

U. S. FEDERAL PUBLIC HOUSING AUTHORITY

Temporary local authority management
manual for war housing

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NATIONAL HOUSING AGENCY
Federal Public Housing Authority

TEMPORARY LOCAL AUTHORITY MANAGEMENT MANUAL
FOR WAR HOUSING PROJECTS

Preface

The first portion of the present FPHA Local Authority Management Manual was originally issued in February 1942, as the USHA Management Manual. In that form it consisted of Chapters I to IX, intended for the guidance of local authorities in the operation of FPHA-aided, low-rent developments. In September 1942, Chapter X, War Housing, was added and the manual thereby was converted to serve in the management of both low-rent and war housing developments.

Because of its wider applicability, the converted manual has enjoyed considerably increased popularity. Consequently, the supply of Chapters I to IX is now exhausted. Because Chapter X was reproduced in greater quantity than were the original nine chapters, the supply of that chapter is more adequate. Pending the time when a complete Local Authority Management Manual applicable to both low-rent and war housing becomes available, this Temporary Local Authority Management Manual for War Housing Projects has been assembled to serve war housing projects only. It consists of selected portions of the complete manual, including Chapter X, a reprint of Chapter IX and reprints of those portions of Chapters V to VII which are referred to in Chapter X.

This abbreviated form of the manual is offered as a temporary expedient only, with the hope that it will serve a useful purpose in prosecuting the war housing program.

All references to USHA throughout the reprinted portions of this manual should be interpreted to read FPHA.

December 7, 1942

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**NATIONAL HOUSING AGENCY
Federal Public Housing Authority**

LOCAL AUTHORITY MANAGEMENT MANUAL

Foreword

Executive Order 9070, signed by the President on February 24, 1942, has consolidated in the Federal Public Housing Authority responsibility for the development and operation of the various urban and war public housing programs undertaken by the Federal Government. In the organization of FPHA, responsibility for the initiation of policies, standards and procedures related to housing management activities has been assigned to the several divisions and offices under the supervision of the Assistant Commissioner for Project Management.

FPHA procedural material applicable to the management of housing developments by local housing authorities is organized in a LOCAL AUTHORITY MANAGEMENT MANUAL. Its basis is the "Management Manual" issued by the United States Housing Authority on February 23, 1942. The material currently in that manual will continue in effect pending specific revisions.

Chapter X which is now being added to this Manual includes material pertinent to the activities of local housing authorities in managing war housing. Other supplements and revisions will be released as necessary to adapt existing policies and procedures to the needs of the reorganized housing program.

No manual is expected to provide the answer to every problem which may arise. It should be, however, a continuing aid and guide to the entire management staff in understanding the job it has to do, in carrying on its work, and in measuring the success of management operation. It is hoped that the LOCAL AUTHORITY MANAGEMENT MANUAL will give to each member of the staff a clear picture of the relation of his particular function to the management program as a whole.


HERBERT EMERICH
Commissioner

Revised
August 15, 1942

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**TEMPORARY LOCAL AUTHORITY MANAGEMENT MANUAL
FOR WAR HOUSING PROJECTS**

T A B L E O F C O N T E N T S

	Page
Preface	
Foreword	
Table of Contents	iii
Introduction	xiii
Part I	
CHAPTER TEN. WAR HOUSING	275
The War Housing Program	275
I. Federal Action on War Housing	275
II. Types of Public War Housing	276
The War Housing Management Program	279
I. Management Lease Agreements	279
II. Management Program Statements	279
Form FPHA 1118, Indenture of Lease	281
Specimen Form 76	289
Specimen Form 77	293
Specimen Form 93	301
Rents and Other Charges for Permanent and Demountable Family Dwellings	307
I. Policy	307
II. Procedure for Setting Rents for Civilian Workers Engaged in Essential War Industries	308
III. Procedure for Setting Rents for Army and Navy Personnel	312
Form FPHA 1119, Average Cost of Project Operation	315
Rents and Other Charges for Trailer, Dormitory and Dormitory Apartment Projects	317
I. Policy	317
II. Procedure	317
Effect of OPA Maximum Rent Regulations on Public Housing Projects	319
Eligibility and Tenant Selection for all War Housing Projects	325
I. Eligibility	325
II. Designation of War Plants and Military and Naval Establishments and Allocations Thereto	328
III. Order of Acceptance	329

Renting and Leasing for Family Dwellings

- I. General
- II. Civilian War Workers
- III. Army and Navy Personnel
- IV. Occupancy Standards
- V. Application Records and Controls
- VI. Selection for Leasing
- VII. Leasing
- VIII. Occupancy Records and Control
 - Form FPHA 1052, Certification of Employment in War Industry
 - Form FPHA 1054, Rental Certificate
 - Form FPHA 1060, Application - Summary for Dwelling in War Housing Project
 - Form FPHA 1051, Control Card
 - Form FPHA 1104, Space Inventory
 - Form FPHA 1056, Master Moving Schedule

Renting and Leasing for Temporary Shelter Projects

- I. General
- II. Procedures
 - Form FPHA 2001, Certificate of Employment and Housing for Accommodations (Trailer or Dormitory)
 - Form FPHA 2000, Application - Temporary Shelter Project
 - Form FPHA 2002, Revocable Use Permit to War Housing Project
 - Form FPHA 2003, Register of Occupant Numbers

Occupancy Records and Reports for all War Housing Projects

- I. General
- II. Report on Applications - Family Dwellings - War Housing, Form FPHA 841-W
- III. Leasing and Occupancy Report - Family Dwellings - War Housing, Form FPHA 840-W
- IV. Occupancy Report - Temporary Shelter Programs, Form FPHA 2024
 - Form FPHA 841-W
 - Work Sheet A
 - Work Sheet B
 - Form FPHA 840-W
 - Work Sheet C
 - Form FPHA 2024

Operating Services and Equipment for Trailers, Dormitories and Dormitory Apartment Projects

- I. Trailer Projects
- II. Dormitory Projects

Alterations and Additions to Federally-Owned War Housing Projects

- I. Request for Authorization
- II. Performance of Work

	Page
Maintenance Wage Rates and Conditions of Employment on all War Housing Projects	397
Preparation of Operating Budgets for all War Housing Projects	399
I. Initial Advance of Funds	399
II. Procedure for Preparation of Budgets	399
III. Budgeting of Income	400
Form FPHA 848, Operating Budget for Family Dwelling Projects	407
Form FPHA 2020, Operating Budget for Trailer, Dormitory and Dormitory Apartment Projects	409
Insurance Coverages Required of Local Authorities on all War Housing Projects	411

Part II

Excerpts from the FPHA Local Authority Management Manual

From CHAPTER FIVE. FROM CONSTRUCTION CONTRACT TO TENANT SELECTION

15. Estimates of Income and Expense	45
15a. Management Expense	45
15b. Operating Services	46
15b (1). Janitorial Expense	46
15b (2). Exterminating	47
15b (3). Refuse Removal	48
15b (4). Watchman Expense	48
15b (5). Commercial Utilities	48
15b (6). Summary of Factors	48
15c. Dwelling Utilities	49
15c (1). Water	49
15c (2). Electricity	51
15c (3). Gas	53
15c (4). Heating	54
15c (5). Sewerage	59
15c (6). Miscellaneous	59
15d. Repairs, Maintenance, and Replacement	59
15d (1). Grounds	60
15d (2). Structures	61
15d (3). Painting and Decorating	62
15d (4). Plumbing and Gas System	65
15d (5). Electrical System	65
15d (6). Heating System	65
15d (7). Ranges	65
15d (8). Refrigerators	65
15d (9). Other Equipment	66
15d (10). RM&R Reserve	66

	Page
15e. Community Activities	68
15e (1). Items of Expense	68
15e (2). Estimate of Expense	68
15f. Collection Losses	68
15g. Insurance	68
15h. Payments in Lieu of Taxes	69
15i. Debt Service	69
15j. Total Expense and Total Income	70
16. Determining Income Limits and Rents	70
16a. General Principles	70
16b. Market Limits	71
16c. Division of the Low-Income Group Into Grades	71
16d. Setting Rents for Various Income Grades	72
16e. Variation for Differences in Family and Dwelling Size	72
16f. Income Limits and Rents for Specific Developments	73
16g. Assignment of Rents to Specific Dwelling Units	73
16h. Income Limits After Admission	73
17. The Management Resolutions	77
17a. Preparation of Budgets	95
 From CHAPTER SIX. FROM TENANT SELECTION TO OCCUPANCY	
22c. Re: Allowable deductions from family income	117
 From CHAPTER SEVEN. OCCUPANCY	
36i. Alterations, Additions or Betterments	241
 CHAPTER NINE. INSURANCE	
47. Insurance Coverages Required of Local Authorities During Operation	264
47a. Obtaining Insurance Bids	264
47b. Evaluation of Insurance Bids	265
47c. Submittal of Proposals to USHA	265
47d. Specific Coverages Required	265
47d (1). USHA 460	266
47e. Instructions as to Submittal of Reports	271
47f. Losses Under \$250	272
47g. Losses Over \$250	272
USHA REQUIREMENTS IN CHAPTER NINE	272

INTRODUCTION

THE NATIONAL HOUSING AGENCY

The President, acting under his war powers, created the National Housing Agency by Executive Order 9070 on February 24, 1942. This order consolidated into one agency for the duration of the war the functions of 16 Federal agencies working in the field of housing.

The National Housing Agency is now responsible for the production of war housing to facilitate the production of war materials. It must ascertain where housing is needed to prevent a shortage of labor in war industries and to maintain the morale of workers and their families. It must investigate how much housing is needed, what size homes, and at what rentals. It must ascertain whether private builders are able to build it or whether it must be turned over to a public agency for construction.

