



FY 2013 HUDQC Study's PSI Questionnaire Owner-Administered Section 8 Program

The Project Specific Information (PSI) questionnaire is provided to administrators of Public Housing, Housing Choice Voucher (HCV), Moderate Rehabilitation (Mod Rehab) units, and Section 8, Section 202 PRAC, Section 202/162 PAC, and Section 811 PRAC assisted units selected in the FY 2013 HUD Quality Control (HUDQC) Study. We use the data you provide to prepare for our data collection process.

The PSI questionnaire is divided into 4 sections, with an average completion time of 30 minutes:

- I. Project Specific Information
- II. Reference Information
- III. Questions to Facilitate Data Collection
- IV. Contact Information

Your answers are very important to us and we appreciate your time. If you have any questions about the survey, please feel free to contact us toll-free at (877) 392-9776 or by email at hudqc@icfi.com.

How We Designate “Projects” in Our Study

Before you begin, we would like to tell you how we designate “projects” in our study. For the purpose of selecting programs of comparable size during our sampling process, we often divide up larger projects into smaller entities (for Owner-administered programs this is usually by Contract #). We call each entity we select “projects” in our study. This means that the project we select may not be your entire portfolio of contracts, but only a housing project with a specifically designated Contract #.

Note that if you are a large PHA we may have selected multiple projects (in Public Housing, HCV, or Mod Rehab programs) for this study. If multiple projects at your site have been selected for this study, you must complete a PSI survey for each project.

Please complete this survey for the specific project we have identified (provided to you in the email in which this survey was attached or in the cover letter you received with a fax of this survey).

I. Project Specific Information

1. We will be selecting a sample of tenants living in Owner-administered project with the Contract # we have identified for the study. Please check the information below for accuracy and make any corrections in the "Correction" fields below.

HUDQC's Project Identifier	Correction
a. Project Name: [Project Name]	_____
b. Project Number: [PHA Code]	_____
c. Contract Number: [Contract #]	_____
d. *[# Assisted] assisted units in this contract	_____
e. Project Address: [Project Address]	_____

**This is the number of Section 8, Section 202 PRAC, Section 202/162 PAC, and Section 811 PRAC assisted units in the Contract #.*

2. If you want to provide any additional information about the project identified, please do so here:

HUDQC FY2013 Study Period

Unless otherwise stated, **all questions in this survey refer to our study period of November 1, 2012 to October 31, 2013.**

Special Circumstances

HUD gives special permission to programs/sites to design and implement non-standard policies and procedures for calculating rent. Note that for the purpose of this study, Moving to Work is not considered a special demonstration project.

3. Is the project selected for this study considered a special demonstration project?

Yes No

If you selected yes above, please answer Section A on the next page.

If your project is a special demonstration, please answer these questions.

Please explain how your project's policies and procedures related to rent calculation differ from standard HUD policy:

Section

A

We may need additional information about your special project policies. Please provide us with the contact information of the staff we should contact for follow up questions regarding your special demonstration project:

Name: _____

Phone Number: _____

Email: _____

If your project is a special demonstration, you do not need to complete the rest of the survey.

Please fax this survey to toll-free (800) 823-0127 or email it to hudqc@icfi.com.

Please answer questions in regard to the project(s) with the Contract # we have identified for the study.

4. How many units are currently occupied? _____

5. How many units are currently unoccupied due to renovation? _____

If units are currently unoccupied due to renovation, we need information about households that previously occupied these units. Please enter the name and phone number of the staff person we should contact for follow up questions about these households:

Name: _____ Title: _____

Phone Number: _____ Email Address: _____

II. Reference Information⁶.

6. Does your project have Welfare Rent?

Yes No

If yes, we will need information about the Welfare Rent Schedule(s) used for transactions effective November 1, 2012 to October 31, 2013. You can list your schedule here or you can send us a copy. *More information about sending project documentation can be found below.*

Request for Policy and Rent Calculation Documents

At this time we would like to request that you send us documents related to rent and income calculation for your project. Note that we need documents that were used for transactions effective during our study timeframe of Nov. 1, 2012 to Oct. 31, 2013, unless otherwise indicated.

We require the following documents:

- Welfare Rent Schedule, if applicable
- Policy and procedural guidance related to rent and income calculation

We will reference the documents you provide us to calculate rent and measure improper payments during our review of your files. It is important that documentation accurately reflects your policies.

