## 7417.1 REV-1

## TABLE OF CONTENTS

Paragi	caph	Page
СНАРТЕ	ER 1. INTRODUCTION	
1-4 1-5 1-6	Purpose Scope PHA Responsibility HUD Responsibility HUD Area Office Responsibility HUD Regional Office Responsibility ER 2. ELIGIBILITY OF PUBLIC HOUSING AGENCY	1-1 1-1 1-1 1-1 1-2 1-4
2-1 2-2 2-3 2-4 2-5 2-6 2-7	Introduction Definition of an Eligible PHA Legal Authority Local Cooperation PHA Organization Documents Cooperation Agreement Area Office Review and Determination of Eligibility ER 3. DEVELOPMENT REQUIREMENTS	2-1 2-1 2-1 2-1 2-1 2-3 2-4
	on 1. General	
3-2 3-3 3-4	Introduction Loans and Donations Conflict of Interest State and Local Requirements aru 3-10 Reserved	3-1 3-1 3-1 3-1 3-1
Section	on 2. PHA Contracts	
3-12 3-13 3-14 3-15 3-16 3-17 3-18	General Prevailing Wage Rates Advances Area Office Approval Appraisers Architects Attorneys Cost Estimators Development Managers thru 3-30 Reserved	3-7 3-7 3-7 3-7 3-8 3-10 3-12 3-13 3-14 3-16

\_\_\_\_\_\_

10/80

i

7417.1 REV-1 CHG-9

Paragraph	Page
Section 3. Insurance and Fidelity Bond	
3-31 General 3-32 PHA Insurance 3-33 Contractor Insurance 3-34 Insurance Information 3-35 thru 3-40 Reserved	3-23 3-23 3-25 3-26 3-26
Section 4. Fair Housing and Equal Opportunity	
3-41 General 3-42 Titles VI and VIII and Executive Order 11063  * 3-43 Section 504 of the Rehabilitation Act of 1973 3-44 Age Discrimination Act of 1975 3-45 Executive Order 11246 3-46 Section 3 of the HUD Act of 1968 3-47 Minority and Women-Owned Business Enterprises 3-48 PHA Employment Practices  * 3-49 Fair Housing Amendments Act of 1988 3-50 thru 3-60 Reserved	3-31 3-31 3-31 3-31 3-31 3-31 3-32 3-32 3-32 3-32
Section 5. Qualifications and Previous Participation	
* 3-61 Previous Participation 3-62 thru 3-70 Reserved	3-37 3-37
Section 6. Site and Neighborhood Standards	
3-71 General  * 3-72 Intergovernmental Review  3-73 Section 213 of the HCD Act of 1974  3-74 Facilities and Services  3-75 Density  3-76 Physical Characteristics  3-77 Housing Opportunities  3-78 Site Acquisition Costs  3-79 Sources of Sites or Properties  3-80 thru 3-90 Reserved	3-43 3-43 3-44 3-45 3-46 3-47 3-48 3-49 3-50
Section 7. Environmental Requirements	
3-91 General 3-92 NEPA 3-93 Historic Properties 3-94 Noise Abatement 3-95 Explosive or Flammable Fuels or Chemicals 3-96 Floodplains and Wetlands 3-97 Coastal Zones	3-57 3-57 3-57 3-57 3-58 3-58 3-58

HUD-Wash., D. C.

7417.1 REV-1 CHG 7

Paragrap	ph	Page
3-98 3-99 3-100 3-101 3-102 3-103	Air Quality Water Quality Fish and Wildlife Endangered Species Toxic Chemicals and Radioactive Material thru 3-110 Reserved	3-58 3-58 3-58 3-58 3-59 3-59
Section	8. Special Acquisition Requirements	
3-111 3-113	Homes or Homeowner's Association, Condominium or	3-65
3-114	Cooperative Corporation thru 3-120 Reserved	3-65 3-68
Section	9. Uniform Act and Other Relocation Requirements	
3-121 3-122 3-123 3-124 3-125		3-73 3-73 3-73 3-75 3-81
Section	10. Facilities and Services	
	General Project Non-Dwelling Facilities Child Care Facilities Health Care Facilities Commercial Facilities Off-Site Facilities Congregate Housing thru 3-140 Reserved	3-89 3-89 3-91 3-91 3-93 3-94 3-96
Section	11. Design and Construction Standards	
3-141 3-142 3-143 3-144 3-145 3-146 3-147 3-148 3-149 3-150 3-151	Basic Standards Local MPS Variations Additional Program Standards Carpeting Basements Parking Spaces Air Conditioning Utilities Solar Energy Works of Art thru 3-160 Reserved	3-105 3-105 3-105 3-106 3-106 3-107 3-107 3-108 3-109 3-111 3-111

