



**OPWDD Housing Subsidy (formerly known as ISS) Quality Assurance Standards Checklist**

**Instructions:** This checklist must be completed when: (a) an OPWDD Housing Subsidy is granted;(b) annually thereafter; and (c) any time an individual moves. If this is an initial assessment, a completed document must be submitted to the DDRO before the individual’s Housing Subsidy can be approved. If this is a recertification, this document must be submitted according to timeframes outlined in OPWDD’s guidance. The individual receiving the housing subsidy and any other interested parties must also receive a copy.

<b>Date of Review of Housing Unit:</b>	
<b>Participant Name:</b>	
<b>Participant TABS ID:</b>	
<b>Address of Housing Unit Where Subsidy is/will be Used:</b>	
<b>OPWDD Housing Subsidy Administering Agency (ISS Agency/FI):</b>	
<b>Agency Reviewer:</b>	
<b>Contact information of Agency Reviewer</b>	
<b>Care Manager/CCO Agency (if applicable)</b>	

**General Criteria**

- The dwelling unit is a legal dwelling unit (e.g., has a Certificate of Occupancy, if applicable).
- The evacuation plan developed by the Care Manager was reviewed with the housing subsidy program participant that is particular to his/her living situation.
- Local emergency phone contact is available and appropriate to the participant (e.g., has translation services available)
- The furnishings are adequate.
- The dwelling unit meets the participant’s physical needs and requirements (e.g. wider door frames for wheelchair accessibility, grab bars in bathroom if needed, etc.).
- The individual’s health, safety and well-being are reasonably maintained in the dwelling unit.

- The dwelling unit is integrated in the broader community (i.e., the individual is not isolated from the broader community).

### **HUD Based Quality Standards**

#### **Bathroom/Sanitary:**

- The dwelling unit includes private bathroom within the unit which must be in proper working order and adequate for personal cleanliness and disposal of human waste.
- The bathroom facilities are usable in private.
- Bathroom is contained within the dwelling unit and located in a separate room and have a flush toilet in proper working condition.
- The unit has a fixed basin (lavatory) with a sink trap and hot and cold running water in proper operating condition.
- The unit has a shower or tub with hot and cold running water in proper operating condition.
- The unit has an approved public or private disposal system, including a locally approved septic system.
- The bathroom is free of hazards which may endanger the occupants such as damaged or broken fixtures.

#### **Food preparation Area:**

- The dwelling unit has suitable space and equipment to store, prepare and serve food in a sanitary manner.
- There is an oven and a stove or range. A microwave oven may be substituted for tenant-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished to others in the same building or premises.
- There is a refrigerator of appropriate size for the unit that is capable of maintaining a temperature low enough to keep food from spoiling. Freezer space is also present and operating correctly.
- There is a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink drains into an approved public or private system.
- All required equipment is in working order (according to the lease, equipment may be supplied by either the owner or the occupants) and free from electrical and other hazards.

#### **Security and Smoke/Carbon Monoxide Detectors, Alternate Means of Egress:**

- The dwelling unit provides adequate space and security for the occupants.
- Dwelling units are lockable.
- The dwelling unit has smoke detectors in the corridors outside the sleeping area.
- The dwelling unit has a working carbon monoxide detector.
- The dwelling unit has an alternate means of exit in case of fire (such as fire stairs or egress through windows).

**Thermal Environment, Interior Air Quality, Water Supply:**

- There is a safe heating system in the dwelling unit that is in proper operating condition.
- There is adequate heat in all rooms used for living.
- The dwelling unit is free of pollutants in the air at levels that threaten the health of the occupants (e.g., sewer gas, fuel gas, mold, other harmful pollutants and other applicable items).
- There is adequate air circulation in the unit (e.g., windows or heating/cooling systems to move air).
- The water supply is be free from contamination (e.g., it is served by an approved public or private water supply that is sanitary and free from contamination).
- The dwelling unit and is free of vermin and rodent infestation.

**Illumination and Electricity:**

- The dwelling unit has electricity, and the electrical fixtures/wiring does not pose a fire hazard.
- Each room has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of the occupants.
- There is at least one window in the living room.
- The kitchen has at least one electrical outlet in proper operating condition.
- The living room and each sleeping space has at least two electrical outlets in proper operating condition. Permanent overhead or wall mounted light fixtures may count as one of the required electrical outlets.
- The electrical system is free of hazardous conditions.
- Bathroom(s) have at least one openable window or other adequate exhaust ventilation.
- Any rooms used for sleeping have at least one window. If the window is designed to be openable, the window must work.

**Structure and Materials:**

- Ceilings, walls and floors do not have any serious defects, such as severe bulging or leaning, large holes, loose surface materials, severe buckling, etc.
- The roof is structurally sound and weather tight (e.g., no obvious leaks).
- The exterior wall structure and surface do not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- The condition and equipment of interior stairs, halls, porches, walkways, etc. do not present a danger of tripping and falling. For example, there are no broken or missing steps or loose boards.
- Elevators, if applicable, must be working and safe.

**Miscellaneous:**

- There are no other items (i.e., items not identified above) which may create a health hazard for the resident(s) of the dwelling unit.

**Results:** The dwelling unit only passes inspection if all of the boxes above are checked. If the dwelling unit does not pass inspection, the reason for the failure must be identified.

- The dwelling unit passes the inspection.
- The dwelling unit does not pass the inspection. The following actions must be addressed by \_\_\_\_\_ (enter date) to provide or continue to provide an OPWDD Housing Subsidy for the dwelling unit. The following person(s) will ensure that the corrective action is completed and will complete an updated QA Checklist:

Name/Provider Agency: \_\_\_\_\_

Additional Comments:

Note: failure to take corrective action by the due date indicated may result in the suspension of the housing subsidy and the participant having to seek alternate living arrangements. An updated QA Checklist must be submitted to the DDRO (plus the individual and any other interested parties) for review and consideration on or before the due date noted above.

_____	_____
Housing Subsidy Participant	Date
_____	_____
Signature of Participant's Advocate (if participant is unable to sign)	Date
_____	_____
Name of person completing review/title	Date
_____	_____
FI/ ISS Agency Reviewer Signature	Date
_____	_____
Care Manager (if completing the review)	Date