

APPENDIX 5

This appendix includes worksheets that a PHA may use to calculate the answer to nine of the PHMAP indicators. A PHA is not required to certify to indicators #4, #9 and #10, but worksheets have been included so a PHA can determine its achievement under these indicators. These worksheets are optional, are not HUD forms and are not required. A PHA is not required to submit these worksheets to HUD when it submits its certification, Form [HUD-50072](#). The worksheets are offered as a suggested format for use by PHAs. A PHA may choose to develop its own format and procedures. If a PHA chooses not to utilize the optional worksheets, its results shall be the same as would be derived by utilizing the optional worksheets. Following each optional worksheet is a sample completed worksheet for the respective indicator. The worksheets include step-by-step instructions, where appropriate, and are provided for the following indicators:

1. Indicator #1, vacancy number and percent;
2. Indicator #3, rents uncollected;
3. Indicator #4, energy consumption;
4. Indicator #5, unit turnaround;
5. Indicator #6, outstanding work orders;
 - a. Emergency work orders;
 - b. Non-emergency work orders;
6. Indicator #7, annual inspection and condition of units and systems;
 - a. Component #2, annual inspection of units;
 - b. Component #3, correction of unit deficiencies - non-emergency items;
 - c. Component #3, correction of unit deficiencies - emergency items;
 - d. systems inspection checklist;
 - e. Component #4, inspection and repair of systems;
7. Indicator #9, operating reserves;
8. Indicator #10, routine operating expenses; and
9. Indicator #11, resident initiatives.

PHAs shall round percentages to the nearest whole percent.

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 OPTIONAL WORKSHEET - INDICATOR NUMBER 1

 VACANCY NUMBER AND PERCENTAGE

PHA:

FYE:

You may report the number of vacant units in one of two ways depending upon which is most advantageous to the PHA. You may either use the figures reported to HUD on Form HUD-51234, Report on occupancy, which is based on the last day of the month ending six months after the beginning of a PHA's immediate past fiscal year, or an average constructed from the rent roll records for the entire month ending six months after the beginning of a PHA's immediate past fiscal year. Compute your actual vacancy rate as follows:

1. Total vacant units (sum of column 9, Form HUD-51234):

2. Total vacant units covered by an approved demolition or disposition application which has not yet taken place:

3. Total vacant units in which resident property has been abandoned, but only if State law requires the property to be left in the unit for some period of time and only for the period of time stated in the law:

4. Total vacant units that have sustained property/casualty damage, but only until the insurance claim is adjusted:

5. Actual vacancies (line 1 minus the sum of lines 2, 3 and 4):

6. Total PHA units available for occupancy (sum of column 8, Form HUD-51234):

7. Actual vacancy rate (line 5 divided by line 6 and multiply by 100): %

(Proceed with the following steps only if the number of vacancies shown on line 5 is greater than five and the actual vacancy rate on line 7 is greater than 3%)

8. Number of units vacant as a result of funded, on-schedule modernization:

9. Adjusted number of vacancies (line 5 minus line 8):

10. Adjusted vacancy rate (line 9 divided by line 6 and multiply by 100): %

2

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SAMPLE COMPLETED WORKSHEET - INDICATOR NUMBER 1

VACANCY NUMBER AND PERCENTAGE

PHA: Hometown Housing Authority

FYE:12/31/91

You may report the number of vacant units in one of two ways depending upon which is most advantageous to the PHA. You may either use the figures reported to HUD on Form HUD-51234, Report on occupancy, which is based on the last day of the month ending six months after the beginning of a PHA's immediate past fiscal year, or an average constructed from the rent roll records for the entire month ending six months after the beginning of a PHA's immediate past fiscal year. Compute your actual vacancy rate as follows:

1. Total vacant units (sum of column 9, Form HUD-51234): 143

2. Total vacant units covered by an approved demolition or disposition application which has not yet taken place: 26

3. Total vacant units in which resident property has been abandoned, but only if State law requires the property to be left in the unit for some period of time and only for the period of time stated in the law: 2

4. Total vacant units that have sustained property/casualty damage, but only until the insurance claim is adjusted: 1

5. Actual vacancies (line 1 minus the sum of lines 2, 3 and 4): 114

6. Total PHA units available for occupancy (sum of column 8, Form HUD-51234): 1,016

7. Actual vacancy rate (line 5 divided by line 6 and multiply by 100): 11%

(Proceed with the following steps only if the number of vacancies shown on line 5 is greater than five and the actual vacancy rate on line 7 is greater than 3%)

