

# Site, Design and Cost Report

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

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

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. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information 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 905. 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 Public Housing Development Regulation (24 CFR 905) and Capital Fund Guidebook. 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<br>(1) Conventional<br>(2) Turnkey<br>(3) Acquisition<br>(a) New Construction<br>(b) Rehabilitation<br>(c) Existing |
|   | 4. This report is:<br>(a) the Summary Report for the project as whole; and/or<br>(b) individual Site Report<br><br>Report No. _____ of reports |                              |  |
| 2. Address of PHA:  |  |                              |  |
| 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 race for the housing market area by race to do the area of minority concentration analysis. Also located on the map are existing and proposed: (a) public transportation lines serving the site, (b) the principal industrial, commercial, or other areas providing employment opportunities for project residents, and (c) public schools, community, recreation, health, shopping and other facilities adjacent to and serving the site. <input type="checkbox"/> |  |                              |  |

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: **(Table Following)**

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

1/Structure Types are: D = Detached, SD = Semi-Detached, R = Row or Townhouse, W = Walk-up, and E = Elevator \* Designated UFAS/ADA Mobility Accessible Unit, \*\* Designated UFAS/ADA Sensory Accessible Unit; \*\*\* Unit with some accessibility features (under the Fair Housing Act, UFAS, and/or the ADA

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 |                 |            |
| (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   |                  |  |                            |       |
|---|------------------|--|----------------------------|-------|
| Schedule each processing step for the proposed project in the applicable column below | Processing Steps | Turnkey Developer Estimate<br>Column (1) | PHA Estimate<br>Column (2) | Total |
| 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 including Title VI of the Civil Rights Act of 1964 and Exec. Order 11063, Title VIII of the Civil Rights Act of 1968 (the Fair Housing Act). Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11246 as amended by Exec. Order 11375, Section 3 of the HUD Act of 1968 and Exec. 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. Closest Major Intersection   |                        |                     | 3. Source of Site or Property<br>(Check as applicable and identify)   |                |
|  |  |   |                        |                     | (a) HUD (CDBG, U.R. 226, etc.)<br>(b) Other Fed (VA, etc.)<br>(c) PHA Owned<br>(d) City, County, State-Owned<br>(e) Private-Owned<br>(f) Other (Identify)   |                |
| 4. Dimensions:   |  |   |                        |                     |   |                |
| (a) feet by  |  | sq. ft (c)  |                        | acres               |   |                |
| 5. Zoning<br>(a) Identify existing zoning for the site<br>(b) Zoning recently changed, evidence is attached<br>(c) Zoning is permissive:<br>(d) Zoning is not permissive:<br>(1) zoning required:<br>(2) source of insurance<br>(3) party responsible for obtaining required change: |  | 6. Site Control<br>Identify current site control and attach evidence<br><br>(a) form(s) HUD-51971 for conventional and acquisition projects or<br><br>(b) Other form(s) for turnkey projects (identify)<br><br>(c) Option expiration date |                        |                     | 8. Site Survey is attached  |                |
|  |  | Title Information<br><br>To demonstrate that good title can be obtained, attached are:<br>(a) Title Opinion or Report and<br>(b) Recordation Plat   |                        |                     | 9. For conventional or acquisition projects PHA obtained private owner's offer to sell by:<br><br>(a) PHA advertisement or invitation.<br>(b) Owner's advertisement or listing or other voluntary action<br>(c) Other |                |
| 10. Utilities  |  | 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  |  |   |                        |                     |   |                |

