
CHAPTER 9. DESIGN DOCUMENTS

Section 1. Introduction

- 9-1. APPLICABILITY. This chapter establishes the requirements for the PHA submission and Field Office review of project design documents. These requirements apply to projects involving rehabilitation or new construction under either the conventional or turnkey method but do not apply to the acquisition method.
- 9-2. STANDARD PROCESSING TIME. The standard processing time (SPT) for the PHA submission and a decision by the Field Office is one-hundred and five (105) calendar days from the date of the Field Manager's PHA proposal approval letter. (See Chapter 3, Section 12 for statutory time-frame requirements). *
- a. PHA Submission. The SPT for PHA submission of design documents is sixty (60) calendar days from the date of the Field Manager's PHA proposal approval letter to receipt of the design documents by the Field Office. However, if the approved PHA project development schedule has a different date, the design documents shall be submitted by the scheduled deadline date.
 - b. Field Office Review. The SPT for Field Office review and decision on the design documents is forty-five (45) calendar days from receipt of the design documents by the PCR Unit to the date of the Housing Director's letter approving or disapproving the design documents. Each Field Office reviewer is also given an SPT for review of the design documents and is responsible for notifying the PCR Supervisor if any problems are noted during technical processing that would delay completion of the review by the established design documents review date.
- 9-3. DESIGN DOCUMENTS. The PHA, except as provided in paragraph 9-4, shall submit separate design documents for Field Office review and approval prior to submitting construction documents pursuant to Chapter 10.
- a. Definition. The PHA design document submission primarily consists of typical site, dwelling unit and building plans, related cost estimates, and the PHA proposed Development Cost Budget (Form HUD 52484). The term design documents as used in this chapter also includes, if applicable, detailed work write-ups for projects involving rehabilitation.

b. Purpose. The preliminary drawings are used by the Area Office to determine that the proposed project complies with HUD design and construction standards and any conditions identified in the Area Manager's PHA proposal approval letter. The preliminary drawings are also used as the basis for determining the project replacement cost, the reasonableness of the PHA project cost estimate, and compliance with the project prototype cost limit. In effect, the design document stage provides the PHA and the PHA architect or the turnkey developer an interim step to obtain Area Office approval of basic design and construction features prior to preparing the more costly and detailed construction documents.

9-4. OPTIONAL PROCESSING STAGE. The PHA need not prepare a separate design document submission. In order to save processing time, the design document requirements can be satisfied as follows:

a. PHA Proposal Stage. The PHA, with agreement of the selected PHA architect or turnkey developer, may submit a detailed PHA proposal by substituting the design documents identified in Section 2 for the applicable PHA proposal documents. In such instances, the Area Office staff would review the PHA proposal and design documents in accordance with the applicable provisions of Chapters 7 and 9.

b. Construction Document Stage. The PHA may request Area Office approval to go from the basic PHA proposal to the construction document stage. The PHA request should include evidence of the PHA architect's or selected turnkey developer's agreement to the "one-step" processing. Area Office approval will be based on the factors identified in paragraph 7-72 and, if the "one-step" approach is approved, the Area Office staff will review the construction documents in accordance with the requirements of Chapter 10.

9-5. AREA OFFICE REVIEW. The PHA design documents will be reviewed by the Area Office and, upon completion of the review, the PHA will be notified of the Area Office decision. Specifically:

a. Approved. Approval will be given if the design documents can be approved as submitted.

b. Approved with Conditions. Conditional approval will be given if only minor corrections to the design documents are required prior to approval. In such instances, the PHA will be advised

of any conditions that would have to be satisfied prior to PHA submission of the construction documents.

- c. Disapproved. Disapproval will be given if the design documents would require significant corrections to comply with the public housing program requirements or modifications cannot be made without a major change to the original project concept in the approved PHA proposal. In such instances, the PHA will be advised of all reasons for disapproval and, if applicable, what action would be required before the design documents would be reconsidered by the Area Office.

