA NY

Please be sure to include "HFA" in the subject line.

1. Open the Inspector Candidate Assessment Questionnaire-HFA form "HUD 50002B-HFA FINAL 6 2015 rev0".
2. Once all of the appropriate "gray boxes" are filled in and the form is complete, click "File" on the top left.
3. Save As: (save in your Desktop).
4. Change File Name to your **last name, first name** (see example below):
Example of file name: Brown, Joe.docx
5. Go back to File, then Close.
6. Message says that this document has been modified. Do you want to save changes? Answer YES!
7. Save In Desktop as a **Word Document (.docx)**
8. Send as an email attachment to: Jill.L.Rudy@hud.gov and PI.Pilot@hud.gov
9. CC your HFA manager.
10. In the "Subject" of your email, please indicate your preferred training class location (this would be Washington, DC since this is the only class available at this time).

Important notes and reminders:

- Your inspector ID is a small "i" not the number "1".
- Microsoft Word is required for submission (**Apple based equipment or applications are not acceptable**)
- Enter one response per question, except as directed.
- Your form will be returned if the above instructions are not followed.
- It is critical that you take time to read and follow the instructions above; failure to follow instructions will delay processing of your application.