

Sub-Indicator #1: Vacant Unit Turnaround Time

I. Definition:

This sub-indicator measures the annual average amount of time it takes a PHA to turn around its vacant units.

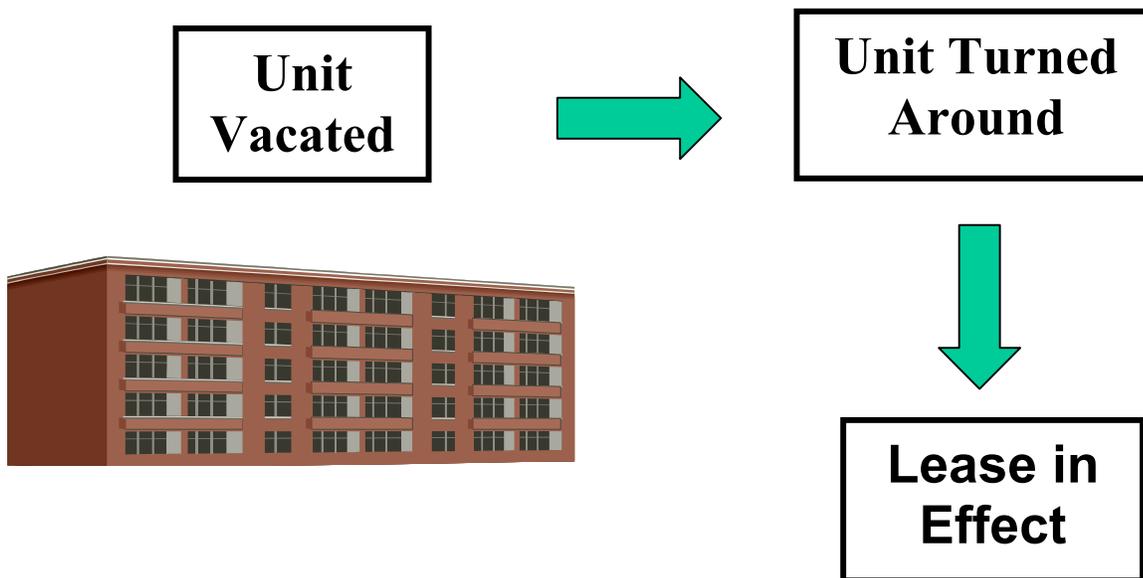
**Maximum
Point(s):**
4

II. Regulations:

- 24 CFR § 902, Subpart D

III. Process Workflow:

Vacant unit turnaround time process.



IV. Components:

Note: There are no components for this sub-indicator.

V. Suggested Data Sources:

PHAs must maintain accurate information on the total number of units under the ACC. This information can be found through a review and comparison of:

1. Turnaround time records.
2. Rent register.
3. Modernization and maintenance plans for unit turn around (information must include, unit make ready time, unit down time and unit lease up time).
4. Work orders for unit turnaround maintenance.
5. Leases executed during the assessed fiscal year.
6. Documentation supporting vacancy days exempted for other reasons, i.e., court orders, letter from local health department, insurance claims, and invoices for local media advertisements.
7. Move-out and move-in records.
8. Payroll records if forced account labor is used that distinguish between Capital Fund and make ready time hours.

VI. Elements:

Element Number	Element Description	Instructions for Completing Element Submission
V12400	Total number of turnaround days.	Use the suggested data sources and count every day from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new lease. Do not count the day the unit was last occupied or the date the new lease went into effect; count only the days in between. In some cases this may include vacancy days from prior fiscal years. If one unit was turned several times during the fiscal year being assessed, count all the days for each time it turned. Add up the days for these turned units. Enter this total on the space for Element V12400.
V12500	Total number of vacancy days exempted for capital fund.	<p>This means “turnaround days” included in Element V12400 where units were empty for part of that time due to being under an approved Capital Fund/modernization plan. Enter the number of days units were undergoing Capital Fund/modernization. The number of vacancy days exempted for Capital Fund/modernization cannot include vacancy days accrued prior to units being included in the HUD-approved Capital Fund/modernization budget and vacancy days accrued after the contractor has turned the unit back to the PHA. To be eligible for this exemption:</p> <ul style="list-style-type: none"><li data-bbox="667 1094 1268 1157">• The PHA must have received Capital Fund/modernization funding; and<li data-bbox="667 1167 1430 1381">• The unit(s) must be under construction, i.e., the construction contract has been awarded or force account work has started, or the unit has been included in the HUD-approved modernization budget, and the time period for placing the vacant unit under construction has not yet expired.

