This Notice is soliciting comments from members of the public and affected agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) enhance the quality, utility, and clarity of the information to be collected; and (4) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated collection techniques or other forms of information technology; *e.g.,* permitting electronic submission of responses.

This notice also lists the following information:

Title of Proposal: Admission To, and Occupancy of, Public Housing: Admission and Tenant Selection Policies, Verification, Notification, Preference, Waiting List, Exemption of Police Officers.

OMB Control Number: 2577–0220.

Description of the need for the information and proposed use: Statute requires HUD to ensure the low-income character of public housing projects and to assure sound management practices will be followed in the operation of the project. Public Housing Agencies (PHAs) entered into an Annual Contribution Contract (ACC) with HUD to assist low-income tenants. HUD regulations, Part 960, provide policies and procedures for PHAs to administer the low-income public housing program for admission and occupancy. PHAs must develop and keep on file admission and occupancy policies including the plan for eligibility of police officers which is approved by HUD. PHA compliance will support the statute; HUD can ensure that the low-income character of the project and that sound management practices will be followed.

Agency form number: None.

Members of affected public: State, Local government; Resident Organizations.

Estimation of the total number of hours needed to prepare the information collection including number of respondents, frequency of response, and hours of response: 3,300 respondents, 1 response per respondent, 3,300 total responses, 344,800 (3.300x10.4 hours) total burden hours.

Status of the proposed information collection: Reinstatement, without change.

Authority: Section 3506 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, as amended.

Dated: December 12, 2000.

Milan Ozdinec,

Acting General Deputy Assistant Secretary for Public and Indian Housing.

[FR Doc. 00–32219 Filed 12–18–00; 8:45 am]

BILLING CODE 4210–33–M

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR–4563–N–20]

Notice of Proposed Information Collection for Public Comment for the Public Housing Development and Mixed-Finance Development of Units; Proposal, Financial Feasibility, Site Information, Turnkey Method, Evidentiary Materials

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below will be submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

DATES: *Comments Due Date:* February 20, 2001.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control number and should be sent to: Mildred M. Hamman, Reports Liaison Officer, Public and Indian Housing, Department of Housing and Urban Development, 451 7th Street, SW., Room 4238, Washington, DC 20410–5000.

FOR FURTHER INFORMATION CONTACT: Mildred M. Hamman, (202) 708–3642, extension 4128, for copies of the proposed forms and other available documents. (This is not a toll-free number).

SUPPLEMENTARY INFORMATION: The Department will submit the proposed information collection to OMB for review, as required by the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35, as amended).

This Notice is soliciting comments from members of the public and affected agencies concerning the proposed collection of information to: (1) Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (3) enhance the quality, utility, and clarity of the information to be collected; and (4) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated collection techniques or other forms of information technology; *e.g.,* permitting electronic submission of responses.

This Notice also lists the following information:

Title of Proposal: Public Housing Development and Mixed-Finance Development of Units; Proposal, Financial Feasibility, Site Information, Turnkey Method, Evidentiary Materials.

OMB Control Number: 2577–0033.

Description of the need for the information and proposed use: Public Housing Agencies (PHAs) must provide information to HUD before a proposal can be approved for development or mixed-finance development. The information on HUD-prescribed forms provides HUD with sufficient information to enable a determination that funds should or should not be reserved or a contractural commitment made. For mixed-finance development, HUD must ensure that the Federal investment of funds in a public housing project is secure and that proposed public housing units are made available only to eligible low-income families. This information collection is necessary for HUD to conduct a subsidy layering analysis pursuant to Section 102(d) of the HUD Reform Act of 1989.

Agency form number: HUD–52483–A, HUD–52482, HUD–51971–I, HUD–51971–II, HUD–52651–A, HUD–52485.

Members of affected public: State or Local Government.

Estimation of the total number of hours needed to prepare the information collection including number of respondents, frequency of response, and hours of response: 334 respondents, annually, 23 hours average per response; total annual reporting burden 7,595 hours.

Status of the proposed information collection: Extension, without change.

Authority: Section 3506 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, as amended.

Dated: December 12, 2000.

Milan Ozdinec,

Acting General Deputy Assistant Secretary for Public and Indian Housing.

BILLING CODE 4210–33–M

Offer of Sale of Real Property

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (Exp.)

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0033), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information is required for developing a public housing project pursuant to HUD regulations 24 CFR 941. The information will be used to provide HUD with sufficient information to enable a determination that funds should or should not be reserved or a contractual commitment made. This information collection is mandated pursuant to the U.S. Housing Act of 1937. The information requested does not lend itself to confidentiality.

1. In consideration of the sum of $ _____ and other valuable consideration herein called "option price," the receipt whereof is hereby acknowledged, the undersigned (**hereinafter called the "seller"**), being the owner of the property described below, hereby offers and agrees to sell and convey the property to the _____

   _____

   (hereinafter called the "Public Housing Agency" (PHA) or its assignee or nominee for the sum of $ __ _____.

   In the event that a Purchase Agreement (form HUD-51971-II) is executed but closing cannot be consummated for the reasons stated in paragraph 3 or 5 of the Purchase Agreement, the seller hereby agrees that the option price or portion thereof shall be returned to the PHA as provided in the Purchase Agreement.

2. The property is located in (**city or town and county**) _____

   _____

   in the State of _____
   and the property is described as follows (**include street address or other specific location, attach list of any renter occupants by name, address, and number of persons in household, and identify any exceptions to the offer**):

3. This offer shall be irrevocable for a period of _____ days (**insert at least 90 days**) from the date hereof and shall remain inforce thereafter until terminated by the seller by giving 30 days prior written notice to the PHA of such termination. Until the offer is terminated, the PHA or its designee shall have the right to entersaid property for the purpose of appraisal, survey and inspection.

4. The PHA shall evidence acceptance of this offer by executing at least three copies of form HUD-51971-II, Purchase Agreement, a copy of which is attached as an exhibit, and by mailing at least two executed copies to the seller at the address specified below so that the seller may execute both copies and return one to the PHA.

5. Upon closing, the seller shall: (a) convey (**subject to any exceptions specifically set forth in paragraph 2 hereof and liens for current taxes and assessments**) to the PHA or its designee or nominee by general warranty deed a good and marketable fee-simple title thereto, together with all improvements, hereditaments, and appurtenances thereunto belonging, free and clear of all liens, easements, restrictions, delinquent taxes and assessments, leases and encumbrances of any kind, existing or inchoate, with proper release of dower, curtsy, and waiver of homestead rights, if any, together with all of the seller's rights, title, and interest in and to any streets or alleys adjoining or abutting thereon; (b) provide documentary evidence that the zoning permits the PHA's proposed use of the property; and (c) deliver possession to the PHA which shall be responsible for relocation of any renter occupants in accordance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

6. Loss or damage to the property by any cause shall be at the risk of the seller until title has been conveyed to the PHA.

7. The seller agrees, so long as this offer remains in effect, not to sell, mortgage, encumber, or otherwise dispose of the property or any part thereof, or interest therein, except to the PHA.

8. This offer is made voluntarily. The PHA will not use its power of eminent domain to acquire this property if the seller and the PHA are unable to reach an amicable agreement as to the purchase price. The PHA will inform the seller of the amount it believes is the fair market value of the property. If that amount is less than the proposed sale price in paragraph 1 of this Offer of Sale, the seller may withdraw the offer and return the option price to the PHA. The seller understands that the seller is not and will not be eligible to receive relocation assistance under the URA implementing regulations at 49 CFR Part 24, or HUD program regulations. This offer shall be binding upon the seller and the seller's heirs, executors, administrators, successors, and assignees.

Witness	Seller
	Date , 19
Witness	Address

Purchase Agreement

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 ( )

Public Reporting Burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0033), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

1. The _____ (hereinafter called the "Public Housing Agency" (PHA) agrees to purchase, and _____ (hereinafter called the "seller") agrees to sell, the property described in paragraph 2 of the attached Offer of Sale of Real Property (form HUD-51971-I, executed by the seller on _____ (date)(hereinafter called the "Offer of Sale"), for the sum of $ _____. The Department of Housing and Urban Development (hereafter called "HUD") has, on the basis of its appraisal, determined the fair market value of the property to be $ _____. (If the fair market value of the property is greater than the price specified in paragraph 1 of the Offer of Sale, the seller may withdraw its offer of sale. If the seller withdraws the offer of sale, the option price shall be returned to the PHA). The Purchase Agreement incorporates all conditions stated in the Offer of Sale.
2. The PHA shall specify the place and time of closing, which shall not be more than 90 days after the date of seller's execution of this Purchase Agreement or such later date as may be acceptable to seller; however, if additional time is needed for required zoning changes, the closing date shall be extended for an additional 90 days or such additional time as may be acceptable to seller.
3. Upon closing, the seller shall deliver title to the property in compliance with paragraph 5 of the Offer of Sale. If there are defects in the title which can be remedied by legal action within a reasonable time as agreed to by the seller and the PHA, the seller shall take such action promptly at the seller's own expense and the date for closing shall be extended for such period of time. If there be defects in title which cannot be or are not remedied within such time, this Purchase Agreement shall be terminated, the seller shall return the option price to the PHA and both parties shall be released from all liability for damages by reason of any defect in title.
4. Prior to closing, the site must be determined to meet the requirements of HUD. The seller grants permission to the PHA or its designee to enter said property for the purpose of conducting the following studies or tests which must be completed to make the determination, prior to closing, that the property meets HUD requirements:
5. In the event that title is in compliance with paragraph 5 of the Offer of Sale, but closing cannot be consummated because the studies or tests result in a determination that the site does not meet HUD requirements, or any required zoning changes have not been obtained, one-half of the option price as provided in paragraph 1 of the Offer of Sale shall be returned to the PHA.
6. All expenses of examination of title, transfer tax, and of preparation and recording the Deed shall be paid by the PHA. Payment of the above-stated purchase price shall be made upon transfer of title to the PHA.
7. Current taxes shall be prorated as of the time of closing. Any outstanding special assessments or future installments thereon, remaining unpaid against the property shall be paid in full at time of closing by the seller.

Certification: We hereby certify that to the best of our knowledge and belief no member, officer, or employee of the PHA, no official of the locality (city, county, etc.) and no member of the locality's governing body has any interest, direct or indirect, in this Purchase Agreement or in any proceeds or benefits arising therefrom.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

PHA Execution		**Seller Execution**	
Signature	Date	Signature	Date
Title of PHA Official		Title	
PHA Address		Address	
Witness		Witness	
Notary		Notary	

Form HUD-51971-I, Offer of Sale of Real Property

Form HUD-51971-II, Purchase Agreement

1. **Purpose:** A Public Housing Agency (PHA) is responsible for selecting a site or property for its proposed public housing project under the conventional and acquisition methods. As stated in the form HUD-51971-I, Offer of Sale of Real Property (**Offer of Sale**), the offer is voluntary and the PHA will not use its power of eminent domain to acquire the property if the seller and the PHA are unable to reach an amicable agreement on the purchase price. Paragraph 1 of the Purchase Agreement indicates the amount HUD believes is the fair market value of the property. As a consequence of these disclosures, the purchase is not subject to any of the policies of Title III (Uniform Real Property Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and the seller is not eligible for relocation assistance. Renter-occupants of the property are, however, eligible for relocation assistance under Title II (Uniform Relocation Assistance) of the URA. All documentation evidencing the voluntary nature of the transaction, e.g., invitation, newspaper and other listings, etc., must be retained by the PHA. The form HUD-51971-II, Purchase Agreement, is to be used by the PHA to indicate the amount which the PHA is authorized to pay to purchase the site or property and to identify any studies or tests required to determine if the site or property meets HUD requirements.

2. **Prepared By:** The form HUD-51971-I, Offer of Sale, is completed by a prospective seller. The form HUD-51971-II, Purchase Agreement, is prepared by the PHA and executed by both the PHA and the seller. Adaptations required by state or local law may be made to forms HUD-51971-I and HUD-51971-II with the approval of the HUD Office Counsel.

3. **Number:** At least three executed copies of the form HUD-51971-I, Offer of Sale, and form HUD-51971-II, Purchase Agreement.

4. **Distribution:** As an attachment to its PHA proposal, a PHA shall submit one copy of the form HUD-51971-I to the HUD Office for each site or property comprising a public housing project to be developed under the conventional or the acquisition methods. One copy of the forms HUD-51971-I and 51971-II shall be an attachment to the PHA's submission of the site acquisition documents. If there are renter occupants on the site, and if delays in closing beyond 30 days of PHA execution of the Purchase Agreement are anticipated (**due to zoning changes, site studies, HUD Office approvals, etc.**), the PHA should submit, with its PHA Proposal, a request for HUD Office approval of an appropriate specified extension of time for providing the required relocation notices.

5. **PHA Instructions Concerning Preparation:**

A. Form HUD-51971-I, Offer of Sale of Real Property

Paragraph 1. In the first space state the dollar amount of the consideration. In the second space state the legal name of the PHA. In the third space state the seller's asking price for the property described in paragraph 2.

Paragraph 2. In the first space identify the city or town and county or equivalent political subdivision in which the property is located. In the second space identify the State (**or equivalent**) in which the property is located. Describe the property in the large space, beginning with the street address or other specific location. Also in this space identify any exceptions to the offer and list any renter occupants by name, address, and number of persons in the household. Use a continuation page if required.

Paragraph 3. Insert a time period of at least 90 days taking into consideration time necessary for any anticipated special requirements such as site studies or zoning changes.

Signature Area. The seller's signature and typed name, date and address should be included in this area with the signatures of two witnesses who have seen the seller sign. Space is also provided for notarization or acknowledgement if required by local law.

B. Form HUD-51971-II, Purchase Agreement

Paragraph 1. In the first space state the legal name of the PHA. In the second space state the name of the seller. In the third space state the date the seller signed the Offer of Sale (form HUD-51971-I) and attach a copy of the Offer of Sale to the Purchase Agreement. In the fourth space insert the amount authorized by the HUD Office as the purchase price. In the fifth space indicate the amount determined to be the fair market value of the property by HUD. If the proposed sale price in paragraph 1 of the Offer of Sale of Real Property (HUD-51971-I) is less than the HUD determined fair market value, the seller may withdraw the Offer of Sale and return the option price to the PHA.

Paragraph 4. In the space provided identify any studies or tests required to be completed prior to closing to make the determination that the property meets HUD requirements.

Paragraph 7. The second provision, that the seller pay any outstanding assessments, is based on the assumption that the value of any improvements for which the assessment is made has been included in the HUD-approved purchase price of the property.

Signature Area. The first signature is that of the authorized PHA official and signifies the PHA's acceptance of the seller's offer, with or without changes in the price and with or without the specified studies or tests. The second signature is that of the seller and confirms that there is an agreement. Both signatures attest to the certification immediately preceding the signature area. The signatures of two witnesses are required for each party to the agreement and spaces are provided for any locally required notarization or acknowledgement.

Guide Form of Turnkey Developer's Packet

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (Exp. [illegible])

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0033), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information is required for developing a public housing project pursuant to HUD regulations 24 CFR 941. The information will be used to provide HUDwith sufficient information to enable a determination that funds should or should not be reserved or a contractual commitment made. This information collection is mandated pursuant to the U.S. Housing Act of 1937. The information requested does not lend itself to confidentiality.

1. **Purpose.** This form provides a potential turnkey developer with all the information necessary to prepare a turnkey proposal. It also provides the format for PHAs to request proposals.

2. **Prepared by:** The Request for Proposals and Part I will be prepared by the PHA. Parts II, III and IV may be used as printed. Some of the forms and other material in Part IV must be obtained from the HUD field office. Approval must be obtained for any modifications to the Packet not previously authorized by the HUD field office.

3. **Number:** The PHA shall prepare sufficient developer's packets to provide for distribution to all interested developers.

4. **Distribution:** The PHA shall provide one copy of the completed packet to any interested developer. One copy shall be submitted to HUD along with the PHA proposal.

5. **PHA instructions concerning preparation:** The Request for Proposals (RFP) and Part I, Project Description, are to be completed by the PHA based upon local preferences or requirements. Format sentences are typed in regular type. PHA notes or instructions are typed in another distinctive style and are not meant to be included in the final text.

