

Proposed Update to Admin Plan, Chapter 8: 8-II.F, “PHA Plan”

8-II.F. INSPECTION RESULTS AND RE-INSPECTIONS FOR UNITS UNDER HAP CONTRACT.

Previous version stated: "PHA will not accept self-certification of repairs. Photos or other documentation of repairs will not be accepted in lieu of reinspection."

Proposed change:

The PHA may accept self-certification from the owner that deficiencies have been corrected provided the owner has no history of noncompliance with the program and all deficiencies are severe or moderate. In deciding whether to allow for this type of documentation, the PHA will consider the severity of corrections needed and/or its experience with the owner and property.

Self-certification may include photos or videos, certification from a building maintenance official that work has been completed, evidence from a utility company that service has been restored, or other documented proof of repairs that include the date of repair such as receipts. All verifications must document the repair was made to the PHA's satisfaction and that a deficiency is no longer present.

The PHA will only allow for self-certification of severe and moderate deficiencies. The PHA will not accept self-certification of repairs in PBV units, for repairs made due to deficiencies at initial move-in, for life-threatening deficiencies, or for any life safety systems such as smoke alarms.

When the PHA permits the use of photos as verification of correction, each photo taken must be clearly labeled so that the relevant content of the photo is easily identified and must be matched to a specific item on the inspection form along with any written description of the deficiency.

The PHA will ensure that any photos or videos remain secure and are used only by staff or others needing access for purposes of the inspection. Photos or videos will remain within a secure file as long as a family is receiving assistance in the specific unit.

All evidence of repairs must be submitted to the PHA at least five business days prior to the scheduled re-inspection date or of the deadline provided to the owner and family; otherwise, the re-inspection date will stand. The PHA will encourage owners to use email to submit all documentation. The PHA will notify the owner of the acceptance or denial of the submitted documentation via email or phone at least one business day prior to the inspection. If the PHA does not accept the owner's self-certification, the inspection date will stand.