iii 6/89

## 7417.1 REV-1 CHG-9

Paragraph	Page
* Section 12. Development Deadlines and Reformulations	
3-161 General 3-162 Determination of Deadline 3-163 Extension Criteria 3-164 Extension Requests 3-165 Deadline and Target Reporting 3-166 Site Changes and Reformulation 3-167 Reformulation Requests 3-168 thru 3-170 Reserved	3-119 3-119 3-121 3-122 3-123 3-123 3-124 3-124 *
Section 13. Prototype Costs	
3-171 General 3-172 Federal Register Publication 3-173 Prototype Cost Area 3-174 Structure Types 3-175 Dwelling Construction and Equipment Costs 3-176 Unit Prototype Cost 3-177 Base Project Prototype Cost 3-178 Prototype Cost Adjustment Factor 3-179 Project Prototype Cost Limit 3-180 thru 3-190 Reserved	3-125 3-125 3-125 3-125 3-126 3-127 3-128 3-128 3-129 3-129
Section 14. Total Costs, Budgets, and Amendments	
3-191 thru 3-200 Reserved	3-135
* Section 15. Fund Reservations, Corrections, Reformulation Deobligations	ns and
3-201 thru 3-203 Reserved 3-204 Fund Requirements for Reformulation 3-205 thru 3-211 Reserved	3-145 3-145 3-146
Section 16. Reporting Requirements	
3-212 thru 3-220	3-155 *
CHAPTER 4. PUBLIC HOUSING APPLICATION	
Section 1. Introduction	
4-1 Applicability 4-2 Purpose of Application 4-3 thru 4-10 Reserved	4-1 4-1 4-2 *

8/90 iv

7	4	1	7	1	R	F.	۲,7	_	1	C	Н	G	_	9	

PHA App	lication Submission	
4-14	General Application Preparation Priority Factors PHA Request for Front-End Funds ru 4-20 Reserved	4-9 $4-9$ $4-10$ $4-11$
Section	3. Area Office Application Review and	d Rating
4-28 4-29	Standard Processing Time PCR Unit Legal Division FHEO Division EMAD Division AHM Branch CPD Division MHP Branch Application Rating PHA Notification Application Pipeline	4-17 4-18 4-19 4-20 4-20 4-21 4-22 4-23 4-25 4-26
	iv a	8/90
	HUD-Wash., D. C.	
		7417.1 REV-1
Paragra	ph	Page
CHAPTER Section	~	SALS
5-2 C 5-3 F	pplicability Pentral City Allocation Area Sund Allocations Sun 5-10 Reserved	5-1 5-1 5-1 5-2

Section 2.	PHAs Located	Outside	Central	City	Allocation	Areas

5-11	Application Selection	5-9
5-12	Preliminary Development Cost Estimates	5-10
5-13	Initial HAP Consistency	5-11
5-14	Area Manager Approval	5-12
5-15	Supporting Documents	5-14
5-16	PHA Notification	5-15
5-17	thru 5-20 Reserved	5-15