   The remaining parts may be used as printed here. Part II outlines the general requirements of the program. Part III discusses the proposal contents. Part IV lists the various forms and documents which are attachments to this Packet. Copies of these forms may be obtained from the HUD field office. If quantities are limited, they may be reproduced locally by the PHA along with this Packet.

Requests for Proposals

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (Exp. [illegible])

The _____ will accept proposals for
(PHA Note: Insert Legal Name of PHA)

_____ housing units under the Public Housing Program to be located in
(PHA Note: Insert "Newly Constructed" or "Substantially Rehabilitated")

_____, and known as
(PHA Note: Insert Name of Community and State)

_____.
(PHA Note: Insert Project Number)

Turnkey proposals may be submitted for not more than _____ units to be provided in
(PHA Note: Insert Total Number of Units)

_____ structures. The following is the
(PHA Note: Insert Structure Type (or Types))

maximum number of units for each size by bedroom count:

No. of Bedrooms	Maximum No. of Units	
	Elderly	Family
0	_____	
1	_____	_____
2	_____	_____
3		_____
4		_____
5		_____
6		_____

(PHA Note: Insert number of each size desired.) Delete inapplicable sizes.

The project will also consist of the following maximum amounts and types of non-dwelling space:

Management Space _____ square feet
Maintenance Space _____ square feet
Community Space _____ square feet

(PHA Note: Insert the maximum amount calculated for each type of space.) If proposals are submitted for less than the total number of units requested, non-dwelling space will be subject to limitations stated in the Developer's Packet.

Turnkey proposals must be received by _____ of _____ at the
(PHA Note: Insert Time of Deadline and Date of Deadline)

address identified below. Turnkey proposals received after the deadline will be returned to the developer without being considered.

Interested developers should obtain a Turnkey Developer's Packet, which provides detailed project information and submission requirements

from _____ _____
(PHA Note: Insert Name of PHA Official) (PHA Note: PHA Name and Address)

_____.
(PHA Note: PHA Telephone Number)

Guide Form of Turnkey Developer's Packet

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (Exp.)

Introduction

The United States Department of Housing and Urban Development (HUD) is providing financial assistances to this Public Housing Agency (PHA) to develop a low-income housing project pursuant to Sections 4 and 5 of the United States Housing Act of 1937. The PHA has selected the Turnkey method to develop the housing identified in this Turnkey Developer's Packet (Packet).

Under the Turnkey method, developers submit proposals in response to a Request for Proposals (RFP) from the PHA. The proposals that meet the requirements of this Packet are reviewed, rated, and ranked by the PHA. The highest rated turnkey proposal which represents the best "total package" is submitted to HUD for approval. After HUD approval of the turnkey proposal, the developer's architect prepares the preliminary design and working drawings and the construction specifications for PHA and HUD approval.

Prior to start of construction of rehabilitation, the PHA and the developer execute a Contract of Sale under which the PHA agrees to purchase the completed project from the developer for a specified price. The developer is fully responsible for all development and construction activities, such as purchasing sites or properties, completing all site improvements (including structures), obtaining utility hook-ups and local building permits and approvals, and obtaining construction financing. After satisfactory project completion, the PHA purchases the project from the developer.

The completed project will be owned and managed by this PHA to provide rental housing for low-income households. The structures, housing units, and non-dwelling facilities shall be designed to provide a wholesome living environment. Emphasis shall also be placed on durable construction, efficiency and economy of maintenance, energy conservation, and suitable recreation space to enhance a wholesome living environment, over the thirty-year term of the PHA's permanent financing for purchase of the project.

In order to be considered by the PHA and HUD, turnkey proposals must comply with the program and submission requirements identified in this Packet. Accordingly, interested developers should review the project description (Part I), the program requirements (Part II), the turnkey proposal content (Part III) and the required program documents and forms (Part IV), prior to preparing and submitting a turnkey proposal to the PHA.

Interested developers must submit their turnkey proposals to the PHA by the deadline date identified in the RFP. Turnkey proposals that are not received by the deadline, or which are determined to be incomplete or non-responsive will not be considered by the PHA. Any questions that you may have should be directed to the individual identified in the RFP.

Part I. Project Description

PHA Instructions: This Part shall be completed by the PHA to provide specific details about the proposed project. The PHA shall ensure that the information and requirements stated in this part comply with the Public Housing Development Regulation (24 CFR 841), The Public Housing Development Handbook (HB 7417.1 Rev-1), related state and local building requirements, and special regional requirements identified in accordance with Handbook 7417.1, Chapter 3, par. 3-143 and agreements reached by the PHA and HUD at the project planning conference.

1. **Community.** Identify the name of the community for which the housing project is proposed. State whether or not the community is a Community Development Block Grant (CDBG) recipient that has an approved Housing Assistance Plan (HAP).
2. **Site Location.** Identify the general locations for assisted housing stated in the HAP, and any local preferences for sites (e.g., CDBG Activities, Neighborhood Preservation Areas). For communities not covered by a HAP, state any local preferences for sites in areas that are consistent with the public housing site and neighborhood standards and local planning and housing development activities.
3. **Housing Type.** State whether the proposed housing is to be newly constructed or substantially rehabilitated.
4. **Housing Units.** Identify the number of units for each structure type and household type by number of bedrooms as follows:

	Number of Bedrooms								
	Elderly			Family					
	0	1	2	1	2	3	4	5	6
Elevator									
Detached									
Semi-Detached									
Townhouse/Row									
Walk-up Apartment									
Total Units									
Handicapped Units Included in Above*									

*Identify the number of units to be designed specifically for use by handicapped individuals.

The number of units identified above shall not vary from the unit distribution identified in the area office invitation for a PHA proposal. In the case of a project involving **Substantial Rehabilitation** provide a statement that:

A. The total number of units for elderly and family households are maximum amounts;

B. The number of units by structure type are preferred, but the PHA will consider substitution of less expensive structure type (e.g., townhouse/row instead of detached) if appropriate for household type provided that the number of units does not exceed the totals shown for a specific number of bedrooms;

C. If the larger units (number of bedrooms) are not available, a one-for-one substitution of smaller units will be consistent with the applicable housing assistance plan; and

D. The PHA will give preference in selecting turnkey proposals to those proposals that most clearly adhere to the proposed distribution.

5. **Special Building Requirements.** State any local preferences or building requirements or limitations. These may include such items as:

A. Security Systems (access, surveillance, standby power, etc.);
B. Central TV Antenna System;
C. Same key for both housing unit door and mail box;
D. Design requirements to complement neighborhood architecture and standards;
E. Energy Conservation Requirements;
F. Air Conditioning Systems;
G. Building Height Restrictions;
H. Number of buildings and distribution of unit sizes (number of bedrooms) among buildings; and
I. Space for child care which meets local standards and codes.

6. **Special Site Requirements.** State any local preferences or building requirements or limitations. This may include such items as:

   A. Preference or requirement for more than one site

   B. Limitation on number of units per site by bedroom size

   C. Parking Requirements - Number of spaces outside, inside, covered, for handicapped, and parking space per dwelling unit ratio

   D. Recreation space and equipment

   E. Accessibility to commercial areas, churches, schools, transportation

   F. Reference site and neighborhood standards in Part II, Section 3

   G. Statement that PHA will not pay for off-site work to bring utilities to site unless it is local practice and developers normally pay costs of extending utilities for privately owned projects.

7. **Prototype Costs.** State that costs for dwelling construction and equipment (defined in Part II of this packet) are limited by law to no more than 10 percent above the published amount for the size and structure type for the area. Indicate the applicable prototype costs for this project and the date they were published in the *Federal Register* (a legible photocopy of the appropriate *Federal Register* page may be used instead of the following table, if desired).

	Bedroom Size						
	0	1	2	3	4	5	6
Detached	$	$	$	$	$	$	$
Row	$	$	$	$	$	$	$
Walk-up	$	$	$	$	$	$	$
Elevator	$	$	$	XXX	XXX	XXX	XXX

Insert a statement that HUD will adjust the prototype cost base for the project (using a commercial cost index) to recognize actual changes (increases or decreases) in construction costs from the effective date of the unit costs published in the *Federal Register*. This is done for comparison purposes only at early stages of processing. The developer's costs should always reflect current conditions.

8. **Utilities.** State the utilities preferred for the project. Enclose the HUD prepared form HUD-51994. Indicate that any other proposed utility combination and heating and cooling systems must be demonstrated to be the most cost effective on the bland form HUD-51994.

9. **Non-Dwelling Space.** This section should be a detailed statement of the requirements and limitations for non-dwelling space such as a community rooms*, maintenance and office space and space for child care facilities, health care facilities, or congregate dining facilities, if justified. If there is a requirement for several sites, the proration or consolidation requirements for the non-dwelling space must be clearly defined. The PHA may require a separate proposal for part or all of this space especially for proposals for less than the total number of units requested.

   *Includes recreation or hobby rooms, but not hallways, stairways, mail rooms, boiler rooms, closets, lobby, or laundry.

10. **Special Project Requirements and Instructions.** This section should include any other information, requirements or instructions pertaining to this project. Examples of items are:

    1. Whether staged construction will be allowed.

    2. Any dwelling or non-dwelling installed equipment to be furnished by the PHA and its estimated cost.

11. **Proposal Evaluation Criteria.** The standard rating procedure is described in Part IV. If the PHA desires to use the optional procedure, the additional criteria and the point value to be assigned shall be described in this section.

12. **Proposal Instructions.** Provide specific details for submitting proposals, such as:

    A. The deadline time and date for submitting proposals. Proposals received after the deadline will not be considered.

    B. The official address for submitting proposals.

    C. Statement that proposals must be complete. The PHA will determine if any omission makes the proposal "non-responsive". A proposal is considered to be "non-responsive" if critical information is mission or the proposal represents a major deviation from this packet. In such cases the developer will be notified, the reason stated, and the proposal will not be considered by the PHA. In the event of minor omissions, the PHA may give the developer additional time to submit the missing information. A minor omission is one which generally will not affect any of the proposal evaluation criteria considerations.

    D. Statement that all requirements for Part II of this packet must be considered in developing the project.

E. Procedures for sealed envelope submissions. Although proposals will be opened after the deadline, a selection will not be announced until all proposals have been rated under the proposal evaluation criteria and HUD approval has been obtained. A proposal is not a bid and price is only one element to be considered.

F. Number of copies of proposals required.

G. Reference project number assigned to the project.

Part II. General Program Requirements

Section 1. General

Introduction. This part explains the general program standards and policies and the statutory requirements related to the development of public housing. These requirements are applicable to all turnkey proposals. Developers are advised to review this part thoroughly to ensure a complete understanding of their responsibilities. The regulations for this program may be found at 24 CFR 841 and the applicable HUD Handbook is 7417.1 Rev-1.

1. **State and Local Requirements.** The developer must comply with all State and local laws and ordinances relating to the development of a project. This includes State and local requirements relating to employment, obtaining bonds and licenses, and complying with building codes and zoning requirements.

2. **Prevailing Wage Rates.** Development related contracts entered into by the developer provide for the payment of prevailing wages.

   a. **Architects and Technicians.** All architects, technical engineers, draftsmen and technicians employed in the development of the project shall be paid not less than the wages prevailing in the locality.

   b. **Laborers and Mechanics.** All laborers and mechanics employed in the development of a project shall be paid not less than the wage prevailing in the locality, as determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 276).

3. **Developer's Price.** The turnkey developer's price for the proposed project shall be based on construction costs as of the deadline date specified in the Request for Proposals. The price in the proposal shall be subject to the following modification.

   a. The price shall be subject to reduction to the extent that the HUD appraisal indicates a site value less than the proposed amount for the site and/or to the extent that the proposal substantially exceeds the HUD estimated replacement cost for the project.

   b. The portion of the developer's estimated price for dwelling construction and equipment may not exceed the project prototype cost limits by more than 10 percent.

   c. At each subsequent processing stage, HUD will adjust the price to reflect changes (increases or decreases) in construction costs as identified by a commercial cost index. Any time lost due to the developer's failure to adhere to schedules set by HUD or the PHA will not be recognized.

   d. At the time the Contract of Sale is executed the maximum price that can be approved is the lower of:

      (1) the revised price submitted by the developer, or

      (2) the original proposal price as updated by HUD, or

      (3) the project replacement cost identified by HUD.

   e. The price to be stated in the Contract of Sale shall also be adjusted to reflect the developer's actual interest cost for construction financing.

   f. The estimate of all State and local taxes, other than Real Property taxes and assessment, payable by the developer with respect to the project shall be included in the total developer's price and shall be itemized by type, rate and estimated amount. In the event these taxes are exempt or abated after execution of the Contract of Sale, the amount applicable shall be subtracted from the total contract price at settlement.

   g. The total developer's price shall not include any amount for real property taxes and assessment. The amount paid or payable by the developer as evidenced by the original tax bills or receipts will be added to the contract price at settlement.

4. **Proposal Evaluation System.** Proposals will be selected on the basis of free and open competition. They will be evaluated objectively according to the procedures and criteria set forth in the Proposal evaluation System which is included in Part IV of this Packet and any additional criteria identified in Part I.

5. **Previous Participation.** Developers must successfully complete HUD Previous Participation clearance before selection is approved by HUD. Clearance is initiated by the developer furnishing (as part of the turnkey proposal) completed forms HUD-2530 with respect to the developer and other principals. HUD will review its experience with the developer and the other principals on the projects listed on the forms. An opportunity will be afforded the developer or other principals to explain any adverse information found during the clearance process.

6. **Contract of Sale.** The Contract of Sale, form HUD-53015, included in Part IV of this packet, will be executed by the PHA and the selected developer. Both parties should carefully review the Contract of Sale to ensure an awareness of its requirements. The turnkey developer must certify (as part of the proposal) that the developer has read, understands, and will comply with its provisions.

7. **Insurance Requirements.** Any risks and insurance protection during construction are solely the turnkey developer's responsibility as owner and seller.

Section 2. Fair Housing and Equal Opportunity

Introduction. The fair housing and equal opportunity requirements stated in this section apply to contractors and turnkey developer activities during project development. This includes site selection, award of contracts and sub-contracts, employment of minority and women-owned business enterprises, and employment practices.

1. **Titles VI and VIII and Executive Order 11063.** Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and Executive Order 11063, prohibit discrimination on the basis of race, color, creed or national origin in Federally assisted programs. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601), prohibits discrimination based on race, color, religion, sex or national origin in the sale or rental of housing.

2. **Section 504 of the Rehabilitation Act of 1973.** Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), prohibits discrimination in Federally assisted programs against any otherwise qualified individual solely by reason of a handicap as defined by the Secretary of Health and Human Services.

3. **Age Discrimination Act of 1975.** The Age Discrimination Act of 1975 prohibits with certain stated exceptions, discrimination in Federally assisted programs against any otherwise qualified individual solely on the basis of age.

4. **Executive Order 11246.** Contracts for construction work are subject to Executive Order 11246 (30 FR 12319) as amended by Executive Order 11375 (32 FR 14303), and applicable implementing regulations (24 CFR 130; 41 CFR 60), rules and orders of HUD and the Office of Federal Contract Compliance Programs of the Department of Labor. Executive Order 11246 prohibits discrimination and requires affirmative action to ensure that employee or applicants for employment are treated with regard to their race, color, religion, sex or national origin. An affirmative action plan pursuant to 24 CFR 135 must be prepared prior to execution of the Contract of Sale.

5. **Section 3 of the HUD Act of 1968.** Projects under development are subject to Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701), which requires that, to the greatest extent feasible, opportunities for training and employment be given lower income residents of the unit of local government or the metropolitan area (or nonmetropolitan county), as determined by the Secretary, in which the project is located; and contracts for work in connection with a project be awarded to business concerns which are located in or owned in substantial part by persons residing in such area.

6. **Minority and Women-Owned Business Enterprise.** Executive Order 11625, Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise, encourages participation in Federal programs by business concerns owned by minority group members. Executive Order 12138, Creating a National Women's Business Enterprise Policy, encourages participation i Federal programs by business concerns owned by women. In accordance with these Executive Orders, program participants (e.g., PHAs, contractors, turnkey developers) shall take affirmative action to encourage participation by businesses owned and operated by minority groups and women. These affirmative actions may include: conducting outreach programs to expand opportunities for participation by such businesses in the public housing program; providing assistance and guidance to such firms that have demonstrated a desire to participate in public housing development activities; and establishing goals for such businesses, in terms of the dollar value of contracts.

