

HACSA  
W.3b.

## 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, 2005.

**AGENDA DATE:** December 14, 2005

### **I. MOTION :**

IT IS MOVED THAT THE RESOLUTION/ORDER BE ADOPTED APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) CERTIFICATION FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005.

### **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 for 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.

Since the inception of the PHAS system six years ago, 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.

We have made improvements in our overall unit turnaround days from 19.42 last year to 17.30 this year. This improvement was made by lowering our lease-up time from 8.13 days last year to 5.18 days this year.

**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, 2005**

**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, 2005

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2005

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

**APPROVED AS TO FORM**  
Date 12/6/05 Lane county  
Jerome White  
**OFFICE OF LEGAL COUNSEL**

**IN THE MATTER OF APPROVING THE PUBLIC HOUSING ASSESSMENT SYSTEM  
CERTIFICATION FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2005**

**Management Assessment for Public Housing Agencies****View/Print Full Submission**

PHA Code : OR006      FYE : 09/30      Fiscal Year : 2005  
 PHA Name : Housing Authority & Comm Svcs of Lane Co  
 Submission Type : Submission      Status : REAC

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

**Sub-Indicator 1: Vacant Unit Turnaround Time**

ELEMENT	DESCRIPTION	AMOUNT
V12400	Total number of turnaround days.	5,449
V12500	Total number of vacancy days exempted for Capital Fund.	2,378
V12600	Total number of vacancy days exempted for other reasons.	511
V12700	Total number of vacant units turned around and lease in effect in the PHA's immediate past fiscal year.	148
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.	5.18
V13100	Average Unit Turnaround Days.	17.30

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**Sub-Indicator 2: Capital Fund**

ELEMENT	DESCRIPTION	AMOUNT
CF10000	Do you have any open Capital Fund programs(e.g. CGP, HOPE VI)(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
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

<b>CF10500</b>	<b>Adjusted total unexpended funds.</b>	<b>\$ 0.00</b>
<b>Component 2:</b>	<b>Timeliness of Fund Obligation</b>	
<b>CF11100</b>	<b>Total funds authorized for grants over 2 FFYs old.</b>	<b>\$ 1,456,095.00</b>
<b>CF11200</b>	<b>Total funds obligated over 2 FFYs old.</b>	<b>\$ 1,456,095.00</b>
<b>CF11300</b>	<b>Unobligated funds approved by HUD over 2 FFYs old (enter dollar amt).</b>	<b>\$ 0.00</b>
<b>CF11400</b>	<b>Unobligated funds with time extensions due to reasons outside of PHA control (enter dollar amt).</b>	<b>\$ 0.00</b>
<b>CF11500</b>	<b>Adjusted total unobligated funds.</b>	<b>\$ 0.00</b>
<b>Component 3:</b>	<b>Adequacy of Contract Administration</b>	
<b>CF11700</b>	<b>The date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to contract administration (include A133 audit).</b>	<b>09/12/2001</b>
<b>CF11800</b>	<b>The number of findings related to contract administration.</b>	<b>0</b>
<b>CF11900</b>	<b>The number of findings related to contract administration that have been corrected by the PHA.</b>	<b>0</b>
<b>CF12000</b>	<b>The number of findings related to contract administration that the PHA is in the process of correcting.</b>	<b>0</b>
<b>Component 4:</b>	<b>Quality of the Physical Work</b>	
<b>CF12200</b>	<b>Date of last HUD/Army Corps of Engineers on-site inspection and/or audit related to quality of the physical work.</b>	<b>09/12/2001</b>
<b>CF12300</b>	<b>The number of findings related to the quality of the physical work.</b>	<b>0</b>
<b>CF12400</b>	<b>The number of findings related to the quality of the physical work that have been corrected by the PHA.</b>	<b>0</b>
<b>CF12500</b>	<b>The number of findings related to the quality of the physical work that the PHA is in the process of correcting.</b>	<b>0</b>
<b>Component 5:</b>	<b>Budget Controls</b>	
<b>CF12700</b>	<b>Total amount of Capital Funds expended during the PHA fiscal year being assessed.</b>	<b>\$ 1,516,628.10</b>
<b>CF12800</b>	<b>The amount of Capital Funds expended on approved work items not subject to budget revisions during the PHA fiscal year being assessed.</b>	<b>\$ 1,516,628.10</b>
<b>CF12900</b>	<b>The amount of Capital Funds expended under budget revisions with prior HUD approval during the PHA fiscal year being assessed.</b>	<b>\$ 0.00</b>
<b>CF13000</b>	<b>The amount of Capital Funds expended under budget revisions not requiring prior HUD approval during the PHA fiscal year being assessed.</b>	<b>\$ 0.00</b>