The National Housing Agency includes three constituent units. The Federal Housing Administration stimulates private builders to build war housing through the insurance of mortgages on approved properties. The Federal Home Loan Bank Administration encourages its member banks, as well as savings and loan associations and other thrift and home-financing institutions, to participate in the development of homes for war workers. The Federal Public Housing Authority uses Federal funds to construct public housing for war workers and their families, utilizing the facilities of local housing authorities to the fullest extent possible.

Today these three constituent units are directed to the single goal of meeting the need for war housing promptly.

THE FEDERAL PUBLIC HOUSING AUTHORITY

The Federal Public Housing Authority, headed by the Federal Public Housing Commissioner, is responsible for the Federal program of public urban and war housing. Believing that responsibility for the program should rest as closely as possible to the people affected, the Commissioner has established ten FPHA Regional Offices, and has delegated to them the authority to make decisions. Under the Commissioner's direction, the Central Office is concerned primarily with formulating the program, setting policies and standards for its development and operation, administering necessary operating and financial controls over the field activities, and advising the Commissioner and the Regional Offices about the operation of the program.

The Central Office, as of August 15, 1942, is organized in accordance with its major functions. The Assistant Commissioner for Development assists the Commissioner in the development and construction of public housing, and supervises the formulation of technical standards, site selection and project planning, land acquisition, the preparation of plans and specifications, the actual construction, and labor relations.

The Assistant Commissioner for Project Management assists the Commissioner in the operation and management of public housing developments, including those operated directly by the FPHA and those operated by local housing authorities and other agencies. He supervises the functions of leasing and occupancy, operations and maintenance, project services, and racial relations.

The Assistant Commissioner for Administration directs the agency's administrative functions and supervises the divisions of finance and accounts, budget, and statistics; and through the Chief Administrative Officer, is responsible for the administrative planning, personnel, and office service divisions.

The Commissioner is also assisted by an immediate staff, which includes the following officers:

The Executive Assistant and the Administrative Assistant, who serve as aides to the Commissioner;

The General Counsel, who acts as legal adviser to the Commissioner, and is responsible for the legal activities of the FPHA;

The Chief Economist, who advises the Commissioner with respect to economic and social problems;

The Director of Inter-Agency Relations, who acts as liaison officer for effecting the transfer of those functions of other agencies transferred to the FPHA by Executive Order 9070.

As has been indicated, a large part of the responsibility for the program is vested in the ten FPHA Regional Offices. The boundaries of these regions and the locations of the Regional Offices are shown on the accompanying map. Special offices have been established for the metropolitan areas of Washington, D. C. and Detroit, Michigan, where large scale housing programs are being developed.

The Regional Directors are immediately responsible to the Federal Public Housing Commissioner, and represent him in performing the functions of the FPHA in their regions. The organization of the Regional Offices is along lines similar to those of the Central Office. Each Director is assisted by an Assistant Director for Development, an Assistant Director for Project Management, and an Assistant Director

FPHA
LHA Mgt.

for Administration, with duties similar to those of the corresponding officers in the Central Office.

PROJECT MANAGEMENT BRANCH OF FPFA

The Assistant Commissioner for Project Management supervises the following Divisions and Offices, which carry on the various specialized functions involved in making the management program run.

The Division of Local Authority Management reviews, post-audits and evaluates the management of (1) all family-dwelling projects (excluding trailer, dormitory, and dormitory apartment projects) operated by local housing authorities or other management agencies, and (2) all mutual ownership housing projects, whether operated directly or through management agencies. The Division post-audits management budgets and programs and reviews project operations to determine compliance with approved operating and fiscal policies, directing corrective action when required. The Division also provides advice and assistance to the regional offices in the execution of established policies, standards and procedures, and initiates policies, standards and procedures with respect to aspects of management not falling within the scope of other FPFA divisions and offices.

The Division of Direct Management is responsible for the same functions described above, but in relation to (1) all family-dwelling projects managed directly by the FPFA, except the mutual ownership projects; (2) all trailer, dormitory, and dormitory apartment projects, whether operated directly or through local housing authorities or other agencies; (3) the limited-dividend housing projects; (4) the directly-operated PWA Housing Division projects; and (5) the projects included in the subsistence homesteads, "Green Belt" towns, and similar specialized housing programs to be transferred to FPFA by the Farm Security Administration.

The Division of Management Standards initiates policies, standards and procedures governing leasing and occupancy activities, project maintenance, the provision of commercial facilities and project services, fiscal analyses, and other activities involved in the management and operation of housing projects; conducts studies related thereto; and provides advice and assistance in such activities to the Directors of Direct Management and Local Authority Management, and, with their approval, to the regional offices.

The Office of Housing Management Training initiates policies, standards and procedures for the training of housing management personnel.

The Office of Taxation Analysis conducts studies and initiates policies and procedures governing payments in lieu of taxes to local governmental jurisdictions, and reviews and makes appropriate recommendations on all such payments.

The Office of Rental Analysis initiates policies and standards and advises the Regional Offices regarding the method of determining appropriate rentals, for the conformance of projects to local housing requirements, and compliance with the requirements for equivalent elimination. The office reviews and makes appropriate recommendations on requests for deferment of equivalent elimination requirements on FPFA-aided projects.

The Office of Racial Relations initiates policies and standards, and advises the Regional Offices, regarding racial relations in both the development and management activities of the housing program.

THE LOCAL AUTHORITY MANAGEMENT MANUAL

The reorganization of the war housing program naturally requires major adjustments in the procedural material governing management of FPFA housing projects by local authorities. To simplify the transition period as much as possible, and to expedite transmittal to local authorities of the material needed for effective operation, the USHA "Management Manual," issued on February 23, 1942, is being adapted to the enlarged needs.

Under a new title, THE LOCAL AUTHORITY MANAGEMENT MANUAL, Chapters One through Nine remain applicable to the low-rent housing program. Chapter Ten will contain the new material pertaining to war housing management activities. It will be recognized that much of the general housing management information distributed through Chapters One to Nine is of equal value in war housing, and local authorities shall feel free to draw upon this material as well as upon their experience with local techniques in working out management procedures within the legislative and administrative framework of FPFA war housing requirements.

At the end of each of the first nine chapters will be found a summary of FPFA requirements for the low-rent housing program. These requirements are predicated upon the United States Housing Act of 1937, as amended, and upon the provisions of the Loan and Annual Contributions Contract. They neither supersede nor change any provision contained in the text of those documents but are intended to express, for the assistance of local housing authorities, the absolute management requirements of the FPFA at this writing. By "absolute" is meant those provisions which will not be waived by the Federal Public Housing Authority.

DEFINITIONS

The following definitions of "shelter rent", "shelter rent plus utilities", and "statutory rental value" have been given here since they are the principal terms which have been redefined since the publication of Bulletin No. 17.

"Shelter Rent" means the charge established for the use of a dwelling unit excluding the furnishing of any utilities (i.e., water, heat, heating of water, and electricity or gas for lighting, cooking, or refrigeration).

"Shelter Rent Plus Utilities" means "Shelter Rent" plus the charge established for the furnishing of such utilities (i.e., water, heat, heating of water, and electricity or gas for lighting, cooking, or refrigeration) as are supplied by the project and which are included in the established rental charge. (In the case of specific developments and in all tabulations, care must be taken to show the utility services included in "Shelter Rent Plus Utilities".)

"Statutory Rental Value" means "Shelter Rent Plus Utilities" plus the value or cost to the tenant of heat, light, water, and cooking fuel when these items are not included in "Shelter Rent Plus Utilities". ("Statutory Rental Value" which has the same meaning as "Rental" in Sec. 2.(1) of the United States Housing Act is used in determining the highest income limit for admission of low-income families permitted under the Act. Note that when the furnishing of gas, electricity, or ice for refrigeration is not included in "Shelter Rent Plus Utilities", it may not be added thereto in establishing "Statutory Rental Value".)

MANUAL SUGGESTIONS

This Manual is purposely issued in loose-leaf form so that additions and changes may be made as policies require revision. Criticisms of and suggestions for Manual material will be sincerely appreciated, since only by full cooperation between the FVMA and the local authorities can this volume be of maximum assistance in both the low-rent and the war housing management programs.