|  |                               |  |  |
|--|-------------------------------|--|--|
| <p>11. Site Grades: Indicate the Percent of Area for the Site for Each Grade Range</p> <p>(a) % area w/grades 0 through 1%%<br/> (b) area w/grades 2 through 5%<br/> (c) % area w/grades 6 through 10%%<br/> (d) area w/grades 11% and above</p> |                               | <p>12. Rainfall: For Low-Lying and Flat Sites, Indicate Level of Rainfall</p>  |  |
| <p>13. Flood Hazards: Is the Site Within an Area Identified Within an Area Identified by HUD as Having Special Flood Hazards?</p> <p>(a) Yes (elaborate)<br/> (b) No</p>   |                               | <p>14. Earthslides: Does the Hazard of Earthslides Exist Either on the Site or on Adjacent or Nearby Land?</p> <p>(a) Yes (elaborate)<br/> (b) No</p>  | <p>15. Earthquakes: Is the Site a High Risk Area for Earthquakes?</p> <p>(a) Yes (elaborate)<br/> (b) No</p>   |
| <p>16. Noise: Is the Site Exposed to Noise in Excess of HUD Standards?</p> <p>(a) Yes (elaborate)<br/> (b)No</p>   |                               | <p>17. History Similar: Is the Site Located Within a Historic District or Similar Location which may be Subject to Special Environmental Treatment?</p> <p>(a) Yes (elaborate)<br/> (b) No</p>                                     |  |
| <p>18. Other Environmental Consideration or Comments. A-95 Clearance Attached</p> <p>(a) Yes<br/> (b) No</p>   |                               | <p>19. Unusual, Existing Site Features</p> <p>(a) None<br/> (b) Cuts<br/> (c) Fill<br/> (d) Erosion<br/> (e) Other (specify)<br/> f) Poor Drainage<br/> (g) Retaining Wall<br/> (h) Rock Foundations<br/> (i) High Water Table</p> |  |
| <p>20. Known Subsurface Conditions</p>   |                               |  |  |
| <p>21. Relocation</p>  |                               |  |  |
| <p>(a) Vacant No Displacement<br/> (b) Occupied:(potential displacement</p>  | <p>(c) Types of Occupants</p> | <p>(d)Total Number</p>   | <p>(e) Eligible for Assisted Housing</p>   |
|  | <p>(1) Families</p>           |  | <p>(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.<br/> (g) the PHA (or developer in the case of turnkey) certifies that the informational and other notices to occupants will be issued as required.</p> |
|  | <p>(2) Individuals</p>        |  |  |
|  | <p>(3) Business Concerns</p>  |  |  |
|  | <p>(4) XXXXXXXX???</p>        |  |  |
|  |                               |  |  |
| <p>22. Parcels Comprising Site</p>   |                               |  |  |

| (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) None Involved            |
|                                       | (b) Number of Dwelling Units |
| (c) Number of Non-Dwelling Structures |                              |

| Part III – Proposed Design  |   |                             |                     |                      |
|---|---|-----------------------------|---------------------|----------------------|
| 1. Proposed Gross Density<br>(a) DUs per Acre<br>(b) Total Population/Acre<br>(c) Number of Adults/Acre<br>(d) Number of Minors/Acre<br>(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<br>Slab or Grade<br>Crawl Space<br>Partial Basement<br>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 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; or  (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) Oncome 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                                 |
|  |                             |                          |                           |                     |                                | (11) Janitor Service                            |
|  |                             |                          |                           |                     |                                | (12) Air Conditioning                           |
|  |                             |                          |                           |                     |                                | (13) Ground Maintenance                         |
|  |                             |                          |                           |                     |                                | (14) Garage 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) 2. \_\_\_\_\_ applies only to individual site Report Number \_\_\_\_\_ of \_\_\_\_\_ Reports for Project Number \_\_\_\_\_

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 1480)                                      |                       |              |                |
| Structures and Equipment   |                       |              |                |
| 4. Dwelling Structure (Account 14805. Dwelling Equipment (Account 1480         |                       |              |                |
| 6. Subtotal D, C and E   |                       |              |                |
| 7. Non-Dwelling Structures (Account 1480)                                      |                       |              |                |
| 8. Non-Dwelling Equipment (Account 1480)                                       |                       |              |                |
| 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<br>Supervisory : _____ PHA at _____ |                       |              |                |
| 14. Total for all Improvements(Sum of Lines 11, 12 and 13)                     |                       |              |                |
| 15. Cost per Gross Square Foot   |                       |              |                |
| 16. Estimated Construction Time Other (Turnkey only)                           |                       |              |                |
| 17. Construction Financing % for months  |                       |              |                |
| 18. State or Local Taxes   |                       |              |                |
| 19. Title and Recording Fees   |                       |              |                |

|  |  |  |  |
|--|--|--|--|
| 20. Closing Costs  |  |  |  |
| 21. Developer's Fee and Overhead   |  |  |  |
| 22. Totals for Other Site Acquisition  |  |  |  |
| 23. Site/Existing Property (Account 1440.1) \$ per sq ft   |  |  |  |
| 24. Total Construction Cost/Price  |  |  |  |
| 25. Average Cost per Dwelling Unit (Line 24 divided by Number of Dwelling Units)   |  |  |  |
| <p>Part V – Signature</p> <p>I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment</p> |  |  |  |
| Prepared for PHA: (1) _____ as Turnkey proposal pr (2) <input type="checkbox"/> by PHA Architect/Other (Specify)   |  |  |  |
| Name & Address of Entity:  |  | Name & Title of Authorized Representative: |  |
|  |  |  |  |
| Typed Name & Title pf Authorized PHA Official:   |  | Signature of Representative & Date:        |  |
|  |  |  |  |

## 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 905) and Capital Fund Guidebook 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 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.