

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.

EXTERNAL PROTOCOL

10. As an HFA inspector you are not required to upload an insurance certificate, undergo the PIV process, or perform re-certification requirements.