9-6 thru 9-10. RESERVED.

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Section 2. PHA Submission of Design Documents

9-11. GENERAL. This section establishes the requirements for projects being developed with a separate design document submission -- i.e., where these requirements are not being satisfied at the PHA proposal stage or, with Area Office approval, at the construction document stage. The PHA is responsible for submitting the design documents, including those prepared by the PHA architect or turnkey developer. If the design documents are submitted separately, they shall be based on the approved PHA proposal and shall comply with any conditions established in the Area Manager's PHA proposal approval letter and, if applicable, modifications required as a result of any site engineering studies.

9-12. SITE STUDIES. For projects being developed under the turnkey method, the PHA shall submit a copy of any required site engineering reports obtained by the turnkey developer. Since site engineering reports required for projects being developed under the conventional method will have been submitted and reviewed with the site acquisition documents (Chapter 8), these engineering reports need not be resubmitted with the design documents. However, the design documents for projects being developed under either method must address any unusual site conditions revealed by an engineering report.

9-13. PRELIMINARY DRAWINGS. The PHA shall submit three sets of the preliminary drawings prepared to scale by the PHA architect (conventional) or the developer (turnkey). For projects involving rehabilitation, preliminary drawings shall be submitted only if required to clearly demonstrate the adequacy of major structural changes (e.g., a proposal involving a change in building class).

- a. Site Plan. The site plan shall be drawn to a scale of

one inch to forty feet (1" = 40') or larger. The site plan shall address any unusual site conditions revealed by site engineering reports and shall show:

- (1) the North point, property lines and dimensions;
- (2) an outline of adjacent structures and streets;
- (3) an outline and dimensions of each structure (dwelling and non-dwelling) proposed for the site;
- (4) contours indicating original and final grades;

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- (5) proposed drainage;
 - (6) the location and dimensions of any rights-of-way or easements;
 - (7) the location and dimensions of parking areas, including the number of parking spaces;
 - (8) the location and dimensions of paved areas such as streets, walks, and drives;
 - (9) the location and dimensions (square feet) of other land uses such as patios, recreation areas, and lawn areas;
 - (10) the proposed placement of trees and shrubs (noting existing plantings to be retained);
 - (11) the proposed layout and size of utilities (water, sewerage, gas, electric and telephone) and distance to utility lead-ins and service connections; and
 - (12) any required off-site work, including a progress report on completed construction and the responsible local agency, if applicable.
- b. Basement or Foundation Plan. A basement or foundation plan shall be drawn to a scale of one-eighth inch to one foot (1/8 " = 1'). The plan shall show for a typical building the details identified in paragraph 10-16.
- c. Building Floor Plan. A building floor plan shall be drawn to a scale of one-eighth inch to one foot (1/8" = 1'). The plan shall show for a typical building floor the details identified in paragraph 10-17. The building floor plan shall

also identify the gross and net areas (square feet) of any management, maintenance and community spaces.

- d. Unit Floor Plan. A unit floor plan, which may be included on the building floor plan, shall be drawn to a scale of one-quarter inch to one foot (1/4" = 1'). The plan shall show for each typical unit size (number of bedrooms) the details identified in paragraph 10-17. The plan shall also show basic furniture and equipment layouts (e.g., cabinets, counters, ranges, and refrigerators) to demonstrate the adequacy of spaces.