Section 3. Site and Neighborhood Standards

Introduction. Each site proposed for a public housing project must comply with the site and neighborhood standards identified in this section. The PHA and turnkey developer shall make every effort to select sites that will minimize the number of households to be displaced for purposes of developing a public housing project. In addition, proposed sites must comply with all environmental requirements and displacement, relocation and acquisition requirements. These standards should be reviewed by the turnkey developer before a site is selected and a purchase option is obtained.

1. **Section 213 of the HCD Act of 1974.** Each site must be consistent with any applicable Housing Assistance Plan (HAP). Sites proposed for newly constructed or rehabilitated projects must be within the general locations specified in any applicable HAPS. The community's HAP is submitted to HUD as part of the Community Development Block Grant (CDBG) application. A community that is not participating in the CDBG programs may also submit a HAP.

2. **Facilities and Services.** The developer should select project sites to make use of existing and proposed public facilities and services identified in State, local and regional plans. Generally, the locations identified in HAPs should have adequate public facilities and services available or planned for the immediate future.

   a. **Access and Utilities.** Sites must be accessible to public utilities, such as water and sewer, electric, natural gas, and trash collection and must be accessible to vehicular traffic. Access streets and utilities should be available at the boundary of each site in time for project construction or occupancy and should be capable of serving the proposed project.

   b. **Transportation.** Sites must be convenient to public transportation or to places of employment, which provide a range of jobs for low-income workers.

   c. **Other.** Sites must be accessible to social, religious, recreational, educational, commercial, and health facilities that are adequate to serve the intended occupants of the project.

3. **Density.** There is no rigid standard to determine an acceptable level of density. One means of measuring density levels is the land use intensity method provided in the HUD Manual of Acceptable Practices (Handbook 4930.1). The determination of an acceptable density level varies with each community and with each site and consideration should be given to such factors as land costs, topography, planned site use, the number and types of buildings, the anticipated age and number of residents based on the number of bedrooms, local building requirements, and the density prevailing in the neighborhood.

4. **Physical Characteristics.** Each site shall be adequate in size, exposure, and contour to accommodate the number and type of units proposed. The topography and subsurface conditions shall promote economical and efficient development and operation of the project.

   a. **Grades.** Sites with grades exceeding ten (10) percent will significantly increase development and management costs and should be avoided. Sites for housing for the elderly or handicapped with grades exceeding five (5) percent should be avoided unless site development (e.g., sidewalks) will provide for not more than a five (5) percent grade without undue development costs. Low-lying and flat sites should also be avoided unless practical and economical means of surface drainage can be provided.

   b. **Bearing Qualities.** Sites with unsuitable soil bearing qualities for foundations and underground utilities or with excessive rock or shale will increase site improvement costs and should be avoided.

   c. **Earth Slides.** Sites that are exposed to the potential hazard of earth slides should not be selected.

5. **Housing Opportunities.** Sites for public housing projects must comply with the following requirements:

   a. **General.** The site and neighborhood for new construction and rehabilitation projects must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 and Executive Order 11063.

   b. **New Construction.** The site for new construction projects shall:

      (1) not be located in an area of minority concentration unless,

         (a) sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration; or

         (b) the project is necessary to meet overriding housing needs which cannot otherwise feasibly be met in that housing market area. (An overriding need may not serve as the basis for determining that a site is acceptable if the only reason the need cannot otherwise feasibly be met is that discrimination on the basis of race, color, religion, creed, sex, or national origin renders sites outside areas of minority concentration unavailable.);

      (2) not be located in a racially mixed area, if the project will cause a significant increase in the proportion of minority to non-minority residents in the area; and

      (3) promote greater choice of housing opportunities and avoid undue concentrations of assisted persons in areas containing a high proportion of low-income persons.

   c. **Rehabilitation.** Sites for rehabilitation projects shall promote greater choice of housing opportunities and avoid undue concentrations of assisted persons in areas containing a high proportion of low-income persons.

Section 4. Environmental Requirements

Introduction. This section identifies the laws, Executive Orders and regulations relating to environmental protection. The development of public housing projects must comply with these requirements except when excluded.

1. **NEPA.** The National Environmental Policy Act of 1969 (42 U.S.C. 4321) establishes the national policy, goals and procedures for protecting and enhancing environmental quality. The HUD implementing regulation at 24 CFR 50 establishes the policies and procedures for HUD environmental clearances (including procedures for automatic requirements for a Special Clearance or Environmental Impact Statement and criteria for determining when several projects built near each other may be considered as a single action) and establishes categorical exclusions that are not subject to an environmental assessment under NEPA. This does not exempt them from the other requirements identified in this section.

2. **Historic Properties.** The National Historic Preservation Act of 1966 (P.L. 89-665), the Archeological and Historic Preservation Act of 1974 (P.L. 93-291), Executive Order 11593, Protection and Enhancement of the Cultural Environment, and the Procedures for Protection of Historic and Cultural Properties, Advisory Council on Historic Preservation (36 CFR 800). Establish national policy and procedures for protecting properties, sites and artifacts of historic, architectural, or archeological significance listed (or eligible to be listed) in the national Register of Historic Places. These laws and procedures require that proposed projects be reviewed to determine whether they would affect any district, site, building or other structure listed (or eligible to be listed) in the National Register of Historic Places. These procedures require consultation with the State Historic Preservation Officer and may require a determination of eligibility b the Department of Interior and a determination of effect by the Advisory Council on Historic Preservation.

3. **Noise Abatement.** The Environmental Criteria and Standards (24 CFR 51, Subpart B) establish minimum HUD standards to protect citizens against excessive noise in their community and place of residence. This regulation also establishes criteria for determining acceptable notice levels and special requirements and mitigation measures to be followed in normally unacceptable and unacceptable noise zones.

4. **Explosive or Flammable Fuels or Chemicals.** The Environmental Criteria and Standards (24 CFR 51, Subpart C) establish standards indicating how close a project can be located to hazardous operations handling conventional fuels or chemicals of an explosive or flammable nature.

5. **Floodplains and Wetlands.** The Flood Disaster Protection Act of 1973 (P.L. 93-234) and implementing regulation at 24 CFR 55, the National Flood Insurance Act of 1968 (42 U.S.C. 4001), Executive Order 11988, Floodplain Management, and Executive Order 11990, Protection of Wetlands, require, if a project is to be located in such an area, that specific review and notification procedures be followed and that appropriate measures be taken to protect the property, to protect the life and safety of the occupants, and to minimize any harm to the floodplain or wetland.

6. **Coastal Zones.** The Coastal Zone Management Act of 1972 (16 U.S.C. 1451) and the implementing regulation at 44 CFR 123 require that projects to be located in the coastal zone (which includes the Great Lakes) be consistent with the State Coastal Zone Management Program.

7. **Air Quality.** The Clean Air Act (P.L. 90-148), the Clean Air Acts Amendments of 1970 (P.L. 91-604), the Clean Air Act Amendments of 1977 (P.L. 95-95), and the implementing regulations of the Environmental Protection Agency (40 CFR 50, 51 and 52) establish national ambient air quality standards.

8. **Water Quality.** The Federal Water Pollution Control Act of 1973 (P.L. 92-500), the Safe Drinking Water Act of 1974 (P.L. 93-523) and the implementing regulations of the Environmental Protection Agency (40 CFR 120) establish measures to protect the quality of water if a project is to be located in the recharge area of a community's sole water supply.

9. **Fish and Wildlife.** The Fish and Wildlife Coordination Act (P.L. 85-624) requires that HUD consult with the Fish and Wildlife Service (Department of Interior) and the appropriate State agency if the project will affect control or require modifications to any stream or other body of water.

10. **Endangered Species.** The Endangered Species Act of 1973 (P.L. 93-205), the Endangered Species Act Amendments of 1978 (P.L. 95-632) and 43 CFR 870, require that HUD consult with the Department of Interior and the Department of Commerce if the project may affect any species (including its habitat) identified by the Department of Interior as an endangered species.

11. **Toxic Chemicals and Radioactive Material.** HUD Notice 79-33 identifies the contact person for guidance on protection of persons and property from man-made environmental hazards such as toxic chemicals and radioactive materials.

Section 5. Uniform Act and Relocation Requirements

The Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) is not applicable to public housing projects developed under the turnkey method. However, in line with its policy regarding other HUD-assisted activities not covered by the uniform Act, HUD administratively requires that relocation assistance, including advisory services and reasonable moving and related expenses, be provided for eligible residential tenant-occupants (not owner-occupants) who are displaced as a result of turnkey development.

When required, relocation assistance and related payments are provided and financed by the PHA. However, the developer may be required to reimburse the PHA for all or part of the costs for such assistance if the developer fails to provide the PHA with specific information regarding the occupants of a proposed site or property, or to furnish notifications to such occupants in accordance with the PHA's instructions, or to meet any other applicable relocation requirements.

If there are any tenant occupants of the site(s) or property(ies) identified in the turnkey proposal, prior to its preparation and submission, the developer should ask the PHA to provide detailed information regarding the relocation notification requirements.

Section 6. Facilities and Services

Introduction. The developer shall make every effort to select sites that are accessible to existing or proposed public facilities and services. This may not be possible because sites may not be available near required facilities or the facilities may not have the capacity to serve the proposed project. In such instances, necessary facilities and services may be provided to the extent authorized in this section.

1. **Project Non-Dwelling Facilities.** Necessary non-dwelling space and equipment may be provided for management, maintenance and community activities and may be included in the development cost of a public housing project provided that the amount of space does not exceed the limitations identified below. These facilities may be provided on a project-by-project basis or as central space for several closely situated public housing projects operated by the PHA. Developers should review Part I of this packet for the specific PHA requirements for this project.

   a. **Management Facilities.** General purpose office space and equipment may be required by the PHA to perform administrative functions. Space for necessary facilities may be provided not to exceed the following limitations:

Number of Public Housing Units Served	Maximum Management Space Allowed (sq. ft.)
0-15	150
16-50	325
51-100	500
101-150	600
151-200	775
201-300	1000
301-400	1200
401-500	1400

b. **Maintenance Facilities.** Space and equipment may be required to perform operation and maintenance activities. Included are facilities for a central repair shop and storage of tools, parts and outdoor equipment (e.g., lawn mowers, snow blowers, and maintenance vehicles). Space for necessary maintenance facilities may be provided not to exceed the following limitations:

Number of Public Housing Units Served	Maximum Maintenance Space Allowed (sq. ft.)
0-15	125
16-50	400
51-100	800
101-150	1100
151-200	1400
201-300	1900
301-400	2300
401-500	2700

c. **Community Facilities.** Community space and related equipment may be required to provide social and recreational opportunities for project occupants. Included are such facilities as game rooms, meeting rooms or craft rooms. In determining the amount of community space to be provided, consideration shall be given to whether space will be provided for a child care facility and whether such space could be used for both purposes. Space for necessary community facilities may be provided not to exceed the following limitations:

(1) **Projects Designed for the Elderly:**

Number of Public Housing Units Served	Maximum Community Space Allowed
Under 51	25 sq. ft. per unit.
51-100	1,250 sq. ft. for the first 50 units, plus 20 sq. ft. for each additional unit.
101 or more	2,250 sq. ft. for the first 100 units, plus 15 sq. ft. for each additional unit.

(2) **Projects for Family Occupancy:**

Number of Public Housing Units Served	Maximum Community Space Allowed
Under 101	8 sq. ft. per bedroom.
101 or more	800 sq. ft. for the first 100 bedrooms, plus 4 sq. ft. for each additional bedroom.

(3) **Projects for Elderly and Family Occupancy.** The maximum amount of community space for a project to be occupied both by elderly and family households is the sum of the amounts determined in accordance with (1) and (2) above.

2. **Child Care Facilities.** Space may be provided for a child care center for the project occupants if such a facility is not otherwise available, or existing facilities are inadequate, to serve the proposed project. Such space may be provided in addition to the amount allowed for community facilities. Refer to Part I of this Packet for specific requirements.

3. **Health Care Facilities.** In projects for elderly occupancy, space may be provided, if required, for preventive health programs for the project occupants. This may include space for such facilities as examination rooms and health clinics only if they are not accessible in the neighborhood but shall not include general medical care or hospital care facilities such as laboratories and treatment rooms. If health care facilities are necessary, a maximum of five square feet for each unit may be provided. Such space may be provided in addition to the other amounts allowed. Refer to Part I of this Packet for any specific requirements.

4. **Off-Site Facilities.** Off-site improvements and facilities, such as extensions of water and sewage systems and access streets to the site boundary, may be required. The cost for off-site facilities may be included in the developer's price only if it is local practice that a developer or builder normally pays for such facilities when developing comparable privately owned housing. The amount authorized for off-site facilities shall be limited to the Area Office estimate of either the cost of such facilities or the increase in the site value that is attributable to such facilities, whichever is lower. If the cost exceeds the amount that may be approved by the Area Office, the additional amount would have to be off-set by a donation.

5. **Congregate Facilities.** As defined in the Act, congregate housing provides a living environment in which some or all of the dwelling units do not have kitchen facilities. Such housing must have or be connected with a central dining facility to provide wholesome and economical meals for the occupants in a generally self-supporting operation. The space required for a central kitchen and dining facility is in addition to the allowable non-dwelling facilities identified in this section. The amount of space for the dining room shall not exceed fifteen (15) square feet per finer, accommodating one-half of the project occupants at one sitting, and the kitchen shall be adequate to serve the dining facility. The turnkey developer's price may only include the cost of the following:

a. space for the common kitchen and dining facility, including food storage areas;

b. equipment for the central kitchen facility, including cooking utensils, ranges, refrigerators, storage cabinets, dishwashers, and waste disposal equipment, and;

c. furniture and equipment for the central dining facility, including tables, chairs, linen, glassware and eating utensils.

Section 7. Design and Construction Standards

Introduction. This section discusses the design and construction standards applicable to all projects developed for the public housing program. If the standard is optional, Part I will indicate if it is required for this specific project.

1. **Basic Standards.** Projects developed under the public housing program must comply with:

   a. either the HUD Minimum Property Standards (MPS) for New Construction or the HUD Minimum Design Standards for Rehabilitation of Residential Properties. The MPS for multi-family Housing apply to walk-up and elevator structures and sites and are contained in Handbook 4910.1. The MPS which apply to detached, semi-detached and row structures and sites are contained in Handbook 4900.1. An up-to-date copy of the MPS is available for examination in each HUD Regional, Area and Service Office. Copies may be purchased from the United States Government Printing Office, Washington, D.C. 20402. The MPS for Rehabilitation of Residential Properties is Handbook 4940.4 which applies to all types of structures. It may be obtained free of charge from any HUD Office.

   b. HUD environmental requirements and requirements for accessibility and usability by the physically handicapped (24 CFR 40 and 24 CFR 8); and

   c. any applicable local requirements, such as State or local building codes and ordinances.

2. **Local MPS Variations.** The Area Manager may approve variations from the MPS to meet special local conditions for a specific project. Variations may include modifications to design and construction standards, use of alternate building materials and fixtures, and the use of innovative construction methods and materials. In such cases, the Area Manager must determine that the alternate standards or materials will provide for a level of structural soundness, useful life, and economy in maintenance or operation that is at least equivalent to the MPS. Where a variation is expected to be used for future projects on a repetitive basis, the Area Manager should recommend that an appropriate Local Acceptable Standard be established.

3. **Additional Program Standards.** The basic standards identified above provide minimum design and construction requirements. The construction of public housing projects may exceed the basic standards provided that projects do not involve elaborate or extravagant design or materials. For example, increasing the MPS insulation or glazing standard may be required to conserve energy and provide for more economical operations over the projected life of the housing.

   a. **Additional Quality Standards.** The Area Manager is required to develop specific additional quality standards necessary to comply with the requirements of Section 6(b) of the Act. Specifically, the law requires that the design and cost of a public housing project take into account the extra durability required for safety and security and economical maintenance of such housing; the provision of amenities designed to guarantee a safe and healthy family life and neighborhood environment; the application of good design as an essential component of such housing for safety and security as well as other purposes; the maintenance of quality in architecture to reflect the standards of the neighborhood and community; the need for maximizing the conservation of energy for heating, lighting, and other purposes; the effectiveness of existing cost limits in the area; and the advice and recommendation of local housing producers. The additional quality standards for this project may be found in Part IV of this Packet.

   b. **Density.** The density requirements are stated in Section 3 of this Part.

   c. **Non-Dwelling Facilities.** The requirements and limitations for required facilities and services are stated in Section 6 of this Part.

