

---

APPENDIX 1

Instructions

The Performance Profile is used to assess overall PHA performance. It is updated annually at the beginning of the PHA's fiscal year and contains information covering a five year period.

Refer to the sections of handbook 7460.7 given below for assistance in filling out Items 1 through 7:

1. See chapter 11, page 11-7, item 11 or item 12.
2. See chapter 11, page 11-8, item 8 or item 9.
3. See chapter 11, page 11-9, item 3 or item 5.
4. See chapter 11, page 11-10, item 5 or item 6.
5. See chapter 11, page 11-12, item 5 or item 7.
6. See chapter 11, page 11-13, item 2.
7. See chapter 11, page 11-15, item 3.

8.a.and b. Form Hud-52295, Report of Tenants Accounts Receivable (TARs):

- 8.a. Item D5.
- 8.b. Item E5, column a.

9.a.through 9.f. The amount shown should be the amount approved per unit month (PUM), from the end of the year Statement of Operating Receipts and Expenditures, form HUD-52599:

- 9.a. Line 170 (Actual PUM).
- 9.b. Line 240 (Actual PUM).
- 9.c. Line 390 (Actual PUM).
- 9.d. Line 510 (Actual PUM).
- 9.e. Line 520 (Actual PUM).
- 9.f. Line 550 (Actual PUM).

10.a.and 10.b. This ratio is derived by obtaining the total number of Full-Time Equivalent (FTE) employees (e.g., two persons working

11.a. and b. This amount shall reflect the eligibility for operating subsidy at the beginning of the PHA's fiscal year. (Form HUD-52723, Calculation of Performance Funding System Operating Subsidy, Part E, Line 32.) Adjustments may be based on subsequent revisions.

Refer to form HUD-52723, Calculation of Performance Funding System Operating Subsidy:

- 11.a. Part A, Line 07.
- 11.b. Part A, Line 08.

12.a. The amount of approved funding for CIAP programs may be obtained from form HUD-52826, Schedule of Modernization Expenditures Part I, Summary - Modernization Project Expenditures.

12.b. The amount of unobligated funding may be obtained by subtracting the total amount of funds obligated shown on form HUD-52826 from the total amount of approved funding.

12.c. The amount of emergency funding (included in 12a and 12b) approved for outstanding CIAP programs.

16.a.,b.,c. Field Office correspondence with the PHA.

half-days are considered as one FTE) whose salaries are charged on the PHA Operating Budget (form HUD-52566, Schedule of All Positions and Salaries), and dividing that number into the total number of PHA-owned units. The number is expressed as a ratio, e.g., one employee for every 80 units, or 1:80.

Refer to the Low Rent Housing Accounting Handbook, 7510.1, Chapter 3, Section 13, for definitions of administrative and maintenance employees.

10a. Administration. Employees whose salaries are charged to the Administration, Protective Services and Tenant Services Accounts on the PHA Operating Budget.

10b. Maintenance. Employees whose salaries are charged to the Ordinary Maintenance and Operations, Utility Labor and Nonroutine Maintenance Accounts on the PHA Operating Budget.

17.a.through c. Form HUD-52564, Operating Budget:

- 17.a. Line 420.
- 17.b. Line 720.
- 17.c. Sum of lines 230, 430 and 480.
- 17.d. Sum of lines 270, 380 and 420.
- 17.e.through g. Source:

PHA field trips and reviews.

Attach additional pages if necessary.