



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

GARY HEIDEL
ACTING EXECUTIVE DIRECTOR

June 28, 2021

TO: Owners & Management Agents of ALL MSHDA monitored properties

FROM: Nathan Thelen, Compliance Manager

SUBJECT: Returning to in-person Physical Inspections and Exterior, Common Area, Vacant Unit inspections (ECV)

MSHDA contractors will soon begin scheduling in-person physical inspections as we transition back to full in-person inspections per IRS guidelines. From August 1st thru September 30th, residents will be allowed to refuse entry into their unit should they feel unsafe. Should this occur, the inspector will choose another like unit until the 20% IRS requirement is met. Starting on October 1st we will be back to full in-person inspections with residents not allowed to refuse entry into their unit.

In-Person Physical Inspections:

- The contractor will schedule the Physical Inspection via email and set an agreed-upon time and date. At least 15 days will be given between the notice of inspection and the inspection date.
- The agent will receive a pre-visit questionnaire which will need to be completed and returned to the contractor along with applicable certifications and documents.
- Exigent Health and Safety and Life-Threatening violations will be documented and left onsite at the conclusion of the inspection. The agent will have 24 hours to correct those violations and 72 hours to return the signed notice/response to the inspector.
- All corrective action/owner response deadlines will remain in place.
- Please remember that, effective January 1, 2020, MSHDA requires carbon monoxide (CO) detectors in ALL units that have fuel-fired/burning appliance(s), and/or an attached garage. If an inspection is conducted on your unit by MSHDA or Contracted Inspection Agent on or after January 1, 2020, and it is determined the CO detector is not present or not fully operational, the unit will fail the inspection as a (L3) item similar to Smoke Detectors. CO detectors should be installed in the following locations:
 - In the immediate vicinity of sleeping rooms for units with a fuel-burning appliance and/or an attached garage.

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- Within the bedroom for a bedroom with a fireplace or another fuel-burning appliance.
- In the immediate vicinity of sleeping rooms for units without fuel-burning appliances, located within a multi-unit building that has integral garage space and/or fueled central heat or hot water systems.

If your local code requires CO detectors in additional locations within the unit and/or building, MSHDA or the Contracted Inspection Agent must inspect those as well to ensure they are fully operational. CO detector installation/replacement is a Replacement Reserve eligible item. For more information on HUD/USDA requirements, click the following link. <https://www.us-hc.com/blogs/carbon-monoxide-alarms-to-be-required-in-hud-and-usda-properties/>

- **Please note that MSHDA will assess a fee of \$100 if an owner/agent fails to prepare for the Physical Inspection in such a way that the Physical Inspection must be canceled. Examples include but are not limited to failing to have a representative present and failing to properly notify tenants of the Physical Inspection.**

ECV Inspections:

Due to the COVID-19 Pandemic, many developments under MSHDA's oversight did not have a 2020 Physical Inspection. To ensure that developments are being maintained to the required standards, and not experiencing deferred maintenance, we will be performing inspections of the grounds, building exteriors, common areas, building systems, and vacant units. Occupied units will not be inspected. MSHDA staff will adhere to all CDC safety precautions and guidelines while on site. Below is some information about how this process will work.

- The scope of the ECV will be the same as an on-site physical inspection for grounds, building exteriors, common areas, building systems and vacant units over 30 days.
- The MSHDA staff person will schedule the ECV via email and set an agreed-upon time and date. At least 15 days will be given between the notice of inspection and the inspection date.
- The agent will receive a pre-visit questionnaire which will need to be completed and returned to the MSHDA staff person along with applicable certifications and documents.
- Exigent Health and Safety and Life-Threatening violations will be documented and sent to the agent via email at the conclusion of the inspection. The agent will

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have 24 hours to correct those violations and 72 hours to return the signed notice/response to the inspector.

- All corrective action/owner response deadlines will remain in place.
- If you have any questions, please contact me at theleenn5@michigan.gov.

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