

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

This HCV Function/Activity Checklist is not part of an audit or a compliance review. As part of the Rent Reform Demonstration study, we are interested in understanding the types of activities you conduct in your current role at the [PHA name]. This includes activities you typically complete for families in the new rent rules group, the existing rules group, and those not included in the study. If needed, please use the Reference Guide (a list of tasks covered by each activity) to help you determine which activities you should check. In addition, an ‘other task’ line is provided so you can write in tasks you do not find on the task list. Finally, please estimate the percentage of your time devoted to the function you work on most and to the most time-consuming activity you work on within that function.

Your responses will help us understand the type of activities you typically do in your current role. There is no right or wrong answer. Your participation in completing this checklist is voluntary. This research is conducted under the authority of the Secretary of the U.S. Department of Housing and Urban Development to undertake programs of research, studies, testing and demonstration related to the mission and programs of HUD (12 USC 1701z-1 et seq.). The information collected will be kept private to the full extent provided by law and is protected and held private in accordance with 5 U.S.C. 552a (Privacy Act of 1974) and OMB Circular No. A-130. The Privacy Act of 1974 provided privacy protection to respondents. There are no assurances of confidentiality provided. Applications not otherwise protected may be released under the Freedom of Information Act. The questions in this interview have been reviewed by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1994 (OMB control # xxxx-xxxx, expiration date x/xx/2024). MDRC and Urban Institute researchers will not release your name and identity on any reports or in any discussions with supervisors or colleagues at the [PHA].

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

	Function	Activity	Check if you perform this function for:		
			New Rent Rules Group Families	Existing Rent Rules Group Families	Other Families
1.1	Intake and Eligibility	Applicant intake			
1.2	Intake and Eligibility	Process port-ins			
1.3	Intake and Eligibility	Eligibility determinations			
1.4	Intake and Eligibility	Informal reviews			
1.5	Intake and Eligibility	Denial of eligibility			
1.6	Intake and Eligibility	Reasonable accommodation			
1.7	Intake and Eligibility	Data entry, file management, and reports			
2.1	Lease-Up	Briefings (individual or group)			
2.2	Lease-Up	Voucher Issuance			
2.3	Lease-Up	Search assistance			
2.4	Lease-Up	Extensions, expirations, and withdrawals			
2.5	Lease-Up	RFTA processing			
2.6	Lease-Up	Rent reasonableness			
2.7	Lease-Up	HAP contracts			
2.8	Lease-Up	Informal reviews			
2.9	Lease-Up	Reasonable accommodation			
2.10	Lease-Up	Data entry, file management, and reports			
3.1	Ongoing Occupancy	Annual recertifications			
3.2	Ongoing Occupancy	Interim recertifications			
3.3	Ongoing Occupancy	Moves			
3.4	Ongoing Occupancy	Rent reasonableness			
3.5	Ongoing Occupancy	Process port-outs			
3.6	Ongoing Occupancy	End of participation			

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

	Function	Activity	Check if you perform this function for:		
			New Rent Rules Group Families	Existing Rent Rules Group Families	Other Families
3.7	Ongoing Occupancy	Termination and related informal hearings			
3.8	Ongoing Occupancy	Other informal hearings			
3.9	Ongoing Occupancy	Reasonable accommodation			
3.10	Ongoing Occupancy	Data entry, file management, and reports			
4.1	Inspections	Scheduling and notifications			
4.2	Inspections	Preparing for inspection			
4.3	Inspections	Driving to/from inspection			
4.4	Inspections	Conducting inspection			
4.5	Inspections	Post-inspection paperwork			
4.6	Inspections	HQS enforcement			
4.7	Inspections	Reasonable accommodation			
5.1	Monitoring and supervisory	Plans/policies			
5.2	Monitoring and supervisory	Prepare, approve, and distribute HAP			
5.3	Monitoring and supervisory	PIC and EIV			
5.4	Monitoring and supervisory	SEMAP and file QC			
5.5	Monitoring and supervisory	VMS reporting and corrections			
5.6	Monitoring and supervisory	Other monitoring			
5.7	Monitoring and supervisory	HCV staff supervision			

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

	Function	Activity	Check if you perform this function for:		
			New Rent Rules Group Families	Existing Rent Rules Group Families	Other Families
5.8	Monitoring and supervisory	Board support			
5.9	Monitoring and supervisory	Community relations			
5.10	Monitoring and supervisory	Billing and budget support			
5.11	Monitoring and supervisory	Audit support			
5.12	Monitoring and supervisory	Research studies			
6.1	Support services (not FSS)	Working with partners			
6.2	Support services (not FSS)	Marketing, outreach, and enrollment			
6.3	Support services (not FSS)	Case management, services, and referrals			
6.4	Support services (not FSS)	Home-ownership related services and referrals			
6.5	Support services (not FSS)	Expanding housing opportunities			
7.1	General customer service	Effective communication			
7.2	General customer service	LEP assistance			
7.3	General customer service				
8.1	Owner/resident relations				

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

9.1	Staff meetings				
10.1	HCV FSS	Working with partners			
10.2	HCV FSS	Marketing, outreach, and enrollment			
10.3	HCV FSS	Case management, services, and referrals			
10.4	HCV FSS	Escrow monitoring or payouts			
10.5	HCV FSS	Program exits and port-outs			
10.6	HCV FSS	Reasonable accommodation			
10.7	HCV FSS	Staff meetings or training			
10.8	HCV FSS	Data entry, file management, and reports			
11.1	Special voucher programs	Project-based vouchers			
11.2	Special voucher programs	Home-ownership vouchers			
11.3	Special voucher programs	HUD-VASH			
11.4	Special voucher programs	Family reunification program			
11.5	Special voucher programs	Mainstream vouchers			
11.6	Special voucher programs	Non-elderly disabled vouchers			
11.7	Special voucher programs	Tenant protection vouchers			
11.8	Special voucher programs	Disaster vouchers			
12.1	Other programs	Other HUD			
12.2	Other programs	USDA/Rural Development			
12.3	Other programs	Low Income Housing Tax Credit			
12.4	Other programs	Other Federal, state, or local			
12.5	Other programs	Overhead (does not apply to all staff)			
13.1	Other tasks				

HCV FUNCTION/ACTIVITY CHECKLIST
(Reference Guide includes activity details)

13.2	Other tasks				
------	-------------	--	--	--	--

Staff member name:	Position:
Time period covered by this checklist:	
Percent of staff member's time devoted to most time-consuming function:	
Percent of staff member's time devoted to most time-consuming activity:	