Mail Documents to:
ICF International
Attn: HUDQC Study
11785 Beltsville Dr., Ste.300
Calverton, MD 20705

Fax Documents to:
Toll-free (800) 823-0127

Email Documents to:
hudqc@icfi.com

III. Questions to Facilitate Data Collection

7. When did your project conduct Criminal Background Checks? Please check all that apply.

- During screening at initial certification
- During recertification
- When a household member turned 18 years old
- When screening new household members
- If there was reason to believe someone was involved in a criminal activity
- Other – Please describe other times you would conduct a criminal background check:

8. Where did your project keep documentation showing that criminal background checks for household members were conducted?

- There is a form in the tenant file showing that we performed the check.
- There is a note in the tenant file showing that we performed the check.
- Criminal background checks were not printed out or were destroyed and there is no evidence that we conducted the review.
- In a location other than the tenant file or we have another procedure not listed above – Please identify location or clarify procedure here: _____

9. When did your project conduct sex offender screenings? Please check all that apply.

- During screening at initial certification
 - During recertification
 - When a household member turned 18 years old
 - When screening new household members
 - If there was reason to believe someone was involved in a sexual offense
 - Other – Please describe other times you would conduct a sex offender check: _____
-

10. Where did your project keep documentation showing that sex offender screenings for household members were conducted?

- There is a form in the tenant file showing that we performed the check
 - There is a note in the tenant file showing that we performed the check
 - Sex offender reports were not printed out or were destroyed and there is no evidence that we conducted the review.
 - In a location other than the tenant file or we have another procedure not listed above – Please identify location or clarify procedure here: _____
-

11. For move-ins and recertification transactions effective November 1, 2012 to October 31, 2013, are documents related to income calculation scanned and stored electronically?

- Yes No
 - Some documents are electronically stored and some are only on paper. Please explain here:

-

12. Does your project use a questionnaire or checklist to gather information from the household during the move-in and recertification interview? Yes No

13. How will our data collectors access tenant files (50058/50059 forms and supporting documentation) when they are at your project site?

- Paper tenant files will be provided to data collectors for review
- Data collectors will be given systems access to print out tenant file documentation
- Other: _____

14. Where does your project store EIV reports for households in the project?

- They are printed and stored in paper files, by household
- They are printed and stored in paper files, by a category other than household
- They are scanned and saved electronically in our systems

The project does not keep EIV reports. The project completes a form or writes a note in the file stating that the EIV report was reviewed

Other: _____

V. Contact Information

Please remember that “project” refers to tenants living in Owner-administered project with the Contract # we have identified for the study.

Contact Information for Project Sites - When we start collecting data, we will need to know where tenant files are stored. Please provide the name, address, and contact information for the project site where tenant files for the above listed project can be located:

Primary Contact

Name of Site Contact: _____

Site Contact Phone Number: _____

Site Contact Email: _____

Office’s Hours of Operation: _____

Office Name: _____

Project Address: _____

Secondary Contact

Name of Site Contact: _____

Site Contact Phone Number: _____

Site Contact Email: _____

Office’s Hours of Operation: _____

Office Name: _____

Project Address: _____

Study Contact Information - We would like to contact you if we have questions about the answers you provided in this survey or other questions about the project. Please provide your contact information below:

Name of Site Contact: _____

Site Contact Phone Number: _____

Site Contact Email: _____

Office’s Hours of Operation: _____

Office Name: _____

Project Address: _____

We need an **alternate study contact** who can answer questions about the project in the event that you are not available. Please provide information for an alternate study contact below:

Name of Site Contact: _____

Site Contact Phone Number: _____

Site Contact Email: _____

Office’s Hours of Operation: _____

Office Name: _____

Project Address: _____

Next Steps

Project Specific Questionnaire (PSQ)

In a few months we will be sending your project a longer survey called the Project Staff Questionnaire. The PSQ asks questions related to project staff, training, quality control practices, and recertification procedures.

Field Interviewer/Data Collector

Additionally, we will be sending out a HUDQC Field Interviewer to your project site sometime between December 2013 and April 2014. If you have any scheduling issues or conflicts that you know of at this time, please let us know here or you can always email us at hudqc@icfi.com:

General Feedback

You can provide general feedback to us about this survey here or, if you prefer, you can email us your comments and feedback at hudqc@icfi.com:

Thank You for Your Participation

Thank you for completing the HUDQC Study FY2013 Project Specific Information questionnaire. Your answers are very important to us and we appreciate your time.

As stated at the beginning of the PSI, if you are a large PHA or manage multiple project-based rental assistance sites, we may have selected multiple projects for this study. You must complete this survey for **EACH** project that has been selected.

Thanks Again!