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**Site, Design and Cost Report**

**U.S. Department of Housing**

OMB No. 2577-0157 (Exp. 1/31/2017)

**and Urban Development**

Office of Public and Indian Housing

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 94l. 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 l937. 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

5. Housing Type and Development Method

(1) Conventional

(2) Turnkey

(3) Acquisition

(a) New Construction

(b) Rehabilitation

(c) Existing

2. Address of PHA:

4. This report is:

(a)

the Summary Report for

the project as whole; and/or

(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

Col. 2

No. of

Column 3

Total DUs

Column 4

Number of Family and Large Family DUs

Column 5

Number of Elderly DUs

(a)

(b)

(c)

1-BR

(a)

2-BR

(b)

3-BR

(c)

4-BR

(d)

5-BR

(e)

6-BR

(f)

(a)

1-BR

(b)

2-BR

(c)

Type 1/

Buildings

Total

Family

Elderly

Effic.

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 eld-erly 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

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form **HUD-52651-A** (1/2014)

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| 1 | D |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | SD |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | R |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | W |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | E |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Totals |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | No.in  Line 6  For HDEP. |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Dwelling Space |  |  |  |  |  |  |
| 1. Non-Dwelling Buildings or Spaces 2. Management |  |  |  |  |  |  |
| 1. Maintenance |  |  |  |  |  |  |
| 1. Community |  |  |  |  |  |  |
| 1. Other (specify) |  |  |  |  |  |  |
| 1. Total Non-Dwelling Space |  |  |  |  |  |  |

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**Report Number**

**of**

**Reports for Project Number:**

13. Proposed Project Development Schedule

14. Certification

Schedule each processing step for the proposed project in the appli-cable column below

Processing Steps

Number of Calendar Days

b. For the proposed project as a whole,

attached including any experience, which addresses:

(1)

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 Discrimina-tion 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.

Turnkey

Developer

Estimate

Column (1)

PHA

Estimate

Column (2)

Total

Column (3)

1234567890123456789012345678

888

a plan is

d. Contract Documents Submission



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;

Executive Order 11625 and 12138 - - employ-m(e) nt 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](http://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:

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

6. Site Control

To demonstrate that good title can be obtained,

attached are: (a)

Title opinion or report and

(b)

Recordation plat.

Title Information

(c)

Other

10. Utilities

Page 2 of 5

e. Construction Start

f. Construction Completion

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3

4

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| 1. Site Documents Submission |  |  |  |
| 1. Design Documents Submission |  |  |  |
| 1. Construction Documents Submission |  |  |  |

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|  | |  |  |  |
|  | |  | 12345678901234  1  151262733484595066717288993400151622733448 |  |
| g. PHA Acquisition of Existing |  |  | 5  6  7  8  9  0  1  2  3  4  5  6  77778888 |  |
| h.  Total | |  |  |  |

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| 8. Site Survey | | | □ | is attached |
| 9. For conventional or acquisition projects PHA obtained  private owner’s offer to sell by: | | | | |
|  | □ | PHA advertisement or invitation; | | |
|  | □ | Owner’s advertisement or listing or other | | |
|  |  | voluntary action | | |

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| --- | --- | --- | --- | --- | --- |
| Service | Currently  On-Site  (1) | Currently  Off-Site  (2) | Change  Required  (3) | Assurance  Attached  (4) | Explain Change |
| 1. Sanitary Sewer |  |  |  |  |  |
| 1. Water |  |  |  |  |  |
| 1. Gas |  |  |  |  |  |
| 1. Electricity |  |  |  |  |  |
| 1. Storm Sewer |  |  |  |  |  |
| 1. Access Street |  |  |  |  |  |
| 1. Boundary Streets |  |  |  |  |  |
| (h)Other (Identify) |  |  |  |  |  |

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**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% % area w/grades 2 through 5%

(c)

% area w/grades 6 through 10% % area w/grades 11% and above.

(b)

(d)

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

(a)

Yes (elaborate)

(b)

No

14. Earthslides: Does the Hazard of Earthslides Exist Either on the Site or on Adjacent or Nearby Land?

quakes?

(a)

Yes (elaborate)

(b)

No

15. Earthquakes: Is the Site a High Risk Area for Earth

(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?

18. Other Environmental Consideration or Comments.A-95 Clearance Attached

Yes

No

(a)

None

(f)

Poor Drainage

(b)

Cuts

(g)

Retaining Walls

(c)

Fill

(h)

Rock Foundations

(d)

Erosion

(i)

High Water Table

(e)

Other (specify)

19. Unusual, Existing Site Features

20. Known Subsurface Conditions

21. Relocation

(a)

Vacant

(no displacement)

or;

Occupied:

(potential

displacement)

(f)

(g)

a statement is attached identifying each occu-

pant by (1) name; (2) address; (3) whether owner or tenant; (4) type of occupant; (5) length of occu­pancy; and (6) dwelling unit size requirements.