8. Number of units vacant as a result of funded, on-schedule modernization: 100

9. Adjusted number of vacancies (line 5
minus line 8): 14

10. Adjusted vacancy rate (line 9 divided
by line 6 and multiply by 100): 1%

3

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OPTIONAL WORKSHEET - INDICATOR #3

THE BALANCE OF RENT UNCOLLECTED AS A PERCENTAGE OF RENTS TO
BE COLLECTED

PHA:

FYE:

1. Balance of rents uncollected at the end Of
the prior fiscal year:

2. Current dwelling rents charged to
residents in the current fiscal year:

3. Total dwelling rent to be collected (line
1 plus line 2):

4. Collections received for dwelling rent
reported in line 3:

5. Dwelling rent charges reported in line 3
written off as collection losses during
the current fiscal year:

6. Line 4 plus line 5:

7. Balance of rents uncollected at the end of
the current fiscal year (line 3 minus line
6):

8. Rents uncollected for the current fiscal
year (line 7) divided by total dwelling
rent charges to be collected in the
current fiscal year as reported in line 3
and multiply by 100 to complete the
percentage of rents uncollected:

%

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SAMPLE COMPLETED WORKSHEET - INDICATOR #3

THE BALANCE OF RENT UNCOLLECTED AS A PERCENTAGE OF RENTS TO
BE COLLECTED

PHA: Hometown Housing Authority

FYE: 12/31/91

1. Balance of rents uncollected at the end of the prior fiscal year:	\$ 2,000
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2. Current dwelling rents charged to residents in the current fiscal year:	\$100,000
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3. Total dwelling rent to be collected (line 1 plus line 2):	\$102,000
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4. Collections received for dwelling rent reported in line 3:	\$ 99,000
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5. Dwelling rent charges reported in line 3 written off as collection losses during the current fiscal year:	\$ 1,600
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6. Line 4 plus line 5:	\$100,600
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7. Balance of rents uncollected at the end of the current fiscal year (line 3 minus line 6):	\$ 1,400
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8. Rents uncollected for the current fiscal year (line 7) divided by total dwelling rent charges to be collected in the current fiscal year as reported in line 3 and multiply by 100 to complete the percentage of rents uncollected (\$1,400 divided by \$102,000 equals 1%):	1%
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OPTIONAL WORKSHEET - INDICATOR #4

ANNUAL ENERGY CONSUMPTION, AS COMPARED TO THE AVERAGE OF THE
THREE YEARS' ROLLING BASE CONSUMPTION, THAT HAS BEEN
ADJUSTED FOR VARIANCES IN HEATING DEGREE DAYS (HDD)

PHA:

FYE:

Sources. Most recent Form HUD-52722B, Adjustment for
Utility Consumption and Rates

This indicator measures energy consumption only; therefore,
Form HUD-52722B, column 4, Sewage and Water Cost and
Consumption, shall be subtracted from the total in column 3,
Total Cost.

1. Total energy cost in fiscal year for which
adjustment is requested (Form HUD-52722B,
line 13, column 3, minus line 13, column 4):

\$

2. Costs of estimated energy consumption at
average rate adjusted for the HDD of
rolling base period for appropriate PHA

\$

fiscal year (Form HUD-52722B, line 17,
column 3, minus column 4):

3. Costs of actual energy consumption divided
by costs of estimated energy consumption
(line 1 divided by line 2):

4. Subtract line 3 from 1.00 and multiply by
100 to calculate the percentage of
increase or decrease. For example:

%

If line 3 equals .95, then 1.00 minus .95
equals .05 x 100 = a 5% decrease; or

If line 3 equals 1.15, then 1.00 minus
1.15 equals .15 x 100 = a 15% increase.

SAMPLE COMPLETED WORKSHEET - INDICATOR #4

ANNUAL ENERGY CONSUMPTION, AS COMPARED TO THE AVERAGE OF THE
THREE YEARS' ROLLING BASE CONSUMPTION, THAT HAS BEEN
ADJUSTED FOR VARIANCES IN HEATING DEGREE DAYS (HDD)

PHA: Hometown Housing Authority FYE:12/31/91

Source: Most recent Form HUD-52722B, Adjustment for
Utility Consumption and Rates

This indicator measures energy consumption only; therefore,
Form HUD-52722B, column 4, Sewage and Water Cost and
Consumption, shall be subtracted from the total in column 3,
Total Cost.