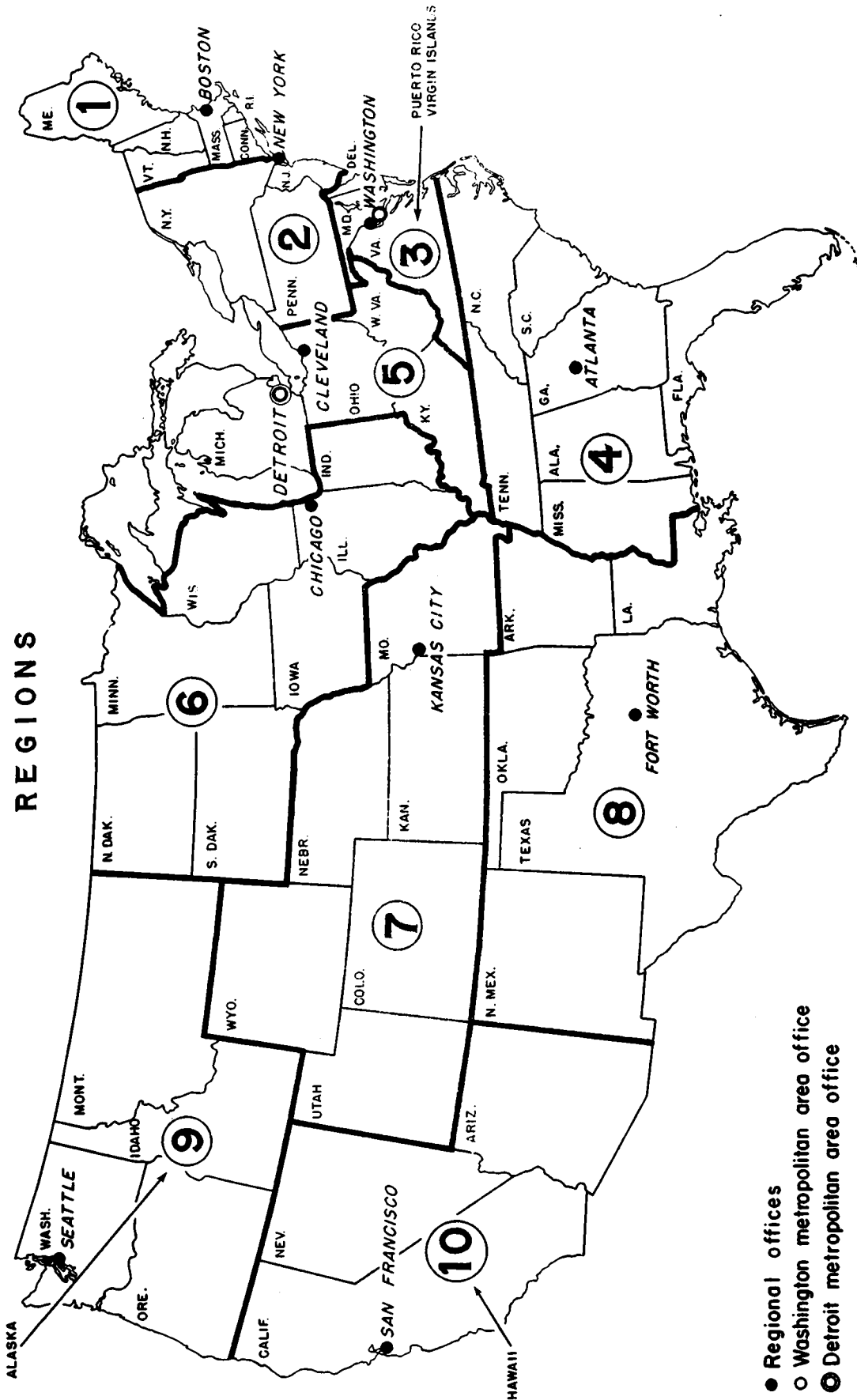


LEE F. JOHNSON
Assistant Commissioner
for Project Management

Revised
August 15, 1942

NATIONAL HOUSING AGENCY FEDERAL PUBLIC HOUSING AUTHORITY

REGIONS



- Regional offices
- Washington metropolitan area office
- ⊙ Detroit metropolitan area office

CHAPTER TEN -- WAR HOUSING

THE WAR HOUSING PROGRAM

In hundreds of cities and towns across the United States, factories and shops are busy day and night making planes and ships and tanks for war. In these same cities every week new factories are opening. To each of these cities the workers are crowding to do the job that must be done for victory. Many of them have come long distances to bring their skills to the production line. In city after city any vacant dwellings have long since been sought out and occupied.

In 1940, the United States undertook the task of providing for war workers the dwelling space they had to have and that private capital was not able to provide for them. As the need has become more intense, Congress has passed a number of acts and appropriated over one billion dollars to speed this work.

I. Federal Action on War Housing

At first, the task of war housing was parcelled out to agencies for which housing or construction was already a peace-time duty: The Army, the Navy, the United States Housing Authority, the Farm Security Administration, Public Buildings Administration, Tennessee Valley Authority, the Alley Dwelling Authority. New agencies were organized to handle parts of the job: The Federal Works Agency's Divisions of Defense Housing and of Mutual Ownership Defense Housing, and the RFC Defense Homes Corporation.

The responsibilities of all of these agencies in connection with the provision of public war housing (except certain projects on or connected with military or naval reservations) have now been consolidated in the Federal Public Housing Authority, one of the three constituent branches of the National Housing Agency. The powers and duties in connection with war housing now consolidated in FPFA are based on the following statutes.

Public Act 671, 76th Congress, broadened the United States Housing Act by adapting low-rent housing operations to war housing. Permanent or demountable family dwellings may be provided under provisions of this law.

The War and Navy Departments, under Public Act 781, 76th Congress, were authorized to construct permanent and demountable family dwellings.

The amount appropriated under this Act was \$100,000,000, but approximately half of this amount was subsequently transferred for use under the provisions of the Lanham Act.

Under Public Act 849, 76th Congress (the Lanham Act), \$150,000,000 was authorized in October 1940, to provide family dwellings for workers engaged in the national war effort. An additional \$150,000,000 was authorized six months later. As subsequently amended in January 1942, the Lanham Act authorized the appropriation of an additional \$300,000,000 to provide dwellings for families and living quarters for single persons, including permanent and temporary shelters of all kinds. Title II of the Lanham Act as amended in January 1942, authorized the appropriation of \$300,000,000 for public works in areas where an acute shortage of facilities threatens the health, safety or welfare of persons engaged in national war activities. This war public works program is administered by the Federal Works Agency. On April 10, 1942, Title IV was added to the Lanham Act, authorizing the building of housing accommodations and facilities in or near the District of Columbia for employees of the United States Government.

Public Act 9, 77th Congress, appropriated \$5,000,000 to the President for the development and operation of projects providing temporary shelter in localities where a shortage of housing existed by reason of national defense activities. Two subsequent appropriations of \$15,000,000 and \$300,000,000 brought the total to \$320,000,000. Under this Act trailers, dormitories and demountable dwellings have been built.

II. Types of Public War Housing

The war housing program now being carried out by the FPFA under the authority of the above Acts comprises several different types of dwellings designed to meet varying housing needs.

1. Trailers are designed for use by married couples or families of three or more. One trailer will constitute a unit for programming purposes. Cooking facilities, and necessary furniture (except linen, cooking and eating utensils, and china) are provided in each trailer and included in rent. Trailers will be located in trailer camps with common sanitary and laundry facilities. Kerosene or gasoline for heating and cooking are supplied by the tenant; water and electricity are provided by the project and included in rent. No housekeeping services are furnished by the project. Trailers are intended for short interim use only; if need is expected to extend over the whole war period, other forms of housing will be programmed to replace trailers and permit their removal to other critical localities.

Trailers are of two main types: (a) standard trailers approximately 9 by 20 feet in size, accommodating 2 to 4 persons, and (b) expansible trailers approximately 24 by 20 feet in size, accommodating up to 6 per-

sons. These two types will be used by FPFA in meeting programs for trailers to the extent that they are available and seem adapted to the particular program. A small number of dormitory trailers (for individuals and without cooking facilities) and a few portable houses are also available which may be used to meet needs programmed for trailers. Utility trailers may be used for the provision of common sanitary and laundry facilities in trailer camps.

2. Dormitories are designed for use by individuals only. Accommodations for one person will constitute a unit for programming purposes. These accommodations will be in single or double bedrooms for sleeping only, with common sanitary facilities in the same building. Men and women are housed in separate buildings. Dormitories and dormitory apartments will be grouped in dormitory compounds with common recreation facilities, and with eating, health, and commercial facilities when they are not otherwise available. Necessary furniture, heating, hot water, electricity, cleaning, and linen and towel service are furnished by the project and included in rent. Dormitories will be of temporary construction to be removed at the end of the war emergency; as far as possible they will be constructed in panels and otherwise designed for maximum salvage.

3. Dormitory apartments are designed for use by married couples who have no children living with them. (If full occupancy of dormitory apartments by couples is not achieved after a reasonable reservation period, they may be used by two individuals of the same sex). Accommodations for one couple will constitute one unit for programming purposes, irrespective of possible occupancy by individuals. These accommodations will consist of one room for sleeping and very light cooking, private shower and toilet, small sink, hot plate, and ice box. Bathtubs and laundry tubs for common use will be in the same building. Dormitory apartments and dormitories will be grouped in dormitory compounds with common recreation facilities, and with eating, health, and commercial facilities when they are not otherwise available. Necessary furniture (except eating and cooking utensils and china), heat, hot water, electricity or gas, linen and towel service are provided by the project and included in rent. Dormitory apartments will be of temporary construction to be removed at the end of the war emergency; as far as possible they will be constructed in panels and otherwise designed for maximum salvage.

4. Family Dwellings are designed for use by families of three or more persons (children are counted as persons). (If full occupancy by such families is not achieved after reasonable reservation, family dwellings may be used for couples who accept a war worker or workers as lodgers, or for groups of individual war workers.) Accommodations for one family will constitute a unit for programming purposes, irrespective of possible occupancy by couples or individuals. Family dwellings are full housekeeping units with one or more bedrooms, living and dining space, bathrooms (generally with showers), and full cooking facilities, including range and icebox. Units similar in design to dormitory apart-

ments but consisting of more than one room are family dwellings within this definition.

Family dwelling projects have recreation, health and commercial facilities furnished when they are not otherwise available. Family dwellings will not be made a part of dormitory compounds, so that children will not disturb dormitory occupants. Family units may, however, comprise a part of a project which includes a dormitory compound; in this case there will be separate recreation facilities for children, but the family dwelling occupants may make use of common adult recreation facilities and of eating, health, and commercial facilities, if furnished. No furniture is initially provided by the project, but it may be provided subsequently if required to meet the needs of families, couples, or individuals. Heat and hot water, electricity or gas, may be provided either by the project, and included in rent, or by the tenant. No domestic services are provided by the project. Family dwellings may be temporary, demountable, or permanent.

a. Temporary Family Dwellings will be of temporary construction to be removed at the end of the war emergency; as far as possible they will be constructed in panels and otherwise designed for maximum salvage. Room sizes will generally be smaller, and density generally greater than that permitted on permanent projects.

b. Demountable Family Dwellings are suitable for permanent use on their original site, but are designed so that they may be taken down and re-erected elsewhere if they are not needed for permanent use at the end of the war emergency. Demountable family dwellings must meet all the planning standards of permanent family dwellings. Demountable family dwellings are, of necessity, prefabricated, but such fabrication may be done either at a factory or on the site.

c. Permanent Family Dwellings are intended for permanent use on their original site and no attention is paid to making them demountable.