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- e. Building Elevations. Building elevations shall be drawn to a scale of one-eighth inch to one foot (1/8" = 1'). The drawings shall for a typical building show the details identified in paragraph 10-19.
 - f. Wall Sections. Scale drawings of typical wall sections shall be prepared to show the details identified in paragraph 10-20.
 - g. Details and Finish Schedules. Scale drawings of typical details and typical door, window and finish schedules shall be provided in accordance with paragraph 10-21.
- 9-14. WORK WRITE-UPS. For rehabilitation projects, the PHA shall submit a copy of the detailed work write-ups. The work write-ups shall identify the specific work, materials and equipment required for rehabilitating each dwelling unit and all non-dwelling spaces.
- 9-15. PROJECT CHANGES. The PHA shall not make any changes to the project concept (e.g., outline specifications, sites, number of units, structure types) identified in the approved PHA proposal except as authorized below.
- a. Turnkey Projects. The developer submitted a turnkey proposal to construct or rehabilitate a project for sale to the PHA at a fixed price upon completion. The amount to be specified in the contract of sale is the developer's turnkey proposal price as adjusted to reflect actual changes in construction costs between the deadline date specified in the applicable RFP and the date the contract of sale is executed. Since the turnkey developer was objectively and competitively selected on the basis of a specific turnkey proposal, changes that would have an effect on the basis for PHA selection shall not be authorized. In addition, since the developer is responsible for constructing the project in compliance with HUD standards, adjustments in the developer's turnkey

proposal price shall not be allowed for modifications which are the developer's responsibility (e.g., design changes to correct unusual site conditions, off-site facilities).

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- b. Conventional Projects. The project will be constructed or rehabilitated by a contractor who will submit a bid on the basis of the PHA architect's working drawings and specifications (construction documents), which are to be completed at a later stage (Chapter 10). Since no contractor has submitted a bid or been selected at the design documents stage, these documents may include changes to the PHA proposal provided that such changes are not inconsistent with the project concept identified in the approved PHA proposal. Such changes will generally be limited to substitute materials and equipment that are equivalent or better than those specified in the Outline Specification (Form HUD 5087) or design changes required as a result of any site engineering reports or adverse environmental conditions.

9-16. DEVELOPMENT COST BUDGET. The PHA shall submit a Development Cost Budget (Form HUD 52484) in accordance with the requirements of Chapter 3, Section 14. The budget estimates shall be based on construction costs as of the design document submission date and shall reflect the PHA architect's project cost estimates (conventional) or the developer's turnkey proposal price.

9-17 thru 9-30. RESERVED.

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Section 3. Processing Control and Reports Unit Review

9-31. STANDARD PROCESSING TIME. The standard processing time (SPT) for the PCR Unit is three (3) calendar days from receipt of the design documents by the PCR Unit to initiation of the Area Office staff reviews.

9-32. DESIGN DOCUMENT FILE. The original of all PHA design documents (except rolled plans and specifications) and reviews shall be maintained by the PCR Unit in a project design document file.

The file shall include a copy of the PCR Supervisor's memorandum establishing the design document receipt date, the design document review date, and the names of the Branches requested to review the design documents. In addition, all completed review checklists and, if applicable, any accompanying memoranda shall be date stamped and retained in the project design document file. The official file copy of rolled plans and specifications shall be retained by the AE Branch.

9-33. DESIGN DOCUMENT DISTRIBUTION. The design documents will normally be reviewed only by Branches within the Housing Division. The MHR, following initial screening, will advise the PCR Supervisor if any other reviews are required. The PCR Unit shall make copies of the design documents, or parts thereof, for each reviewing Branch. The PCR Supervisor, within one (1) working day, shall send a form memorandum transmitting the design documents and the applicable review checklist to each reviewer indicating:

- a. Design Document Receipt Date. The date the design documents were received by the PCR Unit.
- b. Design Document Review Date. The date the review checklists, comments and recommendations are due in the PCR Unit from each Branch Chief.
- c. Staff Recommendations. If applicable, the Branch Chief's recommendations shall be accompanied by a memorandum which:
 - (1) if conditional approval is recommended, identifies all conditions that must be satisfied prior to PHA submission of construction documents; or

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- (2) if disapproval is recommended, identifies all reasons for disapproval and, if applicable, the action required before the design documents would be reconsidered by the Branch.

