

Contract Administrator Readiness Checklist

I. GENERAL PROCESSES & OPERATIONS
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CA FYE:	Response
1. General Operations	
Are Guidebook, HUD Handbooks, Notices, regulations and other references readily available?	
What standard operating procedures are in place to assure that the CA has the most current HUD policies and procedures available for staff? How is the staff informed of any new changes?	
Are PHA policies and procedures documented and clear?	
Does the CA have a portfolio assessment procedure to analyze the properties included in Exhibit B of the ACC? Is it written?	
When was this assessment completed?	
What indicators does the CA use to determine poor performance?	
Once a determination has been made about a property that places it at risk, what actions will be taken?	
Does the CA have a plan to adequately monitor performance of property owners?	
Has the CA implemented all of the conditions and procedures as submitted in the RFP proposal?	

CA FYE:

Response

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Has the CA developed an annual workplan? Is it acceptable and cover all scheduled core tasks for the CA portfolio?	
How will the CA implement the quality assurance plan included in their proposal?	
Has the CA developed any new forms or revised HUD forms to assist with performing the core tasks? If so, provide copies.	
Are files set up for each Section 8 Contract? Do the files contain the documents copied from HUD files?	
2. Financial Management:	
Has bank account been established for RFP contract payments? Does CA have capability to make payments to owners by EFT?	
Does CA have 1199's (Electronic Deposit forms) from owners?	
Are budget controls in place to assure that the CA remains within its annual budget?	
Are CA accounts kept in accordance with HUD requirements?	
Identify all persons who have access to HAP funds.	
Does the depository agreement with the financial institution provide for the clause in the ACC which allows HUD access to funds?	

What procedures are in place for the CA staff in asset management and accounting to advise on any changes that may impact Section 8 payments to owners?	
Is the CA in compliance with HUD's depository requirements?	
3. Fidelity Bond	
Does the CA carry sufficient fidelity bond coverage? Is a copy available?	
Which staff members are covered under the fidelity bond?	
Which staff members have access and responsibility for funds received from HUD for this initiative?	
What is the date of expiration of the Fidelity Bond?	
4. Equal Opportunity/Fair Housing	
Has CA signed certification of intent to comply with the Fair Housing Act?	
Does the CA have a TDDY number?	
Is the CA office accessible to handicapped or persons with disabilities?	
Is the required EEO notice posted?	
Does the CA have an EEO policy?	
Are copies of the policy made available to all employees?	

5. Staff:	
Is staffing at the level reflected in the proposal or proportionate to contracts assigned to date?	
Is there a comprehensive plan in place for staff training?	
Have all new staff members received training according to the plan?	
How will the CA train new staff?	
6. Systems:	
Are the CA's systems adequate to meet HUD's reporting requirements?	
Does the CA have Internet access?	
Is the CA's software compatible with HUD's office suite '95?	
Does the CA have the following software: <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Word	
Does the CA have e:mail capable of document attachment?	
What type of certification is required for people who have access?	
Which CA staff members will be providing data input?	

Has HUD provided the voucher disbursement history to the CA?	
Is software for TRACS submissions from owners in place?	
What is the CA's plan to receive baseline TRACS data from owners?	
Do any of the subcontractors have access to the systems? If so, which systems and at what level?	
What procedures are in place to assure the security of systems ?	
Which staff members have access to which systems and at what level?	
How does the CA assure that departing staff names and access to accounts are properly terminated?	
7. Subcontractors:	
Does the CA have a monitoring program for subcontractors?	
List all subcontractors hired under this initiative.	
Is the EEO language required by the ACC included in all of the service contracts in place for this initiative?	
Does the CA have a training program for subcontractors?	

8. Communication Policy	
Does the CA know who to contact at the HUD office regarding program and or contract issues?	
Has the CA discussed the ACC/RFP with affected owners?	
What is the CA's process for dealing with resident or owner inquiries?	
Are those policies clear to both owners and residents?	
How does the CA define emergency procedures for resident reporting of health and Safety (H&S) issues and any other emergency situations? Is it in writing?.	
Are emergency numbers made available to residents? How?	
How does the CA accomplish this?	
9. Certifications/Invoice	
Has CA developed an invoice for submitting monthly earned administrative fee?	
How will the CA submit the invoice, supporting documentation and monthly reports?	
Has the CA developed all the necessary logs/tracking reports for IBPS tasks as required by the ACC/RFP?	

Have all individuals who have a conflict of interest provided appropriate disclosure?	
Has the CA submitted the annual conflict of interest certification?	

SUMMARY/NARRATIVE OF READINESS ASSESSMENT

The readiness assessment summary will include a narrative for each major heading included in the checklist and will address whether the information provided is adequate for the CA to perform the responsibilities required under the ACC/RFP. For a “No” response to any item, describe the issue in detail. HUD will determine whether those items are of sufficient importance to delay transfer of responsibility to the CA and will be discussed with the CA in the close out meeting. The CA will develop a written plan that will address correction of any outstanding issues. The plan will include a timeframe for correction and specify actions that need to occur. HUD will reassess CA readiness related to outstanding issues upon completion of CA corrections. A memo from the Hub Director, written by the CAOM will be sent to Headquarters stating the disposition of the CA’s readiness. The CA readiness checklist will be attached. A letter with a copy of the readiness check will also be sent to the CA as a follow-up to the readiness check.

Readiness Team Members

1. _____
2. _____
3. _____
4. _____
5. _____

Contract Administrator Oversight Monitor

Date