SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
REPORT ON PROGRAM UTILIZATION

Contractor:_____   **Reporting Period:**_____**(Month/Year)**

	COLUMN A TOTAL VOUCHERS AUTHORIZED	COLUMN B VOUCHERS OUTSTANDING	COLUMN C VOUCHERS UNDER LEASE	COLUMN D LEASED TO ELDERLY OR DISABLED
LINE 1				
LINE 2 PERCENT				

INSTRUCTIONS FOR LINE 1:

Column A: Enter the total number of vouchers authorized.

Column B: Enter the total number of voucher holders looking for a unit but not yet under lease PLUS the total number of voucher holders under lease from Column C.

Column C: Enter the total number of voucher holders with leased units under a HAP contract (include $0 HAPs).

Column D: Enter the number of voucher holders leased whose head of household is elderly or disabled.

INSTRUCTIONS FOR LINE 2 (Determines your rate of utilization for the number of vouchers allocated.)

Column A: Enter 100% for the total number of units authorized.

Column B: Divide Column B by Column A and enter the percent of vouchers outstanding.

Column C: Divide Column C by Column A and enter the percent of vouchers under lease.

Column D: Divide Column D by Column A and enter the percent of vouchers leased to elderly or disabled households.

Prepared by:_____ **Title:**_____ **Date Submitted:**_____

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