- d. Development Cost Budget. Each applicable Division Director or Branch Chief shall review the proposed Development Cost Budget (Form HUD 52484) in accordance with Chapter 3, Section 14. Each Branch Chief's recommendations concerning the Form HUD 52484 shall be sent directly to the Mortgage Credit Chief with a copy to the PCR Unit.

9-34. DESIGN DOCUMENT PROCESSING AND TRACKING. The PCR Unit shall monitor Area Office processing actions to determine that the reviews will be completed by the established design document

review date.

- a. Periodic Status. The PCR Supervisor shall contact each Branch Chief periodically to ensure that the review recommendations will be submitted by the design document review date. The PCR Supervisor shall immediately notify the MHR of any missing information noted by the reviewers and any problems observed that would delay completion of the Area Office review.
- b. Final Recommendations. The PCR Supervisor shall forward the completed review checklists, comments and recommendations to the MHR immediately upon receipt. The PCR Supervisor shall also advise the MHR of any reviewers that have not submitted their recommendations by the established design document review date so that follow-up action may be initiated.

9-35 thru 9-40. RESERVED.

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Section 4. Multifamily Housing Programs Branch Review

- 9-41. STANDARD PROCESSING TIME. The standard processing time (SPT) for the MHP Branch review of the design documents is forty (40) calendar days from the design document receipt date to preparation of a design document approval (or disapproval) letter for the Housing Director's signature.
- 9-42. DESIGN DOCUMENT REVIEW. The MHR shall review the PHA submission within three (3) calendar days.
- a. Initial Screening. The design documents shall be reviewed to determine whether all documentation required by Section 2 has been submitted by the PHA and whether the design documents are generally consistent with the public housing program requirements and the project concept identified in the PHA proposal, including any conditions or requirements established by the Area Manager's PHA proposal approval letter and the Housing Director's site approval letter.
 - b. Additional Reviewers. The MHR, based on the initial screening and advice from Housing Division Branch reviewers, shall advise the PCR Supervisor if any reviews outside of the Housing Division (e.g., Area Counsel, Environmental Clearance Officer) are required.
 - c. Stop Technical Processing. The MHR shall advise the PCR

Supervisor to notify all reviewers to stop technical processing if any significant emissions, problems or variations are detected during initial screening and shall prepare a letter advising the PHA of changes required prior to reconsideration by the Area Office.

9-43. EVALUATION OF REVIEW COMMENTS. The MHR shall evaluate the recommendations and findings submitted by all reviewers to determine that there are no recommendations for disapproval or conflicting comments. The MHR shall, to the extent possible, reconcile any differences and shall prepare a summary of the review comments. This summary shall include a discussion of any recommended conditions for approval, reasons for disapproval, and recommendations of action

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to be taken to resolve any negative findings. Upon completion of this evaluation, the MHR shall prepare a letter for the Housing Director's signature notifying the PHA of design document approval (paragraph 9-102a) or disapproval (paragraph 9-102b).

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Section 5. Assisted Housing Management Branch Review

9-51. STANDARD PROCESSING TIME. The standard processing time (SPT) for the AHM Branch review of the design documents is ten (10) calendar days from the design document receipt date to submission of the AHM Chief's recommendations and completed review checklist to the PCR Supervisor and the AE Chief.

9-52. PRELIMINARY DRAWINGS. The AHM Branch shall review the building floor plans, mechanical drawings, and, if applicable, the basement plans. The AHM Chief, based on this review, shall determine whether the location, layout, and amount of maintenance, management and community space is adequate and is consistent with the PHA proposal, including any changes identified in the Area Manager's PHA proposal approval letter.

9-53. PROJECT CHANGES. If applicable, the AHM Branch shall review any proposed changes in the utility combination, and any proposed changes in materials or equipment, to determine that they will not reduce efficiency and economy in PHA maintenance and operation over the life of the project.

9-54 thru 9-60. RESERVED.

