DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR 4563–N–11]

Notice of Proposed Information Collection for Public Comment for the Public Housing Agency (PHA) Development Cost Budget/Cost Statement, Actual Development Cost Certificate, Acquisition and Relocation Report

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

ACTION: Notice.

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

DATES: *Comments Due Date:* October 2, 2000.

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

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

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

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

The Notice also lists the following information:

Title of Proposal: Public Housing Agency (PHA) Development Cost Budget/Cost Statement, Actual Development Cost Certificate, Acquisition and Relocation Report.

OMB Control Number: 2577–0036.

Description of the need for the information and proposed use: HUD needs the information on the Cost Budget/Statement to determine whether PHA expenditures or requests for funds are reasonable in relation to the stage of development so that, if they are not, appropriate action can be taken to prevent budget overruns or excessive financing. PHAs submit the Actual Development Cost Certificate to notify HUD that all development work has been completed, and to report the amount for all costs relating to development. Acquisition and relocation reports enable HUD to determine PHA compliance with acquisition and relocation requirements pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Agency form numbers, if applicable: HUD–52427. HUD–52484.

Members of affected public: State, Local or Tribal Government.

Estimation of the total number of hours needed to prepare the information collection including number of respondents, frequency of response, and hours of response: 824 respondents, annually, semi-annually, and quarterly, five average hours per response, 11,667 hours for a total reporting burden.

Status of the proposed information collection: Reinstatement.

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

Dated: July 27, 2000.

Harold Lucas,

Assistant Secretary for Public and Indian Housing.

BILLING CODE 4210–33–M

Development Cost Budget/ Cost Statement

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

OMB Approval No. 2577-0036 (exp. 7/31/2000)

Dwelling Units			Copy Number:	PR/Project Number:
Family	Elderly	Total		
			Public Housing Agency:	Locality of Project:

No financial or technical assistance may be provided to a project pursuant to an Annual Contributions Contract unless a PHA Proposal, including a development cost budget, has been approved (24 CFR 941).

Housing Type and Production Method	Turnkey	Conv.	Force Act.	Status (Check one)	☐ PHA Proposal (PP) Budget
New Construction				☐ Budget Between PP and Contract Award	☐ Final Development Cost Budget
ACQ W/Subst. Rehab.				☐ Contract of Sale/Contract Award Budget	☐ Development Cost Control Statement
ACQ WO/Subst. Rehab.				☐ Budget Between Contract Award & Final	☐ Statement of Actual Development Cost

Subpart I - Budget

Line No.	Account Classification (a)	Latest Approved Budget Date _____ (b)	Actual Development Cost Incurred To _____ (c)	Actual Contract Award Balance (d)	Estimated Additional to Complete (e)	Amount (c) + (d) + (e) (f)	Per Unit (g)
Developer's Price							
1	1440 Site						
2	1450 Site Improvements						
3	1460 Dwelling Construction						
4	1465 Dwelling Equipment						
5	1470 Nondwelling Construction						
6	1475 Nondwelling Equipment						
7	1430.1 Archit. & Engr. Svcs.						
8	Other						
9	**Total Developer's Price**						
Public Housing Agency Costs							
	Operations						
10	1406 Operations						
	Administration						
11	1410.1 Nontechnical Salaries						
12	1410.2 Technical Salaries						
13	1410.4 Legal Expenses						
14	1410.9 Employee Benefit Contribution						
15	1410.10 Travel						
16	1410.18 Equipment Expended						
17	1410.19 Sundry						
18	**Total Administration**						
	Liquidated Damages						
19	1415 Liquidated Damages						
	Interest						
20	1420.1 Interest to HUD						
21	1420.2 Interest on Notes—Non-HUD						
22	1420.7 Interest Earned from Invest.						
23	**Total Interest**						
	Initial Operating Deficit						
24	1425 Initial Operating Deficit						
	Planning						
25	1430.1 Architectural & Engr. Fees						
26	1430.2 Consultant Fees						
27	1430.6 Permit Fees						
28	1430.7 Inspection Costs						
29	1430.9 Housing Surveys						
30	1430.19 Sundry Planning Costs						
31	**Total Planning**						

form **HUD-52484** (8/96)
ref Handbook 7417.1

Copy Number:	PR/Project Number:

Subpart I - Budget (continued)

