

## PHA's Policies, Plans and Systems Checklist

**Agency Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Instructions:** Check the appropriate box. **Please send to The Nelrod Company, Attn: Dora Oliva at 3109 Lubbock Avenue, Fort Worth, TX 76109 or fax to (817) 922-9100. If you have any questions, you may reach Ms. Oliva at 817-922-9000 ext. 133**

Policies	Have Current Policy/Plan	Date PHA Adopted	Need Policy/ Plan	Concerns or Comments
<b>Housing Management</b>				
Admissions and Occupancy Policy* (may include the following)				
Rent Determination*				
Rent Collection*				
Schedule of Flat Rents*				
Charges to Tenants				
Income Limits*				
Utility Allowances*				
Income Targeting*				
Community Service Requirements*				
Dwelling Lease* (12 month)				
Enterprise Income Verification (EIV) Security Policy				
De-concentration & Income Targeting Policy*				
Community Service Requirements Policy* & Implementation Kit				Reinstated 7/03
Fair Housing Requirements*				
Grievance Procedures*				
Disability/Handicapped Policy*				
Pet Ownership Policy*				
Tenant Selection and Assignment Plan* (may be part of A & O Policy)				

<b>Policies</b>	<b>Have Current Policy/Plan</b>	<b>Date PHA Adopted</b>	<b>Need Policy/Plan</b>	<b>Concerns or Comments</b>
Termination & Eviction*				
Transfers & Transfer Waiting List*				
Housekeeping Standards Policy				
Security Policy*				
<b>Financial &amp; Admin.</b>				
Capitalization of Property*				
Disposition of Property*				
Policy on Selection of Insurance				
Policy on Investments*				
Petty Cash				
Collection Policy & Procedures				
Comprehensive Occupancy Plan (reduce vacancies)				
Internal Transfer of Funds between PHA programs				
Cash Management Internal Controls Policy*				
Collection-Losses Charge-off Policy				
Use of Credit Card				
Line of Credit Control System (LOCCS) and Voice Response System (VRS) Policy				
File Access Internal Control Policy				
Allowance for Doubtful Tenant Accounts (Bad Debt)				
<b>Maintenance</b>				
Maintenance Plan*				
Pest Eradication Policy*				
Work Order System*				
Uniform Inspection System*				Public Housing: UPCS Section 8 HCVP: HQS

<b>Policies</b>	<b>Have Current Policy/Plan</b>	<b>Date PHA Adopted</b>	<b>Need Policy/Plan</b>	<b>Concerns or Comments</b>
<b>Resident Activity-Related Policies/Plan</b>				
Economic Uplift & Self-Improvement (Section 3 Plan)*				
Resident Initiatives Policy*				
Public Housing Homeownership Plan				
Section 8 FSS Action Plan*				Required only if PHA is required to have FSS Program
Security Policy and Procedure*				
Policy and Procedure for Tracking and Reporting Criminal Activity*				
Drug Elimination Program Activity (if applicable)*				Required if PHA has open PHDEP grant(s)
<b>Personnel Matters</b>				
Personnel Policy*				
Family Medical Leave Policy*				
Conduct Standards				
Drug Free Workplace*				
Employee Performance Evaluation				
EEO/AA Plan (15 or more Employees) Includes Section 504 Policy				
Code of Ethics				
Travel Policy				
<b>Procurement</b>				
Procurement Policy* (Including Buy American Policy*)				
Minority Business Enterprises/WBE*				
<b>Other Policies</b>				
National and Natural Disaster Response Policy (PH & S8)				
National and Natural Disaster Response Plan (PH & S8)				
Safety Policy*				

<b>Policies</b>	<b>Have Current Policy/Plan</b>	<b>Date PHA Adopted</b>	<b>Need Policy/Plan</b>	<b>Concerns or Comments</b>
Automated Data Processing Procedures				
Relocation Plan (per URA)				
Records Retention Policy				
File Access Internal Control Policy (PH & S8)				
<b>Section 8</b>				
Section 8 Administration Plan*				
Section 8 Project Based Assistance Plan				
Section 8 Homeownership Plan, Policies and Procedures				
Section 8 New Construction/515 Housing Administrative Plan				
<b>Procedures Manuals</b>				
Public Housing Occupancy Procedures Manual*				
Section 8 Procedures Manual*				
Procurement Procedures Manual				
<b>Agency Plan</b>				
Base Plan				
Public Hearing Kit				
Agency Plan System*				
Resident/Applicant File System*				
Compliance System to Deconcentrate Poverty and Promote Integration in Public Housing*				
Compliance System For Drug Abuse and Criminal Activity Screening*				
Compliance System for Income Exclusion and Disregard*				
Compliance System for Flat Rent Determination*				

\*Required by legislation, regulation, PHAS, SEMAP, HUD notice or memo  
All others Recommended, not required