THE WAR HOUSING MANAGEMENT PROGRAM

I. Management Lease Agreements

Management of FPFA war housing projects by local authorities will be conducted under lease agreements, using Form FPFA 1118, which is reproduced on pages 281 to 287. Contracts of agency currently governing such management of the earlier Lanham Act projects will be converted to the new lease agreements as soon as may be practicable in each instance.

Use of the lease agreement will greatly simplify the administrative and fiscal details of local authority management of Federally-owned war housing projects. The rent to be paid under the lease is so computed that all income in excess of actual operating costs will be returned to the Federal Government.

II. Management Program Statements for Family Dwelling Projects

In addition to the lease, it is necessary that a management program be formulated for each project under FPFA supervision. Such a program consists of a formal presentation of major policies, standards and procedures which govern the administration of a particular housing development.

Management programs for FPFA-aided projects are presented to FPFA through resolutions adopted by the local authorities (see page 77). Management programs for Federally-owned war housing projects are developed in the form of statements issued by FPFA in accordance with the provisions of the management lease.

War housing projects for which management program resolutions are required include: (1) projects owned by local authorities under the provisions of the United States Housing Act of 1937 as amended, which the particular local authority desires to convert for the duration to serve the war housing need in critical areas, either (a) by its own initiative, or (b) as a condition to the granting of priorities for construction materials; and (2) projects owned and developed by local authorities as war housing projects pursuant to Public Act 671.

In order to present a complete picture of management programs for war housing, Specimen Forms 76 and 77, which embody the resolution material required for the projects described above, are reproduced on pages 289 to 299. The specific portions of the material in each form to be used will vary with the circumstances involved in each particular case. For projects in category (1a), Specimen Form 77 shall be used,

except that the first two paragraphs thereof shall be replaced by the first four paragraphs of Specimen Form 76. Projects in category (1b) shall use both Specimen Forms 76 and 77. Finally, projects in category (2), shall use only Specimen Form 77, making such modifications in the two introductory paragraphs as may be needed to eliminate references to Specimen Form 76 and to accurately describe the findings upon which the resolution is based.

In connection with Federally-owned family-dwelling projects (Lanham Act, Public Acts 9 and 781) managed by local authorities, the management program statement implementing the lease agreement (or contract of agency, if still in effect) shall be prepared in accordance with Specimen Form 93 (see page 301). While this statement, as previously noted, will be issued by FPFA, its contents will be worked out with the local authority in order to adapt the management program to local needs.

INDENTURE OF LEASE
between UNITED STATES of
AMERICA acting through the
FEDERAL PUBLIC HOUSING AUTHORITY
(hereinafter called the "Lessor") and

(hereinafter called the "Lessee")

WHEREAS, The Lessor is the owner of a housing project situ-
ated in the _____ State of _____
_____ (hereinafter called the "State") designated as
_____ (which, as hereinafter in paragraph 1
described, is called the "Project" or the "demised premises") and
desires to lease the Project to the Lessee;

NOW, THEREFORE, THIS INDENTURE OF LEASE WITNESSETH:

PREMISES
LEASED

1. That the Lessor, in consideration of the premises, of
the rents hereinafter reserved, and of the covenants, agreements
and the terms herein contained on the part of the Lessee to be
paid, kept and performed, has granted, demised and leased and by
these presents does grant, demise and lease to the Lessee, and
the Lessee hereby takes and hires the demised premises, consist-
ing of the site of the housing project designated and officially
recorded as Project No. _____ by the Lessor, together with
(i) the buildings and structures erected thereon or in the course
of completion thereon by the Lessor, consisting generally of _____
buildings, containing _____ dwelling units and (ii) all _____
equipment, fixtures, appurtenances and supplies installed in or
located in or located on the site of the Project at the commence-
ment date of this Lease or as may be thereafter installed or
located thereon by the Lessor in the course of completion of
said buildings and structures not heretofore completed; TO HAVE
AND TO HOLD the demised premises with the appurtenances thereunto
belonging for and during the term commencing on a date to be speci-
fied by the Lessor in a written notice from the Lessor to the
Lessee (such date being hereinafter called the "Commencement Date")
and terminating on _____, (hereinafter called
the "Termination Date") unless the term is extended pursuant to the
provisions of Paragraph 24 or unless sooner terminated in accordance
with any other provisions of this Lease.

FIXED AND
QUARTERLY
RENTS

2. The Lessee, for and in consideration of said demise, agrees
to pay to the Lessor (i) a fixed rent of Ten Dollars (\$10.00) for
the entire term of this Lease including any extension thereof pur-
suant to paragraph 24 of this Lease and (ii) quarterly, on the 15th

day of April, July, October and January of each year of the term of this Lease (including the fractional part, if any, of the initial quarterly period of the lease term) and any extension thereof, or upon the sooner termination of this Lease in accordance with its provisions, a sum of money determined in the following manner: An amount equal to the difference between (a) the total expenses of the Lessee incurred in the operation of the Project for the immediately preceding quarterly period (including in the expenses for the initial quarterly or fractional quarterly period the said fixed rent heretofore paid) and (b) the total income of the Lessee, derived from the operation of the Project, (each such amount being hereinafter referred to as "Quarterly Rent")

BUDGETS

3. The Project shall be operated by the Lessee in accordance with a budget approved by the Lessor. The Lessee shall, insofar as such action has not already been taken by the Lessor, submit to the Lessor a proposed budget of the management, operation, maintenance and administration expenses of the Project for the initial term of this Lease, and thereafter shall submit to the Lessor for its approval at least sixty (60) days before the commencement of each succeeding extended term, a budget for its approval on forms furnished by the Lessor.

PAYMENTS IN
LIEU OF
TAXES

4. The Lessee shall pay no taxes nor make any payments in lieu of taxes for or with respect to the Project. The Lessor will make all payments in lieu of taxes in accordance with the provisions of applicable law and will notify the Lessee from time to time of the amounts of such payments.

OPERATION
OF
PROJECT

5. The Lessee shall provide all personnel, supplies and services necessary to properly manage, operate, maintain and administer the Project in accordance with the approved budget for each year; shall select occupants for the dwellings and other facilities of the Project and permit them to continue in occupancy only in strict accordance with such standards for initial selection and continued occupancy as shall be prescribed by the Lessor; and shall charge and collect rentals from occupants in accordance with schedules and rentals prescribed by the Lessor. The Lessee shall submit the qualifications of the principal management personnel (as determined by the Lessor) to be employed for the management of the Project to the Lessor for approval prior to appointment. The Lessee shall follow a schedule of wages and hours of work approved by the Lessor for all employees engaged in the management and operation of the project. No provision of this Lease shall be construed as depriving the State or any political subdivision thereof of its civil and criminal jurisdiction in and over the demised premises, or impair or alter the civil rights and duties of the Lessee under State or local law.

ADMINISTRATIVE FUND

6. The Lessee shall deposit daily all revenues derived from the management and operation of the Project (including, if any, rentals from initial occupancy and before completion of the Project) in the name of the Lessee in a bank approved by the Lessor (said account being hereinafter called the "Administration Fund"). Withdrawals from the Administration Fund shall be made by checks signed by a duly authorized representative of the Lessee approved by the Lessor to pay only proper expenses incurred in the management, operation, maintenance, and administration of the Project in accordance with the approved budget for the then fiscal year; provided that the Lessee may maintain a petty cash fund of not to exceed \$_____.

ADVANCES BY THE LESSOR

7. In order to provide the Lessee with funds which, together with the Administration Fund, will be sufficient to meet all expenses of managing, operating, maintaining, and administering the Project (it being the intention of the parties hereto that the Lessee shall manage, operate, maintain and administer during the term of this Lease and any extension thereof without profit or loss to the Lessee) the Lessor will advance to the Lessee on the Commencement Date such funds as the Lessor deems necessary for such purposes prior to partially or substantially complete occupancy of the Project. Such advance shall forthwith be deposited by the Lessee in the Administration Fund and shall be disbursed therefrom only for the same purposes and in the same manner as are the proceeds of rentals and other income derived from the operation of the Project. Thereafter the whole or such portion or portions of said advance which, in the determination of the Lessor, are no longer necessary for the purposes aforesaid, shall be returned to the Lessor by the Lessee together with the payment of the Quarterly Rent due next following the date of the notification in writing by the Lessor to the Lessee of its determination of the amount of said advance to be so returned to the Lessor.

ACCOUNTS AND INSPECTION

8. The Lessee shall at all times during the term of this Lease keep and maintain complete books, records, journals, audits, accounts, minutes of any proceedings, and other data reasonably pertinent to its management, operation, maintenance and administration of the Project, disclosing the full and detailed nature of all transactions of the Lessee related to its undertakings under this Lease according to an accounting system and forms prescribed by the Lessor. All such books, records, journals, audits, accounts, minutes, and other data shall be open to the inspection of an authorized representative or representatives of the Lessor at all times during regular business hours.

FURNITURE, FIXTURES, AND SUPPLIES

9. The Lessee shall be responsible and accountable for all furniture, fixtures, and supplies now on the Project premises and for all additional equipment and supplies acquired for use in connection with the management, operation, maintenance, and administration of the Project during the term of this lease and any extension thereof and the Lessee shall account therefor to the Lessor at such times as it may require.

**MAINTENANCE
AND REPAIR**

10. The Lessee shall at all times maintain the Project in good repair, order and condition suitable to the purposes thereof, but shall make no major or extraordinary repairs or improvements to the Project without the prior written approval of the Lessor.