Section 3. PHAs Located Inside Central City Allocation Areas

5-22 5-23	General PHA Eligibility PHA Administrative Experience	5-19 5-19 5-19
	PHA Request for Front-End Funds PHA Notification	5-20 5-21
	PER 6. PHA PROPOSAL SUBMISSION on 1. Introduction	
6-4 6-5 6-6	PHA Request for Front-End Funds	6-1 6-1 6-2 6-3 6-5 6-6
Secti	on 2. PHA Proposal Content	
6-22 6-23 6-24 6-25 6-26	Applicability PHA Architect's Contract Turnkey Proposal Project Development Schedule Site Information Project Description Preliminary Cost Estimates	6-13 6-13 6-13 6-13 6-14 6-17
	V	10/80
7417.	1 REV-1	
Parag	raph	Page
	Demonstration of Financial Feasibility	6-21
	Annual Contributions Contract	6-22
	Development Advances thru 6-36 Reserved	6-22 6-23
Secti	on 3. PHA Selection of Turnkey Developer	
6-37	Applicability	6-27
	Turnkey Developer's Packet	6-27
	Request for Proposals	6-27
	Opening of Proposals	6-28
	Content of Proposals	6-28
	Proposal Review	6-30
	Proposal Evaluation Criteria	6-31
6-44	Proposal Rating and Selection	6-32
CHAPI	ER 7. PHA PROPOSAL REVIEW	
	on 1. Introduction	

7-1 General 7-1

7-3 7-4		7-1 7-2 7-2 7-2
Secti	on 2. Processing Control and Reports Unit Review	v
7-13 7-14	PHA Proposal File PHA Proposal Distribution Section 213 and A-95 Clearance	7-7 7-7 7-7 7-7
7-16	Previous Participation Clearance PHA Proposal Processing and Tracking thru 7-20 Reserved	7-8 7-9 7-9
Secti	on 3. Multifamily Housing Programs Branch Review	v
7-23 7-24 7-25 7-26 7-27	PHA Proposal Screening A-95 Clearinghouse Comments	7-13 7-13 7-14 7-14 7-15 7-15 7-15
10/80	vi	
	<del>-</del>	7417.1 REV-1
Parag	graph	Page
Secti	on 4. Legal Division Review	
7-33 7-34 7-35 7-36	Standard Processing Time General PHA Eligibility Annual Contributions Contract Title and Site Information PHA Contracts thru 7-40 Reserved	7-19 7-19 7-19 7-19 7-20 7-20
Secti	on 5. Economic and Market Analysis Division Revi	Lew
7-45	Statistical Data Site and Neighborhood HAP Consistency	7-25 7-25 7-25 7-25 7-27 7-27

Section 6. Fair Housing and Equal Opportunity Division Review

	Standard Processing Time PHA Compliance with FHEO Requirements Site Location Turnkey Developer's Certification thru 7-60 Reserved	7-31 7-31 7-31 7-31 7-31
Sectio	on 7. Assisted Housing Management Branch Review	
7-63 7-64 7-65 7-66	Standard Processing Time PHA Administrative Capability PHA Fidelity Bond Demonstration of Financial Feasibility Project Operation thru 7-70 Reserved	7-35 7-35 7-35 7-35 7-37 7-37
	on 8. Architectural and Engineering Branch Review	
7-75 7-76 7-77	Standard Processing Time Staff Assignment PHA Architect's Contract Project Description Site Plan Special Site Studies Density thru 7-80 Reserved	7-41 7-41 7-42 7-42 7-43 7-43 7-44 7-44
7417.1	vii REV-1	10/80
Paragi	raph	Page
Sectio	on 9. Cost Branch Review	
7-81 7-82 7-83 7-84 7-85 7-86	Standard Processing Time PHA Architect's Contract Dwelling Construction and Equipment Cost Project Construction Cost (Improvements) Total Development Cost thru 7-90 Reserved	7-47 7-47 7-47 7-48 7-48 7-49
Section	on 10. Valuation Branch Review	
7-91 7-92 7-93 7-94	Standard Processing Time Staff Assignment Site Information	7-53 7-53 7-54

