

HACSA T.

## **HACSA MEMORANDUM**

**TO:** HACSA Board of Commissioners

**FROM:** Don Williams, Housing Director

**AGENDA ITEM:** ORDER/RESOLUTION/In the Matter of Approving the Public Housing Assessment System Certification for the Fiscal Year ended September 30, 2004.

**AGENDA DATE:** November 24, 2004

### **I. MOTION**

IT IS MOVED THAT THE ORDER/RESOLUTION BE ADOPTED APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) CERTIFICATION FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2004.

### **II. ISSUE**

The Board is required by HUD regulations to certify the Agency PHAS submission.

### **III. DISCUSSION**

#### **A. Background/Analysis:**

The Agency is required to submit data electronically to HUD. The certification by the Board of this submission is a HUD requirement.

The six major sub-indicators are:

1. Vacant unit turnaround time
2. Capital fund
3. Work orders
4. Annual inspection of dwelling units and systems
5. Security
6. Economic self-sufficiency

The PHA submits the above required data to HUD electronically over the Internet, and HUD calculates these and numerous other data points and provides the PHA with a numerical score some time in the near future.

PHA's will be designated as high performers (scores of 90 - 100), standard (60 - 89) or troubled (less than 60 points), based on the weighted scores of the submitted sub-indicators.

The Agency has always been a high performer. Based on our analysis of the data that we have submitted this year, we expect to be a high performer again this year. After HUD releases the final scores, we will return to the Board with a final report.

B. Alternatives/Recommendations

We can only submit this data with Board approval. Failure to submit this data and the Board certification will invoke a presumptive rating of failure in all of the PHA's indicators, which would result in a troubled designation. Approval of the Proposed motion is recommended.

C. Timing

The PHAS Certification will be submitted to HUD upon Board Approval of the motion.

**IV. IMPLEMENTATION/FOLLOW-UP**

Same as in Item III.C.

**V. ATTACHMENTS**

Copies of the Internet submission forms, with the required data fields filled out for the six PHAS sub-indicators.

**IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON**

**ORDER NO.**

**)IN THE MATTER OF APPROVING THE  
)PUBLIC HOUSING ASSESSMENT SYSTEM  
)CERTIFICATION FOR THE FISCAL YEAR  
)ENDED SEPTEMBER 30, 2004**

**WHEREAS**, the Public Housing Assessment System (PHAS) was established September 1, 1998 under the new Quality Housing and Work Responsibility Act; and


**WHEREAS**, public housing agencies are required to submit PHAS certifications within 60 days of the end of each fiscal year;

**NOW, THEREFORE, IT IS HEREBY ORDERED, THAT:**

The Board hereby approves the submission of the Housing Authority's PHAS Certification for the fiscal year ended September 30, 2004

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2004

\_\_\_\_\_  
Chairperson, HACSA Board of Commissioners

**APPROVED AS TO FORM**  
Date 11/15/04 lane county  
  
**OFFICE OF LEGAL COUNSEL**

**IN THE MATTER OF APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM  
CERTIFICATION FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2004**

## Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)[Inbox](#)[Unit Turnaround](#)[Capital Fund](#)[Work Orders](#)[Annual Inspection](#)[Security](#)[Econ. Self-Suff.](#)[Adjustment](#)[Comment](#)[Submit](#)[Help](#)

## Sub-Indicator 1: Vacant Unit Turnaround Time

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2004  
PHA Name : Housing Authority & Comm Svcs of Lane Co  
Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	4,531
V12500	Total number of vacancy days exempted for Capital Fund.	1,754
V12600	Total number of vacancy days exempted for other reasons.	0
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	143
V12800	Average number of calendar days units were in down time.	1.00
V12900	Average number of calendar days units were in make ready time.	12.15
V13000	Average number of calendar days units were in lease up time.	8.13
V13100	Average Unit Turnaround Days.	19.42

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)

## Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)

Inbox

Unit Turnaround

Capital Fund

Work Orders

Annual Inspection

Security

Econ. Self-Suff.