Line No.	Account Classification (a)	Latest Approved Budget Date _____ (b)	Actual Development Cost Incurred To _____ (c)	Actual Contract Award Balance (d)	Estimated Additional to Complete (e)	Amount (c) + (d) + (e) (f)	Per Unit (g)
Site Acquisition							
32	1440.1 Property Purchases						
33	1440.2 Condemnation Deposits						
34	1440.3 Excess Property						
35	1440.4 Surveys and Maps						
36	1440.5 Appraisals						
37	1440.6 Title Information						
38	1440.8 Legal Costs – Site						
39	1440.10 Option Negotiations						
40	1440.12 Current Tax Settlement						
41	1440.19 Sundry Site Costs						
42	1440.20 Site Net Income						
43	**Total Site Acquisition**						
44	1450 **Site Improvements**						
45	1460 **Dwelling Construction**						
46	1465 **Dwelling Equipment**						
47	1470 **Nondwelling Construction**						
48	1475 **Nondwelling Equipment**						
49	1480 **Contract Work in Progress**						
50	1485 **Demolition**						
51	1495 **Relocation Costs**						
52	1499 **Development Used for Mod.**						
53	**Total** (Including Donations)						
54	Less Donations						
55	**Total Before Contingency** (less Donations)						
56	Contingency: 1% to 5% (or less) of line 55						
57	**Total Development Cost**						

Subpart II - Detail of Other in Developer's Price

1. Developer's Fee and Overhead $ _____
2. Interim Financing _____
3. Closing Costs _____
4. Property Taxes and Assessments _____
5. State or Local Sales, Excise or Other Taxes _____

Total Other $ _____

Subpart III - Supporting Data for Cost Estimates

For the PP Budget, attach an itemized breakdown of the costs chargeable to each of the following accounts. For subsequent budgets, provide this information only for accounts that are being changed.

1410.1 and 1410.2: List, by job title, each PHA employee whose salary, or portions thereof, will be chargeable to these accounts. For each, show the annual rate of gross salary, the estimated length of time to be spent in connection with development of this project, and the total gross salary which is properly chargeable to either of these accounts. If only a portion of the employee's time will be chargeable to this project, show the percentage that will be so chargeable; and show, in a footnote, the percentage distribution to other projects and the accounts to which distributed.

1410.19: List and show the cost of each item of administrative and general expense for which a specific account is not provided in the 1410 group of accounts. If only a portion of the cost of any item will be chargeable to this project, show the percentage and amount that will be so chargeable; and show, in a footnote, the percentage distribution to other projects.

1430.2: List all planning consultants not paid under the architect's contract and, for each, identify and show the cost of the services provided.

1430.7: Provide the same information required for 1410.1 and 1410.2, listing employees of the architect (or PHA when use of PHA employees has been previously approved) who will perform inspection work for the project.

1450: Where off-site facilities are proposed to be included, identify and show the cost of such facilities and provide justification for including such costs in TDC.

1465: Identify and show the cost of each item included in this account.

1475: Complete the Table below and, on a separate attachment, list and show the cost of each item included in each sub-account.

Nondwelling Equipment (1475)	Cost
1475.1 Office Furniture and Equipment	
1475.2 Maintenance Equipment	
1475.3 Community Space Equipment	
1475.7 Automotive Equipment	
1475.9 Expendable Equipment	
Total Nonswelling Equipment	

1495: State the number of households and businesses to be displaced, and identify and show the estimated cost of relocation services and payments to be provided.

form **HUD-52484** (8/96)
ref Handbook 7417.1

Copy Number:

PR/Project Number:

Subpart IV - New Construction – Prototype Cost Comparison Percentage

A. Dwelling Construction and Equipment (DC&E) Cost from Subpart I
1. Total for Account 1460 $ _____
2. Total for Account 1465 _____
3. Subtotal (1 + 2) $ _____
4. Contingency (_____% x line 3) _____
5. Total DC&E (3 + 4) $ _____

B. PPCL Total _____
(Attach calculation from PP, Part I, Subpart B, Item 3)

C. Comparison Percentage = _____%
(Line A5 ÷ Line B)

Subpart V - Acquisition–Development Cost Comparison Percentage

A. Proposed TDC from Subpart I $ _____

B. Hypothetical TDC $ _____
(Attach calculation from PP, Part I, Subpart B, Item 5a or, if applicable, other estimate and rationale.)

