

# CIAP Budget /Progress Report

## Part I: Summary

Comprehensive Improvement Assistance Program (CIAP)

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

OMB Approval No. 2577-0044  
(exp. 04/30/2004)

HA Name	Modernization Project Number	FFY (yyyy) of Grant Approval
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Original CIAP Budget    
  Revised CIAP Budget/Revision Number \_\_\_\_\_    
  Progress Report for Period Ending (mm/dd/yyyy) \_\_\_\_\_    
  Final Progress Report

Line No.	Summary by Development Account	Total Funds Approved		Obligated	Total Funds Expended	
		Original	Revised			
1	Total Non-CIAP Funds					
2	1406 Operations (may not exceed 10% of line 16)					
3	1408 Management Improvements					
4	1410 Administration					
5	1415 Liquidated Damages					
6	1430 Fees and Costs					
7	1440 Site Acquisition					
8	1450 Site Improvement					
9	1460 Dwelling Structures					
10	1465.1 Dwelling Equipment—Nonexpendable					
11	1470 Nondwelling Structures					
12	1475 Nondwelling Equipment					
13	1485 Demolition					
14	1495.1 Relocation Cost					
15	1498 Mod Used for Development					
16	<b>Amount of CIAP Grant</b> (Sum of lines 2-14)					
17	Amount of line 16 Related to LBP Activities					
18	Amount of line 16 Related to Security					
19	Amount of line 16 Related to Section 504 Compliance					
20	Amount of line 16 related to Energy Conservation Measures					

Signature of Executive Director \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

**HUD Certification:** In approving this budget and providing assistance to a specific housing development(s), I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).

Signature of Director, Office of Public Housing / ONAP Administrator \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

# CIAP Budget /Progress Report

## Part II: Supporting Pages

Comprehensive Improvement Assistance Program (CIAP)

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

OMB Approval No. 2577-0044  
(exp. 04/30/2004)

Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended
			Original	Revised	Difference		

# CIAP Budget /Progress Report

## Part III: Implementation Schedule

Comprehensive Improvement Assistance Program (CIAP)

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

OMB Approval No. 2577-0044  
(exp. 04/30/2004)

Development Number	Architect/Engineer Contract Awarded			All Funds Obligated			All Funds Expended		
	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual

Public reporting burden for this collection of information is estimated to average 12 hours 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 collection displays a valid OMB control number.

This collection of information requires that each eligible applicant submit information to HUD after selected for funding in order to receive its grant. This information will be used by HUD to determine whether the applicant/grantee is meeting statutory and regulatory requirements related to funding and during implementation. Responses to the collection are required by Section 14(d) of the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

## Instructions for Preparation of Form HUD-52825, CIAP Budget/Progress Report, Part I

### Report Submission:

#### For the CIAP Budget:

When requested by HUD, prepare a separate form HUD-52825 (Parts I, II and III) for the modernization program, describing the activities which are planned to be undertaken with the CIAP funds. Submit the original and two copies (or any lesser number of copies as specified by HUD) of this form to the HUD Field Office. On an as-needed basis, submit a revised form when prior HUD approval is required to revise the CIAP Budget.

#### For the Progress Report:

For of each six-month period ending 9/30 and 3/31, complete the sections of Parts I, II and III as noted on a copy of the original or revised CIAP Budget and mark the box, Progress Report for Period Ending \_\_\_\_\_. Submit the form and two copies to HUD, together with the narrative report on management improvements, if applicable, within 30 calendar days after the end of the six-month period. Continue reporting every six months until all funds are expended.

### Part I: Summary

#### Heading Instructions:

**HA Name** - Enter the Housing Authority (HA) name.

**Modernization Project Number** - Enter the unique Modernization Project number designated for the CIAP grant. This number is an 13-digit alpha numeric code as follows: two-digit State code (alpha); two-digit Field Office code (numeric); P for Public Housing; three-digit HA number; three-digit Grant number, beginning

with the number "9"; and a two-digit Federal Fiscal Year (FFY) identifier. The first CIAP grant approved shall be 901; e.g., VA05P03690195. The second CIAP grant approved shall be 902; e.g., VA05P03690296.

