

Exhibit B

Required Screens for the Physical Assessment Subsystem (PASS) Exigent Health & Safety (EH&S) Reporting Application

The following screens represent the minimum required actions for PHAs to report mitigation of Exigent Health and safety deficiencies identified during the property's inspection. The term "user" throughout this document refers to a PHA. User goes to the Main Menu page in HUD's Secure System. Click on the Physical Assessment Subsystem link.

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

Welcome FIRST - CPASS1
LAST - pass

system administration

- [Business Partners Maintenance](#)
- [Data Warehouse Password Change](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- **[Physical Assessment Subsystem \(PASS\)](#)**
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Integrated Real Estate Management System \(IREMS\)](#)

Systems

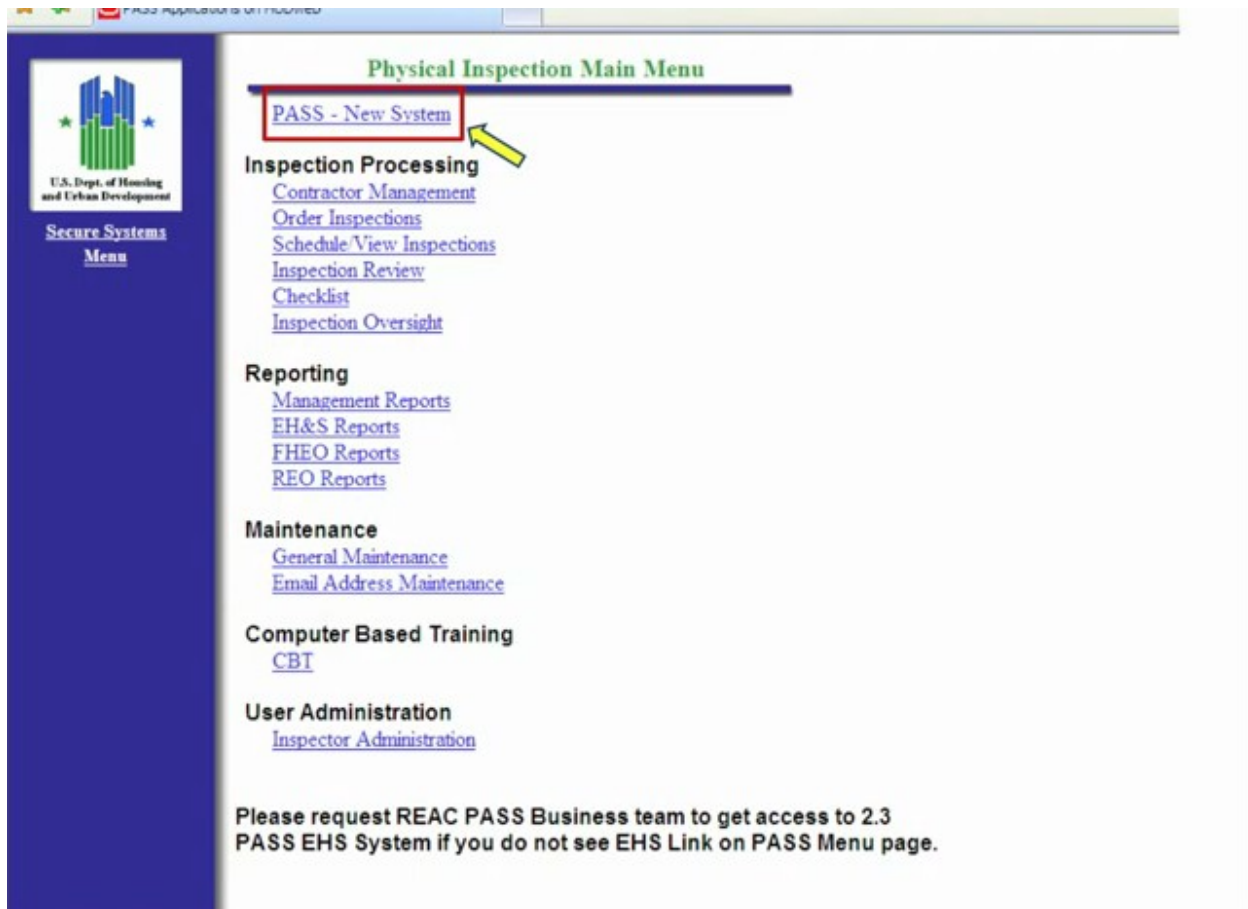
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
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System Administration

- [Business Partners Maintenance](#)
- [Data Warehouse Password Change](#)
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- [User Maintenance](#)

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The Physical Inspection Main Menu page is now displayed. Click on the PASS – New System link.



