### SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
#### REPORT ON PROGRAM UTILIZATION

Contractor: ____________________________ Reporting Period: _________________ (Month/Year)

<table>
<thead>
<tr>
<th></th>
<th>COLUMN A</th>
<th>COLUMN B</th>
<th>COLUMN C</th>
<th>COLUMN D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL VOUCHERS AUTHORIZED</td>
<td>VOUCHERS OUTSTANDING</td>
<td>VOUCHERS UNDER LEASE</td>
<td>LEASED TO ELDERLY OR DISABLED</td>
</tr>
<tr>
<td>LINE 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINE 2 PERCENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

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Prepared by: ____________________________  Title: ____________________________  Date Submitted: _________________

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