**BONDS AND
INSURANCE**

11. Each employee or agent of the Lessee whose duties include the receiving or disbursing of funds in connection with the Project shall furnish a bond in such form, substance, and amount and with such sureties as shall be approved by the Lessor. The Lessee (a) may obtain public liability insurance with insurers and at such costs as are satisfactory to the Lessor, protecting the Lessee against litigation and loss arising out of injury or death to any one person in any one accident in the amount of \$50,000 and against litigation and loss arising out of injury or death to more than one person from any one accident in the amount of \$100,000; (b) shall obtain a policy or policies protecting the Lessee against liability for the payment of workmen's compensation and employers' liability with insurers satisfactory to the Lessor; and (c) shall obtain such other insurance as is deemed necessary to the proper operation of the Project by the Lessor. The insurance herein required shall be obtained by the Lessee prior to the Commencement Date and shall be evidenced by certified copies of binders or policies furnished to the Lessor. Should the Lessee at any time fail or neglect to renew such insurance coverage during the life of this Lease, the Lessor may obtain same direct.

**SURRENDER
OF
PREMISES**

12. The Lessee agrees upon the termination of this Lease, to quit and surrender the demised premises to the Lessor in as good repair, order and condition as when delivered by the Lessor, ordinary wear and tear and loss, if any, by fire, tornado, earthquake, or any other casualty excepted, and at that time to duly deliver, assign and transfer to the Lessor (i) all equipment, supplies and other assets (including accounts receivable) then constituting the Project, whether acquired before or after the Commencement Date, and (ii) the then balance of the Administration Fund, after deducting therefrom an amount equal to all undischarged and proper liabilities and obligations incurred by the Lessee in accordance with the provisions of this Lease with regard to the Project.

LIABILITY

13. The Lessor shall not be liable for any losses and damages arising out of personal injuries, property damage or for loss of life or property resulting from, or in any way connected with, the character, condition, change in condition, or use of the demised premises. The Lessee under this Lease is an independent contractor and all persons employed by the Lessee shall be the Lessee's employees, servants, and agents and not the employees, servants, and agents of the Lessor.

ASSIGNMENT

14. The Lessee shall neither assign, mortgage nor pledge this Lease or any interest therein without the prior written consent of the Lessor.

PARTIAL
R TOTAL
DESTRUCTION
OF PREMISES

15. In event the Project is hereafter wholly destroyed or rendered wholly unfit for its use under the terms of this lease, by fire, tornado, earthquake, or any other casualty, then the period of this lease shall terminate as of the date of such casualty. In event the Project is hereafter partially destroyed or rendered partially unfit for its use under the terms of this Lease by fire, tornado, earthquake, or any other casualty, then the parties hereto shall enter into such equitable arrangements as shall be mutually satisfactory with respect to continuation of the terms of this Lease to that portion of the demised premises not so destroyed or rendered partially unfit for use thereunder. If the parties hereto are unable to make such mutually satisfactory arrangements then either party may thereupon terminate the Lease upon written notice to the other party. In event this Lease is terminated for any one of the reasons stated in this paragraph, there shall be a prompt accounting as of the date of termination and a settlement between the Lessor and the Lessee according to the terms of this Lease and particularly the provisions of paragraph 12 hereof.

DEFAULTS
AND
REENTRY

16. Anything in this Lease to the contrary notwithstanding, in the event of default by the Lessee in the payment of any rent when due or violation of any other provision of this Lease, or if a receiver of the property of the Lessee shall be appointed in any suit or proceeding brought by or against the Lessee, or if the powers of the Lessee to operate, manage and maintain the project in accordance with the provisions of this Lease are in any way curtailed or limited by law or otherwise, or if the Lessor deems it to be in the public interest (in order to further the war efforts of the Federal Government) to terminate this Lease: then, upon the happening of any one or more of said events, the Lessor may terminate this Lease and all rights of the Lessee hereunder, and thereupon the Lessor, its representatives, agents, or assigns, shall have the right, without further demand or notice, to re-enter and take possession of the demised premises. The Lessee for itself and any successors in interest by operation of law or otherwise, hereby waives any and all notice and demand for possession and agrees that upon any such default, violation, appointment or event, the Lessor may immediately re-enter and fully recover the demised premises and dispossess the Lessee or any said successors in interest without legal notice or the institution of any legal proceedings whatsoever. Nothing in this paragraph contained shall limit or affect the right of the Lessor to recover from the Lessee for any damages or losses suffered by the Lessor arising out of the negligence of the Lessee, his employees, agents, or servants, or out of any violation by the Lessee of the terms of this Lease prior to the termination thereof pursuant to the provisions of this paragraph.

WAIVER

17. The failure of the Lessor to insist, in any one or more instances, upon a strict performance of any of the covenants hereof, or to exercise any option herein contained, shall not be construed as a waiver or a relinquishment of such covenant or option in any other instance, but the same shall continue and remain in full force and effect. The Lessee agrees that the rights and remedies given to the Lessor in this Lease are distinct, separate and cumulative remedies and that no one of them whether or not exercised by the Lessor, shall be deemed to be in exclusion of any of the others.

**PEACEFUL
POSSESSION**

18. The Lessor covenants and agrees that the Lessee upon payment of the rents at the times and in the amounts in this Lease provided and upon the performance of all of the other covenants and undertakings of the Lessee under this Lease, the Lessee shall hold and enjoy the demised premises free from disturbances by any act of the lessor, its successors or assigns for the term of this Lease and for any extension thereof.

**EXECUTIVE
ORDERS**

19. This Lease shall be subject to all applicable regulations set forth in Title II of Executive Order No. 9001 of December 27, 1941, as extended by Executive Order No. 9116 of March 30, 1942, which are hereby incorporated in and made a part of this Lease by reference. The Lessee warrants that it has not employed any person to solicit or secure this Lease upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this covenant shall give the Lessor the right to annul this Lease, or, in its discretion to deduct from the advance to be made pursuant to paragraph 7 thereof the amount of such commission, percentage, brokerage, or contingent fees.

**MEMBER OF
CONGRESS**

20. No Member of or Delegate to Congress, or Resident Commissioner, shall be entitled to any share or part of this Lease or any benefit that may arise therefrom.

**OTHER
PERSONS**

21. No member, officer, agent or employee of the Lessee shall have any interest, direct or indirect, in any contract for property, materials or services made or furnished in connection with the performance of any of the Lessee's undertakings under this Lease.

**NOTICE TO
LESSOR**

22. Any notice, request, demand, or other communication required to be given by the terms of this Lease to the Lessor by the Lessee shall be given or addressed to the Federal Public Housing Commissioner, Longfellow Building, Washington, D. C., and shall be deemed sufficiently given if sent to him by registered mail, addressed as aforesaid and deposited in the United States mail in a sealed envelope with sufficient postage prepaid thereon.

**NOTICE TO
LESSEE**

23. Any notice, request, demand or other communication required to be given by the terms of this Lease to the Lessee by the Lessor shall be deemed sufficiently given if sent by registered mail to the Lessee at _____ deposited in the United States mail in a sealed postage prepaid or franked envelope.

EXTENSION
OF TERM

24. The term of this Lease shall be automatically extended from time to time for consecutive periods of one year each from and after the Termination Date, unless terminated sooner in accordance with the provisions of this Lease and unless either party thereto shall, at least thirty (30) days prior to the Termination Date or at least thirty (30) days prior to the termination of the last extended term of one year, duly notify the other party in writing of its intention to terminate the Lease on the Termination Date or on the last day of the last extended term, as the case may be. All of the provisions of this Lease shall continue in full force and effect for any and every extended term thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Lease this _____ day of _____, 194__.

ATTEST:

By _____

ATTEST:

THE UNITED STATES OF AMERICA

BY _____
For the Federal Public
Housing Commissioner

Specimen Form No. 76 (for use in connection with priorities)
Rev. 7/20/42

**"RESOLUTION ESTABLISHING PREFERENCES FOR THE
SELECTION OF FAMILIES OF LOW INCOME WAR
WORKERS AS TENANTS FOR THE
DEVELOPMENT."**

WHEREAS, the President of the United States, on May 27, 1941, declared that a state of unlimited national emergency confronted this country, which requires that its military, naval, air and civilian defenses be put on the basis of readiness to repel aggression, and called upon all local officials to put every community in order for maximum productive effort; and

WHEREAS, there are located within a reasonable commuting distance from the _____ Development (herein called the "Development") places where persons are employed in essential war plants; and

WHEREAS, this Authority finds that within its area of operation, as defined in the "Housing Authorities Law" of this State,* there is an acute shortage of safe and sanitary dwellings which impedes the national war program in this State and that unless the provisions of this resolution are put into effect the necessary safe and sanitary dwellings will not otherwise be provided when needed for persons employed in such essential war plants and that an emergency exists in its area of operation by reason of these facts; and

WHEREAS, this Authority desires to help alleviate such conditions by making dwellings in the Development available to low-income persons employed in such essential war plants and their families.

NOW, THEREFORE, BE IT RESOLVED by the _____ as follows:

1. It is hereby found and declared that families, whose annual income is \$ _____ or less, lack the amount of income which is necessary to enable them, without financial assistance, to live in decent, safe and sanitary dwellings without overcrowding.

*Conform to correct citation of appropriate State legislation.

2. This Authority shall establish income limits for admission to the Development which are appropriate to the finding and declaration set forth in Section 1 hereof. To that end families whose income does not exceed \$ _____, shall be eligible for admission to occupancy of the Development. The number of dwelling units assigned to various rental grades established or to be established by this Authority shall be increased or decreased to the extent necessary to give full effect to the method (to be adopted by this Authority) of preferential selection for occupancy of families of war workers of low income, provided the gross income from rentals derived, or to be derived from the Development are not, or will not be, decreased thereby.

3. Tenants for the Development shall be selected in accordance with standards, to be adopted by this Authority, which shall provide that reasonable preference as to occupancy will be given to families of war workers of low income for the duration of the war emergency. Such occupancy standards, including the order of preferences, shall be established by resolution of the Authority which shall be satisfactory to and approved by FPHA. Reasonable preference to families of war workers of low income means the project will be exclusively occupied by such war workers if a sufficient number of qualified (under the occupancy standards to be established by this Authority) applications from such war workers are received within 30 days after the entire Development is available for occupancy, provided applications are taken by this Authority at least 60 days before any part of the Development is available for occupancy. In the event this Authority does not start taking applications 60 days prior to the time any part of the Development is available for occupancy, this Authority shall reserve the dwellings in the Development for occupancy by war workers of low income for such additional period beyond 30 days after the entire Development is available for occupancy as FPHA may reasonably request. Reasonable preference to families of war workers of low income also contemplates that families of war workers of low income shall be given first preference of available units at all times during the continuance of the national emergency.