**FFY of Grant Approval** - Enter the FFY in which the grant is being approved/was approved.

**Type of Submission** - Check the appropriate box and indicate whether the submission is the Original CIAP Budget, the Revised CIAP Budget (and revision number), or the Progress Report for Period Ending (enter date, e.g., 9/30/96 or 3/31/96). Also, check the box, Final Progress Report, if the form is being submitted for the last time for the particular modernization program.

#### Total Funds Approved:

**Lines 1 through 15** - For each line, enter the Original Total Funds Approved or zero if no work will be undertaken in a particular development account. For budget revision #1, enter any cost decrease or increase in the Revised Total Funds Approved. For budget revision #2, enter the previous Revised Total Funds Approved for revision #1 in the Original column.

**Line 16** - Amount of CIAP Grant - Enter the sum of lines 2 through 15 in the Original Total Funds Approved column. After initial approval by HUD, the sum of lines 2 through 15 in the Revised Total Funds Approved column may not exceed line 16 in the Original Total Funds Approved column.

**Line 17** - Amount of line 16 Related to Lead-Based Paint (LBP) Activities - Enter the amount of line 16 related to LBP activities in the Original Total Funds Approved column and, as appropriate, in the Revised Total Funds Approved column.

**Line 18** - Amount of line 16 Related to Section 504 Compliance - Enter the amount of line 16 related to Section 504 compliance in the Original Total Funds Approved column and, as appropriate, in the Revised Total Funds Approved column.

**Line 19** - Amount of line 16 Related to Security - Enter the amount of line 16 related to security in the Original Total Funds Approved column and, as appropriate, in the Revised Total Funds Approved column.

**Line 20** - Amount of line 16 Related to Energy Conservation Measures - Enter the amount of line 16 related to energy conservation measures in the Original Total Funds Approved column and, as appropriate, in the Revised Total Funds Approved column.

#### Total Funds Obligated/Expended:

At the end of the reporting period, i.e, 9/30 and 3/31, for each modernization program for which funds are still being expended, complete this section.

**Lines 1 through 15** - For each line, enter the cumulative Total Funds Obligated and Expended at the end of the reporting period.

**Line 16** - Enter the sum of lines 2 through 15 for obligated and expended.

**Lines 17 through 20** - For each line, enter the amount of line 16 for obligated and expended.

**Instructions for Preparation of Form HUD-52825,  
CIAP Budget/Progress Report, Part II**

**Part II: Supporting Pages**

**Development Number** - Enter the abbreviated number (e.g., VA-36-1) of the development where the work items will be undertaken. Enter "HA-wide" for work items that relate to an HA-wide activity (e.g., management improvements, administration, non-dwelling equipment).

**Description of Work Items** - For each development listed, enter a description of all work items (physical or management, as applicable) that will be undertaken at that development, including work that will be funded with non-CIAP funds and no cost items, before listing work items to be undertaken at other developments. Identify work items that will be accomplished by Force Account labor by entering (FA) in parenthesis next to the work item. PHAs that are designated as both overall high performers and Mod-high performers under the PHMAP do not have to identify work items that will be accomplished by FA. After entering all work items for all developments being funded, enter a general description of HA-wide activities, such as management improvements, administrative costs, equipment, etc. When work items are subsequently deleted, draw a line through the Description, Development Account Number, and Funds Approved. When work items are subsequently added, enter the new work item under the appropriate development number. Enter the quantity of the work as a percentage or whole number. Specify the per unit cost or the quality of materials. **Note:** Describe administrative costs in sufficient detail to clearly identify items.

**Development Account Number** - For work items that will be funded from CIAP funds, enter the appropriate development account which corresponds to the work item described under the Description of Work Items column. For appropriate development accounts, refer to Handbook 7485.1 (latest revision). Where funding will be provided from non-CIAP sources, or the work is a no cost item, enter "NA".

**Funds Approved:**

**Original** - For each work item and HA-wide activity described, enter the Original Funds Approved. Where appropriate, add a reasonable contingency amount to each work item and indicate the percentage. Asterisk the estimated cost of each work item that will be funded with non-CIAP funds. After listing the estimated cost for all work items at a particular development, enter a subtotal of the estimated cost of only the work items that will be funded from CIAP funds. **(Note:** Do not count costs that have been asterisked in this subtotal). Enter a grand total for Part II of only the work items and HA-wide activities that will be funded with CIAP funds.

