

## 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**

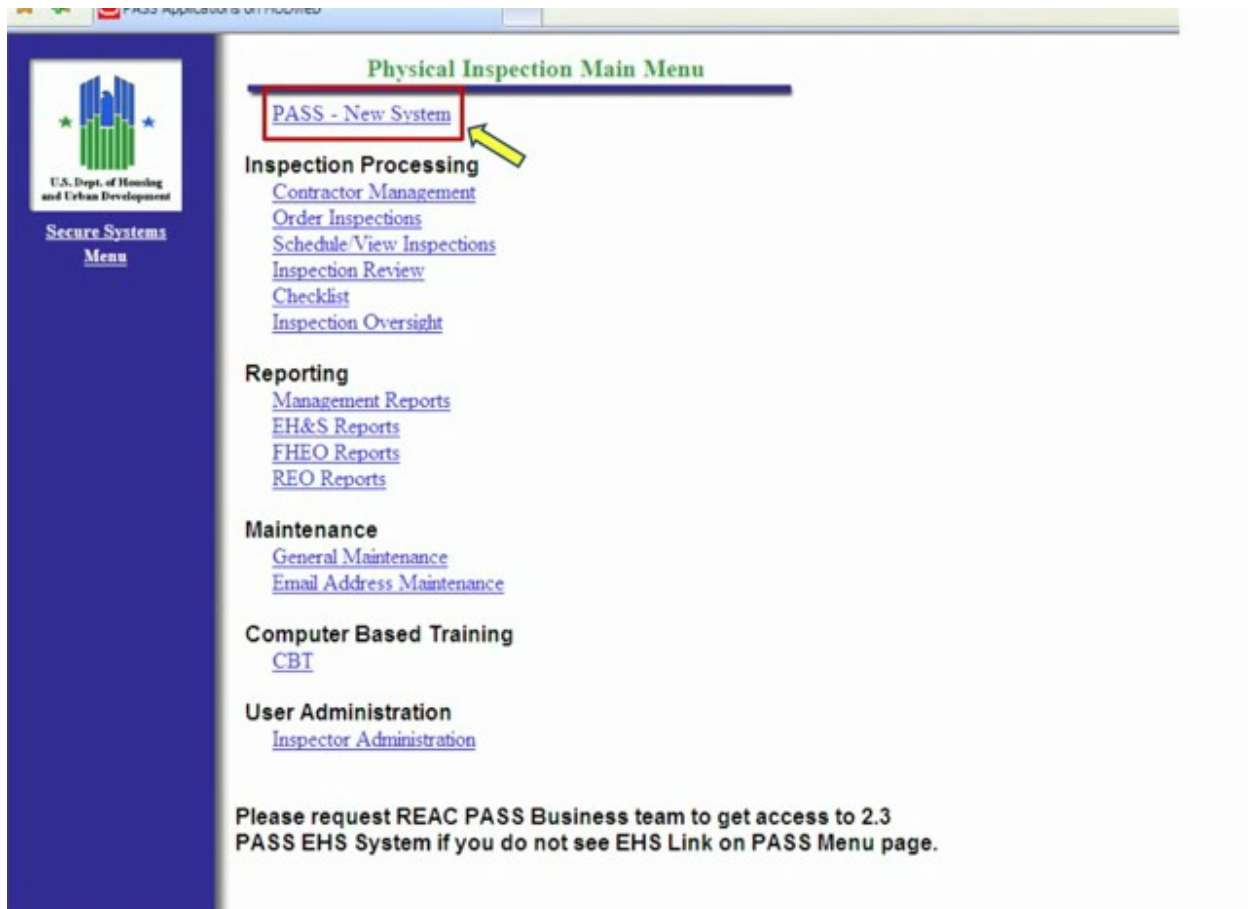
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem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

**System Administration**

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

Exhibit B

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

**Save Preferences** **Back**

The EHS Search page will open.

Exhibit B

The screenshot shows the 'EHS - Search' interface within the PASS system. The page title is 'U.S. Department of Housing and Urban Development Physical Assessment Subsystem (PASS)'. A red box highlights the 'EHS - Search' header. Below the header, there is a section for 'OMB Notice' with a plus sign icon. A message states: 'Use the [legacy EHS module](#) to access DCD 2.3 Inspections.' The main search area is divided into 'Basic Filters' and 'Advanced Filters'. The 'Basic Filters' section includes fields for PHA Code, Type (set to 'ALL'), Inspection Id, Property ID/Dev #, PHA Lookup, Status, Inspection Date, and State. The 'Advanced Filters' section includes 'From' and 'To' fields for both Inspection Id and Inspection Date. At the bottom of the filters are 'Retrieve Inspection(s)' and 'Cancel' buttons. A note 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 below the note. The footer contains the PIH-REAC Division contact information and a 'Privacy Policy' link. A sidebar on the left lists various navigation options such as 'Workspace My Workspace', 'Contractor Management Administration Reports/Search', 'Control Panel User Preferences', 'EHS Search', 'Inspector Management Search Administration Upload Profile', 'Inspection Management Rules Management New Ad hoc Rule New Pre-DBA Rule My Inbox Search Inspections PHAS Details', and 'Inspection Oversight Create Auction Auctions List Search Inspections Inspection Procurement'.

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

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

**EHS - Search**

**OMB Notice**

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**.

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

**EHS - Search**

OMB Notice

The Public Reporting Burden for this collection of information is estimated to be **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.  
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 public housing OMB approval number is **2677-0241**, expires **04/30/2017**.