4. **Carpeting.** Carpeting, instead of other types of finished flooring, may be provided only in projects proposed for occupancy by the elderly or handicapped. Carpeting may not be used in bathrooms or kitchens.

5. **Basements.** Unfinished basements may only be provided in public housing projects if the cost of constructing basements was reflected in the published prototype dwelling construction and equipment (DC&E) costs for the area developed by the Area Office. In establishing prototype costs, the Area Office may consider the cost of constructing basements but only in those areas where it is common local practice for moderate income housing.

6. **Parking Spaces.** The number of parking spaces to be provided for a public housing project is generally determined by local building codes and ordinances. In the absence of local parking requirements, the Manual of Acceptable Practices (HB 4930.1) should be used as a guide for determining the number of parking spaces to be provided. Parking spaces, generally, will be provided in the form of parking pads for detached and semi-detached structures, or a parking lot for other structure types, and would be an allowable expense for site improvements (Account 1450.1).

   a. **Highrise Elevator Structures.** Parking spaces for the occupants of highrise elevator projects may be included as an integral part of the structure. This may be necessary to comply with local requirements or to provide for economical construction of the proposed project because of the limited availability or high cost of acquiring adjacent land solely for a parking lot. In such instances, parking spaces may be provided in a basement or sub-basement garage and would be an allowable expense for site improvements (Account 1450.1).

   b. **Detached and Semi-Detached Structures.** Garages or carports (as distinguished from parking pads) are occupant storage spaces and must be included in dwelling construction (Account 1460). One-car garages or carports for a specific project being developed as scattered site housing may be provided if this can be accomplished within the prototype dwelling construction and equipment cost limitation.

7. **Air Conditioning.** Air conditioning systems may be provided in public housing projects. This may be necessary to provide flexibility in the design and layout of the housing units, provide for a healthy living environment, assure continued occupancy,

and prevent premature obsolescence. Although air conditioning may be desirable, it is not required unless specified in Part I of this Packet.

8. **Utilities.** It is important that the best types and utility combinations be selected. If the best system is not installed initially, the cost of converting to another system at some later date is usually prohibitive. All selected utilities must be available in time for project construction or occupancy.

   a. **Utility Analysis.** The PHA will provide a completed Comparative Analysis of Utility Costs (Form HUD-51994) for the proposed project with this Packet.

   b. **Utility Selection.** The utility combination identified by the PHA shall be selected unless the developer can demonstrate that a more efficient and economical combination is available. If the developer wishes to propose an alternative combination, the developer must prepare and submit with its proposal a revised Form HUD-51994.

   c. **Individual Non-Dwelling Meters.** Utilities for non-dwelling facilities (e.g., maintenance, management and community space) shall have meters separate from residential meters.

9. **Solar Energy.** The developer shall make use of solar energy, if it is economical to do so. Solar energy systems are required only if stated in Part I of this Packet. Any addition, alteration, or improvement to an existing or new structure designed to use solar energy to reduce the demand for other energy sources may be considered.

   a. **HUD Standards.** The Intermediate Minimum Property Standards for Solar Heating and Domestic Hot Water Systems (Handbook 4930.2) identifies various types of active and passive systems that may be considered. A solar heating or domestic hot water system may be approved only if an operational conventional system will be provided as a "back-up".

   b. **Allowable Project Costs.** The cost of solar energy equipment is an allowable expense for project development.

      (1) **Site Improvements (Account 1450.1).** The purchase and installation cost of energy generating or collecting equipment shall be included in Account 1450.1. Included are the costs of related structure alterations; distribution systems (e.g., wiring, ducts, piping, pumps, insulation and heat exchangers); storage tanks, rock bin or heat sink elements; and control systems, sensors and logic devices.

      (2) **Dwelling Construction (Account 1460).** The cost of all energy distribution systems within the dwelling unit shall be included in Account 1460. Included are all costs for the conventional "back-up" system, as well as the related dwelling unit costs for the solar heating or domestic hot water system such as wiring, ducts, piping, radiators, grills, dampers and thermostat. In addition, the cost of building construction common to both the solar system and the housing (e.g., sturdier roof framing to support solar collecting equipment) shall be included in Account 1460.

10. **Works of Art.** Works of art, such as sculptures, mosaics or murals, may be incorporated in a public housing project. Selection of the artist is the responsibility of the architect or developer with the approval of the PHA. Works of art may be provided only in common buildings areas or grounds of the proposed project. In selecting art objects, consideration must be given to their appeal and acceptance by project and neighborhood residents. The materials selected should be permanent and capable of withstanding exposure to the elements and preclude the possibility of theft. The cost of all works of art for a specific project shall not exceed one percent of the amount budgeted for dwelling construction and equipment. The cost of art objects that are part of the structure is an allowable expense for non-dwelling construction (Account 1470), otherwise, the cost shall be included in site improvements (Account 1450.1).

Section 8. Prototype Costs

Introduction. Section 6(b) of the Act requires that HUD establish prototype costs at least annually for various structure types and unit sizes in different areas of the country. The prototype costs established by HUD represent the ceiling amounts that may be approved for construction and equipment in the project development budget and construction contract. The Act also provides that the prototype costs established by HUD for any area may be exceeded by up to ten (10) percent if necessary for individual projects.

1. **Federal Register Publication.** The unit prototype cost schedule is published at least annually as a Notice in the Federal Register and is effective upon publication. The published prototype cost schedule identifies the current per unit dwelling construction and equipment cost base don the number of bedrooms and structure types for various geographic areas. The unit prototype cost schedule for a specific geographic area may be revised based on public comments or other evidence that construction costs exceed the limits determined by HUD. Any revisions approved by HUD also will be published as a Notice in the Federal Register.

2. **Prototype Cost Area.** A "prototype cost area" is a geographic area, established by the Area Office, within which there is no appreciable difference in the cost of material, labor, and equipment for the housing construction industry. A separate prototype cost area may be established if construction costs in a community consistently differ from other communities within the same prototype cost area. Prototype cost areas are identified by county, city, or other political boundaries. A map, identifying the current prototype cost areas, is maintained in the Area Office and is available for public inspection.

3. **Structure Types.** The unit prototype cost schedule is established on the basis of the number of bedrooms per unit for the following structure types:

   a. **Detached (D).** A structure which consists of a single living unit and is surrounded by permanent open spaces.

   b. **Semi-Detached (SD).** A structure containing two living units separated by a common vertical wall.

c. **Row Dwelling (R).** A structure containing three or more living units, each separated by vertical walls, and generally having individual entrances and interior stairs.

d. **Walk-Up Apartments (AW).** A multi-level low-rise structure containing two or more living units, each separate horizontally (ceiling/floor), and by vertical walls.

e. **Elevator Structure (AE).** Any high-rise structure for which an elevator is required under the Minimum Property Standards or local building codes.

4. **Dwelling Construction and Equipment Costs.** The construction cost of new housing, for the purposes of establishing prototype costs, includes the cost allowed for dwelling structures (Account 1460) and dwelling equipment (Account 1465). The following is a description of the construction items included in prototype costs:

a. **General Construction.** This includes the costs for:

(1) normal excavation and backfill for dwelling structures, but not the cost for excessive excavation and backfill or site improvements such as grading, installation of utility service, streets, walks and landscaping;

(2) normal foundations but, not the cost of special improvements such as pilings, caissons, or underpinnings required for unusual site topography or sub-soil conditions;

(3) structural framing and interior and exterior finish;

(4) dwelling structures, including closets and other occupant storage spaces, and common spaces such as entrances, corridors and lobbies, janitorial closets, and laundry, heating and equipment spaces; and

(5) fixed equipment such as cabinets, cupboards and shelving, including installation.

b. **Plumbing.** This includes all costs relating to domestic gas, water and sewage distribution systems within dwelling structure walls, such as piping, kitchen and bathroom fixtures and accessories, domestic hot-water heaters, circulating pumps, and utility meters or checkmeters.

c. **Heating and Air Conditioning.** This includes all costs relating to air handling and distribution systems, such as furnaces, piping, ducts, radiators, filters, vents, and fans. This applies to costs related to dwelling structures whether such items are within the dwelling structure walls or part of a central heating plant or system. If a central plant will serve both dwelling and non-dwelling areas, a proportionate cost of the structure, equipment, heating mains, and pipe tunnels is also included. The cost of air conditioning systems and equipment is also included where it has been justified.

d. **Electrical.** This includes all costs relating to interior electrical systems from the service drops, such as wiring, receptacles, switches, fixtures and electric meters or check meters.

e. **Elevators.** This includes the cost of elevators and related equipment for high-rise structures.

f. **Other.** This includes a proportionate share of the builder's cost of labor, insurance, Social Security and sales taxes, and the builder's general overhead, profit, and bond premiums. Not included are a turnkey developer's fee, overhead, or interest on construction financing.

g. **Dwelling Equipment.** This includes the cost of ranges, refrigerators, shades, screens, and similar equipment provided in dwelling structures and the installation cost.

5. **Unit Prototype Cost.** The published unit prototype cost represents the current dwelling construction and equipment costs for modest housing that is built in compliance with the MPS and local building codes and requirements and the additional public housing program standards.

6. **Base Project Prototype Cost.** The base project prototype cost is computed by multiplying the then current applicable unit prototype cost by the number of units for that unit size and structure type and then adding the amount for all units in the proposed project.

7. **Prototype Cost Adjustment Factor.** A cost adjustment factor is developed to recognize actual changes (increases or decreases) in construction costs from the effective date of the unit prototype cost (used to determine the base project prototype cost) to the execution date of the contract of sale (turnkey). The cost adjustment factor is based on actual changes in construction cost using the Boeckh's Index. However, if another commercial index (e.g., Marshall Swift's) is customarily used by the Area Office for routine processing, it may be used instead of the Boeckh's Index.

8. **Project Prototype Cost Limit.** The project prototype cost limit is the ceiling amount that may be approved for dwelling construction and equipment (Account 1460 and Account 1465) in the contract of sale. The project prototype cost limit is determined at the time that the contract of sale is to be executed. This is determined by multiplying the base project prototype cost by the prototype cost adjustment factor.

In limited circumstances, it may be necessary to exceed the project prototype cost limit to carry out the objectives of the Act. Section 6(b) of the Act provides that the prototype cost may be exceeded by up to ten (10) percent. If the additional cost does not exceed ten (10) percent, the Area Manager may approve a higher project prototype cost for the following reasons:

a. **Local Building Requirements.** Increases attributable to changes in local building requirements (e.g., codes, ordinances) which were imposed after the unit prototype cost schedule was published.

b. **Minimum Property Standards.** Increases attributable to changes in the HUD Minimum Property Standards or the additional public housing program standards which were imposed after the unit prototype cost schedule was published.

c. **Scattered Site Housing.** Higher development costs are anticipated because the project is being developed as scattered site housing.

d. **Increases During Construction.** Change orders, that are beyond the scope of the construction contract or contract of sale, which are required to provide a necessity, appropriate betterment, or equivalent, for the proposed project.

Part III. Contents of Turnkey Proposal

Turnkey proposals must comply with all requirements of the Turnkey Developer's Packet to be considered by the PHA. Each turnkey proposal shall include:

1. **Form HUD-52651-A.** The proposal shall contain an original of the Site, Design and Cost Report (Form HUD-52651-A) for each individual site (or a site comprising several contiguous parcels having exhibits and information applicable to all parcels). This form must be completed with all attachments and all questions answered. Where more than one site is proposed, a separate Form HUD-52651-A shall be submitted as a summary for the proposed project as a whole.
2. **Developer's Experience.** The developer and the developer's contractor shall provide the following information relating to their housing construction and development experience in connection with:
   a. **HUD projects:** a Previous Participation Certificate (Form HUD-2530), which identifies the project number, location, units, and current development status for all HUD assisted housing projects (e.g., Public Housing, Section 8, Section 202) and HUD insured projects (e.g., Section 221(d) (4), Section 236, Section 207);
   b. **Other projects:** a list of other projects (excluding HUD assisted and HUD insured projects) developed, identifying the number of units, structure type, community, total project cost and current development status; and
   c. **Financial statement:** a Personal Financial and Credit Statement (Form FHA 2417). The PHA will not be authorized to release any financial information, except to the Area Office, without the express written consent of the developer or contractor.
3. **Developer's Certification.** The developer shall submit a written certification which indicates that::
   a. the developer has read and understood the provisions of the turnkey contract of sale; and
   b. if the developer's turnkey proposal is selected, the developer will comply and assure that any contractors or subcontractors employed by the developer will comply with the requirements of the contract of sale.

Section IV. Forms and Documents

The following forms and documents are provided with this Packet.

1. PHA's Proposal Evaluation System
2. Prepared Form HUD-51994 (Comparative Analysis of Utility Costs)
3. Blank Form HUD-51994
4. Form HUD-53015 (Format for Turnkey Contract of Sale)
5. Form HUD-52651-A (Site, Design and Cost Report)
6. Form HUD-2530 (Previous Participation Certificate)
7. Form HUD-5087 (Outline Specification)
8. Program Regulation 24 CFR 841
9. A copy of the locally adopted HUD additional quality standards
10. Handbook 7417.1 REV-1, Chapters 9 and 10 Sections on PHA submission of drawings
11. Form FHA-2417 (Personal Financial and Credit Statement)
12. Form HUD-92800-3 (FHA Underwriting Report) - only if the project involves single family (1-4 family) units

PHA's Proposal Evaluation System

Proposal Evaluation Criteria. The PHA will evaluate and rate each turnkey proposal objectively on the basis of the following criteria:

1. **Developer's Price:** the total developer's price as a percent of the median developer's price for all responsive turnkey proposals;
2. **DC&E Cost:** the developer's dwelling construction and equipment cost as a percent of the base project prototype cost;
3. **Developer's Experience:** the ability of the turnkey developer and contractor, if applicable, to build a housing project of the type and scale proposed, including the number, complexity and location of construction activities currently underway;
4. **Physical Site Characteristics:** the suitability of the site for housing use and freedom from adverse environmental conditions;
5. **Site Plan:** the extent that the site is appropriate for the intended use (e.g., occupants, density) and the site plan provides open spaces, outdoor recreation areas, and promotes economical project construction and maintenance, and minimizes displacement of site or property occupants.
6. **Site Location:** the proximity and accessibility of the site to transportation, employment, recreation and similar facilities and the adequacy of such facilities;
7. **Housing and Employment Opportunities:** the absence of low income or assisted housing concentrated in the proposed neighborhood or area of the community and extent that the developer proposes to employ minority or women-owned businesses in project development activities.
8. **Architectural Treatment:** the degree to which the design, and placement of buildings is aesthetic and complements adjacent development, and the building and unit floor plans and layout provide functional housing arrangements;

9. **Special Design Features:** the degree to which the design incorporates features that provide for efficient project operations, lower maintenance costs, and the safety and security of the occupants;

10. **Energy Savings:** the extent that the design provides for long-term energy savings by incorporating the use of solar energy or other energy conservation features;

11. **Materials and Equipment:** the extent that durable, low maintenance, construction material and equipment will be used;

12. **Overall Project Design:** the extent that the proposed housing, including non-dwelling facilities, meets the design and functional objectives indicated i the Turnkey Developer's Packet;

13. **Other PHA Criteria:** any other objective criteria established by the PHA and identified in Part I of this Turnkey Developer's Packet.

Proposal Rating and Selection. The PHA will rate each responsive turnkey proposal on the basis of the criteria above. If the highest rated turnkey proposal was assigned a zero by the PHA for any criterion, the PHA may select the next highest rated turnkey proposal for which no criterion was assigned a zero.

a. **Standard Rating System.** The standard rating system shall be used if special PHA criteria were not established. (See Part I, Proposal Evaluation Criteria.) The maximum rating under the standard system is 84 points. However, a turnkey proposal must receive a score of at least 50 points to be selected by the PHA based on the following rating procedure:

(1) **Developer's Price.** A turnkey proposal will be considered as average, if the developer's price is between 90 percent and 100 percent of the median developer's price for all responsive turnkey proposals; poor, if the developer's price is more than 100 percent; and superior, if the developer's price is less than 90 percent. Points for developer's price shall be assigned as either superior (10 points), average (5 points), or poor (zero points).