Adjustment

Comment

Submit

Help

## Sub-Indicator 2: Capital Fund

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2004  
 PHA Name : Housing Authority & Comm Svcs of Lane Co  
 Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CIAP, CGP, HOPE VI, LBPR, VRP)(Y/N)? Open = any program that does not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	yes <input type="checkbox"/>
Component 1:	Unexpended Funds Over Three Federal Fiscal Years (FFYs) Old	
CF10050	Total funds authorized over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10100	Total funds expended over 3 FFYs old that do not have a pre-audit end date or that received a pre-audit end date during the fiscal year being assessed.	\$ 0.00
CF10200	Unexpended funds to be recaptured (enter dollar amt).	\$ 0.00
CF10300	Unexpended funds approved by HUD over 3 FFYs old (enter dollar amt).	\$ 0.00
CF10400	Unexpended funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF10500	Adjusted total unexpended funds.	\$ 0.00
Component 2:	Timeliness of Fund Obligation	
CF11100	Total funds authorized for grants over 2 FFYs old.	\$ 1,456,095.00
CF11200	Total funds obligated over 2 FFYs old.	\$ 1,456,095.00
CF11300	Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).	\$ 0.00
CF11400	Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).	\$ 0.00
CF11500	Adjusted total unobligated funds.	\$ 0.00
Component 3:	Adequacy of Contract Administration	
CF11700	The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A133 audit).	09/12/2001 (mm/dd/yyyy)
CF11800	The number of findings related to contract administration.	0
CF11900	The number of findings related to contract administration that have been corrected by the PHA.	0
CF12000	The number of findings related to contract administration that the PHA is in the process of correcting.	0
Component 4:	Quality of the Physical Work	
CF12200	Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.	09/12/2001 (mm/dd/yyyy)

CF12300	The number of findings related to the quality of the physical work.	<input type="text" value="0"/>
CF12400	The number of findings related to the quality of the physical work that have been corrected by the PHA.	<input type="text" value="0"/>
CF12500	The number of findings related to the quality of the physical work that the PHA is in the process of correcting.	<input type="text" value="0"/>
Component 5:	Budget Controls	
CF12700	Total amount of Capital Funds expended during the PHA fiscal year being assessed.	\$ <input type="text" value="1,516,628.10"/>
CF12800	The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.	\$ <input type="text" value="1,516,628.10"/>
CF12900	The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.	\$ <input type="text" value="0.00"/>
CF13000	The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.	\$ <input type="text" value="0.00"/>

---

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

*Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)*

## Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)[Inbox](#)[Unit Turnaround](#)[Capital Fund](#)[Work Orders](#)[Annual Inspection](#)[Security](#)[Econ. Self-Suff.](#)[Adjustment](#)[Comment](#)[Submit](#)[Help](#)

## Sub-Indicator 3: Work Orders

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2004  
PHA Name : Housing Authority & Comm Svcs of Lane Co  
Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Emergency Work Orders</b>	
W10000	Total number of emergency work orders.	<input type="text" value="72"/>
W10100	Total number of emergency work orders completed / abated within 24 hours.	<input type="text" value="72"/>
W10200	Percentage of emergency work orders completed / abated within 24 hours.	<input type="text" value="100.00"/> %
<b>Component 2:</b>	<b>Non-Emergency Work Orders</b>	
W10500	Total number of non-emergency work orders.	<input type="text" value="3,987"/>
W10600	Total number of calendar days it took to complete non-emergency work orders.	<input type="text" value="39,790"/>
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	<input type="text"/>
W10800	Average completion days.	<input type="text" value="9.98"/>

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)



## Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)

Inbox

Unit Turnaround

Capital Fund

Work Orders

Annual Inspection

Security

Econ. Self-Suff.

Adjustment

Comment

Submit

Help

## Sub-Indicator 4: Annual Inspection of Dwelling Units and Systems

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2004  
 PHA Name : Housing Authority & Comm Svcs of Lane Co  
 Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
<b>Component 1:</b>	<b>Annual Inspection of Dwelling Units</b>	
A10000	The total number of ACC units.	708
A10100	The sum of units exempted where the PHA made two documented attempts to inspect and is enforcing the lease.	0
A10200	Vacant units exempted for Capital Fund.	0
A10300	Vacant units exempted for other reasons.	0
A10400	Total number of units inspected using the Uniform Physical Condition Standards (UPCS).	708
A10550	Total number of units inspected that did not require repairs.	696
A10600	The number of units where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	12
A10700	Adjusted units available.	708
A10800	Percent of units inspected by PHA.	100.00 %
<b>Component 2:</b>	<b>Annual Inspection of Systems Including Common Areas and Non-Dwelling Space</b>	
A11100	Total number of projects.	5
A11200	Total number of projects exempted from the inspection of systems.	0
A11300	The total number of projects where all systems were inspected in accordance with the UPCS.	5
A11400	Total number of buildings.	7
A11500	Total number of buildings exempted from the inspection of systems.	0
A11600	Total number of buildings where all systems were inspected in accordance with the UPCS.	7
A11700	The number of buildings and projects where necessary repairs were completed to comply with UPCS either during the inspection, issued work orders for the repairs, or referred the deficiency to the current year's or next year's Capital Fund program.	0
A11800	Percentage of projects inspected.	100.00 %
A11900	Percentage of buildings inspected.	100.00 %