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Section 6. Architectural and Engineering Branch Review

9-61. STANDARD PROCESSING TIME. The standard processing time (SPT) for the AE Branch review of the design documents is twenty (20) calendar days from the design document receipt date to submission of the AE Chief's recommendations and completed review checklist to the PCR Supervisor and the Cost Chief. The timely completion of this review is critical to permit consideration of the AE Branch recommendations and findings by the Cost Chief.

9-62. SITE STUDIES. For turnkey projects, the AE Branch shall review any site engineering reports submitted by the PHA in response to the Area Manager's PHA proposal approval letter. The design representative, with assistance from the site engineer, shall review such a site engineering report to determine whether the site is suitable for the proposed project and whether use of the site is economically feasible as a result of any required design modifications. If additional or clarifying information is required, the design representative shall immediately contact the PHA and request that the additional information be provided by the PHA architect or turnkey developer to permit a final determination by the AE Branch.

9-63. PROJECT DESIGN. The design representative, taking the AHM Chief's recommendations into consideration, shall review the architectural exhibits (e.g., preliminary drawings, detailed work write-ups, outline specifications) to determine that the following requirements are met:

- a. PHA Proposal. The preliminary drawings or work write-ups are consistent with the original project concept (e.g., number of units, utility combinations) identified in the PHA proposal and any conditions or requirements previously established by the Area Office.
- b. Unusual Site Conditions. The design documents incorporate the most cost efficient or practical means of addressing any adverse or unusual site conditions.

- c. Environmental Concerns. The design documents incorporate special features to overcome any adverse environmental (e.g., noise, air pollution) conditions.

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- d. HUD Standards. The design documents comply with the design and construction standards identified in Chapter 3.
- e. Equipment and Materials. If applicable, any substitute materials or equipment are equivalent or better than those identified in the PHA proposal.

9-64. FORM FHA 2264. The design representative shall initiate the Rental Housing Project Income Analysis and Appraisal (Form FHA 2264). The design representative shall enter the location and description of property (Section A) and information concerning land or property (Section B) on Form FHA 2264 for each project.

9-65. PHA ARCHITECT'S CONTRACT. The design representative shall review the work completed by the PHA architect to determine that it complies with the PHA architect's contract. If all design work has been completed, the AE Chief's recommendation shall indicate that the PHA is authorized to pay its architect the fee specified in the PHA architect's contract for the completed work.

9-66 thru 9-70. RESERVED.

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Section 7. Cost Branch Review

9-71. STANDARD PROCESSING TIME. The standard processing time (SPT) for the Cost Branch review of the design documents is twenty-five (25) calendar days from the design document receipt date to submission of the Cost Chief's recommendations and completed review checklist to the PCR Supervisor and Valuation Chief. The timely completion of this review is critical to permit consideration of the AE Branch and Cost Branch recommendations and findings by the Valuation Chief.

9-72. DWELLING CONSTRUCTION AND EQUIPMENT COST. For projects involving new construction, the Cost Branch shall review the estimates for dwelling construction and equipment to ensure that they do not exceed the adjusted base project prototype cost. This is determined as follows:

- a. Base Project Prototype Cost. The Cost Branch shall use the base project prototype cost developed when the Area Office request for proposals was prepared or, if applicable, when the PHA proposal was approved. If changes are required (e.g., a reduced number of units because of the site) the base project prototype cost shall be revised in accordance with paragraph 7-83.
- b. Prototype Cost Adjustment Factor. The Cost Branch, using a commercial construction cost index (e.g., Boeckh or Marshall Swift), shall determine the percentage of actual changes in construction costs between the month of publication of the unit prototype cost (used to develop the base project prototype cost) and the month of receipt of the design documents. The base project prototype cost shall be multiplied by the prototype cost adjustment factor to determine the maximum amount that may be approved for dwelling construction and equipment at the design document stage.
- c. Cost Limitation. Projects exceeding the adjusted base project prototype cost shall not be approved. However, if one of the conditions identified in paragraph 7-83c exists, consideration may be given to approving such projects provided that the cost is less than 110 percent of the adjusted base project prototype cost.