(2) **DC&E Cost.** A turnkey proposal will be considered as average, if the Dwelling Construction and Equipment (DC&E) portion of the developer's price is between 90 percent and 100 percent of the base project prototype cost, poor, if the DC&E cost is more than 100 percent; and superior, if it is less than 90 percent. Points for DC&E cost shall be assigned as either superior (10 points), average (5 points), or poor (zero points).

(3) **Developer's Experience.** The PHA shall evaluate the developer's and, if applicable, the contractor's previous experience in housing construction. Points for developer and contractor experience shall be assigned as either: superior (10 points), average (5 points), or poor (zero points).

(4) **Site and Design Criteria.** The PHA shall evaluate the turnkey proposals for each of the other nine criteria and shall assign points as superior (6 points), average (3 points), or poor (zero points).

b. **Optional Rating System.** The optional rating system shall be used if special PHA criteria were established. The maximum rating under the optional system is 100 points which provide sixteen (16) discretionary points for use by the PHA. Under this system, a turnkey proposal must receive a score of at least 60 points to be selected by the PHA. The sixteen (16) discretionary points shall be distributed among the PHA established criteria and shall be assigned as follows: superior (the number of points, not exceeding 16, assigned to the criterion by the PHA), average (one-half of the maximum number of points assigned to the criterion), or poor (zero points).

Proposal for a Public Housing Project

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (Exp.)

See Public Reporting Burden Statement on Page 3.

Project Number:	If an ACC for Front-End Funds was executed:	Allocation Area:
P	Loan Authority= $ _____ Contract Authority= $ _____ Date: _____	☐ Metro Area ☐ Non-Metro Area ☐ PHA inside Central City Allocation Area ☐ PHA outside Central City Allocation Area

Part I—PHA Data

1. Name of PHA:	2. Address of PHA:

3. PHA area of jurisdiction ☐ includes the community for which public housing development assistance is being requested.
4. The required Cooperation Agreements ☐ are executed for the proposed project.
5. A current General Certificate: (a) ☐ is attached (b) ☐ was submitted, dated , and is still valid.
6. The required PHA resolution authorizing submission of this PHA Proposal, etc., (a) ☐ is attached (b) ☐ was submitted, dated

Part II—Proposal Project Summary and Development Schedule

Section A. Project Location

1. Community:	2. County or Other Similar Area:	3. Congressional District(s)	4. Census Tracts/Enumeration District(s)

Section B. Housing Type and Development Method

1. Housing Type and Development Method	9. If Turnkey:	3. Congregate or other special-use housing
(1) Conventional (2) Turnkey (a) New Construction ☐ ☐ (3) Acquisition (b) Rehabilitation ☐ ☐ (c) Existing ☐	(a) ☐ RFP and Developer's Packet is attached. (b) ☐ PHA selected Turnkey Proposal is attached. (c) ☐ PHA certifies that Turnkey Proposal was selected based on an objective rating system using such factors as site location, project design, price and developer experience.	(a) ☐ is (b) ☐ is not proposed. If "Yes" specify use(s) and number of units:

Section C. Dwelling Units by Household Type and Structure Type

As appropriate, enter the number of dwelling units (DUs), proposed for this project by number of bedrooms, structure and household type.

	Column 1	Column 2	Column 3 Total DUs			Column 4 Number of Family and Large Family DUs						Column 5 Number of Elderly DUs		
	Structure Type [1]	No. of Buildings	(a) Total	(b) Family	(c) Elderly	(a) 1-BR	(b) 2-BR	(c) 3-BR	(d) 4-BR	(e) 5-BR	(f) 6-BR	(a) Efficiency	(b) 1-BR	(c) 2-BR
1	D													
2	SD													
3	E													
4	W													
5	E[2]													
6	Totals													
7	Number in Line 6 for Hdcp.													

[1] Structure Types are: D=Detached; SD=Semi-Detached; R=Row or Townhouse, W=Walkup; and E=Elevator
[2] Justification required; See Part III, Item A.4, Density

Section D. Proposed Project Development Schedule

Schedule each processing step for the proposed project in the "PHA Estimate" column by entering the estimated number of calendar days required.

Processing Steps		Number of Calendar Days (1) PHA Estimate	Number of Calendar Days (2) HUD Use
1. Site Documents	(a) PHA Submission		
	(b) HUD Decision	25	25
2. Design Documents	(a) PHA Submission		
	(b) HUD Decision	45	45
3. Construction Documents	(a) PHA Submission		
	(b) HUD Decision	45	45
4. Contract Documents	(a) PHA Submission		
	(b) HUD Decision	15	15
5. Construction Start			
6. Completion or Acquisition			
7.	**Total**		

8. Date by which complete proposal will be submitted:

9. State the earliest option expiration date and identify the applicable site:

form **HUD-52483-A** (5/94)
ref Handbook 7417.1

Part III—Proposal Content

Section A. Proposed Site, Project Description and Construction Cost

1. **One to Four Family Properties:** A scattered site housing project involving one to four family properties is proposed: (a) ☐ Yes, (b) ☐ No. If Yes, the following are attached: (1) ☐ a neighborhood map identifying specific boundaries within which the PHA proposed to acquire sites or properties; (2) ☐ a description of the structural types, unit sizes, and conditions of typical housing in each of the specified neighborhoods; (3) ☐ evidence that vacant sites or existing houses, as applicable to the proposal, are regularly offered for sale within cost limitations; and (4) ☐ for projects involving 1-to-4-family properties, the attached schedule demonstrates that all properties will be acquired by the PHA within one year of ACC execution and identifies the number of units and dates by which property specific site acquisition documents will be submitted.
2. **Site Design and Cost Reports:** (1) Number of sites in proposed project _____; (b) Number of Forms HUD-52651-A attached _____; (c) A Form HUD-52651-A with required exhibits is attached for: (1) ☐ each proposed site and/or (2) ☐ a site comprising several contiguous parcels having common exhibits and information; (d) ☐ a separate Form HUD-52651-A is attached summarizing the proposed project as a whole.
3. **Proposed Construction Cost/Price:** The total construction cost/price proposed is $ _____ , with a per unit cost/price proposed of $ _____.
4. **Density:** (a) ☐ the PHA proposes a project density which meets HUD requirements including those of compatibility for the number and ages of the intended residents; (b) the proposed project: (1) ☐ is (2) ☐ is not a scattered-site project; (c) justification for the use of high-rise structures: (1) ☐ is not applicable, (2) ☐ is attached, or (3) ☐ was previously submitted to the Field Office on _____ (date).
5. **Schools:** A letter from the school board (a) ☐ is attached (b) ☐ is not required.
6. **PHA:** The PHA selected the proposed site(s) to comply with the locations for assisted housing identified in the HUD-approved PHA: (a) ☐ Yes or (b) ☐ Not Applicable.
7. **Facilities and Services:** For the intended residents, the PHA proposes a project for which: (a) ☐ the facilities and services as currently exist, meet or exceed HUD requirements; or (b) ☐ with the addition of the following, the facilities will meet or exceed HUD requirements:

Proposed Facility/Service	Source of Funding	Completion Date	Remarks

8. **Nondwelling Space:** (a) ☐ the project nondwelling space proposed complements the facilities and services referred to in Item 7 above. If nondwelling space is **not** exclusively for the proposed project, an attachment state the extent that (b) ☐ nondwelling space is also for other public housing projects and the applicable amounts and cost of such space and/or (c) ☐ nondwelling space is also for projects under other assisted housing programs.
9. **Utility Combination:** The attached Comparative Analysis of Utility Costs (Form HUD-51994) (a) ☐ is the one prepared by the Field Office or (b) ☐ is a revised one prepared pursuant to requirements.
10. **Housing Opportunities:** (a) ☐ the PHA selected the proposed project site to comply with or exceed HUD housing opportunity requirements and (b) ☐ the following information has been added to the locality map required by the Form HUD-52561-A: (1) the percentage of minority residents for each of the locality's areas of minority concentration and racially mixed areas; and (2) existing and proposed HUD and other assisted housing.
11. **Environmental:** ☐ the PHA proposes a project which complies with or exceeds HUD environmental requirements.
12. **Relocation:** Displacement (a) ☐ is (b) ☐ is not involved. If displacement is involved, (c) an attachment, in addition to that required by the Form HUD-52561-A, identifies: (1) ☐ the type of notice (Notice of Displacement, Notice of Right to Continue in Occupancy, or other notice) proposed to be issued to each occu-pant; (2) ☐ the estimated cost of any required relocation benefits; and (d) the following summarizes potential displacement:

(1) Type of Occupant	a. Total Number	b. Eligible for Assisted Housing	c. Estimated Relocation Cost	(2) Sources of Relocation Cost Funds	
				a. Source	b. Amount
1. Families				1. CDBG	
2. Individuals				2. Public Housing	
3. Business Concerns		xxxxxxxxxxxxxxxxxx		3.	
4. Nonprofit Institutions		xxxxxxxxxxxxxxxxxx		4.	
5. **Total**				5. **Total**	

Section B. Demonstration of Financial Feasibility

This PHA has demonstrated financial feasibility: (1) ☐ with the aid of operating subsidy or (2) ☐ without the need for operating subsidy, and a Demonstration of Financial Feasibility (Form HUD-52485) or other demonstration pursuant to HUD instructions is attached.

form **HUD-52483-A** (5/94)
ref Handbook 7417.1

Section C. Professional Assistant to PHA

The following _____ (enter the number) professional service contracts are attached:

1. Service	2. Name and Address of Firm or Individual
a.	a.
b.	b.
c.	c.
d.	d.

Section D. Annual Contributions Contract

Three original, signature copies of the following are attached:

1. ☐ **Form HUD-53010.** Part One of the ACC (Form HUD-53010) signed and dated by the authorized PHA official. (Part Two should not be returned.)
2. ☐ **Forms HUD-274 and HUD-51999.** The Designation of Depository for Direct Deposit of Loan or Grant Funds (Form HUD-274) and the General Depository Agreement (Form HUD-51999) signed and dated by the authorized PHA official and bank representative.
3. ☐ **Forms HUD-9204, HUD-52250 and HUD-5412.** The Project Loan Note (Form HUD-9204), the Permanent Note (Form HUD-52250), and the Note Signature Certificate (Form HUD-5412) signed and dated by the authorized PHA official.

Section E. Request for Advances

1. A PHA request for advances (a) ☐ is attached (b) ☐ is not attached.
2. Funds required are for: (a) ☐ planning expenses required for the first calendar quarter following Field Office execution of the ACC ($ _____ and/or (b) ☐ site acquisition and related costs ($ _____).
3. ☐ A detailed explanation of the nature and the amount of each obligation or proposed obligation and the extent that the obligation is necessary for the proposed project is attached.
4. ☐ The PHA certifies that required blanket fidelity bond and any other required insurance coverage is in force.

Section F. Signature

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Typed Name and Title of Authorized PHA Official:	Signature:	Date:

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0033), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information is required for developing a public housing project pursuant to HUD regulations 24 CFR 941. The information will be used to provide HUDwith sufficient information to enable a determination that funds should or should not be reserved or a contractual commitment made. This information collection is mandated pursuant to the U.S. Housing Act of 1937. The information requested does not lend itself to confidentiality.

Demonstration of Financial Feasibility

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0033 (exp.)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0033), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

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Part 1. Estimate of PHA and Tenant Utility Costs

Project Number: | Public Housing Agency:

Type of Utility or Fuel	Estimated Amount per Unit per Month: PHA Furnished Quantity	PHA Furnished Cost	Tenant Purchased Quantity	Tenant Purchased Cost
a. Water Services. Uses: ☐ Household ☐ Lawn and Shrubs	Gals.	$	Gals	$
b. Sewage Disposal.		$		$
c. Electricity. Uses: ☐ Lighting and Refrigeration ☐ Cooking ☐ Air Conditioning ☐ Domestic Hot Water ☐ Space Heater ☐ Other: (identify)	KWH	$	KWH	$
d. Gas / LP. Uses: ☐ Domestic Hot Water ☐ Cooking ☐ Space Heater ☐ Other: (identify)	Therms	$	Therms	$
e. Oil (Type No.:). Uses: ☐ Domestic Hot Water ☐ Cooking ☐ Space Heater	Gals.	$	Gals	$
f. Heating Labor. (Project Oper. Plant Only)		$		
g. Other Utilities or Services. (specify)		$		$
h. Sub Total - PHA Furnished Utilities.		$		
i. Sub Total - Tenant-Purchased Utilities.				$
j. Total PHA and Tenant-Purchased Utilities. (h plus i)				$

Part 2. Estimate of Anticipated Operating Expenses

	Estimated Amount per Unit per Month
a. Administrative Expense: Salaries (including maintenance supervision), legal, staff training, travel, accounting fees and other administrative expenses.	$
b. Tenant Services Expense: Salaries and other expenses incurred in providing tenant services and the cost of other tenant services activities.	$
c. Utilities Furnished by PHA: Water, electricity, gas, fuel, sewer and other utilities. Also utilities labor and other utilities expense (from item 1h, above).	$
d. Ordinary maintenance and Operation: Labor, materials, and contract costs for all routine maintenance including janitorial and watchman service. Exclude expense applicable to utilities.	$
e. Protective Services: Labor, material and contract costs for protective services.	$
f. Insurance: Fire and Extended coverage, Public Liability, Workmen's Compensation, Employers' Liability, boiler, automobile, burglary, theft and robbery, and Fidelity Bonds, as appropriate.	$
g. Payment in Lieu of Taxes: (Part 3,c (below) minus Part 2,c (above) times 10 percent).	$
h. Other General Expenses: Terminal leave payments, employee benefit contributions, collection losses, and other general expenses.	$
i. Sub-Total (a through h)	$
j. Provision for Nonroutine Expenses and Reserve (10 percent of i)	$
k. Estimated Monthly Operating Expenses (i plus j)	$

Previous edition is obsolete

form **HUD-52485** (5/94)
ref. Handbooks 7417.1 & 7450.1

Part 3. Estimate of Average Monthly Contract Rent of the Proposed Project	per Unit Month
a. **Estimate of Average Monthly Gross Rent**	$
b. **Estimate of Tenant-Purchased Utilities** (from item 1i, above)	$
c. **Estimate of Monthly Contract Rent** (a minus b)	$
d. **Estimate of Average Monthly Contract Rent Based on 97% Occupancy** (.97 x c)	$

Part 4. PHA Determination The PHA determines that (mark and complete "a" or "b") :

a. ☐ The project's estimated operating expenses, (item 2k) $_____ **will not** exceed the estimated operating income (item 3d) $_____

b. ☐ The project's estimated operating expenses, (item 2k) $_____ **will** exceed the estimated operating income (item 3d) $_____ by $_____ (item 2k minus item 3d) and an operating subsidy of that amount will be required. To be feasible, this amount cannot exceed item 5d (below).

Part 5. Maximum Allowable Operating Subsidy	per Unit Month
a. **The PUM allowable expense level**	$
b. ***Plus:*** **The PUM allowable utilities expense level** (from item 1h, above, less utilities labor and other utilities expense)	$
c. ***Minus:*** **The PUM contract rental income** (item 3d, above)	$
d. **Maximum PFS operating subsidy** (5a plus 5b minus 5c)	$

Part 6. Signature

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Typed Name and Title of Authorized PHA Official:	Signature:	Date:
	X	

Instructions

1. Purpose. This form shall be used to demonstrate financial feasibility of a project submitted by a Public Housing Agency (PHA) under the Public Housing Program pursuant to 24 CFR 941 and the Public Housing Development Handbook 7417.1 REV-1 and by an Indian Housing Authority (IHA) under the Indian Housing Program pursuant to 24 CFR 905 and the Indian Housing Handbook 7440.1. This form is to be used for all development methods: conventional, turnkey or acquisition. A project may be approved by the HUD Field Office if it is determined that the project is financially feasible based on the PHA's demonstration of financial feasibility pursuant to this form. This form is not to be used by PHAs located in Alaska, Guam, Puerto Rico or the Virgin Islands (See Handbook 7417.1 REV-1). A revision of this financial feasibility test is mandatory if the PHA proposes to change any physical element of the proposed project or its method of management or plans to increase services, and such change would materially increase the estimated operating costs of said project.

