

**Pennsylvania Housing Finance Agency  
Philadelphia Escrow and Waiver Programs**

**Quarterly Activity Report**

**I. Participant Information**

Quarter Ending:	PHFA Property #:
Site(s) Served:	Occupied Units/Total Units:
Service Provider:	Telephone:
Person Compiling Activity Report:	

<b>II. Quantitative Program Data</b>	<b>Current Quarter</b>	<b>Year to Date Total</b>
<b>A. GENERAL INFORMATION</b>		
1. Number of Family Needs Assessments completed		
2. Number of new residents		
3. Number of move-outs		
Positive: Family chooses to move w/ appropriate notice		
Negative: Eviction or family vacates without notice		
4. Resources Leveraged (Dollar Amount)		
<b>B. FAMILY SUPPORTIVE SERVICES</b>		
1. Total number of unduplicated group activities held		
2. Total number of unduplicated residents participating in group activities		
3. Total number of unduplicated direct services provided by on-site service provider to families		
4. Number of referrals made to outside service providers		
<b>C. PROPERTY MANAGEMENT</b>		
1. Number of referrals received from Property Management relating to lease violations		
2. Number of referrals received from Property Management relating to late payment or no payment of rent		
3. Number of referrals received from Property Management relating to poor housekeeping		
4. Number of referrals received from Property Management relating to potential evictions or actual evictions		

The worksheets labeled A-E will assist you in completing the above information. Please submit the worksheets with your quarterly activity report. If you have questions, call 610.270.1989.

## PHFA Escrow and Waiver Programs Quarterly Report

### Leveraged Resources (Worksheet A)

List the various agencies involved in helping to achieve Family Supportive Services Program goals this quarter. Be sure to state the type of assistance or support leveraged. Include the estimated in-kind cost, cash, or program dollars leveraged. Enter the total leveraged resources under Section A, General Information, line 4, of the Quarterly Activity Report form.

PHFA Property \_\_\_\_\_ Quarter Ending \_\_\_\_\_

**EXAMPLE:**

Agency	Type of Assistance or Support	Amount Leveraged
St. Neighborhood's Church	Donated space to hold 4 Workshops this quarter (usually charges \$50 an event).	\$200
Community Pool	Reduced tickets for swimming. Charges \$2 instead of \$3 (at 20 children x 4 trips this quarter)	\$80
Job Training Association	Employment Advisor on-site 4 hrs/wk to counsel interested residents. Estimated at \$12/hr for 12 weeks.	\$576
Property Management Co.	Provided subsidy for 8 children to attend summer camp (\$45 per child).	\$360
Summer Food Program	Provides lunch to 25 children for 10 weeks, three days a week. Estimated at \$1.50 per meal.	\$1,125
Local Grocery Store	Donated 10 gift certificates at \$5.00/each.	\$50
<b>Total Leveraged Resources</b>		<b>\$2,391</b>

Agency	Type of Assistance or Support	Amount Leveraged
TOTAL AMOUNT LEVERAGED (insert total Section A line 4)		







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**Property Management Referrals (Worksheet E)**

Please include actions taken by the service provider and status or outcomes of those actions for all referrals received from property management. Enter totals for each type of referral in Section C, Property Management, lines 1-4, of the Quarterly Activity Report form. Note that you will need to combine figures for actual eviction and consideration for eviction for line 4.

PHFA Property \_\_\_\_\_ Quarter Ending \_\_\_\_\_

<b>Type of Referral</b>	<b>No.</b>	<b>Actions Taken</b>	<b>Status or Outcome(s)</b>
Lease Violation			
Late or Non Payment of Rent			
Poor Housekeeping			
Eviction (Actual)			
Eviction (Consideration)			
Other			