

11.5 Sample Checklist for PHA Staff

	<b>CHECKLIST FOR CHOICE-MOBILITY</b>
✓	<u>Tasks</u>
	<b><u>Choice-Mobility Planning</u></b>
	Develop Choice-Mobility procedures and policies (resource: attached Choice-Mobility plan template)
	Determine whether a turnover cap will be instituted
	Send and sign letter of agreement for RAD PBRA properties (Required)
	Train property managers and other frontline staff on Choice-Mobility procedures
	<b><u>Notifying residents</u></b>
	<u>Include information on the resident’s ability to request and move with a Choice-Mobility voucher in the RAD Information Notice (RIN) provided to residents of public housing projects proposed for conversion</u>
	Create Choice-Mobility information sheet, FAQs, flyers, and other documents that will be used to notify residents. Ensure that notices meet accessibility and LEP requirements
	Create and maintain Choice-Mobility information webpage
	Provide Choice-Mobility information sheet to residents in properties that will be converted, both before and after conversion. Hold meetings specifically about Choice-Mobility before and after conversion
	Distribute Choice-Mobility information sheet to new RAD residents at lease signing, and at annual re-certification
	Provide written and oral information about Choice-Mobility at resident meetings at least twice per year
	Establish automatic mailers or notifications that residents would receive 4 months prior to when they first become eligible for a Choice-Mobility voucher
	Provide eligible residents with Choice-Mobility request form
	Provide RAD residents with current information on length of Choice-Mobility Priority List and average wait time using quarterly data.
	<b><u>Processing Choice-Mobility Requests</u></b>
	Assign responsibility and adopt standard forms to notify residents that their request has been received.
	Hold voucher orientation meeting for approved Choice-Mobility residents (Required)
	Notify residents of placement on Choice-Mobility Priority List (if applicable)

	<b><u>Maximizing the Effectiveness of Choice-Mobility</u></b>
	Conduct landlord outreach
	Provide listings of available apartments (if PHA collects this information), including in low-poverty areas (Required)
	<b><u>Transitioning Residents to HCV</u></b>
	Collect notice of intent to vacate from residents moving with a Choice-Mobility voucher, once the new unit has been approved by the PHA
	Conduct move-out inspection
	Ensure residents moving out have repaid all required expenses or have entered into a repayment agreement
	Coordinate PBV/PBRA move-out and voucher start dates