2. Prepared By: The form HUD-52485 is prepared by the PHA, with assistance if necessary from the HUD Field Office.

3. Number: Original and one or more copies.

4. Distribution: A PHA shall submit the original to the applicable HUD Field Office with the PHA Proposal for the project and shall retain a copy for its files. A PHA may also be requested by the Field Office to submit additional copies.

5. Instructions for PHA Preparation:

Heading: In the space provided, enter the name and address of the PHA and the project number.

Part 1. - Estimate of PHA and Tenant Utility Costs. Enter the estimated per unit per month (PUM) consumption and PUM cost applicable to PHA furnished and/or tenant purchased utilities. The source data for consumption and cost for electricity, gas, fuel, heating supplies and heating labor is available on Form HUD-51994, Part A, Life Cycle Cost Analysis of Utility Combinations. The PHA shall use the cost associated with the utility combination which HUD has determined is most suitable for the project. Estimates for water and sewage disposal shall be determined separately and entered in Part 1, Items a and b. Costs shown on HUD-51994 will be allocated to PHA furnished or tenant purchased and the results entered into Part 1, Items h and i.

Part 2. - Estimate of Operating Expenses. The PHA shall submit an estimate of its average monthly operating expenses for its first year of operation. This estimate shall be based on the actual expenses of a project which is comparable from a physical and tenancy standpoint and is located in or about the locality of the proposed project. The expense estimates shall be based on current data and shall not include a projected inflation factor.

a. **Administrative Expenses.** Enter the PUM estimated total administrative expense for the project. Do not include an estimate for audit fees.

b. **Tenant Services Expense.** Enter the PUM estimated total expense for any tenant services programs projected for the project.

c. **Utilities Furnished by PHA.** Enter the PUM estimated total expense for utilities to be supplied by the PHA for the project.

d. **Ordinary Maintenance and Operation.** Enter the PUM estimated total expenses for ordinary maintenance and operation for the project.

e. **Protective Services.** Enter the PUM estimated total expenses applicable to protective services for the project.

f. **Insurance.** Enter the PUM annual cost of the required insurance, even though the initial insurance may be charged to the development cost of the project.

g. **Payment in Lieu of Taxes (PILOT).** Enter the PUM estimated cost for PILOT. PILOT is ten (10) percent of the difference between the estimate of monthly contract rent and the utilities supplied by the project. No entry need be made where the Cooperation Agreement specifically waives PILOT. In the Indian Housing Program PILOT may only be paid on taxable land. If PILOT rate is less than ten (10) percent of shelter rent, entry should reflect such reduced rate.

h. Other General Expenses. Enter PUM estimated total expense for other general expenses (e.g., terminal leave payments, collection losses, employee benefit contribution and in the Indian Housing Program payment for services offered by other government agencies) for the project.

Part 3. - Estimate of Average Monthly Contract Rent of the Proposed Project. The estimate of operating income shall be the projected income for the first fiscal year of operation (without operating subsidy) based upon 97 percent occupancy by a tenant body selected in accordance with PHA regulations (based on Sections 3 and 6(c) (4) of the Act and 24 CFR Part 960 and in the case of the Indian Housing Program 24 CFR 905).

a. Estimate of Average Monthly Gross Rent. To determine the estimate of average monthly gross rents, the PHA shall, first, determine the range of incomes of low-income families residing in rental units in the county or jurisdiction which the project would serve. The families shall be classified by household types (elderly/non-elderly) and by income intervals. The percentage distribution of these incomes shall be recorded in established income intervals. The PHA shall determine the estimated rental income of the project by projecting occupancy which approximates the percentage distribution of families and by applying its current rent determination standards.

The PHA shall submit an analysis, with Form HUD-52485 that will indicate the average monthly gross rent that would result if the PHA selected families with a broad range of incomes representing the distribution of incomes of the eligible population. The PHA shall take into consideration the size of the families most likely to occupy the proposed project if it were constructed at the proposed location. The PHA should use whatever data is available to it to determine the income ranges in the community This could include such sources as census data., CDBG applications, wage surveys, etc. which should be updated to reflect current income levels. The Field Office may have data which could be of assistance to the PHA. If there are not a sufficient number of eligible applicants in a particular range or ranges existing on the PHA's waiting list to fulfill the requirements stated above regarding the tenant body, the PHA must submit its proposed plan to attract applicants whose incomes will permit tenant selection resulting in the project housing tenants with a distribution of income reflecting the distribution of incomes of the potential population in the community. If the PHA proposes to acquire a project occupied in whole or part by low-income families, who will be retained as residents, the estimate of average monthly gross rent shall include the income distribution of those families as well. Based upon the instructions, provide a realistic estimate of the average PUM gross rent.

b. Estimate of Tenant Purchased Utilities. Insert figure calculated in Item 1i of this form.

c. Estimate of Monthly Contract Rent. Subtract tenant purchased utilities PUM (item 3b) from the Average Monthly Gross Rent (item 3a) to determine the amount to be entered on this line.

d. Estimate of Average Monthly Contract Rent Based Upon 97 Percent Occupancy. Enter the product of Average Monthly Contract Rent (Item 3c) multiplied by 97 percent (.97).

Part 4. - PHA Determination.

a. If the estimated operating expenses for the first fiscal year following the End of the Initial Operating Period (EIOP) does not exceed the estimated operating income (without operating subsidy) for the same period, the project is financially feasible. In this case check block "a" and do not complete the remainder of this form.

b. If the estimated operating expenses exceed the estimated operating income (without operating subsidy), check block "b" and complete remainder of this form to determine if the project will be financially feasible within the limitations of the available Performance Funding System (PFS) operating subsidy.

Part 5. - Maximum Allowable Operating Subsidy.

General. The PUM amount of operating subsidy which can be considered will be based upon whether the proposed project is to be included in the Consolidated Annual Contributions Contract (CACC) or whether the proposed project is to be placed in a separate Annual Contributions Contract (ACC).

Existing PHA/New Project - CACC. If an existing PHA is proposing a new project, and wishes to incorporate the project into its CACC, the maximum allowable PUM amount of operating subsidy which may be used in the determination of the financial feasibility test shall be based on the following:

a. The PUM Allowable Expense Level for the project shall be based upon the current PUM Allowable Expense Level for the CACC recomputed to incorporate the characteristics of the project on all required PFS forms. The recomputation of the Allowable Expense Level shall be accomplished pursuant to Section 990.105 (d) (3) of 24 CFR Part 990, Subpart A, Operating Subsidy - Performance Funding System.

The PHA's current fiscal year PFS shall be recomputed to incorporate the project. In the recomputation no data regarding the project shall be in the Current Year Columns, but shall be shown in the Requested Year Columns. For this recomputation, the estimated date of EIOP for the proposed project shall be the last day of the current fiscal year. For purposes of this recomputation, the project will be considered to be one year old.

b. Plus: The PUM Allowable Utilities Expense Level (do not include Utilities Labor and Utilities Other).

c. Minus: The PUM estimate of the average monthly contract rent based upon 97 percent occupancy.

Existing PHA/New Project to be Placed in Separate ACC or New PHA / New Project. If project is to be in a separate ACC, the maximum allowable PUM amount of operating subsidy which may be used in the determination of the financial feasibility test should be based on the following:

a. The PUM Allowable Expense Level for the proposed project shall be determined to be the same as the current Allowable Expense Level of a PHA already in management which is located in or about the locality of the proposed project, if the proposed project and the comparable PHA are generally alike in physical characteristics and tenancy. Comparison should exclude a project age comparison. If the project is not the first project of the PHA, the comparable PHA might be the PHA itself. The usable Allowable Expenses Level would have been developed pursuant to Section 990.105 of the PFS Regulation. The HUD Field Office shall provide the appropriate Allowable Expense Level upon request.

b. Plus: The PUM Allowable Utilities Expense Level (not to include Utilities Labor and Utilities Other).

c. Minus: The PUM estimate of average monthly contract rent based upon 97 percent occupancy.

d. Initial Operating Subsidy Eligibility. If the proposed project is deemed to be financially feasible, the PUM Allowable Expense Level determined in accordance with this subparagraph will be the basis for the PUM Allowable Expense Level to be used in the project's first fiscal year in management. This PUM will be adjusted by an inflation factor(s) for the intervening years. Instructions for the computation of the first fiscal year PUM Allowable Expense Level are contained in Performance Funding System Handbook 7475.13.

Completion of Part 5.

a. PUM Allowable Expense Level. Enter the PUM computed using the instructions above.

b. PUM Allowable Utilities Expense Level. Enter the PUM cost of PHA furnished utilities shown in Item 1h of this form less Utilities Labor and Other Utilities Expense.

c. PUM Contract Rental Income. Enter the PUM rental income amount as shown in 3d above.

d. Maximum PFS Operating Subsidy. Item 5(a) plus Item 5(b) minus Item 5(c). If this amount is equal to or greater than the deficit (Item 2k minus Item 3d) shown in Item 4b of this form, then the proposed project shall be determined to be financially feasible.

Site, Design and Cost Report

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0033 (Exp. [illegible])

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0033), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

This collection of information is required for developing a public housing project pursuant to HUD regulations 24 CFR 941. The information will be used to provide HUDwith sufficient information to enable a determination that funds should or should not be reserved or a contractual commitment made. This information collection is mandated pursuant to the U.S. Housing Act of 1937. The information requested does not lend itself to confidentiality.

Prepare and submit in accordance with the Public Housing Development Regulation (24 CFR 941) and Handbook (747.1J1). A separate report is required for each individual site or a site comprising several contiguous parcels having exhibits and information applicable to all parcels. A summary report is required for the project as a whole. Where necessary, attach a continuation sheet identifying Part, Section and Items continued.

1. Name of PHA:

2. Address of PHA:

3. Project Number: P

4. This report is:
(a) ☐ the Summary Report for the project as whole; and/or
(b) ☐ individual Site Report
Report No. of reports

5. Housing Type and Development Method
(1) Conventional
(2) Turnkey
(3) Acquisition
(a) New Construction
(b) Rehabilitation
(c) Existing

6. Community:

7. County or Other Similar Area

8. Congressional District(s)

9. Census Tract(s)/ Enumeration District(s)

10. Locality Map: For the proposed project as a whole, a map of the locality ☐ is attached identifying each proposed site and the percentage of the population by race in the census tract. Also located on the map are existing and proposed: (a) public transportation lines serving the site, (b) the principal industrial, commercial, or other areas proving employing opportunities for project residents, and (c) public schools, community, recreation, health, shopping and other facilities adjacent to and serving the site.

11. Dwelling Units by Household Type and Structure. As appropriate, enter the number of dwelling units (DUs) proposed by number of bedrooms, structure and household type:

	Col. 1	Col. 2	Column 3 Total DUs			Column 4 Number of Family and Large Family DUs						Column 5 Number of Elderly DUs		
	Structure Type 1/	No. of Buildings	(a) Total	(b) Family	(c) Elderly	(a) 1-BR	(b) 2-BR	(c) 3-BR	(d) 4-BR	(e) 5-BR	(f) 6-BR	(a) Effic.	(b) 1-BR	(c) 2-BR
1	D													
2	SD													
3	R													
4	W													
5	E													
6	Totals													
7	No.in Line 6 For HDEP.													

1/Structure Types are: D = Detached, SD = Semi-Detached, R = Row or Townhouse, W = Walk-up, and E = Elevator

12. Areas and Costs of Dwelling and Non-Dwelling Buildings or Spaces

Identify separately for family and for elderly dwelling and non-dwelling areas and the costs attributable to the areas.	Gross Square Feet		Net Square Feet		Total Cost	
	Family	Elderly	Family	Elderly	Family	Elderly
(a) Dwelling Space						
(b) Non-Dwelling Buildings or Spaces (1) Management						
(2) Maintenance						
(3) Community						
(4) Other (specify)						
(5) Total Non-Dwelling Space						

form **HUD-52651-A** (5/94)
ref Handbook 7417.1

Report Number of Reports for Project Number:

13. Proposed Project Development Schedule			
Schedule each processing step for the proposed project in the applicable column below.	Number of Calendar Days		
Processing Steps	Turnkey Developer Estimate Column (1)	PHA Estimate Column (2)	Total Column (3)
a. Site Documents Submission			
b. Design Documents Submission			
c. Construction Documents Submission			
d. Contract Documents Submission			
e. Construction Start			
f. Construction Completion			
g. PHA Acquisition of Existing			
h. Total			

14. Certification

a. The PHA, and Developer if a turnkey project, certifies that as applicable, the development and operation of the project will be carried out in compliance with applicable Fair Housing and Equal Opportunity Requirements - - i.e., Title VI of the Civil Rights Act of 1964 and Executive Order 11063, Title VIII of the Civil Rights Act of 1968. Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Executive Order 11246 as amended by Executive Order 11375, Section 3 of the HUD Act of 1963 and Executive Orders 11625 and 12138.

b. For the proposed project as a whole, ☐ a plan is attached including any experience, which addresses:

(1) ☐ Section 3 of the HUD Act of 1968 - - providing opportunities for training and employment of lower-income residence of the unit of local government of the metropolitan area (or non-metropolitan county, as determined by HUD) in which the project is located and awarding contracts for work in connection with the project to business concerns which are located in or owned in substantial part by persons residing in such area;

(2) ☐ Executive Order 11625 and 12138 - - employment minority and women-owned business enterprises to perform work in connection with the development and operation of the project.

Part II - Proposed Site

1. Site Identification and Address

2. Closet Major Intersection

3. Source of Site or Property (Check as applicable and identify)
(a) ☐ HUD (CDBG, U.R. 226, etc.) _____
(b) ☐ Other Fed (VA, etc.) _____
(c) ☐ PHA Owned _____
(d) ☐ City, County, State-Owned _____
(e) ☐ Private-Owned _____
(f) ☐ Other (Identify) _____

4. Dimensions
(a) feet by feet (b) sq. fr. (c) acres

5. Zoning
(a) Identify existing zoning for the site: _____
(b) ☐ Zoning recently changed, evidence is attached
(c) ☐ Zoning is permissive:
(d) ☐ Zoning is not permissive:
(1) zoning required: _____
(2) source of insurance _____
(3) party responsible for obtaining required change:

6. Site Control
Identify current site control and attach evidence
(a) ☐ Form(s) HUD-51971 for conventional and acquisition projects or
(b) ☐ Other form(s) for turnkey projects (identify):
(c) Option expiration date _____

Title Information
To demonstrate that good title can be obtained, attached are: (a) ☐ Title opinion or report and (b) ☐ Recordation plat.

8. Site Survey ☐ is attached

9. For conventional or acquisition projects PHA obtained private owner's offer to sell by:
(a) ☐ PHA advertisement or invitation;
(b) ☐ Owner's advertisement or listing or other voluntary action
(c) ☐ Other

10. Utilities

Service	Currently On-Site (1)	Currently Off-Site (2)	Change Required (3)	Assurance Attached (4)	Explain Change
(a) Sanitary Sewer					
(b) Water					
(c) Gas					
(d) Electricity					
(e) Storm Sewer					
(f) Access Street					
(g) Boundary Streets					
(h)Other (Identify)					

form **HUD-52651-A** (5/94)
ref Handbook 7417.1

Report Number of Reports for Project Number:

11. Site Grades: Indicate the Percent of Area for the Site for Each Grade Range
(a) _____ % area w/grades 0 through 1% (c) _____ % area w/grades 6 through 10%
(b) _____ % area w/grades 2 through 5% (d) _____ % area w/grades 11% and above.

