

Site, Design and Cost Report

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

OMB No. 2577-0157 (Exp. 3/31/2010)

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. 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.

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.

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:		3. Project Number <div style="border: 1px solid black; display: inline-block; padding: 2px;"> <table border="1" style="width:100%; text-align: center;"> <tr><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>P</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </div>															P						5. Housing Type and Development Method <div style="text-align: right;"> (1) Conventional (2) Turnkey (3) Acquisition </div> <div style="margin-top: 10px;"> <input type="checkbox"/> (a) New Construction <input type="checkbox"/> (b) Rehabilitation <input type="checkbox"/> (c) Existing </div>
				P																			
2. Address of PHA:		4. This report is: <input type="checkbox"/> (a) the Summary Report for the project as whole; and/or <input type="checkbox"/> (b) individual Site Report Report No. of reports																					
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 Structure Type 1/	Col. 2 No. of Buildings	Column 3 Total DUs			Column 4 Number of Family and Large Family DUs						Column 5 Number of Elderly DUs					
			(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						

13. Proposed Project Development Schedule				14. Certification
Schedule each processing step for the proposed project in the applicable column below.	Number of Calendar Days			<p>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.</p> <p>b. For the proposed project as a whole, <input type="checkbox"/> a plan is attached including any experience, which addresses:</p> <p>(1) <input type="checkbox"/> 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;</p> <p>(2) <input type="checkbox"/> 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.</p>
	Processing Steps	Turnkey Developer Estimate Column (1)	PHA Estimate Column (2)	
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				

Part II - Proposed Site

<p>1. Site Identification and Address</p>	<p>2. Closest Major Intersection</p>	<p>3. Source of Site or Property (Check as applicable and identify)</p> <p>(a) <input type="checkbox"/> HUD (CDBG, U.R. 226, etc.) _____</p> <p>(b) <input type="checkbox"/> Other Fed (VA, etc.) _____</p> <p>(c) <input type="checkbox"/> PHA Owned _____</p> <p>(d) <input type="checkbox"/> City, County, State-Owned _____</p> <p>(e) <input type="checkbox"/> Private-Owned _____</p> <p>(f) <input type="checkbox"/> Other (Identify) _____</p>
<p>4. Dimensions</p> <p>(a) feet by feet (b) sq. fr. (c) acres</p>	<p>6. Site Control</p> <p>Identify current site control and attach evidence</p> <p>(a) <input type="checkbox"/> Form(s) HUD-51971 for conventional and acquisition projects or</p> <p>(b) <input type="checkbox"/> Other form(s) for turnkey projects (identify): _____</p> <p>(c) Option expiration date _____</p> <p>Title Information</p> <p>To demonstrate that good title can be obtained, attached are: (a) <input type="checkbox"/> Title opinion or report and (b) <input type="checkbox"/> Recordation plat.</p>	
<p>5. Zoning</p> <p>(a) Identify existing zoning for the site: _____</p> <p>(b) <input type="checkbox"/> Zoning recently changed, evidence is attached</p> <p>(c) <input type="checkbox"/> Zoning is permissive:</p> <p>(d) <input type="checkbox"/> Zoning is not permissive:</p> <p>(1) zoning required: _____</p> <p>(2) source of insurance _____</p> <p>(3) party responsible for obtaining required change: _____</p>	<p>8. Site Survey <input type="checkbox"/> is attached</p>	<p>9. For conventional or acquisition projects PHA obtained private owner's offer to sell by:</p> <p>(a) <input type="checkbox"/> PHA advertisement or invitation;</p> <p>(b) <input type="checkbox"/> Owner's advertisement or listing or other voluntary action</p> <p>(c) <input type="checkbox"/> Other</p>

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)					

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
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13. Flood Hazards: Is the Site Within an Area Identified Within an Area Identified by HUD as Having Special Flood Hazards? (a) <input type="checkbox"/> Yes (elaborate) (b) <input type="checkbox"/> No	14. Earthslides: Does the Hazard of Earthslides Exist Either on the Site or on Adjacent or Nearby Land? (a) <input type="checkbox"/> Yes (elaborate) (b) <input type="checkbox"/> No	15. Earthquakes: Is the Site a High Risk Area for Earth quakes? (a) <input type="checkbox"/> Yes (elaborate) (b) <input type="checkbox"/> No
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16. Noise: Is the Site Exposed to Noise in Excess of HUD Standards? (a) <input type="checkbox"/> Yes (elaborate) (b) <input type="checkbox"/> No	17. History Similar: Is the Site Located Within a Historic District or Similar Location which may be Subject to Special Environmental Treatment? (a) <input type="checkbox"/> Yes (elaborate) (b) <input type="checkbox"/> No
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18. Other Environmental Consideration or Comments. A-95 Clearance Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Unusual, Existing Site Features (a) <input type="checkbox"/> None (f) <input type="checkbox"/> Poor Drainage (b) <input type="checkbox"/> Cuts (g) <input type="checkbox"/> Retaining Walls (c) <input type="checkbox"/> Fill (h) <input type="checkbox"/> Rock Foundations (d) <input type="checkbox"/> Erosion (i) <input type="checkbox"/> High Water Table (e) <input type="checkbox"/> Other (specify)
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20. Known Subsurface Conditions

21. Relocation

(a) <input type="checkbox"/> Vacant (no displacement) or; (b) <input type="checkbox"/> Occupied: (potential displacement)	(c) Types of Occupants (1) Families (2) Individuals (3) Business Concerns (4) XXXXXXXX??	(d) Total Number	(e) Eligible for Assisted Housing	(f) <input type="checkbox"/> 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) <input type="checkbox"/> the PHA (or developer in the case of turnkey) certifies that the informational and other notices to occupants will be issued as required.
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22. Parcels 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		

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) <input type="checkbox"/> None Involved (b) <input type="checkbox"/> Number of Dwelling Units _____ (c) <input type="checkbox"/> Number of Nondwelling Structures _____
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Part III - Proposed Design

Proposed Gross Density (a) _____ DUs per Acre (b) _____ Total Population/Acre (c) _____ Number of Adults/Acre (d) _____ Number of Minors/Acre (e) _____ DUs	2. No. of Parking Spaces	3. No. of Stories/Buildings	4. No. of Elevators	5. Structural System
	6. Floor System	7. Exterior Finish	8. Heating System	
	9. Air Conditioning	10. Type of Foundation <input type="checkbox"/> Slab or Grade <input type="checkbox"/> Crawl Space <input type="checkbox"/> Partial Basement <input type="checkbox"/> 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		Other Items Included in Rent:	
				(5) Income Received	(6) Received in full Occupancy		
			\$	\$	\$	(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	
						(10) Space Heat	
(a) Total Rentals Eamily Units						(11) Janitor Service	
Other Income (Specify)						(12) Air Conditioning	
						(13) Ground Maintenance	
Total Other Income						(14) Garbage or Rubbish Removal	
						(15) Other (Specify)	

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) Developer'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; or (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

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 from 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 conventional 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 line 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 from 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 contract 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 acquisition 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 encumbrances, 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;
- the North point, property lines, and dimensions;
 - the community, county, and State in which the property is located, and the lot and block number of the property and adjacent properties;
 - the location and dimensions of all rights-of-way easements;
 - contours indicating current grades;
 - an outline and dimensions of any existing structures;
 - the location and size of utilities; and
 - 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 area 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 Description

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.