(b)

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

Page 3 of 5

(d) Total Number

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| (c) Types of Occupants | | | |  |  | (e) Eligible for Assisted Housing |
| 1. Families |  | | | |  |  |
| 1. Individuals | |  | | |  |  |
| 1. Business Concerns | | | |  |  |  |
| 1. XXXXXXXX??? | | |  | |  | 11 |

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form **HUD-52651-A** (1/2014)

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**Report Number**

**of**

**Reports for Project Number:**

23. Remarks

24. Area of site

25. Demolition Required

(a)

None Involved

(b)

Number of Dwelling Units

(c)

Number of Nondwelling Structures

**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

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

(2) Living

area

(Square Ft)

(3) Composition

of Units

(4) Monthly

Rent

per Unit

Annua

Rent

Received

(5) Income

in full

(6) Received

Other Items Included in Rent:

Unit

Occupancy

Page 4 of 5

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$

(a) Total Rentals Eamily Units

Other Income (Specify)

Total Other Income

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Area to be purchased | | | |  |
| 1. Area to be donated | | |  | |
| 1. Total Area of Site | |  | | |
| 1. Deductions |  | | | |
| 1. Net Buildable Area | | |  | |

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form **HUD-52651-A** (1/2014)

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| --- | --- |
| 1. Range (Gas or Electricity) |  |
| 1. Refrigerator (Gas or Electricity) |  |
| 1. Attic Fan |  |
| 1. Laundry Facilities |  |
| 1. Venetian Blinds |  |
| 1. Water (Cold) |  |
| 1. Water (Hot) |  |
| 1. Gas |  |
| 1. Electricity |  |
| 1. Space Heat |  |
| 1. Janitor Service |  |
| 1. Air Conditioning |  |
| 1. Ground Maintenance |  |
| 1. Garbage or Rubbish Removal |  |
| 1. Other (Specify) |  |
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**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) 2. Identification: The cost/price is: (a)

applies only to individual site Report Number

of

Reports for Project Number

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

3. Total Site Improvements (Account 1450)

Structures and Equipment

Other (Turnkey only)

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

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| --- | --- | --- | --- |
| 1. Unusual Site Improvements |  |  |  |
| 1. Normal Site Improvements |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Dwelling Structure (Account 1460) |  |  |  |
| 1. Dwelling Equipment (Account 1460) |  |  |  |
| 1. Subtotal D, C and E |  |  |  |
| 1. Non-Dwelling Structures (Account 1470) |  |  |  |
| 1. Non-Dwelling Equipment (Account 1475) |  |  |  |
| 1. Subtotal Non-Dwelling Structures and Equipment |  |  |  |
| 1. Total Structures and Equipment (Sum of Lines 6 and 9) |  |  |  |
| 1. Total Construction Cost (Sum of Lines 3 and 10) |  |  |  |
| percent.   1. Architect’s fee - Design at |  |  |  |
| 1. Architect’s Fee Developer at   percent.  percent.  Supervisory: PHA at |  |  |  |
| 1. Total for all Improvements (Sum of Lines 11, 12 and 13) |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. Cost per Gross Square Foot |  | $  per sq. ft. |
| 1. Estimated Construction Time |  | months |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Construction Financing:   % for  months  at  Interest on $ |  |  |  |
| 1. State or Local Taxes |  |  |  |
| 1. Title and Recording Fees |  |  |  |
| 1. Closing Costs |  |  |  |
| 1. Developer’s Fee and Overhead |  |  |  |
| 1. Total for Other |  |  |  |
| Site Acquisition  square feet  per sq. ft.   1. Site/Existing Property (Account 1440.1) $ |  |  |  |
| Total   1. Total Construction Cost/Price |  |  |  |

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form **HUD-52651-A** (1/2014)

form **HUD-52651-A** (1/2014)

**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

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

Housing Project (PHA Proposal), Form HUD-52483-A, the Site, Design and Cost Report, Form HUD-52651-A, is the principal attachment used to delin-eate 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 meth-ods.

Item 11 Complete the table as appropriate to indicate the number of dwelling

2. Prepared by: Form HUD-52651-A Site, Design and Cost Report, is prepared

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.

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.

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.

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.

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

5. Instructions for Preparation: The Site, Design and Cost Report (Form HUD-52651-A) is to be prepared in accordance with the public housing develop-

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.

ment 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.

**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:

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:

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).

a. Offers of Sale of Real Property and Purchase Agreements (executed Forms HUD-51971-I and II).

Line c. Enter the number of days from HUD approval of the design documents

b. Neighborhood Map designating properties previously approved by HUD

(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).