4. For the purpose of this resolution, the term "war workers" shall mean persons engaged in essential war plants, the locations of employment for which are within a reasonable commuting distance from the Development and which are confirmed to this Authority by FPHA as being essential to the national war effort. Tenants for the Development shall not be selected until such confirmation has been obtained by this Authority from FPHA.

5. This Authority shall utilize only such minimum quantities of scarce materials and equipment as are essential for the proper construction of the Development and shall use, if a source of supply is available, practical substitutes or alternates for any such scarce materials or equipment. Upon request of FPHA, this Authority shall

modify plans and specifications to eliminate scarce materials or equipment and, in lieu thereof, utilize substitutes or alternates recommended by FPFA, provided a source of supply for such FPFA recommended substitutes or alternates is available.

6. The Executive Director of this Authority is hereby directed (upon the basis of the action taken by this Authority in adopting this resolution to grant preference for occupancy of the Development to families of war workers of low income, and to use minimum quantities of scarce materials and equipment for constructing the Development) to request FPFA to make application, through the proper channels of the Federal Government, for an appropriate priority rating to aid this Authority in obtaining the materials necessary to complete expeditiously the construction of the Development.

7. Any and all materials and equipment acquired, by this Authority or by any contractor engaged to construct the Development, under any priority rating obtained from the Federal Government for the Development, shall be used solely to construct and complete the Development.

8. After the granting of such a priority and during the period of the national emergency as declared to exist by the President, this Authority will not rescind, alter or amend this resolution without the prior consent in writing of FPFA and, to the extent that this resolution conflicts with any prior resolution or standard adopted by this Authority, this resolution shall control; provided, however, that nothing herein contained shall be construed to alter or amend the requirement prohibiting the admission of any family to the Development unless the member of the family who signs the lease and is responsible for the rent is a citizen of the United States.

Specimen Form 77
Revised 8/5/42

MANAGEMENT RESOLUTION

RESOLUTION NO. _____

RESOLUTION ESTABLISHING POLICIES RELATING
TO THE GRANTING OF PREFERENCE TO FAMILIES
OF WAR WORKERS

WHEREAS, this Authority on _____, 194____, adopted Resolution No. _____ 1/ which provides, among other things, that reasonable preference as to occupancy of Project No. _____ would be given to families of war workers of low income for the duration of the war emergency and that appropriate occupancy standards setting forth the order of such preferences could be established by resolution of this Authority; and

WHEREAS, this Authority now desires to establish such occupancy standards and order of preference in accordance with the provisions of the aforesaid Resolution No. _____

NOW, THEREFORE, BE IT RESOLVED by the _____ 62 follows:

PERIOD COVERED

Sec. 1. This resolution shall remain in effect during the period of the National Emergency and shall not be amended without the prior approval of the FPFA in writing. This resolution is applicable only to Project No. _____. To the extent that this resolution conflicts with any prior resolution or standard adopted by this Authority, this resolution shall control.

ELIGIBILITY FOR PREFERENCE

- Sec. 2. Dwellings shall be available to:
- a. In-migrant civilian war workers and their families.
 - b. Resident civilian war workers in need of housing and their families. 2/

2/ Specimen Form 76

2/ If the development is to serve a military or naval post, base or reservation and all dwellings will not be needed by civilian war workers, the following should be added: "c. Military and naval personnel and their families."

The family must conform to the regulations adopted by this Authority in Resolution No. _____ (prohibiting the admission of any family to any FPHA-aided project unless the member of the family who signed the lease and is responsible for the rent is a citizen of the United States).

The annual net family income at the time of admission must not be in excess of \$_____, except that families of essential war workers with incomes above that amount who meet the requirements of this Section may be admitted when there is no other housing available to such families at a reasonable rental. 3/

DEFINITIONS

Sec. 3. For the purpose of determining eligibility in Section 2 above:

a. Civilian war workers are workers engaged or to be engaged in plants connected with and essential to the war effort, or civilian employees of the United States in the Navy and War Departments assigned to duty at naval or military reservations, posts or bases that have been designated by the FPHA as plants or establishments to be served by the development.

b. A civilian war worker may be considered in-migrant:

(1) Who is a family head who desires to bring in his family which now lives beyond the area within which, giving due consideration to available common carrier transportation facilities, it is practicable to commute to work each day; or who lives with his family in a residence beyond practicable daily commuting distance from his place of work.

3/ This item has been worded to permit flexibility in meeting the needs of essential war workers where income limits are not required by law but where private housing has been programmed for the locality. Where income limits are not required by law and where no private housing is programmed for the locality, this item may be omitted. Where income limits are required by law, the part of this item beginning "except that families of" should be omitted.

For FPHA-aided projects not under P.A. 671, and for all FPHA-aided projects in those States where the state-enabling legislation has not been amended to remove income limitations for families of war workers, income limitations must be established after making appropriate findings by resolution that the families to be housed can not obtain adequate housing within their financial reach. For FPHA-aided projects not under P.A. 671, the income limits must be so established as not to violate the statutory limitation on rent-income ratios. For all FPHA-aided projects in States where enabling legislation has not been amended so as to remove income limitations for families of war workers, the limitations on rent-income ratios, if any, in the enabling legislation must be observed.

(2) Who has recently come into the locality and is living in a trailer, tent, shack, or other temporary shelter, or under temporary arrangements or makeshift conditions so intolerable as to impair efficiency.

(3) Who is forced to move because his present dwelling is to be demolished or converted to other use or the possession thereof recovered by the lessor (in a manner permitted by the Emergency Price Control Act of 1942 and the regulations issued thereunder by the Price Administrator), and will migrate from the locality unless war housing is provided for him.

c. Practicable commuting distance shall mean that access may be had from the domicile to the plant by established common carrier at a cost not to exceed \$ _____ per round trip or requiring traveling time not greater than _____ hours per round trip.

d. Resident civilian war workers may be considered in need of housing if they are living under doubled-up, over-crowded, or other sub-standard housing conditions.

RENTALS

Sec. 4. The monthly shelter rent plus utilities shall be:

1 BR _____, 2 BR _____, 3 BR _____, 4 BR _____

These rentals shall apply to all families whose net incomes at the time of admission are in excess of \$ _____ 4/.

Families whose annual net family incomes at the time of admission do not exceed the highest limit established for admission in Resolution No. _____, which establishes the rent and income limit schedules for low income families, shall pay a rental in accordance with the schedule established therein. 5/

4/ Existing rent grades for low income families may make it necessary to use different amounts for families of different sizes to insure a logical progression of rents.

5/ It is suggested that the regular low-rent resolution be adopted prior to the adoption of Specimen Form 77 in order that policies will be established in the event it is not possible to achieve full occupancy with war workers within the period of reservation. However, if the local authority is confident that full occupancy will be achieved with war workers, the low-rent resolution need not be adopted, and adjustments should be made in this Section.

Families whose annual net family incomes at the time of admission are within the following amounts shall pay the rentals provided below: 6/

Family Income

	Grade W-1	Grade W-2	Grade W-3	<u>7/</u>
2 Persons	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
3 or 4 Persons	_____ to _____	_____ to _____	_____ to _____	
5 or 6 Persons	_____ to _____	_____ to _____	_____ to _____	
7 or more	_____ to _____	_____ to _____	_____ to _____	

Rents

	<u>Grade</u>	<u>Monthly Shelter Rent Plus Utilities</u>	<u>Monthly Statutory Rental Values</u>
1 Bedroom Units	W-1	\$ _____	\$ _____
	W-2	_____	_____
	W-3	_____	_____
2 Bedroom Units	W-1	\$ _____	\$ _____
	W-2	_____	_____
	W-3	_____	_____
3 Bedroom Units	W-1	\$ _____	\$ _____
	W-2	_____	_____
	W-3	_____	_____

DWELLING UTILITIES

Sec. 5 (a) Heat, hot water, cold water, electricity for lighting and refrigeration and gas for cooking will be furnished and included in the above rentals. 8/

- 6/ These grades shall be set to bridge the income level that may exist between the top income limit for admission established for low income families and the income limit set above in Section 4.
- 7/ Normally the maximum income limits in Grade W-3 will be the same amount for each of the sizes except for the condition indicated under footnote 4 above.
- 8/ This section should, of course, be worded in accordance with the utilities furnished in the particular Development.

Sec. 5. (b) The amount of electricity to be furnished in the rent shall be 9/

<u>Quarter</u>	<u>Type of Dwelling and No. of Kilowatt Hours</u>		
	1 BR.	2 BR	3 BR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Tenants using more than the above amounts of electricity shall be charged the cost of such excess use.

OCCUPANCY LIMITS

Sec. 6. The number of persons permitted to occupy each bedroom shall be determined by the bedroom's capacity to provide for adequate furniture and healthful, comfortable, sleeping arrangements, giving consideration to the age, sex and relationship of the members of the family. Families should be assigned to the smallest available unit which is suitable to their need, and each bedroom shall be occupied by at least one person. Except in the case of one-bedroom units, use of the living room for regular sleeping purposes should be avoided.

Within the above policies, the management shall establish limits as to the minimum and maximum number of persons to occupy each size and type unit in the project. Such limits shall be considered as flexible to meet changing conditions and in relation to exceptional individual cases.

The group of persons to occupy a dwelling must constitute a natural family or a cohesive family group except that lodgers will be permitted under certain circumstances as outlined below. Dwellings shall not be rented to a person living alone.

