**Construction Progress Schedule**

**U.S. Department of Housing**

OMB Approval No. 2577-0157 (Exp. 1/31/2017)

**and Urban Development**

Office of Public and Indian Housing

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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collecton displays a valid OMB control number.

Construction practices and HUD administrative requirements establish the need that HAs maintain certain records or submit certain documents in conjunction with the oversight of the award of construction contracts for the construction of new low-income housing developments or modernization of existing developments. These forms are used by HAs to provide information on the construction progress schedule and schedule of amounts for contract payments. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself

to confidentiality.

1. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)

2. City

3. State

5. Project Name

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

11. Number of Buildings

12. Number of Dwelling Units

13. Number of Rooms

(Submit as many

Year

pages as necessary

(yyyy)

to cover the

construction period.) Month

Actual Monthly Value, Work in Place

($)

|  |
| --- |
|  |
|  |

Contractor's Name

Title

Signature

Date (mm/dd/yyyy)

PHA/IHA

Title

Date (mm/dd/yyyy)

Approved by

Architect

Date (mm/dd/yyyy)

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Page 1 of 2

form **HUD-5372** (1/2014)

4. Location

6. Project Number

7. Contract For

8. Contract Time (Days)

To (mm/dd/yyyy)

9. From (mm/dd/yyyy)

10. Contract Price $

Submitted by

Approved by

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Actual Accumulated(%)Progress |   |   |   |   |   |   |   |
| Anticipated Monthly($)Value |   |   |   |   |   |   |   |
| Accumulated(%)Scheduled Progress |   |   |   |   |   |   |   |

**Instructions for Preparation of Construction Progress Schedule Form HUD-5372**

**General.** The information required for items 1 through 6 can be obtained from the contract documents. (7.) Enter the type of work awarded by the PHA/IHA. This may be "general construction," "plumbing," "heating," "electrical," etc., depending upon prime

**Charting Actual Progress.** The horizontal space extending through the monthly columns is divided into "Actual Monthly

Value of Work in Place – $" and Actual Accumulated Progress –

%.

progress and the actual value of work in place for that month, as the work progresses. An anticipated complete shutdown at some stage in the work because of adverse seasonal weather or other­wise, as may occur in road work, excavation (grading), etc., is readily shown by a gap.

" In each monthly column show the actual accumulated % of

contract awards. (8.) Enter the contract time in calendar days (unless otherwise stated). (9.) Enter the starting and completion dates as established by the Notice to Proceed.

**Year and Month.** At the top of the Schedule, space is provided for inserting the "Year" and "Month" to identify the times during which the work is to be performed.

**Year.** Enter the year when the Notice to Proceed was issued. If the starting date of the contract is such that the time assigned for completion will be carried into a succeeding year, two yearly designations will be shown, each centered over the applicable spread of time for each year.

The Contractor's name shall be placed in the lower left-hand corner of the form, together with the signature and title of the employee who prepared the Schedule and the date. The form then shall be sent to the Architect for review. If the Architect considers that changes are necessary to make the Schedule more realistic, it will withhold approval and so advise the Contractor. When the form is acceptable and approved by the Architect, and the PHA/ IHA, it will be returned to the Contractor, who shall reproduce and submit the number and style of prints required by the PHA/ IHA.

**Month.** The body of the Schedule is divided into Columns, each representing a period of one month. Starting in the Column with the month stated in the Notice to Proceed, enter at the top of each column the successive months corresponding to the entire spread of the total contract time. The Schedule must contain monthly columns to cover the entire active period of contract, with extra columns for possible overruns in contract time.

Normal building construction experience has proved that the rate of overall progress (as measured by work in place) accelerates slowly at the start, reaches its peak in the middle third of the construction period, and tapers down at the close. The data following illustrate the general average expectancy of a well-balanced operation and may be used as a guide. If the proposed progress lies within reasonable range of these check points, the Schedule may be considered satisfactory insofar as the time-performance feature is involved.

**Computation of Anticipated Monthly Value of Work in Place**

Before presenting the form for approval, enter in each monthly column the dollar value (omit cents) of the increment of work anticipated to be put in place during that interval of time. This shall be the Contractor's best estimate of the rate of progress for each month. This section contains a suggested guide for the elapsed contract time vs. progress percentages.

**% of**

**% of**

**Contract Accumulated**

The horizontal total of the monthly dollars shown for "Antici-pated Monthly Value" must equal the contract price shown in the heading.

**Time**

**Progress**

0

208

10

20

**Accumulated Scheduled Progress – %**

30

20

Entries on this line shall show in percentage of total completion the cumulative stage of progress that is scheduled to be reached at the end of each monthly interval. It is generally sufficient to state this anticipated progress to the nearest tenth of one percent, but for very large contracts it may be advisable to extend compu-tations to the nearest hundredth.

40

37

50

57

60

75

70

89

80

96

90

99

100

100

The entry for the first month's column should be the % obtained by the anticipated monthly dollar value of work in place at the close of the first month being divided by the contract price.

The foregoing percentages must be tempered by consideration of seasonal weather conditions and other known conditions which may affect the progress of the work. These percentages are offered for information only.

The entry for the second month's column is obtained by the sum of the anticipated monthly dollar values of work in place for Columns 1 and 2 being divided by the contract price.

Enter in the third month's column the percentage computed similarly, using the sum of dollar values of work in place for Columns 1, 2, and 3. Continue in this manner for the succeeding monthly columns until "100" is reached in the final column.

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Page 2 of 2

form **HUD-5372** (1/2014)