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.

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).

e. A statement of how each property was identified and whether it is currently occupied by an owner or tenant.

Line e. The developer shall enter the number of days from execution of the

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.

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).

**Part I-General**

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.

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.

Line f. The turnkey developer shall enter the number of days required from

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

execution of the Contract of Sale to completion of construction or rehabilitation. (Cols. 1 and 3). (No SPT)

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

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.

Item 6. State the name of the community in which the project is proposed to be

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

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).

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

Item 7. State the name of any applicable county or similar area of jurisdiction

Line b. No entries are made on this line if design documents are being incorpo-

(broader than the community) in which the project is proposed to be

rated with the PHA proposal or construction documents (design docu-ment 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)

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.

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Line c. Enter the number of days from HUD approval of the design documents

Item 9. For conventional or acquisition projects only, explain how site was

(or PHA proposal if the design document stage is to be bypassed) to submission of the construction documents. (SPT 90 or 120 days)

located. Check the appropriate box and if lines (a) and (b) are not appropriate, explain the circumstances on line (c).

Line d. Enter the number of days required from HUD approval of the construction

Item 10. Explain the status of utility services to the site. Check the appropriate box

documents to PHA submission of the contact award documents. (SPT 60

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.

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.

Item 11. Complete as applicable.

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.**

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,

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

extent or source of the hazard and what steps will be taken to mitigate potential damaging effects on the project, residents or the environment.

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

Item 18. Indicate any other environmental considerations applicable to the site

submission of the site documents. Omit this line if the project involves 1-4 family (single-family) units.

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.

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.

Item 19. Check the appropriate box (or boxes) which describes any unusual site

Line g. for projects involving 1-4 family units, enter number of days required to

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.

submit site documents on all properties. (SPT is one year to acquire all properties)

Item 20. Where any problems are known or suspected, describe the problem and

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

the results of any preliminary examination indicating that the adverse conditions can be overcome. State the nature and extent of required corrective actions.

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.

Item 21. If the site is vacant, check the box (a) and proceed to item 22. If the site

**Part II-Proposed Site**

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

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 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 22. If the site consists of more than one parcel, devise a number system to

Item 5. Identify the current zoning of the site and check the box indicating

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.

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 ordi-nances, easements, or rights-of-way which would affect the value or proposed use of site.

Item 23. Cite any state, local or regional plans (including Housing Assistance

Item 8. Check the box as a reminder to submit a survey of the site (to Include all

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.

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;

Item 24. Indicate the total square feet and acres acquired by the various means

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

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.

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.

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Item 25. Summarize any demolition by checking the appropriate box and indicat-

c. Acquisition method. The PHA shall enter its costs in column (c). Line 11

ing the total number of dwelling units or non-dwelling structures to be demolished.

should not be more than 10% of the estimated total development cost of the project. No entries should be made for items under ”Other“.

**Part III-Proposed Design**

2. The amounts for items 1 through 11 are based on the prevailing Davis-Bacon

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

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.

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.

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

a. **Construction Financing.** Indicate the amount of the Construction loan,

Item 12. If the plans, specifications and other attachments are identical for all

the interest rate and the number of months of construction time and enter in column (a) the amount for construction financing.

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.

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 construc-tion.

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;

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

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

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.

b. a site plan (schematic drawing) based on available topographical informa-

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

tion and known subsurface soil conditions which identifies:

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

costs:

a. **Site Acquisition (Account 1440.1).** The account includes the amounts

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

for land and existing improvements. Any amounts for condemnation and for the value of property donated are also included.

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

b. **Site Improvements (Account 1450).** This account includes the amount

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

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).

(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;

c. **Dwelling Construction (Account 1460).** This account includes the cost

(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;

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.

1. typical floor and wall sections, mechanical features and equipment; and
2. 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:

d. **Dwelling Equipment (Account 1465).** This account includes the cost of

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

ranges, refrigerators, shades, screens or similar equipment provided in dwelling structures.

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

e. **Nondwelling Construction (Account 1470).** This account includes the

c. for one-to-four family properties, Form HUD-92800-3 (as applicable through

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, ventilat-ing and electrical systems are included in these costs.

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“. Composi-

f. **Nondwelling Equipment (Account 1475)**. This account costs for all movable

equipment required for management, maintenance, and community spaces.

tion 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 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 represen-tative identification and sign and date the form.

**Part IV-Proposed Construction Cost/Price**

Section A: Construction Cost/Developer's Price Descriptipon

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

Item 1. Indicate whether this is the summary or an individual site report by

3. The signatories complete these entries with full knowledge of the certification

checking the appropriate box and completing the data. If only one site is involved, a summary report is not necessary.

being provided and the penalties which may be imposed on persons or organizations for improper or false statements or information.

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“.

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