

APPENDIX 2

PHA/RMC/AME:

FYE:

Date:

INDICATOR #1, VACANCY RATE AND UNIT TURNAROUND TIME

This indicator examines a PHA'S, actual vacancy rate, adjusted vacancy rate and progress in reducing vacancies during the last three years; and measures the annual average amount of time it takes a PHA to turnaround its vacant units.

Information from Certification Form/IBS:

1. PHA has implemented an adequate system to track the duration of vacancies?  Yes  
 No
  
2. Total ACC Days: \_\_\_\_\_  Deprogrammed: \_\_\_\_\_  
 Exemptions: Available Days: \_\_\_\_\_  
 Non-dwelling: \_\_\_\_\_ Actual Vacant Days: \_\_\_\_\_  
 Empl. Occupied: \_\_\_\_\_ Actual Vac. Rate: \_\_\_\_\_%
  
3. Actual Vacant Days: \_\_\_\_\_  Law/Regs Days: \_\_\_\_\_  
 Mod Exempt Days: \_\_\_\_\_  Other Exempt Days: \_\_\_\_\_  
 Beyond PHA's Control: Adjusted Vac Days: \_\_\_\_\_  
 Market Cond Days: \_\_\_\_\_ Adjusted Vac Rate: \_\_\_\_\_%
  
4. Current Actual Vacancy Rate: \_\_\_\_\_  
 Vacancy Rate from 1st year of the 3 yr. period: \_\_\_\_\_  
 Reduction Over the Last Three Years: \_\_\_\_\_
  
5. PHA has implemented an adequate system to track the duration of unit turnaround time, including down time, make ready time and lease up time?  Yes  
 No
  
6. Total T/round Days: \_\_\_\_\_ Avg Turnaround days: \_\_\_\_\_  
 Mod Exempt Days: \_\_\_\_\_ Average Down Days: \_\_\_\_\_  
 Other Exempt Days: \_\_\_\_\_ Avg Make Ready Days: \_\_\_\_\_  
 # Units Leased: \_\_\_\_\_ Avg Lease Up Days: \_\_\_\_\_
  
7. Adjustments:  
 Physical condition: \_\_\_\_\_  
 Points  
 Neighborhood environment: \_\_\_\_\_  
 Points  
 Physical condition and neighborhood environment: \_\_\_\_\_  
 Points  
 Total: \_\_\_\_\_  
 Points  
 Sources: PHA worksheets; turnaround time records; rent register; forms HUD-51234, HUD-52728 and HUD-52295; modernization logs, budgets and implementation schedules; census data.

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Component #1. Vacancy Rate. This component examines a PHA's, actual vacancy rate, adjusted vacancy rate and progress in reducing vacancies during the last three years.

Verification Questions	Yes	No*	N/A
1. Describe the system used to record vacancies. Attach a sample of records maintained.			
2. Does the PHA maintain records to support the vacancy rate claimed?			
3. Is the rent register consistent with vacancies reported?			
4. Did the PHA utilize all the eligible exemptions for vacancies?			
5. Does the modernization log support vacancies claimed?			
6. If PHA certified to vacancy reduction, do PHA records support this reduction?			
7. Calculation of actual and adjusted vacancy rates:			
a. Total days available for occupancy:			_____
b. Total number actual/adjusted vacancy days:			_____
c. Actual/adjusted vacancy rate (divide 7b by 7a):			_____ %
8. If PHA used reduction over three years as a criteria, was the base year recomputed in accordance with current method of calculating vacancy rate?			
9. Calculation of vacancy percentage reduction within the previous 3 years:			
a. 1st year, FY _____ vacancy percent:			_____ %
b. 3rd year, FY _____ vacancy percent:			_____ %
c. Percentage of reduction:			_____ %

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Component #1, Continued:

- |     | Verification Questions, Continued  | Yes | No* | N/A |
|-----|--|-----|-----|-----|
| 10. | Has the management function for component #1 been assumed by an RMC/AME? |     |     |     |
| 11. | Modification/exclusion requests?   |     |     |     |

\* All "No" answers should be explained below or attached.

Component #2, Unit Turnaround Time. This component measures the annual average amount of time it takes a PHA to turnaround its vacant units.

- |    | Verification Questions  | Yes | No* | N/A |
|----|---|-----|-----|-----|
| 1. | Describe the system used to record unit turnaround time. Attach a sample of records maintained. |     |     |     |
| 2. | Does the PHA maintain records to support the unit turnaround time claimed?                      |     |     |     |
| 3. | Is the rent register consistent with turnaround records maintained?                             |     |     |     |
| 4. | Does the modernization log support vacancies claimed?   |     |     |     |
| 5. | Does the PHA maintain records to support the turnaround time claimed?                           |     |     |     |

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Component #2, Continued:

- |    | Verification Questions, continued                      | Yes | No* | N/A   |
|----|--|-----|-----|-------|
| 6. | Calculation of unit turnaround time:                   |     |     |       |
| a. | Number of units re-occupied this assessment year:      |     |     | _____ |
| b. | Vacancy days for these units for this assessment year: |     |     | _____ |
| c. | Total vacancy days for these units for prior year(s):  |     |     | _____ |
| d. | Total vacancy days for re-occupied units:              |     |     | _____ |
| e. | Number of eligible exemption days:                     |     |     | _____ |
| f. | Adjusted turnaround days (subtract 6e from 6d):        |     |     | _____ |
| g. | Average turnaround time in days (divide 6f by 6a):     |     |     | _____ |

7. Has the management function for component #2 been assumed by an RMC/AME?

8. Modification/exclusion requests?

\* All "No" answers should be explained below or attach.

Summary

Component #1, Vacancy Rate:

Initial Grade: \_\_\_\_\_

Confirmed Grade: \_\_\_\_\_

Component #2, Turnaround Time:

Initial Grade: \_\_\_\_\_

Confirmed Grade: \_\_\_\_\_

Overall Indicator:

Initial Grade: \_\_\_\_\_

Confirmed Grade: \_\_\_\_\_

Reviewer: