

Annual Housekeeping Inspection Policy

I. PURPOSE OF POLICY

Per the Office of the Inspector General, part of HUD's mission is to provide quality, affordable housing for all. The housing HUD insures and funds must be decent, safe, sanitary and in good repair. Per the ACOP (page 8-13), HUD regulations require the PHA to inspect each dwelling unit annually during occupancy. The Housing Authority of the City of Meadville will hereby add annual housekeeping inspections which may or may not be done at the same time as the aforementioned annual inspection of each dwelling unit.

II. GUIDELINES

- A. Housing Authority of the City of Meadville will provide tenants with a minimum of one week (5 work days) notice prior to conducting housekeeping inspections, except in the case of emergencies, along with an inspection checklist, to allow them to prepare.
- B. Housing Authority of the City of Meadville will provide tenants with a specific date and a time window for inspection, except in the case of emergencies.
- C. If a tenant needs to reschedule an inspection, they are required to notify the Housing Authority of the City of Meadville at least 24 hours prior to the scheduled inspection.
- D. Housing Authority of the City of Meadville shall provide tenants with a written report no later than 5 business days after the inspection summarizing what, if anything, needs to be addressed.
- E. Housing Authority of the City of Meadville will conduct a re-inspection within 30 days of receipt of 1st inspection summary if anything was listed as needing to be addressed. Notification to the tenant of any subsequent re-inspection(s) will follow the same guidelines listed above (A.-D.)
- F. Housing Authority of the City of Meadville reserves the right to conduct more frequent and ongoing housekeeping inspections.

III. EXTERNAL RESOURCES

- A. Active Aging – age 60 and above

- No funding for cleaning.
- Can help point the tenants in the correct direction for everyone who is on Medicaid, via their case coordinator (MCO). They can look up who their MCO is and out them in touch with HACM.
- They also do assessments to see if someone qualifies for Medicaid services.
- They can also help determine if someone should be on a Base Care agreement due to mental health issues.
- Contact person: Becky – (814)336-1792, ext. 155 – she has access to available resources.

B. CHAPS

- a. Housing Solutions – Sandy Farkas is the contact person here for issues like non-payment of rent and lease violations. She takes direct referrals. (814)373-5082
- b. Psychiatric Rehabilitation Program – Amanda Burke is the contact person here. (814)720-9947
- c. BOTH of the above contacts strive to facilitate what they call a “warm hand-off” where a worker from the Housing Authority and a worker from CHAPs initially meet with a tenant in need in an effort to garner the tenant’s understanding and cooperation. Assistance can be provided to teach tenants how to clean, provide weekly oversight and, in some instances, even mobilize financial resources via Rep Payees to pay for cleaning.
- d. Early intervention has a much higher probability of success for all involved. CHAPs asks that they be brought into the mix at the earliest signs of trouble when a tenants is starting to fall behind in their rent, cleaning requirements and so forth.