"A natural family or a cohesive family group" may include (1) dependent relatives or other dependents clearly established as an inherent part of the family group, (2) working adults known to have regularly lived as an inherent part of the family group, whose earnings are an integral part of the family income and whose resources are available for use in meeting family expenses.

Where bedroom space permits, and with the approval of the manager, families may be permitted to take in lodgers who are war workers.

9/ Include this section and/or a similar section for gas if either electricity or gas is included in the rent and if meters are installed, or the wiring or gas piping is so arranged that meters can be installed.

The amount paid by the lodger for room and board shall be included for the purpose of determining the family income. No additional rental charge will be made by the management in addition to the scheduled rent for the size of unit occupied by the family and the lodger. 10/

PREFERENCE

Sec. 7. All accommodations shall be held for in-migrant civilian war workers until such time as there is no reasonable prospect of further need for housing by in-migrants.

The order of preference among in-migrant civilian war workers shall be in accordance with the importance of their occupation. 11/

As among "vital" in-migrant war worker applicants, first preference will be given to those whose present actual family residence is beyond practicable accessibility to the plant. Second preference will be given to workers living under temporary housing conditions. Third preference will be given to those who might migrate from the area because of being forced to move. As among "essential" in-migrant war workers, a similar order of preference shall be observed. As among "other" in-migrant war workers, a similar order of preference shall be observed.

If there are dwellings available which are not needed by in-migrant war workers, resident civilian war workers in need of housing may be accepted as tenants. Among such resident war workers the order of preference shall be based upon importance of occupation, i.e., "vital" workers shall be given first preference, "essential" second, and "other" third. 12/

If dwellings are available which are not needed by in-migrant or resident war workers, families of low income eligible in accordance with the provisions of Resolution No. _____ 13/ may be accepted.

In order to give full effect to the above preference for the families of war workers, the project will be exclusively reserved for the families of civilian war workers, if a sufficient number of eligible applications from such families are received within 30 days after the entire development is available for occupancy, provided applications are taken by this Authority at least 60 days before any part of the development is available for occupancy. In the event this Authority

-
- 10/ These occupancy limits are recommended in order that the local authority will have sufficient latitude in meeting the needs of families of war workers.
- 11/ The relative importance of occupations may be obtained from the war plant. The two most essential in each plant shall be considered "vital" occupations.
- 12/ As among military and naval personnel (if they are to be accepted in the development) the order of preference shall be determined by the commanding officer.
- 13/ The resolution establishing the normal rent and income schedule.

does not start taking applications 60 days prior to the time any part of the development is available for occupancy, this Authority shall reserve the dwellings in the development for occupancy by eligible families of civilian war workers for such additional period beyond 30 days after the entire development is available for occupancy as FPFA may reasonably request. If the development is opened in portions, these same rules shall apply to each portion as it is made available for occupancy. Preference to eligible families of war workers also contemplates that eligible families of war workers shall be given first preference of available units at all times during the continuance of the national emergency.

In selecting the families of in-migrant and resident war workers, the number of dwelling units assigned to the various rental grades in Resolution No. _____ ^{14/} shall be disregarded, provided that in no event shall the gross income from rentals be less than that which would be obtained from the assignment established in such resolution.

DWELLING LEASE

Sec. 8. There is attached hereto, marked Appendix A, the form of Dwelling Lease to be used for all tenants in the Development.

DESIGNATED WAR PLANTS

Sec. 9. Dwellings shall be available only to war workers employed or to be employed by the following war plants:

Other plants or naval or military posts, bases or reservations as may from time to time be certified by the FPFA shall be included in this list.

14/ The resolution establishing the normal rent and income schedule.

Specimen Form No. 93
Revised 8/5/42

MANAGEMENT PROGRAM

For _____ Project No. _____
(Name of Project)

ELIGIBILITY FOR ADMISSION

Sec. 1. Dwellings shall be available to:

- a. In-migrant civilian war workers and their families.
- b. Resident civilian war workers in need of housing and their families. 1/

The annual net family income at the time of admission must not be in excess of \$ _____, except that families of essential war workers with incomes above that amount who meet the requirements of this Section may be admitted when there is no other housing available to such families at a reasonable rental. 2/

DEFINITIONS

Sec. 2. For the purpose of determining eligibility in Section 1 above:

a. Civilian war workers are workers engaged or to be engaged in plants connected with and essential to the war effort, or civilian employees of the United States in the Navy and War Departments assigned to duty at naval or military reservations, posts or bases, that have been designated by the FPHA as plants or establishments to be served by the development.

b. A civilian war worker may be considered in-migrant:

(1) Who is a family head who desires to bring in his family which now lives beyond the area within which, giving due consideration to available common carrier transportation facilities, it is

1/ If the development is to serve a military or naval post, base or reservation and all dwellings will not be needed by civilian war workers, the following should be added: "c. Military and naval personnel and their families."

2/ This provision should be omitted where substantially no private war housing is available in the community.

practicable to commute to work each day; or who lives with his family in a residence beyond practicable daily commuting distance from his place of work.

(2) Who has recently come into the locality and is living in a trailer, tent, shack, or other temporary shelter, or under temporary arrangements or makeshift conditions so intolerable as to impair efficiency.

(3) Who is forced to move because his present dwelling is to be demolished or converted to other use or the possession thereof recovered by the lessor (in a manner permitted by the Emergency Price Control Act of 1942 and the regulations issued thereunder by the Price Administrator), and will migrate from the locality unless war housing is provided for him.

c. Practicable commuting distance shall mean that access may be had from the domicile to the plant by established common carrier at a cost not to exceed \$ _____ per round trip or requiring traveling time not greater than _____ hours per round trip.

d. Resident civilian war workers may be considered in need of housing if they are living under doubled-up, over-crowded, or other sub-standard housing conditions.

RENTALS

Sec. 3. The monthly shelter rent plus utilities shall be:

1 BR _____, 2 BR _____, 3 BR _____, 4 BR _____

These rentals shall apply to all families whose net incomes at the time of admission are in excess of \$ _____

Families whose annual net family incomes at the time of admission are within the following amounts shall pay the rentals provided below:

Family Income

	Grade W-1	Grade W-2	Grade W-3	3/
2 Persons	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
3 or 4 Persons	_____ to _____	_____ to _____	_____ to _____	
5 or 6 Persons	_____ to _____	_____ to _____	_____ to _____	
7 or more	_____ to _____	_____ to _____	_____ to _____	

3/ Normally the maximum income limits in Grade W-3 will be the same amount for each of the sizes.

Rents

	<u>Grade</u>	<u>Monthly Shelter Rent Plus Utilities</u>
1 Bedroom Units	W-1	\$ _____
	W-2	_____
	W-3	_____
2 Bedroom Units	W-1	\$ _____
	W-2	_____
	W-3	_____
3 Bedroom Units	W-1	\$ _____
	W-2	_____
	W-3	_____

DWELLING UTILITIES

Sec. 4. (a) Heat, hot water, cold water, electricity for lighting and refrigeration and gas for cooking will be furnished and included in the above rentals. 4/

Sec. 4. (b) The amount of electricity to be furnished in the rent shall be 5/

<u>Quarter</u>	<u>Type of Dwelling and No. of Kilowatt Hours</u>		
	1 BR	2 BR	3 BR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Tenants using more than the above amounts of electricity shall be charged the cost of such excess use.

OCCUPANCY LIMITS

Sec. 5. The number of persons permitted to occupy each bedroom shall be determined by the bedroom's capacity to provide for adequate furniture and healthful, comfortable, sleeping arrangements, giving consideration to the age, sex and relationship of the members of the

4/ This section should, of course, be worded in accordance with the utilities furnished in the particular Development.

5/ Include this section and/or a similar section for gas if either electricity or gas is included in the rent and if meters are installed, or the wiring or gas piping is so arranged that meters can be installed.

family. Families should be assigned to the smallest available unit which is suitable to their need, and each bedroom shall be occupied by at least one person. Except in the case of one-bedroom units, use of the living room for regular sleeping purposes should be avoided.

Within the above policies, the management shall establish limits as to the minimum and maximum number of persons to occupy each size and type unit in the project. Such limits shall be considered as flexible to meet changing conditions and in relation to exceptional individual cases.

The group of persons to occupy a dwelling must constitute a natural family or a cohesive family group except that lodgers will be permitted under certain circumstances as outlined below. Dwellings shall not be rented to a person living alone.

"A natural family or a cohesive family group" may include (1) dependent relatives or other dependents clearly established as an inherent part of the family group, (2) working adults known to have regularly lived as an inherent part of the family group, whose earnings are an integral part of the family income and whose resources are available for use in meeting family expenses.

Where bedroom space permits, and with the approval of the manager, families may be permitted to take in lodgers who are war workers.

The amount paid by the lodger for room and board shall be included for the purpose of determining the family income. No additional rental charge will be made by the management in addition to the scheduled rent for the size of unit occupied by the family and the lodger.

PREFERENCE

Sec. 6. All accommodations shall be held for in-migrant civilian war workers until such time as there is no reasonable prospect of further need for housing by in-migrants.

The order of preference among in-migrant civilian war workers shall be in accordance with the importance of their occupation. 6/

As among "vital" in-migrant war worker applicants, first preference will be given to those whose present actual family residence is beyond practicable accessibility to the plant. Second preference will be given to workers living under temporary housing conditions. Third preference

6/ The relative importance of occupations may be obtained from the war plant. The two most essential in each plant shall be considered "vital" occupations.

will be given to those who might migrate from the area because of being forced to move. As among "essential" in-migrant war workers, a similar order of preference shall be observed. As among "other" in-migrant war workers, a similar order of preference shall be observed.

If there are dwellings available which are not needed by in-migrant war workers, resident civilian war workers in need of housing may be accepted as tenants. Among such resident war workers the order of preference shall be based upon importance of occupation, i.e., "vital" workers shall be given first preference, "essential" second, and "other" third. U

DWELLING LEASE

Sec. 7. There is attached hereto, marked Appendix A, the form of Dwelling Lease to be used for all tenants in the Development.