1. Total energy cost in fiscal year for which
adjustment is requested (Form HUD-52722B,
line 13, column 3, minus line 13, column
4): \$50,000

2. Costs of estimated energy consumption at
average rate adjusted for the HDD of
rolling base period for appropriate PHA \$52,630
fiscal year (Form HUD-52722B, line 17,
column 3, minus column 4):

3. Costs of actual energy consumption divided
by costs of estimated energy consumption .95
(line 1 divided by line 2):

4. Subtract line 3 from 1.00 and multiply by
100 to calculate the percentage of
increase or decrease. For example: (-5%)

If line 3 equals .95, then 1.00 minus .95
equals .05 x 100 = a 5% decrease; or

If line 3 equals 1.15, then 1.00 minus
1.15 equals .15 x 100 = a 15% increase.

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OPTIONAL WORKSHEET - INDICATOR #5

ANNUAL AVERAGE NUMBER OF VACANCY DAYS PER TURNAROUND

PHA:

FYE:

Vacant units in the following categories should not be included in the calculation of this indicator for a PHA's immediate past fiscal year

- a. Units in funded on-schedule CIAP (only) programs;
 - b. Units held off the market included in an approved demolition or disposition application;
 - c. Total units in which resident property has been abandoned, but only is State law requires the property to be left in the unit for some period of time, and only for the period of time stated in the law; and
 - d. Total units that have sustained property/casualty damage, but only until the insurance claim is adjusted.
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Month/Year	Number of Units Re-Occupied	Total Days Vacant	Average Days Per Turnaround
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TOTAL:

To calculate the average days per turnaround, divide "Total Days Vacant" by "Number of Units Re-Occupied."

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COMPLETED SAMPLE WORKSHEET - INDICATOR #5

ANNUAL AVERAGE NUMBER OF VACANCY DAYS PER TURNAROUND

PHA:

FYE:12/31/91

Vacant units in the following categories should not be included in the calculation of this indicator for a PHA's immediate past fiscal year:

- a. Units in funded on-schedule CIAP (only) programs;
- b. Units held off the market included in an approved demolition or disposition application;
- c. Total units in which resident property has been abandoned, but only is State law requires the property to be left in the unit for some period of time, and only for the period of time stated in the law; and
- d. Total units that have sustained property/casualty damage, but only until the insurance claim is adjusted.

Month/Year	Number of Units Re-Occupied	Total Days Vacant	Average Days Per Turnaround
January 1991	7	21	3
February 1991	5	10	2
March 1991	6	20	3 1/3
April 1991	7	18	2 1/2
May 1991	6	15	2 1/2
June 1991	15	38	2 1/2
July 1991	22	65	3
August 1991	28	220	8
Sept. 1991	17	141	8 1/3
October 1991	6	35	5 3/4
November 1991	5	15	3
December 1991	4	8	2
TOTAL:	128	479	3 3/4

To calculate the average days per turnaround, divide "Total Days Vacant" by "Number of Units Re-Occupied."

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OPTIONAL WORKSHEET - INDICATOR #6

OUTSTANDING WORK ORDERS - Emergency work orders (WOs) received

PHA:

FYE:

WO Number	Date Received	Time Received	Date Completed or Abated	Time Completed or Abated	Total Hours
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TOTAL:

To calculate the total percent of emergency work orders completed within 24 hours, divide the number of work orders (the total of work orders listed in the "Work Order Number" column) which do not exceed 24 hours in the column for "Total Hours", by the number of emergency work orders in the first column and multiply by 100.

SAMPLE COMPLETED WORKSHEET - INDICATOR #6

OUTSTANDING WORK ORDERS - Emergency work orders (WOs) received

PHA: Hometown Housing Authority

FYE: 12/31/91

WO Number	Date Received	Time Received	Date Completed or Abated	Time Completed or Abated	Total Hours
1-1	01-01-91	3:45 AM	01-01-91	6:30 AM	2 3/4
1-2	01-03-91	7:00 AM	01-03-91	8:30 AM	1 1/2
1-3	01-04-91	3:30 PM	01-04-91	4:40 PM	1
1-4	01-04-91	3:35 PM	01-05-91	10:35 AM	19
1-5	01-06-91	10:00 AM	01-06-91	2:30 PM	4 1/2
1-6	01-07-91	1:00 PM	01-07-91	4:00 PM	3
1-7	01-08-91	6:00 PM	01-08-91	9:30 PM	3 1/2
1-8	01-09-91	4:00 PM	01-09-91	6:30 PM	2 1/2
1-9	01-09-91	4:30 PM	01-09-91	5:30 PM	1
1-10	01-10-91	12:15 PM	01-10-91	7:30 PM	7 1/4
1-11	01-12-91	5:30 AM	01-13-91	9:00 AM	27 1/2
1-12	01-12-91	11:15 AM	01-12-91	12:30 PM	1 1/4
1-13	01-15-91	2:00 PM	01-15-91	2:30 PM	1/2
1-14	01-16-91	8:00 AM	01-16-91	10:15 AM	2 1/4
1-15	01-18-91	9:15 AM	01-18-91	11:45 AM	2 1/2
1-16	01-18-91	1:30 PM	01-18-91	5:30 PM	4
1-17	01-20-91	6:00 PM	01-20-91	10:30 PM	4 1/2
1-18	01-23-91	1:15 PM	01-23-91	2:00 PM	3/4
1-19	01-27-91	5:00 PM	01-27-91	10:15 PM	5 1/4