Note: The hyperlinks available on the above menus may vary according to the user's login credentials; therefore the screens captured may differ from what is shown.

Exhibit B

The User Preferences Page populates. From the left navigator menu under EHS, click on the Search link.

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

User Preferences [Print Version](#)

Dashboard(s)

Based on your privileges, you are authorized to access the dashboard(s) listed below. All dashboards are active by default and you may choose to turn off one or more dashboards. If you choose to turn off all dashboards, you must indicate a default function that would allow the system to determine the default page after login. This will also prevent you from accessing the My Workspace link on the side navigation.

Inspection Review

Default Function on Login: Please indicate a default function from the list below to allow the system to determine the default page after login. This would only apply if you chose to turn off all available dashboards.

Order Inspections Inspection Management Inspector Management
 Inspection Oversight EHS Scheduler Contractor Management Workload Management

UI Skin Preference

Indicate your UI skin preference from the options listed below.

Blue
 Green
 Gold
 Red
 Teal

Dashboard Preview:

Page	Web	Ins	Ins	Ins	Ins	Ins	Ins
My Workspace	0	0	0	0	0	0	0
Inspection Oversight	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

[Save Preferences](#) [Back](#)

The EHS Search page will open.

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

EHS - Search

OMB Notice

Use the [legacy EHS module](#) to access DCD 2.3 Inspections.

Basic Filters

PHA Code [PHA Lookup](#)

Type Status

Inspection Id Inspection Date

Property ID/Dev # State

Advanced Filters

Inspection Id From To

Inspection Date From To

Note: Any value in the advanced filter section would supersede corresponding values in the basic filter section
Legend: PH - Public Housing, MF - Multi-Family

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To view the OMB Notice, click on the plus sign to open and review.

The screenshot shows a web application interface for the U.S. Department of Housing and Urban Development Physical Assessment Subsystem (PASS). The browser title is "Exigent Health & Safety: EHS - Search". The page header includes the department name and "Physical Assessment Subsystem (PASS)". The main content area is titled "EHS - Search" and features a section for the "OMB Notice" which is circled in red. The notice text states: "The Public Reporting Burden for this collection of information is estimated to be 0.30 hours per multifamily respondent and 0.31 hours per public housing respondent, including time reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Multifamily owners/agents and public housing agencies are not required to respond to this collection of information unless a current, valid approved OMB number is displayed on the form. The multifamily OMB approval number is 2502-0369, expires 05/31/2010; and the public housing OMB approval number is 2677-0241, expires 04/30/2014." Below the notice, there is a link to use the "legacy EHS module" to access DCD 2.3 Inspections. The interface also includes a "Basic Filters" section with fields for PHA Code, PHA Lookup, Type (set to ALL), Status, Inspection Id, Inspection Date, Property ID/Dev #, and State. An "Advanced Filters" section allows filtering by Inspection Id and Inspection Date with "From" and "To" date pickers. At the bottom of the filters are "Retrieve Inspection(s)" and "Cancel" buttons. A note at the bottom states: "Note: Any value in the advanced filter section would supersede corresponding values in the basic filter section. Legend: PH - Public Housing, MF - Multi-Family". A "Back to Top" link is located at the bottom right. A left-hand navigation menu contains various options such as "Workspace My Workspace", "Contractor Management Administration Reports/Search", "Control Panel Process Management User Preferences", "EHS Search", "Inspector Management Search Upload Profile", "Inspection Management Rules Management New Ad hoc Rule New Pre-DBA Rule Search Inspections PHAS Details", and "Inspection Oversight Create Auction Auctions List Search Inspections Inspection Procurement".