Save

Reset

Next Sub-Indicator

Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)

[Inbox](#)

[Unit Turnaround](#)

[Capital Fund](#)

[Work Orders](#)

[Annual Inspection](#)

[Security](#)

[Econ. Self-Suff.](#)

[Adjustment](#)

[Comment](#)

[Submit](#)

[Help](#)

Sub-Indicator 5: Security

PHA Code : OR006

FYE : 09/30

Fiscal Year : 2004

PHA Name : Housing Authority & Comm Svcs of Lane Co

Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
Component 1:	Tracking and Reporting Crime-Related Problems	
S10000	The date that the Board adopted current policies to track crime and crime-related problems.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S10100	The date that the PHA implemented the current procedures to track crime and crime-related problems.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S10200	The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S10300	The number of crimes that the PHA can document it reported to local police authorities.	<div>5</div>
S10400	Percentage of developments where PHA can document it tracks crime and crime-related problems.	<div>100.00</div> <div>%</div>
Component 2:	Screening of Applicants	
S10500	The date the Board adopted current screening policies that reflect the One-Strike criteria.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S10600	The date the PHA implemented current screening procedures that reflect the One-Strike criteria.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S10700	PHA can document that current screening procedures result in successfully denying admission to applicants who meet the One-Strike criteria (enter Yes or No).	<div>yes</div> <div><input checked="" type="checkbox"/></div>
S10800	The total number of applicants denied who met the One-Strike criteria.	<div>21</div>
Component 3:	Lease Enforcement	
S10900	The date the Board adopted current eviction procedures that reflect the One-Strike criteria.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S11000	The date the PHA implemented current eviction procedures that reflect the One-Strike criteria.	<div>09/24/1997</div> <div>(mm/dd/yyyy)</div>
S11100	PHA can document that eviction procedures result in appropriately evicting residents who meet the One-Strike criteria (enter Yes or No).	<div>yes</div> <div><input checked="" type="checkbox"/></div>
S11200	The total number of evictions as a result of the One-Strike criteria.	<div>7</div>
Component 4:	Drug Prevention and/or Crime Reduction Program Goals	
S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	<div>1</div>
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	<div>0</div>

S11550	The number of documented program goals that are related to drug-prevention and/or crime reduction.	<input type="text" value="1"/>
S11600	The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs.	<input type="text" value="1"/>
S11700	Percentage of goals that the PHA can document it met under the implementation plans(s) for any and all of these programs.	<input type="text" value="100.00"/> %

---

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

*Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)*

## Management Assessment for Public Housing Agencies

[\[Skip navigation links\]](#)[Inbox](#)[Unit Turnaround](#)[Capital Fund](#)[Work Orders](#)[Annual Inspection](#)[Security](#)[Econ. Self-Suff.](#)[Adjustment](#)[Comment](#)[Submit](#)[Help](#)

## Sub-Indicator 6: Economic Self-Sufficiency

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2004  
PHA Name : Housing Authority & Comm Svcs of Lane Co  
Submission Type : Submission

ELEMENT	DESCRIPTION	AMOUNT
E10000	The number of HUD-funded economic self-sufficiency programs.	<input type="text" value="1"/>
E10100	The number of non HUD-funded economic self-sufficiency programs that the PHA requests to be assessed.	<input type="text" value="0"/>
E10200	The number of documented program goals that are related to economic self-sufficiency.	<input type="text" value="1"/>
E10300	The number of goals the PHA can document it met under the implementation plan (s) for any and all of these programs.	<input type="text" value="1"/>
E10400	Percentage of goals that the PHA can document it met under the implementation plan(s) for any and all of these programs.	<input type="text" value="100.00"/> %

[Inbox](#) | [Unit Turnaround](#) | [Capital Fund](#) | [Work Orders](#) | [Annual Inspection](#) | [Security](#) | [Econ. Self-Suff](#) | [Adjustment](#) | [Comment](#) | [Submit](#)

*Comments or Questions? Please go to [Technical Assistance Center](#) or [Contact MASS](#)*