

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577-0027 (exp.5/31/2003)

**See Instructions on Back**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937 and 24 CFR Part 941 HUD regulations. PHAs are responsible for contract administration for low-income housing projects. The architect, or other person licensed under State law, prepares the report and submits it to the PHA from the date of contract execution to final inspection. The report provides information on contractors, contract amount, starting/completing dates, progress on site improvements and buildings, inspection forecast and acceptance for occupancy. HUD uses the information to track the progress of construction to ensure that contract and inspection dates comply with HUD procedures. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Name of Public Housing Agency	Development Number	Total Number of Buildings
Development Name	Report Number	Total Dwelling Units Scheduled
Development Address and Telephone number of Project Office	Period Ended	Dwelling Units Scheduled Elderly

1. Contract Data		Scheduled Completion: %		Actual Completion: %	
Prime Contractors	Division of Work	Adjusted Contract Amount	Adjusted Value of Work in Place	Contract Starting Date	Contract Completion Date
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
Totals		\$	\$		

**2. Average Effective Employment During Reporting Period:**

3. Dwelling Buildings Progress			4. Site Improvements Progress				
	Not Started	In Progress	Completed		Not Started	In Progress	Completed
a. Foundations				a. Utilities			
b. Mechanical Roughing				b. Streets and Walks			
c. Interior Finish				c. Lawns and Planting			
d. Punch List				d. Other			

**5. Supervisory and Inspection Force Employed by: (1) Local Authority:**

Duty		Full Time	Part Time	Duty		Full Time	Part Time
a.				c.			
b.				d.			

## 6. Inspection Forecast

Item	No. of Units	Date to be Ready
a. Final - First Group		
b. Final - Second Group		
c. Final - Third Group		

## 7. Acceptance for Occupancy and Use

Item	No. of Units
a. Dwelling Units Previously Accepted	
b. Dwelling Units Accepted this Period	
c. Total Dwelling Units Accepted to Date	

**8. Narrative Report:** Special Circumstances, Construction Delays, Problems, etc., if Project includes Other Facilities, such as Community M and M Building. Show the Percent Completion under this heading, also include Status of Off-Site Work. Continue on back if necessary.

**Contracting Officer's Name & Signature & Date:**

**x**

**Previous edition is obsolete**

form HUD - 5378 (2/94)  
ref Handbooks 7417.1 & 7450.1