TOTAL:19

To calculate the total percent of emergency work orders completed within 24 hours, divide the number of work orders (the total of work orders listed in the "Work Order Number" column) which do not exceed 24 hours in the column for "Total Hours", by the number of emergency work orders in the first column and multiply by 100. For example: 18 divided by 19 x 100 = 95%

OUTSTANDING WORK ORDERS - All non-emergency work orders(WOs) outstanding at the end of the PHA's immediate past fiscal year which includes both resident generated and inspection generated work orders

FYE:

[illegible]

TOTAL:

To calculate the number of non-emergency work orders outstanding, excluding cyclical work orders, at the end of the PHA's immediate past fiscal year:

- | | | |
|----|--|---|
| a. | Add the number of check marks in the "Outstanding" column; | |
| b. | Add the number of work orders in the "Work Order Number " column; and | |
| c. | Divide a by b for the percentage on non-emergency work orders outstanding and multiply by 100. | % |

SAMPLE COMPLETED WORKSHEET - INDICATOR #6

OUTSTANDING WORK ORDERS - All non-emergency work orders(WOs)
outstanding at the end of the PHA's immediate past fiscal
year which includes both resident generated and inspection
generated work orders

PHA: Hometown Housing Authority

FYE: 12/31/91

WO Number	Date Received	Date Completed	Check If Outstanding
01-1	01-01-91	01-15-91	
01-2	01-01-91	01-18-91	
01-3	01-01-91	01-20-91	
01-4	01-02-91	01-17-91	
01-5	01-02-91		X
01-6	01-02-91	01-18-91	
01-7	01-02-91	01-19-91	
01-8	01-04-91	01-14-91	
01-9	01-04-91	01-19-91	
01-10	01-05-91	01-07-91	
01-11	01-06-91	01-23-91	
01-12	01-06-91	01-13-91	
01-13	01-07-91	01-22-91	
01-14	01-07-91	01-31-91	

TOTAL: 14

To calculate the number of non-emergency work orders
outstanding, excluding cyclical work orders, at the end of
the PHA's immediate past fiscal year:

- a. Add the number of check marks in the
"Outstanding" column; 1
-
- b. Add the number of work orders in the
"Work Order Number " column; and 14
-

7%

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To calculate the percent of units inspected in the PHA's immediate past fiscal year, divide the answer to number 4, above, by the total "Units Inspected" and multiply by 100.

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #2, annual inspection of units

FYE: 12/31/91

4. Number of units to be inspected:	960
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To calculate the percent of units inspected in the PHA's immediate past fiscal year, divide the answer to number 4,

above, by the total "Units Inspected" and multiply by 100.
For example: 960 (4, above) divided by 960 (total "units inspected") = 1.0 x 100 = 100%

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OPTIONAL WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :

Component #3, correction of unit deficiencies, emergency items

PHA:

FYE:

The units exempted in component #2, annual inspection of units, shall not be included in the calculation of this component.

Refer to the worksheet for indicator #6, emergency work orders received, and omit all non-unit emergency work orders for the calculation of this component.

WO Number	Date Received	Time Received	Date Completed or Abated	Time Completed or Abated	Total Hours
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TOTAL:

To calculate the total percent of emergency items corrected within 24 hours, divide the number of emergency work orders (the total of work orders listed in the "Work Order Number " column) which do not exceed 24 hours in the column for "Total Hours" by the total number of work orders in the first column and multiply by 100.

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SAMPLE COMPLETED WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #3, correction of unit deficiencies, emergency items

PHA: Hometown Housing Authority FYE: 12/31/91

The units exempted in component #2, annual inspection of
units, shall not be included in the calculation of this component.

Refer to the worksheet for indicator #6, emergency work orders received,
and omit all non-unit emergency work orders for the calculation of this
component.

