

## Attachment A Checklist of Required Information

- 1. Cover Letter
- 2. PHA Data Form
- 3. Agency Wide Schedules of Salaries and Positions
- 4. Copy of Board Resolution Approving Project and COCC Budgets
- 5. Operating Budgets
- 6. PHA Organizational Chart
- 7. Description of How Management Services are Arranged
- 8. Supporting Line Item Detail for COCC Budget
- 9. Schedule of the COCC Fees and Charges
- 10. Descriptions/Example of Process for Monitoring Project Performance
- 11. Management Plan for Non-Performing AMPs
- 12. Certification of Long-Term Capital Planning
- 13. Copy of Current Capital Fund Annual Statement and Five-Year Capital Plan
- 14. Narrative Asset Management Strategy for Each Project
- 15. Certification of Compliance with Risk Management Responsibilities
- 16. Operating Statements
- 17. Schedule of Flat Rents, by AMP
- 18. Documentation for Reasonableness of Administrative Costs (applies only to small PHAs implementing alternative asset management model).