HFA UPCS PHASE II REGISTRATION

1. Select properties (number of properties noted on HFA Phase II property selection form) after completing Phase 1b with the following building criteria:
   - A sample size of around 17 ± 4 units.
   - 1 to 7 buildings, with 7 being the maximum. The more buildings on the property, the smaller the unit count (and unit sample size) should be. Please make sure there is a variety of building
   - Unit size of 14-101.

2. Complete the HFA Phase II property selection form in its entirety.

3. Send completed chart to Michele.P.Schmidt@hud.gov & Joseph.Fichera@hud.gov & CC the Alignment Initiative training liaison (Jordan.A.Ghasemi@hud.gov and Danielle.Y.Blanks@hud.gov).

4. You will receive approved properties and dates from REAC.

5. Confirm dates with approved properties and notify REAC of confirmation within three Business Days (IMPORTANT)
   a. Please email Michele.P.Schmidt@hud.gov the confirmation.

6. Once the property confirms, immediately email the notification letter. You must email the notification letter at minimum 21 calendar days after confirming.

7. Please enter in scheduling information (date, time inspector id) into HUD secured systems, after assignment has been made. If you do not have a Master Scheduler, contact the QA scheduler.

8. It is strongly recommended that a courtesy call be made to the property about a week prior to the scheduled inspection to ensure residents have been notified and an escort will be available.

9. Complete Phase II training on assigned dates
   a. If Phase II dates need to get rescheduled you must notify REAC within 14 calendar days of scheduled inspections
   b. If dates are approved to be rescheduled, please complete steps 5-8 to confirm new date.
10. As an HFA inspector you are not required to upload an insurance certificate, undergo the PIV process, or perform re-certification requirements.