
CHAPTER 8. COST DATA MAINTENANCE

8-1. C2326 PROGRAM

- a. General. The C2326 program is used by the Field Cost Analysts to change or list the Assistant Secretary for Housing-Federal Housing Commissioner's Project Cost Estimate (referred to as the Commissioner's Estimate) or the Contractor's Project Cost Estimate (2328 or Certified source) for a specific project number. The change option for the Commissioner's Estimate will also provide the opportunity to change the start of construction date for the subject case. If the date is changed, the program will compute a new time multiplier based on the revised date using the appropriate Boeckh's indice file. This computation of the time multiplier is based on the previous start of construction date entered during P2325T processing and the new date. No comparable project is involved in this logic, only the subject case. If the time span between the old date and the new date is very short the program may compute a factor of 1.00, since the Boeckh's Indices do not often show any percentage of increase from one period to the next. In this case, it may be necessary to override the time multiplier with a very low percentage.
- b. Frequency. The C2326 program may be executed as needed for processing purposes.
- c. Input and Options. If it is necessary to run the C2326 program, the Cost Analyst will complete a C2326 Data Entry Worksheet (Appendix 4) as follows.
 - (1) Item 1. Change (CH) or List (LI) an existing 2326? Check CH if changes are necessary. Check LI if you just wish to list the estimate. Use the List option also if it is necessary to change only the construction time for a Commissioner's Estimate, since this option will calculate a new Section G printout based on the new construction time.
 - (2) Item 2. Project Number and Name. Enter the three digit office code followed by the five digit project number and project name.

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- (3) Item 3. BSPRA? Check Yes or No, as applicable to the subject case.
 - (4) Item 4. CHANGE/LIST the Commissioner's Estimate? Check Yes to change or list the Commissioner's Estimate, otherwise, check No.
 - (5) Item 5. CHANGE/LIST Contractor's (2328 or Certified) Estimate? Check Yes if the response to Item 4 was No.
 - (6) Item 6. Update the Commissioner's Estimate for time? Check yes to change the start of construction date for the subject case. If the date has not changed, check No.
 - (7) Item 7. New Start of Construction Date. If the response to Item 6 was Yes, enter the new date in MM/DD/YY format.
 - (8) Item 8. Override Multiplier? Check Yes to enter a new time multiplier. Otherwise, check No.
 - (9) Item 9. Override Multiplier. If the response to Item 8 was Yes, enter the new time multiplier in N.NNNN format.
 - (10) Item 10. Other changes to the Commissioner's/ Contractor's Estimate? Check Yes to make further changes on the subject estimate.
 - (11) Item 11. Structure Changes. Indicate the structure type to be changed. Use a separate page for each structure type of a multiple-type project. Enter the appropriate item number, and if the change is for a trade item (numbers 30 through 60), enter the two-digit code and the plus or minus change. For item numbers 1 through 27 and 63 through 98, enter the item description and the new value.
 - (12) Item 12. Change Page 2 Items Excluding Fees? Check Yes to change site work (item numbers 102 through 107) or item numbers 123 through 150. Otherwise, check No. If changes are necessary, enter the appropriate item numbers. If you are changing items 102 through 107, enter the code and the plus or minus change. For Items 123 through 150, enter the description followed by the new value.

- (13) Item 13. Do you want to enter new Percent (%) or dollar (\$) values for page 2 fee items? Check Yes to recompute fees for the subject case, otherwise, check No, and make no entries. If it is necessary to change fees, values must be entered for all items. Enter either the dollar amount or a percentage in NN.NN format. The maximum allowable fee percentage is 15%.
 - (14) Item 14. Printout of the new 2326? Check Yes if changes were made to the estimate?
 - (15) Item 15. Print Section G? This item will only apply to the Commissioner's Estimate. Check Yes if structural changes were made or construction time has changed.
 - (16) Item 16. Carry the Section G data forward for valuation processing? This item will only apply to the Commissioner's Estimate. If the response is Yes, the new Section G data will be reflected on the Form FHA-2264. If the response to Items 15 or 16 is Yes, enter the estimated construction time in months on the worksheet.
 - (17) Item 17. Write a new Commissioner's Estimate/ Contractor's 2328 or CERT file? This item will only apply to the change option. Check Yes to save any changes that were made to either estimate.
 - (18) The Cost Analyst will forward the C2326 Worksheet to the terminal operator, who will execute the program according to instructions contained in Handbook 2361.13, Chapter 3, paragraph 3-19.
 - (19) The worksheet and program printouts when completed will be returned to the Cost Branch.
- d. Review. The Form FHA-2326 report generated by the program will be reviewed by the Cost Analyst for accuracy of processing results. If further changes are necessary, the Cost Analyst will complete a new C2326 Worksheet.
 - e. Availability and Distribution. The C2326 program is available as needed for processing purposes. C2326 processing results will be distributed to the appropriate Cost Analyst.
 - f. Sample Program Runs and Reports. See Appendix 34.
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8-3. XINQ01 PROGRAM.