VI. Elements Continued:

		For each of the applicable units, the exempted time begins when the unit is included in the budget of an approved on-schedule Capital Fund/modernization program and ends when the construction work has been completed and the contractor (or force account workers) has turned the unit back to the PHA.
V12600	Total number of vacancy days exempted for other reasons.	This means “turnaround days” included in Element V12400 where units were empty for part of that time due to circumstances beyond the PHA’s control. These reasons include litigation, laws or regulations, changing market conditions, natural disaster, or casualty losses. Identify the specific turnaround units by address that would be eligible for claiming this exemption. For each unit, cite the reason for the exemption, calculate the appropriate allowable number of exempt “turnaround days,” and add up all the exempt days. Enter the total days claimed under this exemption in the field for this element.
V12700	Total number of vacant units turned around and lease in effect in the PHA’s immediate past fiscal year.	Enter the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during the PHAs immediate past fiscal year. (In some cases, this may include vacancy days from prior fiscal years.)
V12800	Average number of calendar days units were in down time.	“Down time” means, for each unit “turned” in the immediate past fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired, until the date the keys are handed to maintenance to start cleaning or fixing up the unit. Count every day, except for the day the unit was last occupied or the day the unit was found to be vacant, even if the starting date was in the previous fiscal year. Total the “down time” for all the turned units, and divide by total number of units entered in the field for Element V12700. Enter that figure in the field for Element 12800.
V12900	Average number of calendar days units were in make ready time.	“Make ready time” means, for each unit “turned” in the immediate past fiscal year, the days from the date maintenance receives the keys to the date maintenance turns the unit back to management for rental. Total the “make ready time” for all the turned units, and divide by the total number of units entered in the field for Element V12700. Enter that figure in the field for Element 12900.

VI. Elements Continued:

V13000	Average number of calendar days units were in lease up time.	“Lease up time” means, for each “turned” unit in the immediate past fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease. Do not count the date the new lease went into effect. Total the “lease up time” for all the turned units, and divide by the total number of units entered in the field for Element V12700. Enter that figure in the field for Element V13000.
V13100	Average number of unit turnaround days.	Read only. System generated.

VII. Things To Remember:

- ✓ In an on-going Capital Fund/modernization program, the work necessary to reoccupy a vacant unit is either under construction (contract has been awarded or force account work has started in the unit) or unit is included in a HUD-approved Capital Fund/modernization budget, but the time for placing the vacant units under construction has not yet expired. Days that units are kept vacant for use as a relocation resource **ARE NOT** eligible for exemption as vacancy days. The PHA should follow the HUD-approved relocation plan. List the “turnaround” units that are eligible and document the number of days for each of those units that meet the definition of exempted for Capital Fund/modernization time from the definition, above. Total the exempt Capital Fund/modernization days, and enter that number in the space for Element V12500. Keep the documentation of the calculation in the PHAS file for a minimum of three years.
- ✓ In some cases, Element V12500, total number of vacancy days exempted for Capital Fund, may include turnaround days from prior fiscal years.
- ✓ If any vacancy days are exempted for Capital Fund (Element V12500) or other reasons (Element V12600), be sure to subtract those applicable days from the total down time days, make ready days or lease up days prior to calculating the average down time days (Element V12800), make ready days (Element V12900) or lease up days (Element V13000).
- ✓ It is at the discretion of the PHA to determine if a day should be included in down time, make ready time or lease up time if two of the activities occur on the same day.
- ✓ When computing the average number of calendar days units were in down time (V12800) remember not to include the day the unit was last occupied or the PHA found the unit to be vacated.
- ✓ When computing the average number of calendar days units were in lease up time (V13000) remember not to include the day the new lease went into effect.
- ✓ The sum totals of Elements V12800, V12900 and V13000 should equal Element V13100.

VIII. Best Practices:

- ✓ Keep a narrative explanation and the math calculations by units and by days in the file for PHAS documentation for a minimum of three years. This sub-indicator measures the average number of calendar days between the latter of:
 - The legal expiration date of the immediate past lease; or
 - The actual move-out date of the former tenant (or the date the PHA becomes aware that the tenant has moved out); and
 - The date the new lease takes effect.

IX. Criteria for Scoring:

Grade	Average Turnaround Days
A	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is less than or equal to 20 calendar days.
B	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is greater than 20 calendar days and less than or equal to 25 calendar days.
C	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is greater than 25 calendar days and less than or equal to 30 calendar days.
D	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is greater than 30 calendar days and less than or equal to 40 calendar days.
E	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is greater than 40 calendar days and less than or equal to 50 calendar days.
F	The average number of calendar days between the time when a unit is vacated and a new lease takes effect, for units re-occupied during the PHA's assessed fiscal year, is greater than 50 calendar days OR actual turnaround days = 0 due to no available data.

X. Calculation by System:

[V13100] Average unit turnaround days = [V12400] Total number of turnaround days –
([V12500] Total number of vacancy days exempted for Capital Funds (modernization) +
[V12600] Total number of vacancy days exempted for other reasons) / [V12700] Total number of
vacant units turned around and leased in the PHA's immediate past fiscal year.