

Secretary's Representatives;  
Public Housing Directors;  
Administrators, Area Offices  
of Native American Programs;  
Public Housing Agencies; Indian  
Housing Authorities; Resident  
Management Corporations (RMCs); Resident  
Councils (RCs); Resident Organizations (RO)

NOTICE PIH 96-48(HA)  
Issued: 7/2/96  
Expires: 7/31/97

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Subject: Tenant Opportunities Program (TOP) Semi-Annual Report  
Form (HUD-52370)

1. **PURPOSE:** This Notice transmits the new Tenant Opportunities Program (TOP) Semi-Annual Report, Form HUD-52370.
2. **BACKGROUND:** The grantees participating in the Resident Management/Tenant Opportunities Program (RM/TOP) are required to submit semi-annual reports that evaluate the progress in carrying out the approved TOP workplan/budget. The grantees shall submit Program Progress Reports on a semi-annual basis for the periods ending June 30 and December 31. The reports must be submitted to HUD within 30 days after the end of each semi-annual reporting period. No grant payments will be approved for drawdown through the Line of Credit Control System/Voice Response System for grantees with overdue progress reports.
3. **APPLICABILITY:** This Notice applies to:
  - A. Resident Councils (RCs), Resident Management Corporations (RMCs), and Resident Organizations (ROs), with FY 1988 - FY 1995 and any subsequently funded Resident Management/Tenant Opportunities Program Technical Assistance Grants (RM/TOP TAG).
  - B. HUD Field Offices of Public Housing (OPHs) and HUD Area Offices of Native American Programs (AONAPs).
  - C. Public Housing Agencies, including Housing Authorities funded on behalf of RCs/RMCs/ROs in FY 1988.

D. National Resident Organizations (NROs), Regional Resident Organizations (RROs), and Statewide Resident Organizations (SROs).

4. **SUBMISSION REQUIREMENTS:** All RM/TOP Grantees are required to submit the Form HUD-52370.

A. The first submission of the Form HUD-52370, along with SF-269A Financial Status Report by all grantees must be received by HUD, on or before July 30, 1996, for the quarter ending June 30, 1996.

B. One completed copy of the form must be submitted to the appropriate Field Office (FO), and one copy must be sent to:

Aspen System  
Resident Initiatives Clearinghouse  
1600 Research Blvd.  
Mail Stop 3K  
Rockville, MD 20850

5. **DIRECTION:**

1. The FO must provide a copy of Form-HUD 52370 to each RM/TOP grantee under its jurisdiction.
2. Once the semi-annual form has been received, the FO should review the report for completeness and accuracy.
3. The FO should forward any changes to the OCRI Clearinghouse, within 30 days after receipt of reports.

6. **POINTS OF CONTACT:**

Questions regarding the form should be directed to Stephanie McQueen at (202) 708-3611 ext. 4220 or the local FO.

\_\_\_\_\_/s/\_\_\_\_\_  
Kevin E. Marchman  
Acting Assistant Secretary for

Public and Indian Housing

Attachment(Form is not attached.)

The Notice and the form are being printed and will be distributed expeditiously.