

## PHA Policies, Plans and Procedures Checklist

Agency Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
<b>Administrative</b>		
		5-Year and Annual PHA Plans
		Annual PHA Plans
		Section 3 Plan
		Violence Against Women Act (VAWA) Policy and Emergency Transfer Plan
		Whistleblower Policy
		Public Housing and Housing Choice Voucher Application Kits
<b>Public Housing</b>		
		<b>Admissions and Occupancy Policy Package</b>
		Dwelling Lease
		Grievance Procedures
		Termination and Eviction Policy
		Transfers and Transfer Waiting List
		Housekeeping Standards Policy
		<b>Grievance Procedures Policy Package</b>
		Grievance Hearing Checklist Form
		Grievance Hearing Request Form
		Results of Informal Hearing for Applicants
		Standard Operating Procedures for Public Housing
		Tenant Complaint Form
		State Laws on Termination for Violation of Lease
		State Laws on Unconditional Quit Violations
		<b>Miscellaneous Policy Package</b>
		Ban and Criminal Trespass Policy
		No Solicitation Policy
		Policy for Use of Community Center
		Parking Policy
		<b>Low Rent Policy Package</b>
		De-concentration and Income Targeting Policy
		File Access Internal Controls Policy and Procedures
		Pet Ownership Policy
		Community Service Requirements Policy and Implementation Kit
		Bedbug Policy

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
<b>Section 8/Housing Choice Voucher</b>		
		Section 8 Administrative Plan
		Project-Based Voucher Policy
		Project-Based Voucher Property Management Manual
		Section 8 Homeownership Plan
<b>Financial</b>		
<b>Financial Policy Package</b>		
		e-LOCCS Policy (Electronic Line of Credit Control System)
		Capitalization Depreciation Policy
		Capital Funds Program Policy
		Disposition of Property
		Asset Management Inventory Policy
		Compliance Asset Management Policy
		Cash Overages and Shortages Policy
		Accounting System Policy and Procedures
		Allowance for Doubtful Accounts Policy
		Cash Management/Internal Controls Policy
		Check Writing Policy
		Petty Cash Policy
		Program Funding and Budgeting
		Write Off Collection Loss Policy
		Investment Policy
		Credit Card Policy
		Acquiring Insurance Policy
<b>Procurement and Contract Management</b>		
		Procurement Policy
<b>Maintenance</b>		
<b>Maintenance Plan</b>		
		Pest Eradication Policy
		Plan Uniform Inspection System
		Annual Facilities Maintenance Plan (AFMP) Form
<b>Human Resources</b>		
		Personnel Policy
		Employee Performance Evaluation
		Ethics, Code of Conduct, Conflict of Interest and nepotism Policies
		Disability Policy
		Safety and Security Policy
<b>Other Administrative Policies</b>		
		Smoke-Free Public Housing Policy
		Fraud Policy
		EIV Security Policy
		National and Natural Disaster Response Policy /Plan
		Family Self-Sufficiency Action Plan

Date of Current Policy	Need Policy or Revision?	Policies, Plans and Procedures
		Records Retention Policy
		Minority Business Enterprise Policy
		Fair Housing and American Disabilities Act Policy
<b>HUD Multifamily</b>		
		RAD Project-Based Rental Assistance (PBRA) Tenant Selection Plan (TSP) and Key Procedures
		Section 8 New Construction Tenant Selection Plan (TSP) and Key Procedures
		EIV Operations and Security Policy and Procedures
		Pet Policy and Plan
		Violence Against Women Act (VAWA) Policy and Emergency Transfer Plan
		Management and Occupancy Review (MOR) Preparation Kit
		Affirmative Fair Housing Marketing Plan
		Project-Based Rental Assistance (PBRA) Application for Admission
<b>Housing Opportunities for Persons with AIDS (HOPWA)</b>		
		HOPWA Program Manual

Please check items of interest and forward this checklist by mail, fax or email to:

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