**Revised** - Where the funds approved is revised, enter a Revised Funds Approved as appropriate.

**Difference** - Enter the difference between the Original and Revised Funds Approved. If the cost increases, put a plus (+) in front of the dollar amount. If the cost decreases, put a minus (-) in front of the dollar amount. When a new work item is subsequently added, enter zero in the original column, show the cost in the revised column and in the column marked difference and put a plus (+) in front of the dollar amount. When a work item is subsequently deleted, show the original cost in the column marked difference and put a minus (-) in front of the dollar amount. Each time there is an increase or decrease in the dollar amount for a particular work item, it must be offset by a corresponding increase or decrease in another work item so that the Revised Total Funds Approved is equal to the amount of the CIAP grant. When prior HUD approval is required before obligating additional funds, complete this form with the appropriate revisions and mark the box Revised CIAP Budget Revision Number \_\_\_\_\_.

**Funds Obligated-Funds Expended** - At the end of each reporting period for each CIAP grant with a separate Modernization Project Number for which funds are still being expended, complete the section on Funds Obligated and Funds Expended.

**Funds Obligated** - In this column, for each development listed, enter the cumulative dollar amount of all funds obligated for that development opposite the Funds Approved subtotal. This includes funds obligated by the HA for work to be performed by contract labor (i.e., contract award) and force account labor (i.e., work actually started). Funds that are recorded as being obligated shall remain obligated so that total funds obligated are always greater than or equal to total funds expended. Total funds obligated shall not exceed the amount of the CIAP grant. For each HA-wide activity listed, enter the total amount of all funds obligated for that activity opposite the Funds Approved subtotal.

**Funds Expended** - In this column, for each development listed, enter the cumulative dollar amount of all funds expended for that development opposite the Funds Approved subtotal. Total funds expended means cash actually disbursed and does not include retainage. Total funds expended shall not exceed total funds obligated or the amount of the CIAP grant. For each HA-wide activity listed, enter the dollar amount of funds expended for that activity opposite the Funds Approved subtotal.

**Instructions for Preparation of Form HUD-52825,  
CIAP Budget/Progress Report, Part III**

**Part III: Implementation Schedule:**

**Development Number** - Enter the abbreviated number (e.g., VA 36-1) of each development listed on Part II. Enter "HA-wide" for work items that relate to HA-wide physical or management improvements.

**Implementation Schedule - Architect/Engineer Contract Awarded** - Opposite each development, and for each HA-wide physical improvement, enter the estimated quarter ending date for award of the architect/engineer (A/E) contract under the Original column. After initial approval by HUD, enter any revised quarter ending date for award of the A/E contract under the Revised column. When the A/E contract is awarded, enter the quarter ending date under the Actual column.

**Implementation Schedule - All Funds Obligated** - Opposite each development and for each HA-wide physical or management improvement, enter the estimated quarter ending date for obligation of all funds under the Original column.

**Note:** Provide an implementation schedule only for HA-wide physical or management improvements, not for other HA-wide activities (e.g., administration, non-dwelling equipment).

After initial approval by HUD, the HA may revise the target date for fund obligation for delays outside of the HA's control. The HA is required to request HUD approval to revise target dates for delays within the HA's control. Enter any revised quarter ending date for obligation of all funds under the Revised column. When all funds are obligated, enter the quarter ending date under the Actual column.

**Implementation Schedule - All Funds Expended** - Opposite each development and for each HA-wide physical or management improvement, enter the estimated quarter ending date for expenditure of all funds under the Original column.

**Note:** Provide an implementation schedule only for HA-wide physical or management improvements, not for other HA-wide activities (e.g., administration, non-dwelling equipment).

After initial approval by HUD, the HA may revise the target date for fund expenditure for delays outside of the HA's control. The HA is required to request HUD approval to revise target dates for delays within the HA's control. Enter any revised quarter ending date for expenditure of all funds under the Revised column. When all funds are expended, enter the quarter ending date under the Actual column.

**Note:** Attach an explanation of any revisions to the target dates for A/E contract award, fund obligation, or fund expenditure by specifying the delay outside of the HA's control or the date on which HUD approved a revised target due to delays within the HA's control.