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9-73. PROJECT CONSTRUCTION COSTS (IMPROVEMENTS). For projects involving new construction or rehabilitation, the Cost Branch shall prepare an independent construction cost estimate as follows:

- a. Forms FHA 2325 and 2326. A Report of Cost Processing-Work Sheet (Form FHA 2325) and a Project Cost Estimate (Form FHA 2326) shall be prepared using the procedure identified in Cost Estimation for Project Mortgage Insurance (HB 4450.1) and in the Multifamily Underwriting Reports and Forms Catalogue (HB 4480.1). However, the cost estimates shall be updated only to the design document receipt date.
- b. Form FHA 2264. The cost information developed on Forms

FHA 2325 and 2326 shall be transferred to Section G of the Rental Housing Project Income Analysis and Appraisal (Form FHA 2264) which was originated by the AE Branch.

9-74. TURNKEY DEVELOPER'S PRICE. The Cost Branch shall update the developer's turnkey proposal price for use by the Valuation Chief.

- a. Developer Delays. If applicable, the Cost Branch shall determine the extent (number of months) of any delays that were caused by the turnkey developer.
- b. Adjusted Developer's Price. The Cost Branch shall update the developer's turnkey proposal price as follows:
 - (1) determine the actual change in construction cost between the deadline date specified in the RFP for the applicable turnkey proposal and the design document receipt date;
 - (2) if applicable, multiply the monthly change in construction costs by the number of months resulting from developer caused delays; and
 - (3) multiply the developer's turnkey proposal price by the cost adjustment factor (excluding developer caused delays) for each item of the developer's price except site (property) and interest during construction.

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9-75. TOTAL DEVELOPMENT COST. For projects involving rehabilitation, the Cost Branch shall review the TDC previously provided to the Valuation Branch. If applicable, a revised estimate shall be prepared in accordance with paragraph 7-85.

9-76 thru 9-80. RESERVED.

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9-81. STANDARD PROCESSING TIME. The standard processing time (SPT) for the Valuation Branch review of the design documents is thirty (30) calendar days from the design document receipt date to submission of the Valuation Chief's recommendations and completed review checklist to the PCR Supervisor and the Mortgage Credit Chief. The timely completion of this review is critical to permit an analysis by the Mortgage Credit Chief.

9-82. PROTECT REPLACEMENT COST. The Valuation Branch shall complete Section G (lines 51 thru 74, excluding lines 56 thru 59 which apply only to the mortgage insurance programs) of the Rental Housing Project Income Analysis and Appraisal (Form FHA 2264) transmitted by the Cost Branch and shall determine if the project construction costs are reasonable.

a. Conventional Projects. The lower of the following is the maximum project cost amount that can be approved:

- (1) the PHA architect's cost estimates; or
- (2) the project replacement cost identified on Form FHA 2264.

b. Turnkey Projects. The lower of the following is the maximum project cost amount that can be approved:

- (1) the developer's turnkey proposal price as updated by the Cost Branch (paragraph 9-74); or
- (2) the project replacement cost identified on Form FHA 2264.

c. Cost Revisions. If the project replacement cost is the lower amount, the Valuation Chief shall promptly notify the designated MHR to schedule a meeting with the PHA and the PHA architect or turnkey developer. The purpose of this meeting is to discuss cost differences in detail to ensure that there is no misunderstanding of the work identified in the design documents on which the cost estimates are based. If applicable, a revised Form FHA 2264 shall be prepared based on agreements reached at the meeting.

9-83. TOTAL DEVELOPMENT COST. The Valuation Branch shall review the TDC (including relocation costs) for a PHA proposal involving rehabilitation to determine that it does not exceed ninety (90)

percent of the Cost Branch estimate for a comparable newly constructed project (paragraph 9-75).

