

**Pennsylvania Housing Finance Agency
Pennsylvania Family Resource Center Program**

Quarterly Progress and Expense Report

Property Name:	Manager's Name:
<p>I certify that the information contained in this Progress and Expense Report is complete, true and accurate.</p> <p>Manager Signature: _____</p>	
Date:	Telephone:
Section 1: Program Objectives and Targeted Outcomes - Progress	
<p>Program Objective 1: Progress:</p>	
<p>Program Objective 2: Progress:</p>	
<p>Program Objective 3: Progress:</p>	
<p>Program Objective 4: Progress:</p>	

Section 2: Lease Infractions and Referrals					
Infraction	Total # of Households This Quarter	# Referred to Service Provider	Positive Outcomes	Unresolved	Evictions
Late or non-payment of rent					
Poor Housekeeping					
Other_____					
Other_____					
Other_____					
TOTAL:					
*Status of unresolved cases:					

Section 3: Resources Leveraged		
EXAMPLES:		
Agency	Type of Assistance or Support	Amount Leveraged
St. Neighborhood's House of Praise	Donated classroom 4 times (usual charge \$50/event).	\$200
Community Theatre	Donated 25 tickets for theatre (25 tickets @ \$20 ea).	\$500
Job Training Association	Employment advisor on-site 4 hr/wk. \$12/hr for 12 wks.	\$576
Total Leveraged Resources		\$1276

Agency	Type of Assistance or Support	Amount Leveraged
TOTAL AMOUNT LEVERAGED:		

Property Name: _____

PHFA #: _____

Person Completing Form: _____

Telephone Number: _____

For the Period _____ to _____

Section 4: Quarterly Expenses					
	1	2	3	4 (col 2 + 3)	5 (col 1 – 4)
Budget Category	Annual Approved Budget	Expenses from Prior Quarter(s)	Expenses from Current Quarter	Expenses To Date	Balance of Funds Available
Personnel Title:					
1.					
2.					
3.					
4.					
5.					
<hr/>					
Subtotal Personnel					
Tax/Benefits @ _____ %					
Total Payroll and Benefits*					
<hr/>					
Program Expenses					
1.					
2.					
3.					
4.					
5.					
Total Program Expenses					
<hr/>					
Administrative Costs					
<hr/>					
TOTALS					
<hr/>					
PHFA Funds					
Funds from Other Sources					