7-101	Turnkey Developer's Price	7-58
7-102	One to Four Family Properties	7-59
7-103	Total Development Cost	7-59
7-104	thru 7-110 Reserved	7-59
Sectio	on 11. Mortgage Credit Branch Review	
7-111		7-65
	Previous Participation	7-65
7-113	±.	7-65
7-114	±	7-65
7-115	1	7-65
7-116	thru 7-120 Reserved	7-66
Sectio	on 12. Proposal Approval and ACC Execution	
7-121	Standard Processing Time	7-71
7-122	PHA Proposal Approval Letter	7-71
7-123	<u> </u>	7-73
7-124	Congressional Notification	7-73
7-125	± ±±	7-74
7-126		7-74
7-127	Project Termination	7-75
10/00	<del></del>	
10/80	viii	
		7417.1 REV-1
Paragr	caph	Page
raragi		1490
	ER 8. SITE (PROPERTY) ACQUISITION on 1. PHA Preparation of Site Acquisition De	ocuments
8-1	Applicability	8-1
8-2	General	8-1
8-3	Standard Processing Time	8-1
8-4	Pre-Requisites for PHA Submission	8-1
8-5	Purchase Agreement	8-2
8-6	Site Studies	8-3
8-7	Maps	8-3
8-8	One to Four Family Properties	8-4
8-9 th	nru 8-20 Reserved	8-4
Sectio	on 2. Processing Control and Reports Unit Ro	eview
8-21	Standard Processing Time	8-9
8-22	Site File	8-9
8-23		8-9
8-24	3	8-9
8 - 25 +	thru 8-30 Reserved	8-10

Section 3. Legal Division Review

8-31 Standard Processing Time 8-32 Purchase Agreement 8-33 thru 8-40 Reserved	8-15 8-15 8-15
Section 4. Architectural and Engineering Branch	Review
8-41 Standard Processing Time 8-42 Site Studies 8-43 Work Write-Ups 8-44 thru 8-50 Reserved	8-21 8-21 8-22 8-22
	0 22
Section 5. Cost Branch Review	
8-51 Standard Processing Time 8-52 Project Construction Cost (Improvements) 8-53 Total Development Cost 8-54 thru 8-60 Reserved	8-27 8-27 8-27 8-27
ix	10/80
7417.1 REV-1	
Paragraph	Page
Section 6. Valuation Branch Review	
8-61 Standard Processing Time 8-62 Purchase Agreement 8-63 Fee Appraisals 8-64 Site Location 8-65 Total Development Cost 8-66 thru 8-70 Reserved	8-31 8-31 8-31 8-31 8-32 8-33
Section 7. Multifamily Housing Programs Branch	Review
8-71 Standard Processing Time 8-72 Evaluation of Review Comments 8-73 PHA Notification 8-74 thru 8-80 Reserved	8-37 8-37 8-37 8-38
Section 8. PHA Acquisition of Sites	
8-81 Closing Procedures 8-82 Condemnation Procedures 8-83 Land Acquisition Report 8-84 Declaration of Trust	8-43 8-43 8-43 8-44
CHAPTER 9. DESIGN DOCUMENTS Section 1. Introduction	
9-1 Applicability 9-2 Standard Processing Time 9-3 Design Documents	9-1 9-1 9-1

9-4 Optional Processing Stage 9-5 Area Office Review	9-2 9-2
9-6 thru 9-10 Reserved	9-3
Section 2. PHA Submission of Design Documents	
9-11 General	9-7
9-12 Site Studies	9-7
9-13 Preliminary Drawings	9-7
9-14 Work Write-Ups	9-9 99
9-15 Project Changes 9-16 Development Cost Budget	99
9-17 thru 9-30 Reserved	9-10
10/80 x	
7417.	1 REV-1
Paragraph	Page
Section 3. Processing Control and Reports Unit Review	
9-31 Standard Processing Time	9-15
9-32 Design Document File	9-15
9-33 Design Document Distribution	9-15
9-34 Design Document Processing and Tracking 9-35 thru 9-40 Reserved	9-16 9-16
9-35 thru 9-40 Reserved	9-10
Section 4. Multifamily Housing Programs Branch Review	
9-41 Standard Processing Time	9-23
9-42 Design Document Review	9-21
9-43 Evaluation of Review Comments	9-21
9-44 thru 9-50 Reserved	9-22
Section 5. Assisted Housing Management Branch Review	
9-51 Standard Processing Time	9-25
9-52 Preliminary Drawings	9-25
9-53 Project Changes	9-25
9-54 thru 9-60 Reserved	9-25
Section 6. Architectural and Engineering Branch Review	
9-61 Standard Processing Time	9-29
9-62 Site Studies	9-29
9-63 Project Design	9-29
9-64 Form FHA 2264	9-30
9-65 PHA Architect's Contract 9-66 thru 9-70 Reserved	9-30 9-30
J OU CHILD J-10 VESELAEN	9-30

