

Memorandum of Agreement (MOA) Progress Report Instruction Sheet

Public reporting and recordkeeping burden for the collection of information is estimated to average 30.13 hours for the Memorandum of Agreement Progress Report depending on the size of Public Housing Agency (PHA). This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

General Instructions:

This form is to be used by the Public Housing Authorities that are under a Memorandum of Agreement, a legally binding document between the Public Housing Authority (PHA) and HUD. The Memorandum of Agreement (MOA) requires the Housing Authority to achieve performance targets within certain time frames stated in the MOA. The achievement of the performance targets also involve completing strategies by time frames stated in the MOA. Progress in completing the strategies and achieving the performance targets will be reported as agreed using this form.

Part of this form will be completed by the HUD office and then presented to the Public Housing Authority to complete on a monthly basis as explained below.

Instruction for completing MOA Part B, Progress Report:

HUD to complete:

- Heading and Footer Information:** In the heading at the top of page 1, complete the PHA Name, PHA Fiscal Year Ending Date (i.e. March 31, June 30, September 30, or December 31) and MOA Term. This information will be taken from the MOA Part B. In the footer (on the following pages), enter the PHA name at the left, the total number of pages in the center, and the month and year that the MOA term starts at the right.
- Performance Targets and Strategies, Completion Target Date:** Under each Operational Area (such as Governance or Financial Management) there are Performance Targets and Strategies. These may be found on the MOA Part B. Copy the Performance Targets and Strategies onto the Progress Report form.
- Final Performance Target:** Some of the Performance Targets, including those related to the Public Housing Assessment System (PHAS) indicators, involve quantifiable measures. For these targets, enter the goal to be achieved at the end of the MOA annual term. This information is taken from the MOA Part B. **Do not input** the Current Quarter Target (this will be input by the PHA).

PHA to Complete:

- Cover Page:** Provide the Reporting Period and Year (i.e. September, 2001) for this report. Sign and date the certification and enter the name and title of the certifying official.

- Estimated & Actual Completion Dates:** Provide the estimated and actual completion dates of the various strategies and performance targets that were achieved during the reporting period. Insert this information in mm/dd/yy format under the "Estimated & Actual" column. An "actual" date should only be entered when the strategy is fully accomplished or the performance target fully achieved.
- Comments:** Provide comments that support the target or strategy completed or provide the status of actions pending. For example if the strategy is to rewrite a staffing plan, the comment may be: "See attached staffing plan approved by Board." if plan was completed. For an incomplete strategy a comment might be: "Staffing plan drafted on (date), to be adopted by Board at (date) meeting." Provide comments only where some activity has occurred. No comment is required for those activities scheduled in the future.
- Current Quarter Target:** Provide the Current Quarter Target as stated in the MOA Part B. The quarterly target is a measurable quantity that relates to the performance target (i.e. Reduce Vacancy Rate = target, 10 Percent = quarterly measure). The Current Quarter Target must be updated every three months.
- Reporting Period Actual:** Provide the performance data for the reporting period for each measurable performance target under the column 1st, 2nd, or 3rd period, as applicable. (Example: If MOA term is June, 2000 to May, 2001 and the report is for June, 2000, then enter "06/00" at the top of the 1st period column and input the performance data under that column). Note that in the third month of a quarter, the first and second month achievement will be shown and the PHA and HUD can review the PHA's progress relative to the Final Performance Target and Current Quarter Goal.