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Click on the dropdown list for the PHA Code.

Select PH for Public Housing.

Select the status "Review Pending".

Select "Retrieve Inspection".

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Physical Assessment Subsystem (PASS)

EHS - Search

OMB Notice

Use the [legacy EHS module](#) to access DCD 2.3 Inspections.

Basic Filters

PHA Code: AA001
Type: PH
Status: Review Pending
Inspection Id:
Inspection Date:
Property ID/Dev #:
State:

Advanced Filters

Inspection Id: From To
Inspection Date: From To

Note: Any value in the advanced filter section would supersede corresponding values in the basic filter section
Legend: PH - Public Housing, MF - Multi-Family

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EHS Results page will display with the Inspection ID, Property ID, Property Name, State, PHA Code, Inspection Date, EHS Defect Count, Status and Alert.

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

EHS Results

[Print Version](#)

1 record returned, displaying all records.

Inspection ID	Property ID/Dev #	Property Name	State	PHA Code	Inspection Date	EHS Defect Count	Status	Alert
501498	AA001646566	TERRACE APTS	AA	AA001	05/31/2012	4		-

Note: - User Reply Pending, - HUD Review Pending, - Review Completed, - Past Report Deadline.
Legend: Dev# - Development #

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Exhibit B



To view the EHS form, click on the icon displayed next to the Inspection ID.

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)





EHS Results

[Print Version](#)

1 record returned, displaying all records.

Inspection ID	Property ID/Dev #	Property Name	State	PHA Code	Inspection Date	EHS Defect Count	Status	Alert
501498 	AA001646566	TERRACE APTS	AA	AA001	05/31/2012	4		-

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Note:  - User Reply Pending,  - HUD Review Pending,  - Review Completed,  - Past Report Deadline.
Legend: Dev# - Development #

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The Exigent Health and Safety Notification Form will open up, displaying property information, Item detail, Deficiency details and Location details.

Exigent Health and Safety Notification Form

PHA Development No: AA001646566	
Development Name: TERRACE APTS	Inspection ID: 501498
Address: 1234 EAST WEST Street	Inspection Date: May 31, 2012 12:33:45 PM
	Primary Contact: Jane Doe
ANYTOWN, AA 34567	Role: PHA Executive Director
Phone: () -	Primary Contact Phone: (324)324-3245 Ext :

All PHAs are to correct or abate EHS deficiencies within 24 hours after the inspection, and certify to the correction or abatement activity through the online application within three business days of the inspection.

During this inspection, the following items were observed and noted as EHS deficiencies. These require immediate attention:

#	Item	Deficiency	Location
Site			
1	Air Quality	HS - Propane/Natural Gas/Methane Gas Detected (Air Quality)	Bldg: 1802 - TUIQ 2463 Comments: sdfd:f
Building Systems			
2	Emergency/Fire Exits	HS - Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits)	Bldg: 1802 - TUIQ 2463 Floor: R Comments: sdfds
Unit			
3	HVAC System	Unit - Misaligned Chimney/Ventilation System (HVAC)	Bldg: 1802 - TUIQ 2463 Unit: 32424 Room: Dining Area Comments: sfdf
4	HVAC System	Unit - Misaligned Chimney/Ventilation System (HVAC)	Bldg: B309 - UTZLATVMXCM JVMZOML Unit: 23432432 Room: Bedroom Comments: sdfd:f

Name of PHA Representative: (print) _____	Inspector Name:
Signature of PHA Representative: _____	Inspector ID Number:
Date: May 31, 2012 12:38:29 PM	

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From the EHS Results page, click on the Inspection ID number.

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Physical Assessment Subsystem (PASS)

EHS Results

[Print Version](#)

1 record returned, displaying all records.

Inspection ID	Property ID/Dev #	Property Name	State	PHA Code	Inspection Date	EHS Defect Count	Status	Alert
S01498	AA001646566	TERRACE APTS	AA	AA001	05/31/2012	4		-

Note: - User Reply Pending, - HUD Review Pending, - Review Completed, - Past Report
Deadline.
Legend: Dev# - Development #

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The Exigent Health and Safety (EHS) Detail Page will open. By default, the Summary screen is displayed.

