

# Public Housing Construction Report

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

OMB Approval No. 2577-0157 (exp. 11/30/2023)

**See Instructions on Back;** Public reporting burden for this collection of information is estimated to average 0.25 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 conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937 and 24 CFR Part 905 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 Prog			Not Started	In Progress	Completed	4. Site Improvements Prog		
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:				(2) Architect:			
Duty	Full Time	Part Time		Duty	Full Time	Part Time	
a.				c.			
b.				d.			

6. Inspection Forecast			7. Acceptance for Occupancy and Use		
Item	No. of Unit	Date to be Ready	Item	No. of Units	
a. Final - First Group			a. Dwelling Units Previously Accepted		
b. Final - Second Group			b. Dwelling Units Accepted this Period		
c. Final - Third Group			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

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

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**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.