

8. Narrative Report: (continued)**Instructions for Preparation of form HUD - 5378, Public Housing Construction Report**

1. General. Form HUD - 5378 shall be prepared and mailed on the 1st and 16th day of each calendar month of the construction period. Each report shall be numbered in serial order, commencing with No. 1 and continuing through the final report. All spaces must be filled on each report, including the street address of the project and the telephone number of the project office.
2. Body of Report.
 - a. Item 1: Contract Data

Completion Percentages: Fill in accurately the scheduled and the actual completion percentages.

Prime Contractors: Arrange Prime Contracts in the order of award.

Division of Work: Enter the division of the work awarded to each.

Adjusted Contract Amount: For each contract, enter the contract amount as adjusted by all approved Change Orders.

Adjusted Value of Work in Place: Each Contractor's latest periodical estimate for partial payment shall be utilized.

Contract Starting Date: Enter the effective starting date established by Notice to Proceed for each of the Contractors listed.

Contract Completion Date: Enter the contract completion date established by Notice to Proceed for each of the Contractors listed.
 - b. Item 2: Average Effective Employment During Reporting Period: This is intended to show the approximate size of the productive labor force.
 - c. Item 3: Dwelling Building Progress: Enter the number of dwelling buildings under each appropriate heading.
 - d. Item 4: Site Improvements Progress: This covers all on-site non-dwelling construction. Enter an "X" under each appropriate heading. If "In Progress," show the percentage of completion.
 - e. Item 5: Supervisory and Inspection Force: This should show the current composition of these forces and by whom they are employed.

Employment: Indicate with an "X" by whom these forces are employed.

Duty: Enter the active duty assignments for the period. Do not use individual's names.

Time Classification: Enter the number of persons performing the duty under each time classification.
 - f. Item 6: Inspection Forecast: This forecast is to provide HUD with advance information for planning itineraries of Construction Representatives and should be revised in successive reports as necessary.
 - g. Item 7: Acceptance of Occupancy and Use: These items are self-explanatory.
 - h. Item 8: Narrative Report: The report should be the historical record of the construction of the project, written in conversational style, and should include the names and titles of all official visitors, including the Architects.
3. Signatures: The original and all copies must be signed and dated by the Contracting Officer, with the name typed below the signature.