form HUD-5378 (1/2014)

Public Housing

U.S. Departmentof Housing

OMBApproval No.2577-0157 (exp. 1/31/2017)

Construction Report

and Urban Development

Office of Publicand Indian Housing

See Instructions on Back

Public reporting burden forthis 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 l937 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 ofcontractexecution to final inspection. The report provides information on contractors, contractamount, starting/completing dates, progress on site improvements and buildings, inspection forecastand acceptance foroccupancy. HUD uses the information to trackthe progress of construction to ensure that contract and inspection dates complywith HUD procedures. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  | Dwelling Units Scheduled Elderly |

1. Contract Data

Scheduled Completion:

%

Actual Completion:

%

Totals

$

$

2. Average Effective Employment During Reporting Period:

d. Punch List

d.Other

5. Supervisoryand Inspection Force Employed by: (1) Local Authority:

(2) Architect:

6. Inspection Forecast

7. AcceptanceforOccupancyandUse

8. NarrativeReport: Special Circumstances, Construction Delays, Problems, etc., if Project includesOtherFacilities, such as CommunityM and M Building. Showthe Percent Completion underthis heading, also include Status of Off-Site Work. Continue on back if necessary.

Contracting Officer's Name&Signature & Date:

x

Previous edition is obsolete

Name of Public Housing Agency

DevelopmentNumber

Total Numberof Buildings

Development Name

Report Number

Total Dwelling Units Scheduled

DevelopmentAddress and Telephone numberofProjectOffice

Period Ended

Prime Contractors

3. Dwelling Buildings Prog

Completed

4. Site Improvements Prog

Completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Division ofWork | Adjusted Contract Amount | Adjusted Value of Work in Place | Contract Starting Date | Contract Completion Date |
|   |   | $ |   | $ |   |   |   |
|   |   | $ |   | $ |   |   |   |
|   |   | $ |   | $ |   |   |   |
|   |   | $ |   | $ |   |   |   |
|   |   | $ |   | $ |   |   |   |
|   |   | $ |   | $ |   |   |   |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Not Started | InProgress |  |  | Not Started | InProgress |  |
| a. Foundations |   |   |   |   | a. Utilities |   |   |   |   |
| b. Mechanical Roughing |   |   |   |   | 1. Streets and Walks
 |   |   |   |   |
| 1. InteriorFinish
 |   |   |   |   | c. Lawns and Planting |   |   |   |   |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Duty |   | Full Time | PartTime |  | Duty |   | FullTime | PartTime |
| a. |   |   |   | c. |   |   |   |
| b. |   |   |   | d. |   |   |   |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Item |   | No.of Units | Dateto beReady | Item |   | No. of Units |
| a. Final - First Group |   |   |   | a. Dwelling Units PreviouslyAccepted |   |   |
| b. Final - Second Group |   |   |   | 1. Dwelling Units Accepted this Period
 |   |   |
| 1. Final- Third Group
 |   |   |   | c. Total Dwelling Units Accepted to Date |   |   |

form HUD-5378 (1/2014)

**8. Narrative Report:** (continued)

**InstructionsforPreparationofform HUD-5378, Public Housing Construction Report**

1. General. Form HUD- 5378 shall be prepared and mailed on the 1stand

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 numberoftheprojectoffice.

d. Item 4: Site Improvements Progress: This covers all on-site non-

dwelling construction. Enter an "X" under each appropriate head-ing. If "In Progress," show the percentage of completion.

e. Item 5: Supervisory and Inspection Force: This should show the

2. Body of Report.

currentcomposition ofthese forces and bywhom theyare employed. Employment: Indicate with an "X" by whom these forces are em-ployed.

a. Item 1: Contract Data

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

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

Prime Contractors: Arrange Prime Contracts in the orderofaward. Division of Work: Enter the division of the work awarded to each.

Time Classification: Enter the number of persons performing the duty undereach time classification.

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

f. Item 6: Inspection Forecast: This forecast is to provide HUD with

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

advance information for planning itineraries of Construction Repre-sentatives and should be revised in successive reports as neces-sary.

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

g. Item 7: Acceptance of Occupancy and Use: These items are self-explanatory.

Contract Completion Date: Enter the contract completion date established by Notice to Proceed foreach of the Contractors listed.

h. Item 8. Narrative Report: The report should be the historical record

b. Item 2: Average Effective Employment During Reporting Period:

of the construction of the project, written in conversational style, and should include the names and titles of all official visitors, including the Architects.

This is intended to show the approximate size of the productive labor

force.

c. Item 3: Dwelling Building Progress: Enter the number of dwelling

3. Signatures: The original and all copies must be signed and dated by the

buildings under each appropriate heading.

Contracting Officer, with the name typed below the signature.

Previous edition is obsolete