WO Number	Date Received	Time Received	Date Completed or Abated	Time Completed or Abated	Total Hours
1-1	01-01-91	3:45 AM	01-01-91	6:30 AM	2 3/4
1-3	01-04-91	3:30 PM	01-04-91	4:30 PM	1
1-4	01-04-91	3:35 PM	01-05-91	10:35 AM	19
1-6	01-07-91	1:00 PM	01-07-91	4:00 PM	3
1-7	01-08-91	6:00 PM	01-08-91	9:30 PM	3 1/2
1-8	01-09-91	4:00 PM	01-09-91	6:30 PM	2 1/2
1-9	01-09-91	4:30 PM	01-09-91	5:30 PM	1
1-10	01-10-91	12:15 PM	01-10-91	7:30 PM	7 1/4
1-11	01-12-91	5:30 AM	01-13-91	9:00 AM	27 1/2
1-12	01-12-91	11:15 AM	01-12-91	12:30 PM	1 1/4
1-13	01-15-91	2:00 PM	01-15-91	2:30 PM	1/2
1-15	01-18-91	9:15 AM	01-18-91	11:45 AM	2 1/2
1-16	01-18-91	1:30 PM	01-18-91	5:30 PM	4
1-17	01-20-91	6:00 PM	01-20-91	10:30 PM	4 1/2

TOTAL:14

To calculate the total percent of emergency items corrected
within 24 hours, divide the number of emergency work orders

(the total of work orders listed in the "Work Order Number " column) which do not exceed 24 hours in the column for "Total Hours" by the total number of work orders in the first column and multiply by 100. For example: 13 divided by 14 x 100 = 93%.

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OPTIONAL WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :

Component #3, correction of unit deficiencies, non-emergency items (inspection generated)

PHA:

FYE:

Refer to the worksheet for indicator #6, non-emergency work orders received, and omit all work orders generated by residents as well as work orders regarding systems.

WO Number	Date Received	Date Completed	Number of Calendar days
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TOTAL:

To calculate the number of calendar days to correct non-emergency unit deficiencies at the end of the PHA's immediate past fiscal year:

- a. Divide the total "Number of Calendar Days" by the total number of work orders completed ("Work Order Number").

b. Average number of calendar days: _____

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SAMPLE COMPLETED WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #3, correction of unit deficiencies, non-emergency
items (inspection generated)

PHA: Hometown Housing Authority FYE:12/31/91

Refer to the worksheet for indicator #6, non-emergency work orders
received, and omit all work orders generated by residents as well
as work orders regarding systems.

WO Number	Date Received	Date Completed	Number of Calendar days
01-02	01-01-91	01-15-91	14
01-09	01-04-91	01-19-91	15
01-14	01-07-91	01-31-91	24
01-20	01-13-91	01-30-91	17
01-25	01-20-91	01-23-91	3
01-31	01-20-91	01-21-91	1
01-36	01-21-91	01-24-91	4
01-49	01-26-91	02-01-91	6
01-57	02-02-91	02-08-91	6
01-65	02-06-91	02-07-91	1
01-81	02-15-91	02-22-91	7
01-93	02-17-91	02-19-91	2
01-106	02-21-91	02-23-91	2
01-118	02-25-91	02-26-91	1
01-124	03-03-91	03-05-91	2
TOTAL: 15			105

To calculate the number of calendar days to correct non-emergency unit deficiencies at the end of the PHA's immediate past fiscal year:

a. Divide the total "Number of Calendar Days" by the total number of work orders completed ("Work Order Number"). For example: 105 divided by 15 = 7.

b. Average number of calendar days: _____ 7 _____

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OPTIONAL WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #4, inspection and repair of systems

INSPECTION CHECKLIST

PHA:

FYE:

Many items require weekly operating inspections and many items require multiple inspections to complete an annual review.

System	Number of Inspections Annually	Completed
A. Mechanical systems		
1. Heating		Y__ N__ N/A__
2. Ventilation		Y__ N__ N/A__
3. Air conditioning		Y__ N__ N/A__
4. Plumbing		Y__ N__ N/A__
5. Drainage		Y__ N__ N/A__
6. Underground utilities		
a. Gas		Y__ N__ N/A__
b. Electric		Y__ N__ N/A__
c. Water		Y__ N__ N/A__
7. Fuel storage tanks		Y__ N__ N/A__
8. Other		Y__ N__ N/A__
9. Other		Y__ N__ N/A__

B. Electrical systems

1.	Underground systems	Y__ N__ N/A__
2.	Above ground systems	Y__ N__ N/A__
3.	Elevators	Y__ N__ N/A__
4.	Emergency generators	Y__ N__ N/A__
5.	Intercom	Y__ N__ N/A__
6.	Door bells	Y__ N__ N/A__
7.	Electronic security devices	Y__ N__ N/A__

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OPTIONAL WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #4, inspection and repair of systems

INSPECTION CHECKLIST (CONTINUED)

PHA:

FYE:

Many items require weekly operating inspections and many items require multiple inspections to complete an annual review.