- a. General. The XINQ01 program is used by the Construction Cost Staff to inquire and produce a listing of selected data elements from the Commissioner's Cost Estimate File (U-file), the Contractor's Cost Estimate File (F-file), or both. The program may be used by the Cost Analyst to review the data base for average trade item square foot and per unit costs. The report may also be used as an inventory of projects in the construction cost data bank.
- b. Frequency. The program may be executed as needed for data review or inventory.
- c. Input and Options. After the CUPS program run command, the program will provide the following prompts for program parameters.
 - (1) Do You Wish to Have Instructions Printed? Enter Y if you have never run this program, and a set of instructions will be printed.
 - (2) Your Options Are:
 - (a) 1, SS-Use Catalogued Specs, Do Not Display Reject Diagnostics. This option requests that the user enter the Catalog ID number for specifications previously entered in the data base. The reason why a particular project was excluded from the inquiry will not be listed.
 - (b) 2, SS-Use Catalogued Specs Display Reject Diagnostics. This option requests that the user enter the Catalog ID number for specifications previously entered in the data base. The reason why a particular project was excluded from the inquiry will be listed.

- (c) 3, Enter Inquiry Specs From the Terminal, Do Not Display Reject Diagnostics. This option requests that the user enter the specifications for the data selection. The reason why a particular project was excluded from the inquiry will not be listed.

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- (d) 4, Enter Inquiry Specs from the Terminal, Display Reject Diagnostics. This option requests that the user enter the specifications for the data selection. The reason why a particular project was excluded from the inquiry will be listed.
- (e) 5, Perform Catalog Maintenance. This option allows the user to list and/or change catalogued inquiry specifications that have been previously entered.
- (3) Group A, DO You Wish to Inquire Into Specific Projects? Enter Yes to list specific project numbers for data selection. If No is entered, the program will review all project numbers for the inquiry.
- (4) Group B, Do You Wish to Qualify the Projects by Type? Enter Yes to list specific structural types for data selection. Enter one structural type per line, enter END when finished. If No is entered, the program will review all project types for the inquiry.
- (5) Group C, Do You Wish to Qualify This Inquiry by Structural System? Enter Yes to list specific structural systems for data selection. Enter one structural system per line; enter END when finished. If No is entered, the program will review all project structural systems for the inquiry.
- (6) Group D, Do You Wish to Qualify This Inquiry by Source (Stage)? If No is entered, the program will review all projects regardless of source or stage. If Yes is entered, the program will provide the following options.
- (a) 1- SAMA, Conditional or Firm (Commissioner's

Estimate). This option will list data on the inquiry results from the Commissioner's Estimate file (U-file) only.

- (b) 2-2328 (Contractor's Estimate) or certified. This Option will list data from the Contractor's Estimate File (F-file) only.

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- (c) 3-ALL. This option will list data from both of the above files.
- (7) Group E, You May Now Enter the Data Items for the Report. Using the list of Form, FHA-2326 item numbers provided in the instructions, enter the items to be included in the inquiry. If an item is preceded by a "Q" on the item number list, that item may be used as a qualifier at this point. For example, an entry of "1,>,12/31/78," will indicate that you only wish to include projects in the inquiry that have an effective cost date later than December 31, 1978. Only projects from January 1, 1979 to the present would be included in the inquiry. Any item preceded by an "D" on the list can not be used as a qualifier, but can be displayed only. Enter END when you have completed entering all item numbers for the inquiry.
 - (8) Do You Wish to Have a Printout of the Inquiry Specifications? Enter Yes and the program will print the inquiry specifications you have just entered.
 - (9) Do You Wish to Make Any Changes to the Inquiry Specifications Above? A Yes response to this prompt will provide the user to make corrections to the inquiry specifications.
 - (10) End of Inquiry Specification Entry, Do You Wish to Catalog Them? If Yes is entered, the program will assign a Catalog ID number to these inquiry specifications. These specifications can then be used again without being reentered under Option One or Two of the Program. If No is entered, the specifications will not be saved.
 - (11) The inquiry program will then complete, and the listing and summary report will be available for printing. Instructions for execution of the XINQ01 program

are contained in Handbook 2361.13, Chapter 3, Paragraph 3-42.

- d. Review. The cost analyst will review the inquiry results for data or inventory maintenance purposes.
- e. Availability and Distribution. The inquiry program is available for execution as needed

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for data review or maintenance. The inquiry report will be distributed to the requestor in the Cost Branch.

- f. Sample Program Report. See Appendix 35.

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8-4. TIME PROGRAM.

- a. General. The TIME Program will calculate a time multiplier for construction cost using the Boeckh's Index Files on the Field Office library.
- b. Frequency. The TIME Program may be executed as needed for processing purposes.
- c. Input and Options. The program will prompt for a beginning date and ending date in MM/DD/YY format. It will then prompt for the structure system. Detailed execution instructions for this program are contained in Handbook 2361.13, Paragraph 3-23.

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