

PHA Policies, Plans and Procedures Checklist

Agency Name: _____ City/State: _____

Contact Name: _____ Title: _____

Phone: _____ Alternate Phone: _____

Email Address: _____

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
Administrative		
		5-Year and Annual PHA Plans
		Annual PHA Plans
		Section 3 Plan
		Violence Against Women Act (VAWA) and Emergency Transfer Plan
		Whistleblower Policy
		Public Housing and Housing Choice Voucher Application Kits
Public Housing		
Admissions and Occupancy Policy Package		
		Dwelling Lease
		Grievance Procedures
		Termination and Eviction Policy
		Transfers and Transfer Waiting List
		Housekeeping Standards Policy
Grievance Procedures Policy Package		
		Grievance Hearing Checklist Form
		Grievance Hearing Request Form
		Results of Informal Hearing for Applicants
		Standard Operating Procedures for Public Housing
		Tenant Complaint Form
		State Laws on Termination for Violation of Lease
		State Laws on Unconditional Quit Violations
Miscellaneous Policy Package		
		Ban and Criminal Trespass Policy
		No Solicitation Policy
		Policy for Use of Community Center
		Parking Policy
Low Rent Policy Package		
		De-concentration and Income Targeting Policy
		File Access Internal Controls Policy and Procedures
		Pet Ownership Policy (Elderly/Disabled)
		Pet Ownership Policy (Family)
		Resident Initiatives Policy
		Community Service Requirements Policy and Implementation Kit
		Bedbug Policy

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
Section 8/Housing Choice Voucher		
		Section 8 Administrative Plan
		Project-Based Voucher Policy
		Section 8 Homeownership Plan
Financial		
Financial Policy Package		
		e-LOCCS Policy (Electronic Line of Credit Control System)
		Capitalization Depreciation Policy
		Capital Funds Program Policy
		Disposition of Property
		Asset Management Inventory Policy
		Compliance Asset Management Policy
		Cash Overages and Shortages Policy
		Accounting System Policy and Procedures
		Allowance for Doubtful Accounts Policy
		Cash Management/Internal Controls Policy
		Check Writing Policy
		Petty Cash Policy
		Program Funding and Budgeting
		Write Off Collection Loss Policy
		Investment Policy
		Credit Card Policy
		Acquiring Insurance Policy
Procurement and Contract Management		
		Procurement Policy
Maintenance		
Maintenance Plan		
		Pest Eradication Policy
		Plan Uniform Inspection System
		Annual Facilities Maintenance Plan (AFMP) Form
Human Resources		
		Personnel Policy
		Employee Performance Evaluation
		Ethics, Code of Conduct, Conflict of Interest and nepotism Policies
		Disability Policy
		Safety and Security Policy
Other Administrative Policies		
		Smoke-Free Public Housing Policy
		Fraud Policy
		EIV Security Policy
		National and Natural Disaster Response Policy /Plan
		Family Self-Sufficiency Action Plan
		Records Retention Policy
		Minority Business Enterprise Policy

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
		Fair Housing and American Disabilities Act Policy
HUD Multifamily		
		RAD Project-Based Rental Assistance (PBRA) Tenant Selection Plan (TSP) and Key Procedures
		Section 8 New Construction Tenant Selection and Key Procedures (Admin Plan)
		Multifamily EIV Policy and Procedures
		Non-RAD Multifamily Tenant Selection Plan and Key Procedures for HUD Subsidized Multifamily Programs: Section 221(d)(3), Section 236, Rental Assistance Payment (RAP), Section 8 Project-Based Assistance, State Agency Financed, Substantial Rehab, Loan Management Set-Aside (LMSA), Property Disposition Set-Aside (PDSA), Section 202, Section 811

Please check items of interest and forward this checklist by mail, fax or email to:

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