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Physical Assessment Subsystem (PASS)

Exigent Health & Safety (EHS) Details [Print Version](#)

Summary Defects

Inspection Details

Inspection ID	501498	Inspection Date	05/31/2012
Inspection Time		Upload Date	05/31/2012
Property ID	AA001646566	Procurement Type	Reverse Auction Program
Property Name	TERRACE APTS		
Reports -			

Property Address

Property Contact

EHS Defects Summary

Area	EHS Defect Count	User Response	Responses Pending	Reviewed	Review Pending
Site	1	0	1	0	0
Building Exterior	0	0	0	0	0
Building Systems	1	0	1	0	0
Common Areas	0	0	0	0	0
Units	2	0	2	0	0
Total	4	0	4	0	0

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To view the Defects in detail, click on the Defects tab.

Details include the Area, Building number, Unit number, Defect and if mitigated or not.

The screenshot displays the 'Exigent Health & Safety (EHS) Details' page for Inspection ID: 501498. The 'Defects' tab is highlighted with a red circle and a yellow arrow. Below the tab, a table lists two records of defects. The first record is for Unit 8309, Building # 23432432, with a defect of 'Unit - Misaligned Chimney/Ventilation System (HVAC)' that is 'Not Mitigated'. The second record is for Unit 1802, Building # 32424, with the same defect that is 'Mitigated'. An 'Excel' export option is available below the table. The left sidebar contains navigation menus for Workspace, Contractor Management, Control Panel, EHS Search, Inspector Management, and Inspection Management. The footer includes the PIH-REAC Division contact information and a Privacy Policy link.

U.S. Department of Housing and Urban Development
Physical Assessment Subsystem (PASS)

Exigent Health & Safety (EHS) Details

[Print Version](#)

Summary **Defects**

Defects Details
Inspection ID: 501498

2 records returned, displaying all records.

Area	Building #	Unit #	Defect	Mitigation
Unit	8309	23432432	<u>Unit - Misaligned Chimney/Ventilation System (HVAC)</u>	Not Mitigated
Unit	1802	32424	<u>Unit - Misaligned Chimney/Ventilation System (HVAC)</u>	Mitigated

Export option(s): [Excel](#)

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To mitigate, click on the Defect link.

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Physical Assessment Subsystem (PASS)

Exigent Health & Safety (EHS) Details

[Print Version](#)

Summary **Defects**

Defects Details
Inspection ID: 501498

2 records returned, displaying all records.

Area	Building #	Unit #	Defect	Mitigation
Unit	B309	23432432	<u>Unit - Misaligned Chimney/Ventilation System (HVAC)</u>	Not Mitigated
Unit	1802	32424	<u>Unit - Misaligned Chimney/Ventilation System (HVAC)</u>	Mitigated

Export option(s): [Excel](#)

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To mitigate the specific defect:

Select Action (Mitigation), then add a comment, the date mitigated and then SAVE!

The screenshot shows a web browser window with the title "Defect Details". The main content area is titled "U.S. Department of Housing and Urban Development Physical Assessment Subsystem (PASS)". Below this is a section for "Exigent Health & Safety (EHS) Details" with a "Print Version" link. The "EHS Defect Details" section contains the following information:

Inspection ID	501498	Building #	1802	Unit	32424
Area	Unit				
Item	HVAC System	Location	DINING		
Defect Name	Unit - Misaligned Chimney/Ventilation System (HVAC)				
Defect Recorded Date	05/31/2012				
Inspector Comment	sfsdf				

Below this is a section for "HVAC System : Unit - Misaligned Chimney/Ventilation System (HVAC)" with the following fields:

Report Date	08/28/2012
Action	Mitigation
Action Comment	Test Action
Action Date	08/28/2012

The "Save" button is circled in red. There are also "Cancel" and "Print Version" buttons. The footer contains the PIH-REAC Division contact information and a "Privacy Policy" link.