C. Comparison Percentage = _____%
(Line A ÷ Line B)

Subpart VI - Detail of Donations

Line No.	Item (Please List)	Amount (Value)
1		
2		
3		
4		
	Total	

Subpart VII - Previously Approved Budgets

List chronologically the dates and TDC on all previously approved budgets, beginning with the PHA Proposal (P) Budget, and state the purpose (i.e., one of the budgets listed in the "Status" block on page 1 and any amendments thereto).

Date	TDC	Purpose
		PP

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

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

Submitted By: Name & Title of Official Authorized to Sign for PHA:

Signature of PHA's Authorized Official & Date:

X

For HUD Use Only

Recommended for Approval By: Name & Title of Authorized Official:

Signature of Authorized Official & Date:

X

Approved By: Name & Title of Authorized Official:

Signature of Authorized Official & Date:

X

form **HUD-52484** (8/96)
ref Handbook 7417.1

This form HUD-52484 includes the account classification numbers, actual development cost incurred, actual contract award balance, and total development cost which are apart of a Public Housing Agency's (PHA's) development cost budget/cost statement for development of a public housing project.

PHAs provide information on the amount of monies which will be needed to develop the project and other costs associated with it . The information collected in the proposal is used by HUD for review and approval of development funds.

Public Reporting Burden for this collection of information is estimated to average 10 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.

Response to this collection of information is mandatory to obtain a benefit or to retain a benefit.

The information requested does not lend itself to confidentiality.

HUD may not conduct or sponsor, and person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Instructions for Preparing Development Cost Budgets/Cost Statements, Form HUD-52484

A. **General**

This form HUD-52484 shall be used for all Development Cost Budgets and Statements identified in the "Status" section on page 1 and should be carefully completed for each type of submission. For information supplementing these instructions, see Public Housing Development Handbook 7417.1 Descriptions of the budget accounts to which costs should be charged are set forth in Low-Rent Technical Accounting Guide 7510.1, Chapter 4, Section 15. The HUD Field Office, upon request, will assist PHAs in the distribution of costs to individual accounts.

1. **General Preparation.** The Form should cover all of the housing to be built under a single Contract of Sale/Construction Contract, whether on one or several sites. The "Dwelling Units" section at the top of page 1 shall show, in the "Elderly" block, the total of all units designed specifically for the elderly, including any such units which have more than one bedroom; and the other sections at the top of the page shall be completed as appropriate. Round out all amounts to even dollars. Where descriptions or supplementary data are required, use an attached sheet, identifying the item to which it is applicable.

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

2. **Use of Form as Development Cost Budget**

a. When first used (with form HUD-52483-A, PHA Proposal (PP), Part I, Subpart B, Item 2), the PHA shall submit an original and 2 copies to the HUD Field Office, as in the case of the PP and other related attachments. (If any major changes are proposed following approval of the PP, a revised PP and PP budget shall be submitted in accordance with Handbook 7417.1.) If there was no preliminary loan, the PHA shall enter the estimated costs for development of the project in column (f) and complete column (g) as appropriate. If the PHA received a preliminary loan, the form shall be completed as follows. In column (b), cross out the words "Latest Approved Budget" in the heading and enter the date the Preliminary Loan Contract was executed; enter the words "Preliminary Loan Contract" lengthwise in the column; and enter the total preliminary loan amount in line 58. In columns (c) and (d), enter the latest readily available figures from the books of account maintained for the Preliminary Loan Contract; and, in the heading of column (c), enter the date as of which such figures were taken. In column (e), enter the estimated costs for development of the project. Enter in column (f) the sum of columns (c), (d) and (e); and complete column (g) as appropriate.

b. For subsequent Development Cost Budgets, submit an original and 2 copies to the HUD Field Office. Enter the date of the latest approved budget in the heading of column (b) and, for each line item, enter the applicable latest approved cost. Enter in columns (c) and (d) the latest readily available figures from the books of account for Accounts 1410 through 1475 and Accounts 1485, 1495, and 1499; and, in the heading of column (c), show the date as of which such figures were taken. Enter in column (e) for each Account 1410 through 1475, 1485, 1495, and 1499 an estimate of any additional cost to be incurred in completing the development work. Enter in column (v) the sum of columns (c), (d) and (e); and complete column (g) as appropriate. For Account 1480, which is not applicable to turnkey projects, leave all columns blank until submission of the Contract Award Budget. At that time and thereafter, the entries for Account 1480 shall be as follows:

(1) For a Contract Award Budget, list each proposed construction contract to be included under Account 1480 in column (a) by name of contractor and type of work. Opposite each such listing, enter in columns (d) and (f) the amount shown in column (3) of the corresponding form HUD-52396, Analysis of Main Construction Contact (or, in cases where a change in any bid amount is proposed, enter the amount shown in column (5) of form HUD-52396 and identify change order(s) included in the contract amount). Amounts for all work and equipment not covered by contracts shall remain in the appropriate subsidiary account.