12. Rainfall: For Low-Lying and Flat Sites, Indicate Level of Rainfall

13. Flood Hazards: Is the Site Within an Area Identified Within an Area Identified by HUD as Having Special Flood Hazards?
(a) ☐ Yes (elaborate) (b) ☐ No

14. Earthslides: Does the Hazard of Earthslides Exist Either on the Site or on Adjacent or Nearby Land?
(a) ☐ Yes (elaborate) (b) ☐ No

15. Earthquakes: Is the Site a High Risk Area for Earth quakes?
(a) ☐ Yes (elaborate) (b) ☐ No

16. Noise: Is the Site Exposed to Noise in Excess of HUD Standards?
(a) ☐ Yes (elaborate) (b) ☐ No

17. History Similar: Is the Site Located Within a Historic District or Similar Location which may be Subject to Special Environmental Treatment?
(a) ☐ Yes (elaborate) (b) ☐ No

18. Other Environmental Consideration or Comments.A-95 Clearance Attached
☐ Yes ☐ No

19. Unusual, Existing Site Features
(a) ☐ None (f) ☐ Poor Drainage
(b) ☐ Cuts (g) ☐ Retaining Walls
(c) ☐ Fill (h) ☐ Rock Foundations
(d) ☐ Erosion (i) ☐ High Water Table
(e) ☐ Other (specify)

20. Known Subsurface Conditions

21. Relocation

(a) ☐ Vacant (no displacement) or;
(b) ☐ Occupied: (potential displacement)

(c) Types of Occupants	(d) Total Number	(e) Eligible for Assisted Housing
(1) Families		
(2) Individuals		
(3) Business Concerns		
(4) XXXXXXXX???		

(f) ☐ a statement is attached identifying each occupant by (1) name; (2) address; (3) whether owner or tenant; (4) type of occupant; (5) length of occupancy; and (6) dwelling unit size requirements.

(g) ☐ the PHA (or developer in the case of turnkey) certifies that the informational and other notices to occupants will be issued as required.

22. Parcells Comprising Site

(a) Parcel Number	(b) Parcel Address/Identification	(c) Option Exp. Date	(d) Area (Square Feet)	(e) Improvement		(f) Conditions	(g) Asking Price
				(1) Type	(2) Use		

form **HUD-52651-A** (5/94)
ref Handbook 7417.1

Report Number **of** **Reports for Project Number:**

23. Remarks	24. Area of site
	(a) Area to be purchased
	(b) Area to be donated
	(c) Total Area of Site
	(d) Deductions
	(e) Net Buildable Area
	25. Demolition Required
	(a) ☐ None Involved
	(b) ☐ Number of Dwelling Units _____
	(c) ☐ Number of Nondwelling Structures _____

Part III - Proposed Design

Proposed Gross Density	2. No. of Parking Spaces	3. No. of Stories/Buildings	4. No. of Elevators	5. Structural System
(a) _____ DUs per Acre				
(b) _____ Total Population/Acre	6. Floor System	7. Exterior Finish	8. Heating System	
(c) _____ Number of Adults/Acre				
(d) _____ Number of Minors/Acre	9. Air Conditioning	10. Type of Foundation		
(e) _____ DUs		☐ Slab or Grade	☐ Crawl Space ☐ Partial Basement	☐ Full basement

11. Depth of Detail: The attached project description exhibits fulfill public housing program requirements for (a) ☐ proposal submission; (b) ☐ design document submission; or (c) ☐ construction document submission.

12. Attachment Identification: The attachments to this report are: (a) ☐ identical for and for and represent all sites in this proposed project; (b) ☐ limited only to the property proposed for this site; or (c) ☐ applicable to the various site as described in an attachments' cover sheets.

13. Utility Combination: A revised Comparative Analysis of Utility Costs, form HUD-51994; (a) ☐ is attached; (b) ☐ is not attached.

14. New Construction Project: Attached are (a) ☐ Outline Specification, form HUD-5087; (b) ☐ Site Plan; and (c) ☐ Schematic drawings to identify proposed typical features.

15. Rehabilitation or Existing Housing Project: Attached are: (a) ☐ Preliminary Work Write-ups; (b) ☐ Photographs and (c) (1) ☐ For one-to-four family properties, Underwriting Report, Form HUD-92800.3 (as applicable through item 22); or (c) (2) ☐ for a property of five more units, Outline Specification, form HUD-5087.

16. Rehabilitation or Existing Housing Project: The following shows the annual income for the property, which includes the indicated equipment and services, over the last twelve months:

16 (a) "As Is" or Before Rehabilitation (Annual Income Last 12 Months)						16 (b) Equipment and Services included in Rent.	
(1) Number of each type of Unit	(2) Living area (Square Ft)	(3) Composition of Units	(4) Monthly Rent per Unit	Annual Rent (5) Income Received	Annual Rent (6) Received in full Occupancy	Other Items Included in Rent:	
			$	$	$	(1) Range (Gas or Electricity)	
						(2) Refrigerator (Gas or Electricity)	
						(3) Attic Fan	
						(4) Laundry Facilities	
						(5) Venetian Blinds	
						(6) Water (Cold)	
						(7) Water (Hot)	
						(8) Gas	
						(9) Electricity	
(a) Total Rentals Family Units						(10) Space Heat	
						(11) Janitor Service	
Other Income (Specify)						(12) Air Conditioning	
						(13) Ground Maintenance	
Total Other Income						(14) Garbage or Rubbish Removal	
						(15) Other (Specify)	

form **HUD-52651-A** (5/94)
ref Handbook 7417.1

Report Number of Reports for Project Number:

Part IV - Proposed Construction Cost/Price

Section A. Construction Cost/Developer's Price Description

1. Applicability: The cost/price in this part: (a) ☐ is the Summary Report for Project Number _____ and shows the total construction cost or developer's price for the proposed project as a whole; or (b) ☐ applies only to individual site Report Number _____ of _____ Reports for Project Number _____.
2. Identification: The cost/price is: (a) ☐ for a new construction or rehabilitation project and is based on construction costs as of which is: (1) ☐ the PHA proposal submission date or (2) ☐ the deadline date specified in the turnkey request for proposals; or (b) ☐ for acquisition of existing units.

Section B. Construction Cost/Developer's Price Statement (The following is a statement of proposed construction cost/developer's price.)

Items	(a) Develpoer's Price	(b) PHA Cost	(c) Total Cost
Site Improvements			
1. Unusual Site Improvements			
2. Normal Site Improvements			
3. Total Site Improvements (Account 1450)			
Structures and Equipment			
4. Dwelling Structure (Account 1460)			
5. Dwelling Equipment (Account 1460)			
6. Subtotal D, C and E			
7. Non-Dwelling Structures (Account 1470)			
8. Non-Dwelling Equipment (Account 1475)			
9. Subtotal Non-Dwelling Structures and Equipment			
10. Total Structures and Equipment (Sum of Lines 6 and 9)			
11. Total Construction Cost (Sum of Lines 3 and 10)			
12. Architect's fee - Design at _____ percent.			
13. Architect's Fee Developer at _____ percent. Supervisory: PHA at _____ percent.			
14. Total for all improvements (Sum of Lines 11, 12 and 13)			
15. Cost per Gross Square Foot			$ per sq. ft.
16. Estimated Construction Time			months
Other (Turnkey only)			
17. Construction Financing: Interest on $ at % for months			
18. State or Local Taxes			
19. Title and Recording Fees			
20. Closing Costs			
21. Developer's Fee and Overhead			
22. Total for Other			
Site Acquisition _____ square feet 23. Site/Existing Property (Account 1440.1) $ _____ per sq. ft.			
Total 24. Total Construction Cost/Price			
25. Average Cost per Dwelling Unit (Line 24 divided by Number of Dwelling Units)			$

Part V - Signature

The information contained herein and in any attachments is true and correct and to the best knowledge of the signatory entities.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Prepared for PHA: (1) ☐ as Turnkey proposal; pr (2) ☐ by PHA Architect/Other (Specify) _____

Name & Address of Entity:	Name & Title of Authorized Representative:
Typed Name & Title of Authorized PHA Official:	Signature of Representative & Date: X

form **HUD-52651-A** (5/94)
ref Handbook 7417.1

Instructions for Form HUD-52651-A Site, Design and Cost Report

1. Purpose: When the PHA is preparing to submit a PHA Proposal for a Public Housing Project (PHA Proposal), Form HUD-52483-A, the Site, Design and Cost Report, Form HUD-52651-A, is the principal attachment used to delineate components of the proposed project. This form is also used to summarize the submission of site documents when the project involves 1-4 family properties under the conventional or acquisition developmental methods.
2. Prepared by: Form HUD-52651-A Site, Design and Cost Report, is prepared by the PHA and its architect under the conventional and acquisition methods. Under the turnkey method, Form HUD-52651-A is initially prepared by prospective developers as part of their turnkey proposal. By signing the form, the PHA formally incorporates it into its PHA proposal which is submitted to HUD. Only one turnkey proposal is permitted for each PHA proposal.
3. Number: Original and one more copies. (Note: The Form HUD-52651-A, itself, calls for attachments).
4. Distribution: A turnkey developer shall submit the original and at least one copy of Form HUD-52651-A to the PHA with all attachments as part of a turnkey proposal. The Developer's Packet may specify a greater number of copies to be submitted to the PHA. A PHA shall attach the original to the original of its PHA Proposal which is submitted to the applicable HUD Field Office and shall retain the copy with a copy of its PHA Proposal in its files. A PEA may also be requested by the Field Office to submit additional copies of its proposal. If the Field Office plans to request any additional copies of the proposal form the PHA, the Field Office should advise the PHA to specify a sufficient number of turnkey proposals in the Developer's Packet.
5. Instructions for Preparation: The Site, Design and Cost Report (Form HUD-52651-A) is to be prepared in accordance with the public housing development regulation (24 CFR-941) and Handbook 7417.1 by either the PHA (Conventional and Acquisition methods) of the turnkey developer (Turnkey method). Except for conventional or acquisition projects involving 1-4 family properties, a separate Form and HUD-52651-A is to be submitted for each individual site or a site comprising several contiguous parcels having common exhibits or other information. In addition, a Form HUD-52651-A (Parts I, IV and V) is to be submitted summarizing the project as a whole.

   For convential or acquisition projects involving 1-4 family properties, a Form HUD-52651-A with Part I, Items 1-11, Part IV and Part V completed shall be submitted summarizing the site documents for each group of properties being proposed. Each part should indicate the total of all properties approved or submitted to date. The following attachments are required with each group of properties submitted to HUD for approval:

   a. Offers of Sale of Real Property and Purchase Agreements (executed Forms HUD-51971-I and II).
   b. Neighborhood Map designating properties previously approved by HUD and acquired by the PHA and the properties currently being submitted for HUD approval.
   c. Appraisal (Form HUD-92800-3)
   d. Work write-ups for properties to be rehabilitated and repair descriptions for those requiring only minor repairs.
   e. A statement of how each property was identified and whether it is currently occupied by an owner or tenant.

   Specific instructions for completing each item follow. If there is insufficient space on the form, a continuation sheet may be used which clearly identifies the material by Part, Section, and item number.

Part I-General

Item 1. State the legal name of the PHA.

Item 2. State the complete mailing address of the PHA.

Item 3. Complete the project number, if known.

Item 4. Check the box which indicates that this is an individual and/or a summary report, and complete the data.

Item 5. Check only one box to identify the proposed housing type and selected development method for the proposed project.

Item 6. State the name of the community in which the project is proposed to be located. A community (formerly referred to as a locality) is defined as municipality or other general purpose political subdivision below the country level (e.g., city, town, township).

Item 7. State the name of any applicable county or similar area of jurisdiction (broader than the community) in which the project is proposed to be located.

Item 8. If known, identify each Congressional district within which the project will be located.

Item 9. If known, identify each Census Tract or Enumeration District within which the project will be located.

Item 10 A locality map which identifies the items listed should be attached to the summary report only.

Item 11 Complete the table as appropriate to indicate the number of dwelling units (DU's) proposed for the site by structure type, household type and number of bedrooms. Also show the number of buildings for each structure type. The sums of family units (Column 4) and those for the elderly (Column 5) should be stated as totals in Column 3 as appropriate. The grand totals should be shown on Line 6. Line 7 should show the number of units included on line 6 for occupancy by the handicapped.

The structure types are defined as follows: (a) Detached (D): A structure which consists of a single living unit and is surrounded by permanent open spaces; (b) Semi-Detached (SD): A structure containing two living units separated by a common vertical wall: (c) Row (R): A structure containing three or more living units, each separated by vertical walls, and generally having individual entrances and interior stairs; (d) Walk-up (W): A multi-level low-rise structure containing two or more living units, each separated horizontally (ceiling/floor) and by vertical walls; (e) Elevator (E): Any high-rise structure for which an elevator is required under the Minimum Property Standards (MPS) or local building codes.

The summary report must indicate the sum total of the dwelling units from all the individual reports.

Item 12. Identify the areas for each of the space types listed. The summary report must indicate the sum total of the areas from all of the individual reports.

Item 13. Enter the estimated number of calendar days in each box depending on the development method. The summary report shall indicate the time estimate which is the longest of the individual reports. Any estimates in excess of the amounts established as Standard Processing Times (SPTs) shall be accompanied by a jurisdiction of the extra time required.

a. Turnkey. The turnkey developer shall enter estimates in column (1). The PHA shall complete the estimate by entering the number of days to complete its part of the processing in column (2). The PHA shall enter the total of columns (1) and (2) in column (3). Enter the information on each lime as follows:

Line a. No entries are made on this line for the turnkey method.

Line b. No entries are made on this line if this stage is to be bypassed; i.e., the design documents are being incorporated with the proposal or the construction documents. Otherwise enter the number of days required form HUD approval of the PHA proposal to developer submission of the design documents to HUD (Col. 2). (The Total (Col. 3) should not exceed the SPT of 60 days).

Line c. Enter the number of days from HUD approval of the design documents (or PHA proposal if the design documents stage is to be bypassed) to turnkey developer submission of the construction documents to the PHA (Col. 1) and PHA submission of the construction documents to HUD (Col.2) (The Total (Col. 3) should not exceed the SPT of 90 or 120 days).

Line d. The PHA (Col. 3) shall enter the number of days from HUD approval of the construction documents to the date of the contract of sale conference (SPT 30 days).

Line e. The developer shall enter the number of days from execution of the Contract of Sale to start of construction (Col. 1) The PHA shall enter the number of days from the contract of sale conference to execution of the Contract of Sale, if not signed at contract of sale conference, (Col. 2).

The PHA shall transfer only the number of days in Col. (2) to Col. (3). There are no SPTs for these actions because the Contract of sale is presumed to be executed at the contract of sale conference and construction start is presumed at the execution of the Contract of Sale.

Line f. The turnkey developer shall enter the number of days required from execution of the Contract of Sale to completion of construction or rehabilitation. (Cols. 1 and 3). (No SPT)

Line g. No entries are made on this line for the turnkey method.

Line h. The PHA shall enter the sum of the horizontal totals in column (3) only.

b. Conventional. The PHA shall enter estimates for each processing stage in column (3) only:

Line a. Enter the number of days from HUD approval of the PHA proposal to submission of the site documents.

Line b. No entries are made on this line if design documents are being incorporated with the PHA proposal or construction documents (design document stage bypassed). Otherwise enter the number of days required

from HUD approval of the PHA proposal to submission of the design documents. (SPT 60 days)

Line c. Enter the number of days from HUD approval of the design documents (or PHA proposal if the design document stage is to be bypassed) to submission of the construction documents. (SPT 90 or 120 days)

Line d. Enter the number of days required from HUD approval of the construction documents to PHA submission of the contact award documents. (SPT 60 days)

Line e. Enter the number of days required from HUD approval of the contract award documents to issuance of the Notice to Proceed. (No SPT established for this step)

Line f. Enter the estimated number of days from issuance of the Notice to Proceed to completion or rehabilitation.

Line g. No entries are made on this line for the conventional method.

Line h. Enter the total of all amounts in column (3) **except line a.**

c. Acquisition. The PHA shall enter estimates for each processing stage in column (3) only:

Line a. Enter the number of days from HUD approval of the PHA proposal to submission of the site documents. Omit this line if the project involves 1-4 family (single-family) units.

Line b-e. No entries required on these lines for the acquisiton method.

Line f. Enter the number of days from HUD approval of the **last** site document to completion of repair work on the last unit.

Line g. for projects involving 1-4 family units, enter number of days required to submit site documents on all properties. (SPT is one year to acquire all properties)

Line h. Enter the total of all amounts in column (3) **including line a.**

Item 14. By signing this Report, the PHA (all methods) and the turnkey developer (Turnkey method) each certifies as started; and to the summary report each shall attach the plan addressing the two areas described.

Part II-Proposed Site

Indicate the report number and project number (if known) at the top of each page.

Item 1. Enter the address of the site or other descriptive information especially if the site is located in a rural area.

Item 2. Major intersecting streets or roads may provide further identification of the site.

