

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: