

Targeted Performance Item	Action	Initial Reporting Period	Target Date
G-2/F-1/F-2/F-3/F-4 Effectiveness of Board Oversight and Financial Oversight	DCHA will hire a full time position to oversee the financial management of the agency. The person hired shall have the training, skills and ability to effectively manage and report the financial activities of the organization.	6/1/2021	6/30/2021
G-2: Effectiveness of Board Oversight	The Board and will complete Lead the Way training to become educated on Board member responsibilities.	6/1/2021	9/30/2021
G-2: Effectiveness of Board Oversight	The Executive Director receives training applicable to all areas of DCHA operations. This includes applicable HUD programs (Low Rent Public Housing and Housing Choice Voucher) and other types of housing programs DCHA administers (LIHTC and USDA RD).	6/1/2021	12/31/2021
G-1/F-1/F-3/F-4 Effective Financial Oversight and Reporting	DCHA transmits monthly Actual to Budget reports to the HUD Field Office. These reports are prepared on a monthly and Year-to-Date format. The reports also must record PHA Wide finances as well as break-out by program area (LRPH, HCV, Other Federal Programs, Other Business Activities)	6/1/2021	immediately, and on-going
G-2/F-1/F-2/M-1: Audit findings (outstanding)	Identify appropriate actions to close outstanding audit findings and implement actions into a management plan.	6/1/2021	12/31/2021
G-3 /P-1: LRPH physical conditions	Develop a Physical Needs Assessment to identify and prioritize necessary improvements to the physical property.	6/1/2021	9/30/2021
G-3 /P-1: Scattered site physical conditions	PHA will conduct, at minimum, quarterly inspections of each property to identify and effectuate urgent repairs, in addition to continuing to timely respond to work orders and performing preventative maintenance.	6/1/2021	immediately, and on-going
F-1/F-2/F-3/F-4 Effectiveness of Board Oversight and Financial Oversight	Review the current financial oversight, management and reporting at DCHA. Evaluate and ensure that all financial activities are being correctly and completely monitored and reported.	6/1/2021	6/30/2021

F-3 / G-1: Budgeting and Expense	Financial management staff and fee account will work to maintain accurate accounting of all income and liabilities and identify areas within its budget where the PHA can reduce expenses.	6/1/2021	immediately, and on-going
G-1/ F-3: Budgeting and Expense	PHA must come into full compliance with asset management principles and operate effectively using eligible funding streams. PHA will evaluate income, expenses, identify cost savings and areas where finances are not managed in compliance with regulatory or other guidance from HUD.	6/1/2021	immediately, and on-going
G-2/F-1/F-4: Audit findings (future)	Implement process or procedure to ensure that future audit findings are addressed within the required timeframes.	6/1/2021	12/31/2021
F-2/M-1: Internal controls	Develop and submit to HUD draft internal controls policy to adequately safeguard the PHA's resources and avoid conflicts of interest.	6/1/2021	9/30/2021
M-3 TARS	Evaluate the amount reported on FDS Line Item 126 Accounts Receivable - Tenants for accuracy and ensure the amount reported complies with the FDS reporting instructions and accounting briefs related to Public Housing financial reporting. DCHA should evaluate the methods used to ensure timely collection of rent. Ensure that all tenants with past-due rent or other debts owed to the PHA have a valid and enforceable Tenant Repayment Agreement in compliance with HUD Notice 2017-12.	6/1/2021	immediately, and on-going
G-3 / M-2: Occupancy	Develop an effective tracking or monitoring mechanism to assist in improving occupancy across the LRPB portfolio.	6/1/2021	immediately, and on-going
G-3 / M-2: Occupancy	Update unit statuses in PIC regularly in accordance HUD guidance, ensuring that units in special status get appropriate approval from the FO.	6/1/2021	immediately, and on-going
M-1/G-1: PHA Plans	Develop a process or Standard Operating Procedure to ensure that 5 Year and Annual PHA Plans are completed within regulatory timeframes, are approved by the Board and receive the required public input.	6/1/2021	immediately, and on-going
P-1: Safety and Security of Units	Develop a process or Standard Operating Procedure to ensure that Exigent Health and Safety deficiencies identified on REAC inspections are corrected and reported within required timeframes.	6/1/2021	immediately, and on-going
R-1: Phase 1 Repositioning	Evaluate Phase I of the Repositioning Plan which has been approved by SAC. Phase I involves 40 scattered site units that are being disposed through a less than FMV sale to an Owner Entity for continued operation as affordable housing through Project Based Vouchers. DCHA needs to evaluate all units to determine if it is desirable to retain each unit for assignment of PBVs. If units are identified that should not be retained then an amendment to the approved removal application should be submitted to HUD/SAC to revise the	6/1/2021	7/31/2021

R-2: Phase II Repositioning Plan	Evaluate Phase II of Repositioning which comprises the remaining 46 units in the LRPH portfolio. Evaluate all properties to determine whether to convey to Owner Entity for continued affordable housing or whether to dispose at FMV. Develop timeline with clear benchmarks for property determination, application, and target disposition dates.	6/1/2021	9/30/2021
R-2: Phase II Repositioning Application / Removal	After development of Phase II evaluation and benchmarks complete Repositioning application and submit to SAC. Establish a clear and achievable date for disposition transaction and Removal from Inventory.	9/30/2021	9/30/2022

Housing Authority shall submit progress reports to the Field Office using this Action Plan as the reporting template commencing **6/01/20** report shall identify (1) actions taken during the reporting period that the Housing Authority has taken toward achieving the measurement the next reporting period.

Actual Date	Comments
	Completion of the Lead the Way on-line training is accomplished by 9/30/2021
	Depending on availability of various training courses in the current pandemic the target date may be extended with consultation with the HUD Field Office.
	HUD FO can offer TA and guidance to PHA on how to successfully complete a PNA, and resources that may be available to assist the PHA in this endeavor.
	HUD FO can offer TA and guidance to PHA as to standards required to successfully pass REAC inspections by maintaining homes in decent, safe, and sanitary condition. Quarterly inspections do not necessarily require in unit inspections, but shall consist at a minimum of exterior and common areas

	HUD FO can offer TA and guidance to PHA.
	HUD FO staff can assist the PHA as needed to effectively track occupancy rates, and provide TA to assist PHA with this task.
	HUD FO staff can assist the PHA as needed in identifying correct unit status in PIC.
	Due to current Pandemic situation and health and safety concerns the target date for Physical Inspections may be extended with consultation with the HUD Field Office.

	Due to current Pandemic situation and health and safety concerns the target date for Physical Inspections may be extended with consultation with the HUD Field Office.
	September 2022 Target Date is latest this action item should be completed. The Field Office recommends completing this action items at an early date if possible

021 and every month thereafter until the Recovery Agreement is terminated. Each progress
its identified in the Performance Standards, and (2) actions the Housing Authority will take in