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**Sub-Indicator 3: Work Orders**

ELEMENT	DESCRIPTION	AMOUNT
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<b>Component 1:</b>	<b>Emergency Work Orders</b>	
W10000	Total number of emergency work orders.	98
W10100	Total number of emergency work orders completed / abated within 24 hours.	98
W10200	Percentage of emergency work orders completed / abated within 24 hours.	100.00%
<b>Component 2:</b>	<b>Non-Emergency Work Orders</b>	
W10500	Total number of non-emergency work orders.	3,575
W10600	Total number of calendar days it took to complete non-emergency work orders.	38,679
W10700	Average number of days PHA has reduced the time it takes to complete non-emergency work orders over the past three years.	
W10800	Average completion days.	10.82

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

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.	691
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.	17
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
	Total number of buildings exempted from the inspection	

<b>A11500</b>	<b>of systems.</b>	<b>0</b>
<b>A11600</b>	<b>Total number of buildings where all systems were inspected in accordance with the UPCS.</b>	<b>7</b>
<b>A11700</b>	<b>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.</b>	<b>2</b>
<b>A11800</b>	<b>Percentage of projects inspected.</b>	<b>100.00%</b>
<b>A11900</b>	<b>Percentage of buildings inspected.</b>	<b>100.00%</b>

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### Sub-Indicator 5: Security

<b>ELEMENT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>Component 1:</b>	<b>Tracking and Reporting Crime-Related Problems</b>	
<b>S10000</b>	<b>The date that the Board adopted current policies to track crime and crime-related problems.</b>	<b>09/24/1997</b>
<b>S10100</b>	<b>The date that the PHA implemented the current procedures to track crime and crime-related problems.</b>	<b>09/24/1997</b>
<b>S10200</b>	<b>The date that the PHA implemented a current cooperative system for tracking and reporting crime to local police authorities.</b>	<b>09/24/1997</b>
<b>S10300</b>	<b>The number of crimes that the PHA can document it reported to local police authorities.</b>	<b>5</b>
<b>S10400</b>	<b>Percentage of developments where PHA can document it tracks crime and crime-related problems.</b>	<b>100.00%</b>
<b>Component 2:</b>	<b>Screening of Applicants</b>	
<b>S10500</b>	<b>The date the Board adopted current screening policies that reflect the applicable criteria.</b>	<b>09/24/1997</b>
<b>S10600</b>	<b>The date the PHA implemented current screening procedures that reflect the applicable criteria.</b>	<b>09/24/1997</b>
<b>S10700</b>	<b>PHA can document that current screening procedures result in successfully denying admission to applicants who meet the applicable criteria (enter Yes or No).</b>	<b>yes</b>
<b>S10800</b>	<b>The total number of applicants denied who met the applicable criteria</b>	<b>25</b>
<b>Component 3:</b>	<b>Lease Enforcement</b>	
<b>S10900</b>	<b>The date the Board adopted current eviction policies that reflect the applicable criteria.</b>	<b>09/24/1997</b>
<b>S11000</b>	<b>The date the PHA implemented current eviction procedures that reflect the applicable criteria.</b>	<b>09/24/1997</b>
<b>S11100</b>	<b>PHA can document that eviction screening procedures resulted in the evicting of residents who meet the applicable criteria (enter Yes or No).</b>	<b>yes</b>
<b>S11200</b>	<b>The total number of evictions as a result of the applicable criteria.</b>	<b>5</b>
<b>Component 4:</b>	<b>Drug Prevention and/or Crime Reduction Program Goals</b>	

S11350	The number of HUD-funded drug prevention and/or crime reduction programs.	0
S11450	The number of non HUD-funded drug prevention and/or crime reduction programs that the PHA requests to be assessed.	0
S11550	The number of documented program goals that are related to drug-prevention and/or crime reduction.	0
S11600	The number of goals the PHA can document it met under the implementation plans(s) for any and all of these programs.	0
S11700	Percentage of goals that the PHA can document it met under the implementation plans(s) for any and all of these programs.	0.00%

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### Sub-Indicator 6: Economic Self-Sufficiency

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

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