Section 7. Cost Branch Review

9-71 Standard Processing Time 9-72 Dwelling Construction and Equipment Cost 9-73 Project Construction Costs (Improvements) 9-74 Turnkey Developer's Price 9-75 Total Development Cost 9-76 thru 9-80 Reserved	9-35 9-35 9-36 9-36 9-37 9-37
Section 8. Valuation Branch Review	
9-81 Standard Processing Time 9-82 Project Replacement Cost 9-83 Total Development Cost 9-84 thru 9-90 Reserved	9-41 9-41 9-42 9-42
10/ xi	80
***	
7417.1 REV-1	
Paragraph	Page
Section 9. Mortgage Credit Branch Review	
9-91 Standard Processing Time 9-92 Development Cost Budget 9-91 thru 9-100 Reserved	9-45 9-45 9-45
Section 10. Design Document Approval	
9-101 Standard Processing Time 9-102 PHA Notification 9-103 Project Termination	9-49 9-49 9-50
CHAPTER 10. CONSTRUCTION DOCUMENTS Section 1. Introduction	
10-1 Applicability 10-2 Standard Processing Time 10-3 Construction Documents 10-4 Area Office Review 10-5 thru 10-10 Reserved	10-1 10-1 10-1 10-3 10-3
Section 2. PHA Submission of Construction Documents	
10-11 General 10-12 Working Drawings 10-13 Off-Site Work. 10-14 Site Survey 10-15 Site Plans 10-16 Basement or Foundation Plan 10-17 Building and Unit Floor Plans 10-18 Roof Plans 10-19 Building Elevations	10-9 10-9 10-10 10-10 10-11 10-13 10-13 10-14 10-15

10-20	Wall Sections	10-15
10-21	Details and Finish Schedules	10-16
10-22	Structural Plans	10-17
10-23	Mechanical Plans	10-17
10-24	Construction Specifications	10-19
10-25	Certifications	10-20
10-26	Wage Requirements	10-21
10-27	Project Construction Cost Estimate	10-21
10-28	Turnkey Contract Documents	10-22
10-29	Conventional Bid Documents	10-23
10-30	PHA Requisition	10-25
10-31	thru 10-40 Reserved	10-25

10/80 xii

7417.1 REV-1

Paragraph	Page
Section 3. Processing Control and Reports Unit Review	
10-41 Standard Processing Time 10-42 Construction Document File 10-43 Construction Document Distribution 10-44 Construction Document Processing and Tracking 10-45 thru 10-50 Reserved	10-35 10-35 10-35 10-36 10-36
Section 4. Legal Division Review	
10-51 Standard Processing Time 10-52 Conventional Bid Documents 10-53 Turnkey Contract of Sale 10-54 Certifications 10-55 thru 10-60 Reserved	10-41 10-41 10-41 10-41 10-41
Section 5. Multifamily Housing Programs Branch Review	
10-61 Standard Processing Time 10-62 Construction Document Review 10-63 Wage Requirements 10-64 Evaluation of Review Comments 10-65 thru 10-70 Reserved	10-45 10-45 10-45 10-46 10-46
Section 6. Assisted Housing Management Branch Review	
10-71 Standard Processing Time 10-72 Working Drawings 10-73 Project Changes 10-74 thru 10-80 Reserved	10-51 10-51 10-51 10-51

Section 7. Architectural and Engineering Branch Review

10-81 10-82 10-83 10-84 10-85 10-86	Standard Processing Time Working Drawings Construction Specifications Conventional Bid Documents Form FHA 2264 PHA Architect's Contract	10-55 10-55 10-55 10-55 10-55 10-56
	ru 10-100 Reserved	10-56
Section 10-101	8. Cost Branch Review Standard Processing Time	10-61
10-102	Dwelling Construction and Equipment Cost	10-61
10-103	Project Construction Costs (Improvements)	10-62
	xiii	10/80