9-84 thru 9-90. RESERVED.

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Section 9. Mortgage Credit Branch Review

9-91. STANDARD PROCESSING TIME. The standard processing time (SPT) for the Mortgage Credit Branch review of the design documents is thirty-five (35) calendar days from the design document receipt date to submission of the Mortgage Credit Chief's recommendations and completed review checklist to the PCR Supervisor.

9-92. DEVELOPMENT COST BUDGET. The Mortgage Credit Branch shall review the Development Cost Budget (Form HUD 52484) in accordance with Chapter 3, Section 14. The financial analyst shall determine whether any differences in the various accounts between the preliminary budget prepared by the Area Office and the PHA submission are reasonable. If there is a major difference for any account, the PHA justification shall be reviewed and, if necessary, discussed with the reviewing Division or Branch responsible for the cost item in question. Upon completion of the Area Office review, the Mortgage Credit Chief shall conform the Form HUD 52484 to reflect the Area Office staff recommendations.

9-93 thru 9-100. RESERVED.

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Section 10. Design Document Approval

9-101. STANDARD PROCESSING TIME. The standard processing time (SPT) for the Housing Director's approval of the design documents is forty-five (45) calendar days from the design document receipt date to dispatch of the Housing Director's letter to the PHA.

9-102. PHA NOTIFICATION. The MHR, upon completing an evaluation of the Area Office review recommendations, shall prepare a

letter for the Housing Director's signature notifying the PHA of the Area Office decision:

- a. Design Document Approval Letter. A design document approval letter shall:
- (1) identify the project number, the number of units, housing type, household type, and development method;
 - (2) if applicable, identify design changes that could result in lower construction costs (e.g., a more cost effective approach for addressing unusual site or environmental conditions);
 - (3) identify any design deficiencies that must be corrected prior to submission of the construction documents;
 - (4) if applicable, authorize the PHA to pay the PHA architect for completed work;
 - (5) if applicable, advise the PHA to notify the developer of the approved developer's price for a turnkey project;
 - (6) transmit a copy of the approved Development Cost Budget (Form HUD 52484), identifying changes made by the Area Office and explaining the reasons for such changes;
 - (7) advise the PHA of the deadline date for submission of the construction documents; and
 - (8) if applicable, the deadline date for PHA action under the Uniform Act or comparable action by the turnkey developer.

- b. Design Document Disapproval Letter. A design document disapproval letter shall:
- (1) identify the project number, the number of units, housing type, household type, and development method;
 - (2) identify the reasons for disapproval and list any required changes;
 - (3) advise the PHA that revised design documents will

be considered if resubmitted within thirty (30) calendar days of the Housing Director's letter;

- (4) advise the PHA to submit, within thirty (30) calendar days of the Housing Director's letter, a Development Cost Budget (Form HUD 5-484) identifying the actual costs incurred for the project as of the date of the Housing Director's letter;
- (5) notify the PHA that the project will be terminated if revised design documents are not received by the deadline date, and that in the event of such termination the funds (excluding actual costs identified by the PHA before the thirty (30) day deadline date) are withdrawn.

9-103. PROJECT TERMINATION. The PCR Unit, upon receipt of the PHA Development Cost Budget (Form HUD 52484) or thirty (30) days from the date of the Housing Director's letter, shall notify the MHR. The MHR, in conjunction with the Mortgage Credit Chief, shall review the Form HUD 52484 and request the PCR Supervisor to prepare a Project Accounting Data (Form HUD 52540) indicating that the project is being terminated and a letter to the PHA for the Area Manager's signature indicating that the funds have been withdrawn and that an amended ACC is being prepared to reflect actual costs incurred by the PHA. Upon receipt of the Area Manager's letter and RAD confirmation, the PCR Supervisor shall dispatch the letter and notify the MHP Chief so that processing may be started for pipeline applications.