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

**Basic Filters**

Type	<input type="text" value="ALL"/>	Status	<input type="text"/>
PHA Code	<input type="text"/>	<a href="#">PHA Lookup</a>	
Inspection Id	<input type="text"/>	Inspection Date	<input type="text"/>
Property ID/Dev #	<input type="text"/>	State	<input type="text"/>

**Advanced Filters**

Inspection Id	From	<input type="text"/>	To	<input type="text"/>
Inspection Date	From	<input type="text"/>	To	<input type="text"/>

Note: Any value in the advanced filter section would supersede corresponding values in the basic filter

Select PH for Public Housing.

Select the status "Review Pending."

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Physical Assessment Subsystem (PASS)

**EHS - Search**

☐ OMB Notice

The Public Reporting Burden for this collection of information is estimated to be **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.

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 public housing OMB approval number is **2677-0241**, expires **04/30/2017**.

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

**Basic Filters**

Type	<input type="text" value="PH"/>	Status	<input type="text" value="Review Pending"/>
PHA Code	<input type="text" value="AL001"/>	<a href="#">PHA Lookup</a>	
Inspection Id	<input type="text"/>	Inspection Date	<input type="text"/>
Property ID/Dev #	<input type="text"/>	State	<input type="text"/>

**Advanced Filters**

Inspection Id	From	<input type="text"/>	To	<input type="text"/>
Inspection Date	From	<input type="text"/>	To	<input type="text"/>

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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**Contractor Management**  
Administration  
Reports/Search

**Control Panel**  
User Preferences

**EHS**  
Search

**Inspector Management**  
Search  
Administration  
Upload Profile

**Inspector Management**  
Profile

**Inspection Management**  
Rules Management  
New Ad hoc Rule  
New Pre-DBA Rule  
Search Inspections  
PHAS Details

**Inspection Oversight**  
Create Auction  
Auctions List

Enter PHA Code or use PHA Lookup feature.

**PHA Lookup**

<b>PHA Code</b>	<input type="text" value="AL001"/>
<b>PHA Name</b>	<input type="text"/>
	<input type="button" value="Search"/>

One record found.

PHA Code	PHA Name
<a href="#">AL001</a>	BIRMINGHAM

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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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Select "Retrieve Inspection."



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

**EHS - Search**

[-] OMB Notice

The Public Reporting Burden for this collection of information is estimated to be **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. 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 public housing OMB approval number is **2677-0241**, expires **04/30/2017**.

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

**Basic Filters**

Type  Status

PHA Code  [PHA Lookup](#)

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.

Exhibit B

Exigent Health & Safety: EHS - Results

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
<a href="#">501498</a>	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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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
<a href="#">501498</a> 	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
<b>Site</b>			
1	Air Quality	H5 - Propane/Natural Gas/Methane Gas Detected (Air Quality)	Bldg: 1802 - TUIQ 2463 Comments: sdfdf
<b>Building Systems</b>			
2	Emergency/Fire Exits	H5 - Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits)	Bldg: 1802 - TUIQ 2463 Floor: R Comments: sdfds
<b>Unit</b>			
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 - UTZLATVMXM JVMZOML Unit: 23432432 Room: Bedroom Comments: sdfdf

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

Exhibit B

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

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
<b>S01498</b>	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 - [EHS](#)

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
<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>

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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 'U.S. Department of Housing and Urban Development Physical Assessment Subsystem (PASS)' interface. The main heading is 'Exigent Health & Safety (EHS) Details'. Below this, there are two tabs: 'Summary' and 'Defects'. The 'Defects' tab is selected and highlighted with a red oval, with a yellow arrow pointing to it from the right. To the right of the tabs is a 'Print Version' link. Below the tabs, the 'Defects Details' section shows 'Inspection ID: 501498' and '2 records returned, displaying all records.' A table with the following columns is displayed: 'Area', 'Building #', 'Unit #', 'Defect', and 'Mitigation'. The table contains two rows of data. Below the table, there is an 'Export option(s):' section with an 'Excel' link. At the bottom left, there is a logo for the U.S. Department of Housing and Urban Development. At the bottom right, there is contact information for the PIH-REAC Division, including the address 'Potomac Place, 550 12th Street S.W., Washington DC 20410' and a contact link for the 'Technical Assistance Center (TAC)'. A 'Privacy Policy' link is also present.

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

Exigent Health & Safety (EHS) Details

Summary Defects [Print Version](#)

**Defects Details**  
Inspection ID: 501498

2 records returned, displaying all records.

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

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

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Exhibit B

To mitigate, click on the Defect link.

The screenshot displays the 'Exigent Health & Safety (EHS) Details' page for inspection ID 501498. The interface includes a sidebar with navigation options such as 'Workspace', 'Contractor Management', and 'Inspection Oversight'. The main content area shows a 'Defects' tab selected, with a table listing two records of misaligned chimney/ventilation systems. The first record, for unit 23432432, is marked as 'Not Mitigated', while the second, for unit 32424, is marked as 'Mitigated'. A 'Print Version' link is visible in the top right, and an 'Excel' export option is at the bottom of the table.

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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Exhibit B

To mitigate the specific defect:

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

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Physical Assessment Subsystem (PASS)

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

**EHS Defect Details**

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

**HVAC System : Unit - Misaligned Chimney/Ventilation System (HVAC)**

<b>Report Date</b>	08/28/2012
<b>Action</b>	Mitigation
<b>Action Comment</b>	Test Action
<b>Action Date</b>	08/28/2012

[Save](#) [Cancel](#)

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