PHYSICAL ASSESSMENT SUBSYSTEM (PASS)
TECHNICAL REVIEW AND DATABASE ADJUSTMENT

Public Housing Agencies (PHAs) and Multifamily property owners/agents have the option to appeal a physical inspection score through two different processes: Technical Review or Database Adjustment.

Changes to the below documentation requirements for the Database - Modernization Work in Progress will be effective on or after March 20, 2019 inspections Modernization Work in Progress – Properties and developments undergoing modernization work in progress may qualify for a database adjustment for observed deficiencies actively being worked on at the time of the inspection.

What is supporting documentation for a DBA request based on modernization work in progress?

To request a database adjustment based on modernization work in progress at the time of inspection, the request must be submitted within the 45-day timeframe and include:

1. an executed contract with a copy of the scope of work, including change orders if applicable;
2. a Notice to Proceed with start and completion dates;
3. an affidavit from the contractor’s authorized representative identifying:
   a. the modernization work in progress that it was performing at the time of the inspection;
   b. the identifiable location of the work in progress;
   c. the work it has completed as of the date of the affidavit;
   d. the date on which the work was completed; and
   e. if the work is not completed as of the date of the affidavit, an explanation of why the work is still in progress and when it will be completed; and
4. photographic evidence sufficient to show that the observed deficiencies have been corrected or are in the process of being corrected.

Documents submitted from the contractor(s) must be on the contractor’s letterhead and include the contractor’s licensing and contact information. Only the observed deficiencies that were in the process of being corrected by modernization work in progress at the time of inspection are eligible for consideration. Modernization work to be performed under an executed contract, but was not in progress at the time of the inspection, is not eligible for a database adjustment.

Before processing a database adjustment, REAC may contact the contractor for additional information or visit the property to verify the information submitted in the appeal.

https://www.hud.gov/program_offices/public_indian_housing/reac/products/pass/pass_guideandrule