System	Number of Inspections Annually	Completed
8. Fire alarms		Y__ N__ N/A__
9. Smoke alarms		Y__ N__ N/A__
10. Outdoor lighting		Y__ N__ N/A__
11. Indoor lighting		
a. Halls		Y__ N__ N/A__
b. Stairwells		Y__ N__ N/A__
c. Public areas		Y__ N__ N/A__
d. Exit signs		Y__ N__ N/A__
12. Other		Y__ N__ N/A__
13. Other		Y__ N__ N/A__

C. Building envelopes		
1. Roofing	Y__ N__ N/A__	
2. Walls	Y__ N__ N/A__	
3. Windows	Y__ N__ N/A__	
4. Hardware	Y__ N__ N/A__	
5. Flashing	Y__ N__ N/A__	
6. Caulking	Y__ N__ N/A__	
7. Other	Y__ N__ N/A__	
8. Other	Y__ N__ N/A__	

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SAMPLE COMPLETED WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #4, inspection and repair of systems

INSPECTION CHECKLIST

PHA: Hometown Housing Authority

FYE: 12/31/91

Many items require weekly operating inspections and many items require multiple inspections to complete an annual review.

System	Number of Inspections Annually	Completed
A. Mechanical systems		
1. Heating	2	Y__ N__ N/A__
2. Ventilation	2	Y__ N__ N/A__
3. Air conditioning	2	Y__ N__ N/A__
4. Plumbing	2	Y__ N__ N/A__
5. Drainage	2	Y__ N__ N/A__
6. Underground utilities		
a. Gas		Y__ N__ N/A_X

b. Electric		Y__ N__ N/A_X
c. Water	2	Y__ N__ N/A__
7. Fuel storage tanks	2	Y__ N__ N/A__
8. Other		Y__ N__ N/A__
9. Other		Y__ N__ N/A__
B. Electrical systems		
1. Underground systems		Y__ N__ N/A_X
2. Above ground systems	2	Y__ N__ N/A__
3. Elevators	12	Y__ N__ N/A__
4. Emergency generators	52	Y__ N__ N/A__
5. Intercom	1	Y__ N__ N/A__
6. Door bells	1	Y__ N__ N/A__
7. Electronic security devices		Y__ N__ N/A_X

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APPENDIX 5

SAMPLE COMPLETED WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #4, inspection and repair of systems

INSPECTION CHECKLIST (CONTINUED)

PHA: Hometown Housing Authority

FYE: 12/31/91

Many items require weekly operating inspections and many items require multiple inspections to complete an annual review.

System	Number of Inspections Annually	Completed
8. Fire alarms	12	Y__ N__ N/A__
9. Smoke alarms	2	Y__ N__ N/A__
10. Outdoor lighting	2	Y__ N__ N/A__
11. Indoor lighting		

a. Halls	2	Y__ N__ N/A__
b. Stairwells	2	Y__ N__ N/A__
c. Public areas	2	Y__ N__ N/A__
d. Exit signs	2	Y__ N__ N/A__
12. Other		Y__ N__ N/A__
13. Other		Y__ N__ N/A__
C. Building envelopes		
1. Roofing	2	Y__ N__ N/A__
2. Walls	1	Y__ N__ N/A__
3. Windows	1	Y__ N__ N/A__
4. Hardware	1	Y__ N__ N/A__
5. Flashing	1	Y__ N__ N/A__
6. Caulking	1	Y__ N__ N/A__
7. Other		Y__ N__ N/A__
8. Other		Y__ N__ N/A__

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APPENDIX 5

OPTIONAL WORKSHEET - INDICATOR #7

ANNUAL INSPECTION AND CONDITION OF UNITS AND SYSTEMS :
Component #4, inspection and repair of systems, repair of
systems

PHA:

FYE:

System	Date System Inspected	Date Action Taken to Correct Deficiencies	Number of Calendar Days Between Inspection and Action	Date Deficiency Corrected

System	Inspected	Deficiencies	and Action	Corrected
Heating	08-15-91	08-22-91	7	08-22-91
Intercom	08-20-91	08-20-91	0	08-20-91
Door bells	08-21-91	08-22-91	1	08-30-91
Security	08-21-91	08-22-91	1	08-22-91
Drainage	08-22-91	08-23-91	1	08-30-91
F alarms	08-22-91	08-22-91	0	08-22-91
S alarms	08-23-91	08-24-91	1	08-24-91
Out lites	08-23-91	08-23-91	0	08-30-91
Hall lites	08-24-91	08-24-91	0	08-24-91
Exit signs	08-24-91	08-24-91	0	08-24-91
Stairwells	08-24-91	08-24-91	0	08-24-91
Pub. areas	08-24-91	08-24-91	0	08-24-91
Roofing	08-25-91	08-27-91	2	09-07-91
Plumbing	08-28-91	09-07-91	10	09-19-91
Fuel tanks	08-30-91	09-07-91	7	09-22-91
Elevators	08-30-91	08-30-91	0	09-01-91
Flashing	09-04-91	09-05-91	1	09-12-91
Caulking	09-04-91	09-05-91	1	09-30-91

TOTAL: 18

AVERAGE: 32

To calculate the average number of calendar days to correct identified system defects, divide the total "Number of Calendar Days" by the total number of "Systems" corrected. For example: 32 divided by 18 = 2 days.

