Attachment A
Checklist of Required Information

☐ 1. Cover Letter
☐ 2. PHA Data Form
☐ 3. Agency Wide Schedules of Salaries and Positions
☐ 4. Copy of Board Resolution Approving Project and COCC Budgets
☐ 5. Operating Budgets
☐ 6. PHA Organizational Chart
☐ 7. Description of How Management Services are Arranged
☐ 8. Supporting Line Item Detail for COCC Budget
☐ 9. Schedule of the COCC Fees and Charges
☐ 10. Descriptions/Example of Process for Monitoring Project Performance
☐ 11. Management Plan for Non-Performing AMPs
☐ 12. Certification of Long-Term Capital Planning
☐ 13. Copy of Current Capital Fund Annual Statement and Five-Year Capital Plan
☐ 15. Certification of Compliance with Risk Management Responsibilities
☐ 16. Operating Statements
☐ 17. Schedule of Flat Rents, by AMP
☐ 18. Documentation for Reasonableness of Administrative Costs (applies only to small PHAs implementing alternative asset management model).