# CONFIRMATORY REVIEW GUIDEBOOK

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PARAGRAPH</th>
<th>SUBJECT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAPTER 1: INTRODUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-1</td>
<td>Program Overview</td>
<td>1-1</td>
</tr>
<tr>
<td>1-2</td>
<td>Requirements for an On-Site Confirmatory Review</td>
<td>1-3</td>
</tr>
<tr>
<td>1-3</td>
<td>State/Area Office Preparation for an On-Site Confirmatory Review</td>
<td>1-5</td>
</tr>
<tr>
<td>1-4</td>
<td>On-Site Methodologies</td>
<td>1-6</td>
</tr>
<tr>
<td>1-5</td>
<td>Documenting the Results of the On-Site Confirmatory Review</td>
<td>1-11</td>
</tr>
<tr>
<td>1-6</td>
<td>Continued Development and Refinement of this Guidebook</td>
<td>1-12</td>
</tr>
<tr>
<td><strong>CHAPTER 2: INDICATOR #1. VACANCY RATE AND UNIT TURNAROUND TIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1</td>
<td>General</td>
<td>2-1</td>
</tr>
<tr>
<td>2-2</td>
<td>Component #1, Vacancy Rate (Actual and Adjusted)</td>
<td>2-2</td>
</tr>
<tr>
<td>2-3</td>
<td>Reduction of Vacancy Rates Over Last Three Years</td>
<td>2-4</td>
</tr>
<tr>
<td>2-4</td>
<td>Review and Verification of Available Days Inventory</td>
<td>2-4</td>
</tr>
<tr>
<td>2-5</td>
<td>Review and Verification of Vacancy Days in Assessment Year</td>
<td>2-7</td>
</tr>
<tr>
<td>2-6</td>
<td>Documentation Requirements</td>
<td>2-13</td>
</tr>
<tr>
<td>2-7</td>
<td>Calculation Methods</td>
<td>2-13</td>
</tr>
<tr>
<td>2-8</td>
<td>Component #2, Unit Turnaround Time</td>
<td>2-16</td>
</tr>
<tr>
<td>2-9</td>
<td>Additional Adjustments</td>
<td>2-18</td>
</tr>
<tr>
<td>2-10</td>
<td>Sources of Documentation for Vacancy Rate and Unit Turnaround Time</td>
<td>2-21</td>
</tr>
</tbody>
</table>
CHAPTER 3: INDICATOR #2. MODERNIZATION

3-1 General 3-1
3-2 Component #1, Unexpended Funds Over Three Federal Fiscal Years (FFYS) Old 3-3
3-3 Component #2, Timeliness of Fund Obligation 3-6
3-4 Component #3, Adequacy of Contract Administration 3-8
3-5 Component #4, Quality of the Physical Work 3-11
3-6 Component #5, Budget Controls 3-13

CHAPTER 4: INDICATOR #3. RENTS UNCOLLECTED

4-1 General 4-1
4-2 Dwelling Rent to be Collected 4-1
4-3 Dwelling Rent Uncollected 4-1
4-4 Calculation Method 4-2
4-5 Steps to be Taken in Order to Verify Indicator #13 4-4

CHAPTER 5: INDICATOR #4, WORK ORDERS

5-1 General 5-1
5-2 Work Orders that Must be Tracked 5-4
5-3 Component #1, Emergency Work Orders 5-5
5-4 Component #2, Non-Emergency Work Orders 5-7
5-5 Reduction in the Period of Time Required to Complete Non-Emergency Work Orders During the Preceding Three Years 5-9
5-6 Additional Adjustments 5-10

CHAPTER 6: INDICATOR #5. INSPECTION OF UNITS AND SYSTEMS

6-1 General 6-1

6-2 Exempted Units 6-4
6-3 Component #1, Annual Inspection of Units 6-6
CHAPTER 7: INDICATOR #6. FINANCIAL MANAGEMENT

7-1 General 7-1
7-2 Component #1, Cash Reserves 7-1
7-3 Component #2, Energy Consumption 7-5

CHAPTER 8: INDICATOR #7. RESIDENT SERVICES AND COMMUNITY SERVICES

8-1 General 8-1
8-2 Component #1, Economic Uplift and Self-Improvement 8-1
8-3 Component #2, Resident Organization 8-6
8-4 Component #3, Resident Involvement 8-10
8-5 Component #4, Resident Programs Management 8-14

CHAPTER 9: SECURITY

9-1 General 9-1
9-2 Component #1, Tracking and Reporting Crime-Related Problems 9-1
9-3 Component #2, Screening of Applicants 9-10
9-4 Component #3, Lease Enforcement 9-14
9-5 Component #4, Grant Program Goals 9-18

APPENDIX

SUBJECT

1A Scoring Report
1B Indicators and Grades
2 Check Lists for Indicator #1, Vacancy Rate and Unit Turnaround Time
3 Check List for Indicator #2, Modernization
Check Lists for Indicator #3, Rents
Uncollected

Check Lists for Indicator #4, Work Orders

Check Lists for Indicator #5, Inspection of Units and Systems

Check Lists for Indicator #6, Financial Management

Check Lists for Indicator #7, Resident Services and Community Building

Check Lists for Indicator #8, Security

4/97 iv 7460.5