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APPENDIX 5

OPTIONAL WORKSHEET - INDICATOR #9

OPERATING RESERVES, EXCLUDING TENANTS ACCOUNTS RECEIVABLE (TAR), AND MODIFIED FOR THE YEAR END ADJUSTMENTS

PHA:

FYE:

1.	Operating reserve (line 790, Form HUD-52599 Statement of Operating Receipts and Expenditures): PHAs should add to the operating reserve any current year subsidy that was not paid due to pro-ration (difference between eligibility and pro-rated eligibility). This prevents PHAs from being penalized in this indicator due to pro-ration.	\$	
2.	Accounts receivable (line 810 plus line 820, Form HUD-52599):	\$	
3.	Line 1 minus line 2:	\$	
4.	Increase (or decrease) to operating reserve for year end adjustment to utilities: (line 22, Form HUD-52722B, Adjustment for Utility Consumption and Rates):	\$	
5.	Increase (or decrease) to operating reserve for year end adjustment to interest earnings (line 53, Form HUD-52723, Calculation of Performance Funding System Operating Subsidy):	\$	
6.	Increase (or decrease) to operating reserve for year end adjustment to audit expenses (line 31, Form HUD-52723, Actual cost of audit less line 31, Form HUD-52723, Estimated) cost of audit):	\$	
7.	Increase (or decrease) to operating reserve for other adjustments (line 34-40, Form HUD-52723):	\$	
8.	Adjusted operating reserve (add line 3 plus increase or decrease of lines 4, 5 and 6):	\$	
9.	Maximum operating reserve approved (line 800, Form HUD-52599): PHAs shall not use \$100,000 maximum operating reserve level when calculating reserve percentages; 50% of line 600, Form HUD-52564, operating Budget, shall be used.	\$	
10.	Operating reserve percentage (divide line by line 9 and multiply by 100):		%

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APPENDIX 5

SAMPLE COMPLETED WORKSHEET - INDICATOR #9

OPERATING RESERVES, EXCLUDING TENANTS ACCOUNTS RECEIVABLE (TAR), AND MODIFIED FOR THE YEAR END ADJUSTMENTS

PHA: Hometown Housing Authority

FYE:
12/31/91

1. Operating reserve (line 790, Form HUD-52599, Statement of Operating Receipts and Expenditures): PHAs should add to the operating reserve any current year subsidy that was not paid due to pro-ration (difference between eligibility and pro-rated eligibility). This prevents PHAs from being penalized in this indicator due to pro-ration.	\$150,000
2. Accounts receivable (line 810 plus line 820, Form HUD-52599):	\$ 3,000
3. Line 1 minus line 2:	\$147,000
4. Increase (or decrease) to operating reserve for year end adjustment to utilities: (line 22, Form HUD-52722B, Adjustment for Utility Consumption and Rates):	\$ 1,000
5. Increase (or decrease) to operating reserve for year end adjustment to interest earnings (line 53, Form HUD-52723, Calculation of Performance Funding System Operating Subsidy):	\$ 200
6. Increase (or decrease) to operating reserve for year end adjustment to audit expenses (line 31, Form HUD-52723, Actual cost of audit less line 31, Form HUD-52723, Estimated cost of audit):	\$ (150)
7. Increase (or decrease) to operating reserve for other adjustments (line 34-40, Form HUD-52723):	\$
8. Adjusted operating reserve (add line 3 plus increase or decrease of lines 4, 5 and 6):	\$148,050
9. maximum operating reserve approved (line 800, Form HUD-52599): PHAs shall not use \$100,000 maximum operating reserve level when calculating reserve percentages; 50% of line 600, Form HUD-52564, Operating Budget, shall be used.	\$175,200
10. Operating reserve percentage (divide line 8 by line 9 and multiply by 100):	85%

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APPENDIX 5

TOTAL ROUTINE OPERATING EXPENSES

PHA:

FYE:

This indicator examines a PHA's most recent three year period. Compare the PHAs routine operating expenses against operating income and subsidy for the most recent three years, using the PHAs Statement of Operating Receipts and Expenditures, HUD Form-52599.

