


HUD-XXXXX(z): Action Item Template

 Shortfall Program Action Items		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		
A	Strategy:			
B	Intended Outcome:		File Upload	
C	Estimated Dollar Impact			
D	Actual Dollar Impact			
E	Action Items	Action Steps	Target Date	Actual Date
	1			
	2			
	3			
	4			
	Add Action Step			
	Strategy:			
	Intended Outcome:		File Upload	
	Estimated Dollar Impact			
	Actual Dollar Impact			
	Action Items	Action Steps	Target Date	Actual Date
	1			
	2			
	3			
	4			
	Add Action Step			
	Strategy:			
	Intended Outcome:		File Upload	
	Estimated Dollar Impact			
	Actual Dollar Impact			
	Action Items	Action Steps	Target Date	Actual Date
	1			
	2			
	3			
	4			
	Add Action Step			
	Add Strategy			

Instructions:

The PHA will determine the strategies they are going to implement to improve their financial situation. With each strategy they will explain the intended outcome and the estimated dollar impact at the time of submission. For each strategy they will support it with action items complete with a target date. This form will be able to be updated at a later time when the PHA has completed the strategy/action item in order to update the "actual date" for the action item and the "actual dollar impact" for the strategy.

Paperwork Reduction Act burden statement:

Public reporting burden for this collection of information is estimated to average 1 hour 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. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This Action Item Template will be used by PHAs to explain the strategies and actions they are going to take to improve their Months of Operating Reserve (MOR). This will increase PHAs accountability towards making financial improvements and will allow HUD to monitor Shortfall Funding Program participants. This collection of information is mandatory to ensure that HUD is meeting its responsibility to ensure that funds are being used by PHAs to meet the Program's objective of stabilizing PHAs financially pursuant to 24 CFR 990.280 and 24 CFR 990.285. No assurances of confidentiality are provided for this information collection.

