

### **Compliance Inspector Qualifications for Former Specially Adapted Housing Agents**

1. Purpose. This Circular provides clarification regarding former Specially Adapted Housing (SAH) Agents applying to be, or currently serving as, an SAH Compliance Inspector (CI).

2. Background. Per M26-12 Chapter 7.2.a: Each SAH Operations location must appoint and maintain a fee panel of CIs to complete compliance inspections for SAH and Special Housing Adaptation (SHA) grants in their respective geographic areas of jurisdiction. The fee panel roster must be monitored to ensure a sufficient number of available fee panel members so that construction delays due to limited CI availability are avoided.

3. Action. To help recruit and maintain an operative fee panel of CIs, effective immediately, the following policy updates are being made to M26-12 Chapter 7.2.b to clarify CI qualifications for former SAH Agents applying to be, or currently serving as, an SAH CI:

a. CI Minimum Qualifications. The following qualifications must be met prior to appointment to the VA fee panel:

(1) At least 3 years of construction inspection related experience. One or more years of employment as a journey-level VA SAH Agent may be considered for the 3-year requirement.

(2) Satisfactory Credit Alert Interactive Voice Response System (CAIVRS) screening results.

(3) An active inspector license, if required from the state. If the applicant has one or more years of employment as a VA SAH Agent, then a license is not required.

(4) If a new applicant is a former SAH Agent, *and* does not possess a license for that state, then the written application test is required with a score of at least 70%.

***Important:*** Builders who are actively working on SAH projects cannot concurrently serve as compliance inspectors.

b. SAH Operations locations are encouraged to seek out potential CIs with International Code Council (ICC) certification for residential building inspection or those that possess local/state home inspector licenses, where applicable.

c. For potential CIs in states in which no inspector license is required, SAH Operations must administer a written test that must be passed with a score greater than 70 percent on the first attempt. A copy of the successfully completed exam must be uploaded in the CIs file maintained in the Stakeholder Information Management (SIM) application. Central Office (CO) will provide SAH Operations a test to be administered to the prospective CIs.

***Important:*** Applicants that possess the ICC certification or local/state licenses are exempt from the testing requirement.

d. All CIs are required to become knowledgeable of SAH minimum property requirements (MPRs) and Recommended Adaptations (RAs), as the verification of MPRs and RAs is the primary objective of the compliance inspection.

4. Questions: If you have any questions regarding this Circular, please contact the SAH Policy Team by email at SAHINFO.VBACO@va.gov.

5. Rescission: This Circular is valid until rescinded.

By Direction of the Under Secretary for Benefits

John E. Bell, III  
Executive Director  
Loan Guaranty Service

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