(2) For each budget submitted after a Contract Award Budget, enter in column (c) the total of payments made to each contractor; in column (d) the balance owing under each original contract; in column (e) the amount of any increases or decreases for change orders known to be needed at the time the budget is submitted; and in column (f) the sum of columns (c), (d) and (e). If the sum of columns (c) and (d) differs from the original contract amount in column (f) of the latest approved budget because of executed change orders, identify such change orders.

(3) For the Final Budget, this Account 1480 is to be left blank and the amounts for each completed construction contract shall be redistributed to the appropriate Accounts 1450 through 1475, 1485, and 1499. On an attachment to the Final Budget, identify each construction contract by name of contractor and type of work; and show the final contract amounts, broken down in to the appropriate Accounts 1450 through 1475, 1485, and 1499.

3. **Use of Form as Cost Statement**

a. When used as the quarterly Development Cost Control Statement (required during the period beginning with the date a project is placed under an ACC and ending with the date the form HUD-52427, Actual Development Cost Certificate, is submitted for each project), columns (b), (c), (d) and (f) shall be completed; and columns (e) and (g) shall be left blank. However, in cases where the PHA is reasonably certain that it will be necessary to incur additional costs that were not anticipated at the time of submission of the latest approved budget (identified in column (b)), the PHA shall enter the estimated amounts of such additional costs in column (e) so the Field Office will be aware of its budgetary problems and can take appropriate steps to help solve them. (In such cases, the amount in column (f) will be the sum of columns (c), (d) and (e).) If

it is determined that the solution involves a change in any of the latest approved budget amounts, the PHA shall prepare a revised budget and submit it to the Field Office in accordance with instructions in Handbook 7417.1 and Item A2b, above.

b. When used as the Statement of Actual Development Cost (which is submitted simultaneously with form HUD-52427, Actual Development Cost Certificate), only columns (b) and (c) shall be completed for all accounts, except Account 1480 (which requires no entries in any column).

B. **Subpart I – Budget**

1. **Development Method**

a. **Turnkey.** For projects developed under the turnkey method, the account classifications for Developer's Price (lines 1 through 9) are to be completed. Where preselected sites are used, entries should be made in lines 32 through 43, as applicable, for those site costs borne by the PHA prior to the assignment to the developer of the right to purchase the site. The Total Developer's Price (line 9) shall be the price agreed upon by the developer, the PHA and HUD. The amounts entered for site and architectural and engineering services (lines 1 and 7) should be the amounts to be included, where applicable, in the Preliminary Contract of Sale for the eventuality of separate purchase by he PHA. The amount entered for Other (line 98 and Subpart II) should be the sum of (1) Developer's fee and Overhead, exclusive of builder-contractor's overhead and profit which is in other items of the developer's price; (2) Interim Financing; (3) Closing Costs; (4) property taxes and assessments during construction; and (5) State or local sales, excise or other taxes, if any. Planning costs approved by the HUD Field Office will allow for entries in lines 25 and 26, as well as in line 7 (in addition to inspections for which an entry will be made in line 28).

b. **Conventional.** For conventional projects, lines 1 through 9 will remain blank and, instead, those accounts will be completed utilizing lines 25 through 48. For lines 44 through 48, the Schematic Design Documents and the Architect's Estimate of Project Construction Cost will provide a basis for reasonable estimates for costs. Any comments from the HUD Field Office as a result of the prior submission of these documents shall be reflected in the Budget.

c. **Acquisition.** For acquisition projects, Account 1440 will be the approved price for the site, including the structures thereon which are to be acquired for the project; and Accounts 1450 through 1485 will be used for the work to be done. Lines 1 through 9, or 32 through 48, will be completed as required by the development method being used and other instructions herein.

2. **1410 – Administration (lines 10 through 18).** PHAs with experience in the development of low-income housing should estimate development-related administration costs on the basis of such experience, as applicable, for the current development method. For turnkey projects, there will be less administration activity than for conventional projects. The amounts for the various subaccounts shall be the costs of the items of expense which are directly traceable to and essential in the planning, construction and completion of the project, and the prorata amounts of the PHA's total administration costs with respect to the items which are not wholly traceable to the project. Administration (1410) and Planning (1430) Costs ordinarily terminate with the End of the Initial Operating Period. After this date, only costs of personnel employed full time in development work may be charged to these accounts.

