This HCV and Public Housing Function/Activity Checklist is not part of an audit or a compliance review. As part of the Stepped and Tiered Rent 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. 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. MDRC researchers will not release your name and identity in any reports and will not share your responses with colleagues or supervisors at your housing authority or with HUD in such a way that you may be identified. 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.

The public reporting burden for this checklist is estimated to average 6 minutes, including the time for reviewing instructions and completing the checklist. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, please send them to the Reports Management Officer, Paperwork Reduction Project, to the Office of Information Technology, US. Department of Housing and Urban Development, Washington, DC 20410-3600. Only data collection instruments that are approved by Office of Management and Budget (OMB) may be fielded in this study. This data collection instrument is approved by the OMB, and assigned OMB Approval No. 2528-0339.

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| --- | --- | --- | --- |
|  | **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 |  |  |  |
|  | **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 |  |  |  |
|  | **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 |  |  |  |  |
| 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  |  |  |  |  |
| 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:** |