Item 3. Check the appropriate box which identifies the present owner of the site.

Item 4. Enter the dimensions if known or an estimate. If dimensions are inappropriate, enter irregular. Calculate the total square foot and acres in the site.

Item 5. Identify the current zoning of the site and check the box indicating whether the zoning was recently changed (if so, attach the evidence) and whether the zoning will permit the intended use or not. If not, indicate the zoning required, the basis for believing that proper zoning can be secured, and the party responsible for obtaining it.

Item 6. Check the appropriate box and attach form HUD-51971-II or other evidence of control or ownership depending on development method. enter the option expiration date or the earliest date if there is more than one parcel involved.

Item 7. Check the two boxes as a reminder that the two pieces of title information are to be attached. Title information shall be in the form of a title opinion or report and a recordation plat to demonstrate that good title can be obtained and that there will be no encumbrances which would interfere with the development of the proposed project. At the time of transfer, title must be good and marketable, and free of any mortgage, lease, lien or other ecumbrances, such as use or building restrictions, zoning ordinances, easements, or rights-of-way which would affect the value or proposed use of site.

Item 8. Check the box as a reminder to submit a survey of the site (to Include all the parcels in this report). A "transit survey" shall be prepared by a surveyor or engineer, drawn to a scale of one inch to forty feet (1" = 40') or larger, showing;

a. the North point, property lines, and dimensions;

b. the community, county, and State in which the property is located, and the lot and block number of the property and adjacent properties;

c. the location and dimensions of all fights-of-way easements;

d. contours indicating current grades;

e. an outline and dimensions of any existing structures;

f. the location and size of utilities; and

g. the location of any known subsurface conditions.

Item 9. For conventional or acquisition projects only, explain how site was located. Check the appropriate box and if lines (a) and (b) are not appropriate, explain the circumstances on line (c).

Item 10. Explain the status of utility services to the site. Check the appropriate box to indicate if the service is presently available (show "Not Applicable" if appropriate). If a change to the existing status will be required i.e., extension, relocation, improvement or increased capacity, explain the change and attach a written assurance from the responsible local agency that funds are available and the work will be completed in time to serve the proposed project.

Item 11. Complete as applicable.

Item 12. Complete as applicable indicating whether any special drainage, etc. requirements are anticipated.

Item 13-17 If any of these conditions are present, explain the circumstances, extent or source of the hazard and what steps will be taken to mitigate potential damaging effects on the project, residents or the environment.

Item 18. Indicate any other environmental considerations applicable to the site and any state or local restrictions above and beyond HUD requirements. Provide a similar as in items 13-17. Attach A-95 clearance if obtained. Advance A-95 clearance is recommended, but not required. HUD will obtain it during its processing if it is not attached.

Item 19. Check the appropriate box (or boxes) which describes any unusual site features. If none, check box (a). Use box (e) to list others not shown such as surface rock, creeks, heavily forested, steep slopes, or power lines.

Item 20. Where any problems are known or suspected, describe the problem and the results of any preliminary examination indicating that the adverse conditions can be overcome. State the nature and extent of required corrective actions.

Item 21. If the site is vacant, check the box (a) and proceed to item 22. If the site is occupied, check the box (b) and provide additional information. Indicate the total number of various types of occupants which would need to be relocated. for purposes of this Report, individuals are single persons without dependents and are not considered families. Indicate "Not Applicable" if any occupant type is not present on this site. Indicating the number of families and individuals in box (e) which are eligible for assisted housing provides a means to estimate relocation expenses without violating their privacy. Check box (f) as a reminder to attach the information statement with the required elements. By checking box (g) the PHA or turnkey developer recognizes the obligation to provide the appropriate notifications to occupants as required by HUD.

Item 22. If the site consists of more than one parcel, devise a number system to identify each parcel on a separate line in column (a). Provide further identification of each parcel in column (b) such as street address, owner's name, or an obvious physical feature and, for properties to be acquired "as is" or rehabilitated, show the year built in column (b). Insert the option expiration date in column (c) calculated from the information on the site control document. Show the total square foot area for each parcel in column (d). In column (e) indicate the types of improvements and future use of any improvements on each parcel by the following codes: In column (e) (1) Type, show D = Dwelling or N = Nondwelling; In column (e) (2) Use, show V = Vacant land (no improvements) A = Use as is, D = will be demolished, R = will be rehabilitated. Enter one or more code letters for each parcel in columns (e) (1) and (e) (2). Indicate by checking column (f) that there are special conditions involving the acquisition of the parcel such as title problems, condemnation expected, relocation involved or any unusual situation, such as currently owned by PHA. Explain the condition in Item 23. Insert the asking price in column (g) from the site control document. If the parcel will be donated, indicate this in column (g) also.

Item 23. Cite any state, local or regional plans (including Housing Assistance Plans) which served as the basis for selecting the proposed site. Also state the reason for recommending exclusion of any parcels from the site and any other acquisition difficulties or conditions. Identify any proposed condition of purchase which should be included in the Purchase agreement, Form HUD-51971-II.

Item 24. Indicate the total square feet and acres acquired by the various means listed. Acquisition by condemnation should be shown as a purchase. Vacated area owned by a public entity should be shown as a donation. The total area of the site should not be greater than the total of lines (a) and (b), and should be the same as the total area of the parcels identified in Item 22, as well as streets, easements and unbuildable land. The result of subtracting line (d) from Line (c) is the net buildable are of the site.

Item 25. Summarize any demolition by checking the appropriate box and indicating the total number of dwelling units or non-dwelling structures to be demolished.

Part III-Proposed Design

Item 1. Enter the various density factors requested based on the dwelling units planned for this site only.

Items 2-10. Provide the information requested for the building or units on this site only.

Item 11. Check the appropriate box which will indicate if design or construction documents are included as part of the proposal instead of schematics. If (b) or (c) is checked, attach the documents required by Handbook 7417.1, complete items 12 and 13 only and proceed to Part V.

Item 12. If the plans, specifications and other attachments are identical for all sites, they need only be attached to the first report. If they are applicable to some sites but not all, enclose a cover sheet identifying each site and they need not be attached to more than one report.

Item 13. If the prepared Form HUD-51994, Analysis of Utility costs, is not to be used, a revised one must be attached and the box checked.

Item 14. For new construction projects only, check the boxes as a reminder to attach the three items shown;

a. a completed Outline Specification (Form HUD-5087)

b. a site plan (schematic drawing) based on available topographical information and known subsurface soil conditions which identifies:

(1) the outline and dimensions of each structure (dwelling and non-dwelling);

(2) the existing and proposed locations of streets, easements, and utilities (e.g. telephone, water, sewerage, gas, electric);

(3) the distance of utilities from the site boundary;

(4) proposed foundations, building grades, drainage swales, and extent of grading required; and

(5) the proposed placement of trees and shrubs, and primary land uses such as placement of buildings, play fields, tot lots, conversational groupings and parking or other paved areas.

c. schematic drawings which identify:

(1) typical building elevations;

(2) typical building floor plans for each structure type, showing the gross square feet of floor area, and the area for each type of non-dwelling space;

(3) typical floor and wall sections, mechanical features and equipment; and

(4) typical unit floor plans for each size and structure type.

Item 15. For rehabilitation and acquisition of existing housing projects, check the boxes as a reminder to attach the three items shown:

a. preliminary work write-ups to describe the extent and nature of work required to rehabilitate or repair each property.

b. photographs of typical interior and exterior buildings and units to illustrate the extent of rehabilitation or repairs required.

c. for one-to-four family properties, Form HUD-92800-3 (as applicable through item 22), or for rehabilitation of properties of 5 or more units, a completed Outline Specification, form HUD-5087.

Item 16. Complete the information requested for each property "as is". Composition refers to number of bedrooms, number of bathrooms, variations in size or other features which may vary the existing rent structure. Check the items of equipment and services included in the existing monthly rental.

Part IV-Proposed Construction Cost/Price

Section A: Construction Cost/Developer's Price Descriptipon

Item 1. Indicate whether this is the summary or an individual site report by checking the appropriate box and completing the data. If only one site is involved, a summary report is not necessary.

Item 2. Check the appropriate box and enter the appropriate date.

Section B: Construction Cost/Developer's Price Statement

1. Enter estimated cost amounts for each line item based on the development method as follows:

a. Turnkey method. The turnkey developer shall enter amounts in column (a) for costs which will incur. The PHA shall enter its costs over and above the turnkey developer's costs in column (b). The PHA shall total the amounts in (a) and (b) for each item and enter it in column (c).

b. Conventional method. The PHA shall enter the estimated costs it will incur for each item in column (c). No entries should be made for items under "Other".

c. Acquisition method. The PHA shall enter its costs in column (c). Line 11 should not be more than 10% of the estimated total development cost of the project. No entries should be made for items under "Other".

2. The amounts for items 1 through 11 are based on the prevailing Davis-Bacon wage rates and include any applicable social security and sales taxes, insurance and bond premiums, and a pro rata share of the contractor's fee (profit and overhead). The cost/price should be stated in terms of actual cost, without contingency, since an amount for contingency will be included in the Development Cost Budget provided to the PHA by the area Office with the proposal approval letter.

3. The "Other" items are to be calculated as follows for turnkey projects only:

a. **Construction Financing.** Indicate the amount of the Construction loan, the interest rate and the number of months of construction time and enter in column (a) the amount for construction financing.

b. **State or local taxes.** Enter an anticipated amount for any state or local taxes except real property taxes. The turnkey price at settlement will be adjusted for any real property taxes paid by the developer during construction.

c. **Title and recording fees, closing costs, and developer's fee.** The amount for these items shall be entered as appropriate.

4. Enter the amount for site acquisition. Since this amount is subject to HUD appraisal, it may be the asking price or an estimate of value.

5. The following is a brief description of the accounts relating to construction costs:

a. **Site Acquisition (Account 1440.1).** The account includes the amounts for land and existing improvements. Any amounts for condemnation and for the value of property donated are also included.

b. **Site Improvements (Account 1450).** This account includes the amount for normal site improvements (e.g., demolition, grading, utility installation, streets, parking and other paved areas, structural playground facilities and landscaping) and the amount for any special improvements required because of unusual site conditions (e.g., abnormal excavation resulting from unusual subsoil conditions, and excess foundation work such as pilings, caissons and underpinnings).

c. **Dwelling Construction (Account 1460).** This account includes the cost for normal foundations, structural framing and interior and exterior finish, closets, other occupant storage areas, and certain common spaces such as entrances, corridors, lobbies, janitorial closets, and laundry, heating and equipment spaces. Costs of major systems and equipment such as plumbing, electrical heating and air conditioning within units are included as well as the cost of elevators and related equipment. Built in equipment such as counters, cabinets, cupboards and shelving are also included.

d. **Dwelling Equipment (Account 1465).** This account includes the cost of ranges, refrigerators, shades, screens or similar equipment provided in dwelling structures.

e. **Nondwelling Construction (Account 1470).** This account includes the costs for management, maintenance and community space or structures. Community space includes social, recreational, health and child care facilities. All necessary built in equipment and plumbing, heating, ventilating and electrical systems are included in these costs.

f. **Nondwelling Equipment (Account 1475)**. This account costs for all movable equipment required for management, maintenance, and community spaces.

Part V-Signature

1. If the form was prepared for the PHA by the turnkey developer or PHA architect or development manager, the preparer shall complete the entity and representative identification and sign and date the form.

2. The PHA official shall provide name, title, signature and date as requested.

3. The signatories complete these entries with full knowledge of the certification being provided and the penalties which may be imposed on persons or organizations for improper or false statements or information.

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DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR–4562–N–10]

Notice of Submission of Proposed Information Collection to OMB Application Kit—HUD Urban Scholars Fellowships Program

AGENCY: Office of the Assistant Secretary for Policy Development and Research, HUD.

ACTION: Notice.

SUMMARY: The proposed information collection requirement described below has been submitted to the Office of Management and Budget (OMB) for emergency review and approval, as required by the Paperwork Reduction Act. The Department is soliciting pubic comments on the subject proposal.

DATES: Comments Due Date: December 26, 2000.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments must be received within seven (7) days from the date of this Notice. Comments should refer to the proposal by name and should be sent to: Reports Liaison Officer, Office of Policy Development and Research, Department of Housing and Urban Development, 451 7th Street, SW., Room 8126, Washington, DC 20410.

FOR FURTHER INFORMATION CONTACT: Jane Karadbil, Office of University Partnerships—telephone (202) 708–1537, extension 5918. This is not a toll-free number. Copies of available documents submitted to OMB may be obtained from Ms. Karadbil.

SUPPLEMENTARY INFORMATION: This Notice informs the public that the Department of Housing and Urban Development (HUD) has submitted to OMB, for emergency processing, an information collection package with respect to a proposed Notice of Funding Availability for the HUD Urban Scholars Fellowship Program. HUD seeks to implement this initiative as soon as possible.

The HUD Urban Scholars Fellowship Program seeks to encourage recent Ph.D.s to undertake research now, and throughout their careers, on research topics of interest to HUD. Approximately 10 fellows will be selected with Fiscal Year 2000 funds.

Submission of the information required under this information collection is mandatory in order to compete for and receive the benefits of the program. All materials submitted are subject to the Freedom of Information Act and can be disclosed upon request. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. The OMB control number, when assigned, will be announced by a separate notice in the **Federal Register**.

The Department has submitted the proposal for the collection of information, as described below, to OMB for review, as required by the Paperwork Reduction Act (44 U.S.C. Chapter 35):

(1) Title of the information collection proposal:

Application Kit—HUD Urban Scholars Fellowship Program

(2) Summary of the collection of information:

Each applicant for this program would be required to submit current information, as listed below as:

(A) *SF–424,* Application for Federal Assistance. Include the name and address of the person authorized to execute the grant agreement in Block 5. Include the institution's tax ID number in Block 6. The Catalogue of Federal Domestic Assistance number for the program is 14.518. The form should be signed by the appropriate university official.

(B) Applicant information including:

(1) Title of the research project;

(2) Applicant's name, university and home addresses, university and home telephone and facsimile numbers, and email address;

(3) Applicant's university name, department, mailing address, telephone and facsimile numbers.

(4) Applicant's advisor's name, address, telephone and facsimile number;

(5) Applicant's mentor's name, address, telephone and facsimile number;

(6) Graduate and post-graduate education.

(C) A letter from the chair of the applicant's department that he/she has met all the eligibility criteria.

(D) A letter from the appropriate official that describes the support from the applicant's university.

(E) A letter from the applicant's mentor stating his/her qualifications to be the applicant's mentor and his/her proposed role in the research project.

(F) A one-page abstract of the research project.

(G) A narrative of the proposed research, not to exceed 10 double-spaced typed pages. This narrative must include the following in the following order:

(1) Statement of the problem;

(2) Research design and methodology;

(3) Policy relevance of the research;

(4) How the research will add to the current knowledge base.

(H) A working bibliography of the proposed project.

(I) An annotated bibliography, *e.g.,* a two- or three-sentence annotation for ten to twelve key sources in the working bibliography.

(J) List of the applicant's publications: books, refereed journal articles, chapters contributed to books, articles in published proceedings, and any other articles.

(K) List of presentations made and posters exhibited during the last five years.

(L) Grants and awards received during the last five years.

(M) Teaching load during the last five years.

(N) Four to six letters of reference.

(O) A proposed budget.

(3) Description of the need for the information and its proposed use:

To appropriately determine which applicants should be awarded HUD Urban Scholars Fellowships, certain information is necessary about the applicant's research project and qualifications.

(4) Description of the likely respondents, including the estimated number of likely respondents, and proposed frequency of response to the collection of information:

Respondents will PhDs with academic appointments at institutions of higher education. Fellows will also be expected to prepare and submit progress reports half-way through their fellowships and a final report.

The estimated number of respondents submitting applications is 100. The proposed frequency of the response to the collection of information is one-time. The application need only be submitted once. The estimated number of respondents to the monitoring requirements is 10.

(5) Estimate of the total reporting burden that will result from the collection of information:

Reporting Burden: Number of respondents: 100 for applicants; 10 for monitoring requirements.

Total burden hours: 32 hours per respondent for applications; 12 hours a year per respondent for monitoring requirements.

Total Estimated Burden Hours: 3,320.

Authority: Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. Chapter 35, asa amended.