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APPENDIX 3

INSTRUCTIONS FOR THE PREPARATION, MAINTENANCE AND SUBMISSION  
OF THE FORM HUD-52420, MANAGEMENT OPERATIONS CONTROL CHART  
(MOCC)

1. Purpose. All Field Offices involved in the Low-Income Public Housing Program shall, through their Assisted Housing Management Branch, prepare, maintain and submit to the Regional Public Housing Director all Management Operations Control Charts (MOCCs). The MOCCs shall be used to record scheduled and actual dates of reviews, audits and surveys, thus permitting the Region to evaluate the scheduled workload and monitor the actual progress on a continuous basis. They will also keep Headquarters informed of the status of the monitoring of low-income housing programs HUD-wide. The MOCC shall be kept current by all Field Offices and posted in a location accessible to all concerned personnel.
2. Maintenance and Submission. The MOCC shall be submitted quarterly by all Field Offices to the Regional Public Housing Director to reflect accomplishments, in time to be evaluated, assembled with other field office charts and forwarded as a Regional package to Headquarters in time to arrive no later than the 20th day of the month following the end of each quarter. Upon receipt of the MOCCs the Regional Office shall check carefully to be certain that all Field Offices have responded as required and to ascertain the accuracy of the contents and determine if they are consistent with the Regional Plan for the fiscal year. Copies of the MOCCs shall be distributed by Field Offices as follows:
  - a. Regional Offices - Submit two (2) copies of the MOCC; one (1) copy for the Public Housing Director, who will forward one (1) copy along with all other Field Offices MOCCs, as a regional package to:
  - b. Headquarters - Director, Office of Public Housing, Attention: Project Management Division.
  - c. Field Office - Field Office Manager one (1) copy.
  - d. Director, Housing Management Division one (1) copy.
  - e. Regional Director, Office of Fair Housing and Equal Opportunity one (1) copy.
  - f. Assisted Housing Management Branch - which will maintain the original updated copy-one (1) copy.
3. Preparation of MOCCs. MOCC shall be prepared as of December 31, March 31, June 30, September 30. Since September 30 closes the fiscal year, two (2) MOCCs are to be submitted as follows:
  - a. One MOCC showing completion for the end of the current

fiscal year.

- b. One MOCC showing a twelve (12) month schedule for the ensuing fiscal year beginning October 1.
- c. Future Fiscal Year Scheduled Work - The MOCC dated October 1, to be prepared and distributed at the beginning of each fiscal year, shall show the scheduled work to be completed on reviews, audits and surveys during the fiscal year.

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- d. Actual Work Planning. The MOCC shall also reflect all work scheduled but not completed on the accompanying September 30 chart for the previous year.
4. Explanation of Horizontal Line Spaces. Each line on the MOCC is divided into four spaces: OS-Original Schedule, RE-Revised Schedule, A-Actual and BL-Bar Line.
- a. OS - Original Scheduled Dates. Prior to the beginning of each fiscal year, the Assisted Housing Management Branch Chief shall provide the designated staff with the scheduled dates for the ensuing fiscal year. When the original scheduled dates are posted to the MOCC, they shall not be removed or revised, unless deemed necessary by the Chief, Assisted Housing Management Branch, and so noted in the Comment Column. The original scheduled space shall also be used when additional PHAs are scheduled, subsequent to the submission of the October 1st MOCC.
  - b. RS - Revised Schedule Dates. These dates reflect changes that have been made in the original schedule dates. However, original dates must remain intact as stated above. The RS date shall consist of the month and year: for example, 6/86.
  - c. A - Actual Dates. Dates recorded on the MOCC must indicate the actual accomplishments and should consist of the month and year: for example 6/86.
  - d. BL - Bar Line for internal Field Office use only; can be used as a visual aid.

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