	PHA FYE	PHA FYE	PHA FYE
1. Total Operating Receipts Exclusive of HUD Contributions (line 170, Form HUD-52599):	\$	\$	\$
2. Contributions Earned -Operating Subsidy (line 720, Form HUD-52599) PHAs shall enter the full operating subsidy and not the pro-rated eligibility in years in which there was a pro-ration of subsidy by HUD. This prevents PHAs from being penalized in this indicator due to pro-ration.	\$	\$	\$
3. Total income (line 1 plus line 2)	\$	\$	\$
4. Total Routine Expenses (line 520, Form HUD-52599)	\$	\$	\$
5. Income minus routine expenses (line 3 minus line 4)	\$	\$	\$

SAMPLE COMPLETED WORKSHEET - INDICATOR #10

TOTAL ROUTINE OPERATING EXPENSES

PHA: Hometown Housing Authority

FYE:
12/31/91

This indicator examines a PHA's most recent three year period. Compare the PHAs routine operating expenses against operating income and subsidy for the most recent three years, using the PHAs Statement of Operating Receipts and Expenditures, HUD Form-52599.

	PHA FYE 12/31/89	PHA FYE 12/31/90	PHA FYE 12/31/91
1. Total Operating Receipts Exclusive of HUD Contributions (line 170, Form HUD-52599):	\$ 105,270	\$ 104,110	\$ 108,000
2. Contributions Earned -Operating Subsidy (line 720, Form HUD-52599) PHAs shall enter the full operating subsidy and not the pro-rated eligibility in years in which there was a pro-ration of subsidy by HUD. This prevents PHAs from being penalized in this indicator due to pro-ration.	\$ 21,750	\$ 20,070	\$ 19,000
3. Total income (line 1 plus line 2)	\$ 127,020	\$ 124,180	\$ 127,000
4. Total Routine Expenses (line 520, Form HUD-52599)	\$ 125,120	\$ 123,560	\$ 124,100
5. Income minus routine expenses (line 3 minus line 4)	\$ 1,900	\$ 620	\$ 2,900
	29		

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APPENDIX 5

OPTIONAL WORKSHEET - INDICATOR #11

RESIDENT INITIATIVES

PHA:

FYE:

Policies have been adopted and procedures implemented for:
(enter Yes, No or N/A)

Anti-drug strategy/security

Resident participation/management

Homeownership opportunities

Economic Development/self-sufficiency

Development	Area of Activity and Approx. Number of Residents Involved	Date Implemented
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To calculate the total number of activities in each resident initiative area at one or more developments, add the total number of activities in each area at each development in the "Area of Activity" column.

Development: _____ Areas of Activity: _____
 Development: _____ Areas of Activity: _____
 Development: _____ Areas of Activity: _____

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7460.5
 APPENDIX 5

SAMPLE COMPLETED WORKSHEET - INDICATOR #11

RESIDENT INITIATIVES

PHA: Hometown Housing Authority FYE:12/31/91

Policies have been adopted and procedures implemented for:
 (enter Yes, No or N/A)

Anti-drug strategy/security Yes

Resident participation/management Yes

Homeownership opportunities Yes

Economic Development/self-sufficiency Yes

Development	Area of Activity and Approx. Number of Residents Involved	Date Implemented
USA01-01	Child care - 40 youth per wk	5/1/89
USA01-01	Drug workshops - 25 per mo	1/2/90
USA01-01	GED classes - 50 per wk	9/8/91
USA01-01	New Homes - 6 per mo	2/16/91
USA01-02	Meals on Wheels - 17 per wk	6/1/87
USA01-02	Library trips - 30 per wk	2/1/85
USA01-02	Health clinic - 75 per mo	4/1/85
USA01-02	Field trips - 40 per mo	4/1/90
USA01-03	Child care - 40 youth per wk	9/1/90
USA01-03	New Homes - 15 per mo	7/1/91
USA01-03	GED classes - 50 per wk	9/8/91
USA01-03	Drug workshops - 35 per mo	4/1/85
USA01-03	RMC training - 50 per mo	7/1/84

USA01-03	Youth sports - 100 per wk	6/1/91
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USA01-03	Tutoring - 20 per wk	10/15/90
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To calculate the total number of activities in each resident initiative area at one or more developments, add the total number of activities in each area at each development in the "Area of Activity" column.

Development: USA01-01	Areas of Activity: _____	3	_____
Development: USA01-02	Areas of Activity: _____	1	_____
Development: USA01-03	Areas of Activity: _____	4	_____