7417.1 REV-1

7417.1 KEV-1

Paragraph Page
10-104Turnkey Developer's Price10-6210-105Total Development Cost10-6310-106thru 10-110Reserved10-63
Section 9. Valuation Branch Review
10-111Standard Processing Time10-6910-112Project Replacement Cost10-6910-113Total Development Cost10-7010-114thru 10-120 Reserved10-70
Section 10. Mortgage Credit Branch Review
10-121Standard Processing Time10-7510-122Turnkey Developer Capability10-7510-123Development Cost Budget10-7510-124PHA Requisition for Funds10-7510-125thru 10-130Reserved
Section 11. Construction Document Approval
10-131Standard Processing Time10-8110-132PHA Notification10-8110-133Project Termination10-82
CHAPTER 11. CONTRACT AWARD AND EXECUTION Section 1. Introduction
11-1Applicability11-111-2Standard Processing Time11-311-3Contract Responsibilities11-111-4thru 11-10 Reserved11-2

Section	2	Conventional	Method	Rids	and	Contract	Award

11-11	General	11-7
11-12	Invitation for Bids	11-7
11-13	Bid Opening	11-9
11-14	Bid Rejection or Withdrawal	11-9
11-15	Rejection of All Bids	11-10
11-16	PHA Submission of Contract Award Documents	11-12
11-17	Area Office Review of Contract Award Documents	11-13
11-18	PHA Contract Award	11-15
11-19	thru 11-25 Reserved	11-16

10/80 xiv

7417.1 REV-1

Paragrap	Paragraph Page						
Section	3. Turnkey Method Contract Award						
11-27 11-28	General Contract of Sale Conference Contract of Sale PHA Announcement	11-21 11-21 11-21 11-23					
-	12. PROJECT CONSTRUCTION AND COMPLETION 1. Introduction						
12-1 General 12- 12-2 Construction Conference 12- 12-3 thru 12-10 Reserved 12-							
Section	2. Contract Administration						
12-12 12-13	Public Housing Agency PHA Architect Area Office ru 12-20 Reserved	12-7 12-8 12-9 12-11					
Section	3. General Requirements for Project Construction						
12-23 12-24 12-25 12-26 12-27	Subcontractors Contractor Payroll As-Built Drawings PHA Submission of Change Orders Area Office Approval of Change Orders Time Extensions Disputes and Claims aru 12-40 Reserved	12-17 12-18 12-18 12-19 12-21 12-22 12-24 12-26					

Section 4. Construction Requirements for Conventional Projects

12-41	Construction Progress schedule	12-33
12-42	Schedule of Amounts for Contract Payments	12-33
12-43	Contract Payments	12-34
12-44	Project Photographs	12-35
12-45	Shop Drawings and Materials	12-35
12-46	Liquidated Damages	12-37
12-47	Partial Project Acceptance	12-38
12-48	thru 12-60 Reserved	12-39

\_\_\_\_\_

xv 10/80

## 7417.1 REV-1 CHG 3

Paragraph Page Section 5. Project Completion and Final Inspection 12-61 General 12-45 12-62 PHA Architect's Inspection 12-45 12-63 Final Inspection 12-46 12-64 thru 12-70 Reserved 12-47 Section 6. Contract Settlement 12-71 General 12-55 12-72 Settlement Documents 12-55 12-73 PHA Contract Settlement Report 12-56 12-74 Area Office Review 12-57 12-75 Payment of Contractor 12-58 12-76 Turnkey Closing Procedures 12-58 12-59 12-77 Warranty Inspections 12-78 thru 12-90 Reserved 12-60 Section 7. Date of Full Availability 12-91 Definition 12-67 12-92 12-67 PHA Reporting Area Office Review 12-93 12-68 12-94 thru 12-100 Reserved 12-69 Section 8. End of Initial Operating Period 12-101 Definition 12-75 12-75 12-102 PHA Reporting 12-103 Area Office Review 12-76 12-104 thru 12-110 Reserved 12-76 Section 9. Actual Development Cost 12-81 12-111 PHA Reporting 12-112 Area Office Monitoring 12-81

12-113 Area Office Review					12-83				
APPENDIX	1.	Public	Housing	Development	Regulation,	24	CFR	841.	

\_\_\_\_\_

7/82 xvi