3. **1420 – Interest (lines 22 through 26).** For turnkey projects, because of the limited PHA financing until the completed project is acquired, PHA interest shall be limited to not more than 5 percent for 5 months on the total development cost, excluding interest and contingency. If the project is so planned as to be completed and occupied in several stages, PHA interest shall be computed from the time the PHA takes title to completed increments of the projects to not more than 5 percent for 5 months after completion of the last increment. For a conventional project PP budget, interest shall be limited to not more than 5 percent for each 12 months or portion thereof. For budgets subsequent to the PP Budget, Accounts 1420.1 and .2 shall be charged, to the extent specifically approved by HUD, in accordance with Handbook 7510.1. Line 26, Total Interest, is the amount which results after the deducting interest earned on investments from the interest charged.

4. **1425 – Initial Operating Deficit (line 24).** In the absence of dependable previous experience data on which to base a preliminary estimate of the initial operating deficit, an allowance of not to exceed $50 per dwelling unit may be used unless more is specifically authorized by HUD.

5. **1430 – Planning (lines 25 through 31).** For turnkey projects generally, architectural-engineering services will be included in the Developer's Price except for periodic inspection of construction by an independent architect employed by the PHA (Account 1430.7).

6. **1440.5 – Appraisals (line 36).** No entry shall be made in this Account when HUD performs the appraisal since no fee will be charged. This Account shall be charged with the costs incurred by the PHA for appraisals of land or improvements when provided by fee appraisers.

7. **Donations (lines 53 and 54).** Account 2850 is described in Handbook 7510.1. A donation represents cash and/or the reasonable value of property donated to the project. Any costs met from cash donations and the value of any donations in kind will be included under the appropriate cost account and itemized in Subpart VI. Since donations cannot be included in the Total Development Cost, the total of donations will be subtracted therefrom in Subpart I of the Budget.

8. **Contingency (line 56).** Enter not more than 5 percent for conventional projects, nor more than 1 percent for turnkey, of the Total Before Contingency.

C. **Subpart III – Supporting Data for Cost Estimate in Account 1475 (Lines 6 and 48).** Generally, the PHA provides nondwelling equipment, requiring an entry in line 48 only. Include only nondwelling equipment intended for use in developing the specific project. Account 1475 shall not include automotive passenger vehicles; and shall not, without detailed, itemized justification fully endorsed by the officials involved in its approval, exceed one-half of one percent of the project's Total Development Cost.

D. **Subpart IV – New Construction-Prototype Comparison Percentage** The accounts used in this comparison—1460 and 1465 (lines 3, 4, 45 and 46)—should be carefully prepared. It is particularly important that nondwelling construction and equipment costs (chargeable to Accounts 1470 and 1475) not be combined with the dwelling construction and equipment costs in Accounts 1460 and 1465 because this could adversely affect the prototype comparison percentage. Care should also be taken to assure that, in the case of a turnkey project where the developer and the PHA will each provide certain items of dwelling equipment, the amount in Item A2 of this Subpart is the sum of lines 4 and 46.

Actual Development Cost Certificate

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

OMB Approval No. 2577-0036
(exp. 7/31/2000)

Public Reporting Burden for this collection of information is estimated to average 30 minutes 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. Response to this collection of information is mandatory to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Name of Public Housing Agency (PHA)

Annual Contributions Contract Number	Project Number

The PHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of the Development Cost (herein called the "Actual Development Cost") of the Project is $ _____, which amount is shown in detail on the attached Statement of Actual Development Cost;

2. That all development work in connection with the Project has been completed;

3. That the entire Development Cost or liabilities therefor incurred by the PHA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such Project on file in any public office where the same should be filed in order to be valid against such Project; and

5. That the time in which such liens could be filed has expired.

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)

Submitted By	Name of Official Authorized to Sign for PHA	
	Title	
	Signature	Date (mm/dd/yyyy)
For HUD Use Only		
Recommended for Approval By	Name of Authorized Official	
	Title	
	Signature	Date (mm/dd/yyyy)
Approved By	Name of Authorized Official	
	Title	
	Signature	Date (mm/dd/yyyy)

Previous editions are obsolete

form **HUD-52427** (2/93)
ref. Handbook 7417.1

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