DESIGNATED WAR PLANTS

Sec. 8. Dwellings shall be available only to war workers employed or to be employed by the following war plants:

Other plants or naval or military posts, bases or reservations as may from time to time be certified by the FPFA shall be included in this list.

ACCOUNTING AND REPORTING PROCEDURES

Sec. 9. (a) The accounting procedures shall be in accordance with the FPFA manual relating thereto.

Sec. 9. (b) Management records and reports other than those of a financial nature, shall be prepared and filed in accordance with the FPFA Local Authority Management Manual.

U As among military and naval personnel (if they are to be accepted in the development) the order of preference shall be determined by the commanding officer.

COMMUNITY RELATIONS PROGRAM

Sec. 10. It shall be the responsibility of the local authority to provide guidance and supervision for a program of health, sanitation, recreational activities, tenant maintenance and community activities for tenants. This program is to be accomplished through arrangements with public and private agencies providing leadership, maintenance, and technical aid. Where such agencies do not exist, the program of community relations is to be developed by tenants under training and guidance of the management staff.

ADMINISTRATIVE REGULATIONS

Sec. 11. Purchases and contracts for materials, supplies or services, except for personal services, shall be made in the following manner:

a. The () shall make purchases or contracts, not to exceed () in amount, in the open market after such inquiry as he deems necessary to insure that the price obtained is the most advantageous to the authority; and

b. For purchases from () to () the () shall solicit bids orally or by telephone from at least 3 vendors, if so many be available in the locality; and

c. For purchases in excess of () the () shall advertise for bids by circular letters to all available dealers and by notices posted in public places.

For the purchases specified in b and c above, (1) lack of competition in purchasing is hereby declared permissible only if there exists an emergency which permits of no delay, or if it is impracticable to secure competition; (2) the () shall award the contract or make the purchase from the lowest bidder as to price, except that where the advantage of such action is clearly evident, the () may, in the interest of standardization, ultimate economy, or expeditious administration award to a responsible bidder other than the lowest in price; and (3) where awards are proposed to be made when adequate competition has not been secured, or where an award is proposed to be made to other than the lowest bidder, a full report of the transaction shall be made to the Executive Director of the local authority. In such case the award shall not be made until and unless the local authority has authorized such award by resolution. A copy of the report and the resolution shall be attached to the voucher in substantiation of its payment and be made available for inspection by FPFA Auditors.

RENTS AND OTHER CHARGES
FOR PERMANENT AND DEMOUNTABLE FAMILY DWELLINGS

I. POLICY

General policies pertaining to the fixing of rental and related charges are set forth in General Order 2.51.1, signed by the Commissioner on June 10, 1942, which reads in part as follows:

"It shall be the policy of the Authority to integrate, within each community, all rentals applicable to permanent and demountable family dwellings provided for war workers in FPFA-aided, Lanham Act, and P-9 projects with the prevailing rentals in that community. For this purpose, the term community shall apply to a geographical rather than a political area.

"The establishment of rentals for these dwellings shall be governed by Section 304 of the Lanham Act. This section requires that rents for individual workers must be 'based on value', be 'fair', and, when required in exceptional cases, be 'adjusted to income'.

"In order to comply with the provisions of this Act and the rental policy of the Authority, it shall be necessary, first, to determine for each community, on the basis of all war housing completed or under construction, the average monthly economic shelter rent per dwelling. This is the amount which would meet all estimated expenses of operation, payments approximating full taxes, and debt service, but would not include the cost of utility services. For FPFA-aided projects debt service shall be computed on the basis of existing financing programs; for Lanham Act and P-9 projects it shall be computed on the basis of a $2\frac{1}{2}$ percent interest rate and a 35 year amortization period.

"The average monthly economic shelter rent so determined shall then be compared with shelter rents that prevailed in the community for accommodations of comparable nature and size on April 1, 1941, or such other date as may be set by the Office of Price Administration for fixing maximum rents in the community. The average monthly economic shelter rent or the prevailing rent in the community, whichever is lower, shall be the basis for establishing specific shelter rents.

"Specific shelter rents for units of various sizes shall be set for each project in the community, with adjustments made because of any substantial differences in amenities. To these established shelter rents shall be added the cost of utility services, based on the estimated cost of such services to the project. The shelter rents plus charges for utility services shall represent the gross rents that will be billed to tenants.

"Rents for these dwellings may be adjusted to income only when the established monthly economic shelter rent exceeds approximately 20 to 25 percent of the family income. In such exceptional cases, lesser rents may be established.

"The provisions of this order shall govern rents applicable to families of workers engaged in war industries, including civilians employed by the Army and Navy at shipyards, arsenals, ordnance plants, and industrial establishments that are not operated directly by the War and Navy Departments, and for families of Government workers in the District of Columbia. Rents applicable to families of either military or civilian personnel of the War and Navy Departments assigned to duty at military or naval reservations, posts, or bases, shall be fixed in accordance with schedules established, respectively, by the War and Navy Departments.

"This order does not apply to dwellings of strictly temporary construction, dormitories, or trailers."

The provisions of the General Order are immediately applicable to all new war housing projects which have not yet achieved initial occupancy, but are not applicable to projects now in operation until, as determined by the FPHA Regional Director, conversion of the rental schedules of such projects can be effected.

II. PROCEDURE FOR SETTING RENTS FOR CIVILIAN WORKERS ENGAGED IN ESSENTIAL WAR INDUSTRIES

The following procedure will be followed for the various localities in the establishment of shelter rent and related charges for civilian war workers as provided in the General Order. A different scale of rents will be used for projects primarily serving the families of military and and naval personnel (see page 312).

As provided in the General Order, the average monthly economic shelter rent or the shelter rent that prevailed in the community for accommodations of comparable nature and size (on April 1, 1941, or such other date as may be set by the Office of Price Administration for fixing maximum rents in the community), whichever is lower, shall be the basis for establishing specific shelter rents.

A rough estimation of the rents which prevailed in the community for accommodations of comparable nature and size shall be compared with the average monthly economic shelter rent; and the average monthly economic shelter rent shall also be compared with the rent paying ability of civilian war workers to be accommodated in public war housing in the locality. If upon such comparison the economic shelter rent appears to be satisfactory, it shall be used as the basis of establishing specific shelter rents.

It is believed that the economic rent will be satisfactory in most localities; but where it appears to be unsatisfactory a formal determination of shelter rents that prevailed in the locality for accommodations of comparable nature and size must be made as provided in paragraph B of this section, and the basic shelter rent must then be determined as provided in paragraph C of this section.

The local authority shall assist in securing data concerning operating costs and concerning local rentals for recommendation of shelter rent charges.

A. Economic Shelter Rent. The estimated average monthly economic shelter rent for each war housing project completed or under construction in the community must be determined as follows:

Estimates of the average annual cost of operation will be prepared following the outline of Form FFHA 1119 (see page 315). Insofar as they are suitable, the methods for estimating the various categories of cost set forth in pages 45 to 70 of this Manual shall be used. Reference is also made to material on estimating expenses in the section on Budgeting (see page 399). The following special instructions are given as to the various categories of cost:

Management - Estimate average annual cost.

Operating Services - Do not assume any tenant maintenance in this connection.

Repairs, Maintenance, and Replacement - Shall be average anticipated costs for the first ten years of operation. Tenant assistance in lawn maintenance and care of household equipment shall be anticipated, but no tenant maintenance shall be assumed in connection with painting.

Community Activities - Estimate average annual cost.

Insurance - Include the average annual cost of full insurance coverage, including fire insurance even though this coverage is not actually carried in Lanham Act and Key projects.

Payments in Lieu of Taxes - The Office of Taxation Analysis of the Project Management Branch will furnish specific tax analyses through the Regional Office upon request. The amount amount of payments in lieu of taxes is to be included, even though such payments are made by the FFHA directly.

Debt Service - On Lanham Act and Key projects, debt service shall be computed by multiplying the anticipated or actual total development cost of the project by the factor 1.047 (see Manual to Level debt service at 2 $\frac{1}{2}$ % with 35 year amortization period). On FFHA-aided projects (whether merely converted to war use or under 23 USC 1611) debt service shall be

computed by multiplying the total development cost by the bond service percentage if the project is permanently financed; on projects which are not permanently financed, debt service shall be computed by multiplying the estimated total development cost of the project by the appropriate factor as shown below:

<u>Interest Rate on FPFA Loan</u>	<u>Factor for Debt Service</u>
2 1/2%	.0329
2 3/4%	.0347
3%	.0366
3 1/4%	.0386

Vacancy and Collection Losses - Shall be estimated at 5% of the total average annual expense including such allowances.

The total of the estimated annual expenses thus prepared for all projects in the community (both existing and under construction) shall be divided by the total number of units and then be divided by 12 to obtain the average monthly economic shelter rent for such community.

B. Comparable Rents. When it is necessary to determine shelter rents that prevailed in the community for accommodations of comparable nature and size, the Assistant Regional Director for Management in collaboration with the local authority, will determine such rent as of April 1, 1941 or such other date as may be set by the Office of Price Administration for fixing maximum rents in the locality. In making this determination, the following sources are suggested:

- (a) Rent data compiled in the 1940 Census;
- (b) Local offices of the Rent Control Section of the OPA;
- (c) The findings of the local Fair Rent Committees;
- (d) Reliable local real estate firms and dealers;
- (e) Local Housing Authority data;
- (f) Homes Registration Offices;
- (g) Local offices of the FHA;
- (h) Citizens' Housing Committees;
- (i) Central Housing Committee of labor unions.

In determining the shelter rents that prevailed in the community for accommodations of comparable nature and size as of the maximum rent fixing date, account shall be taken of the rents which would have been paid on such date by families having incomes comparable to the incomes of civilian war workers to be accommodated in public war housing in the locality.

C. Determination of Basic Shelter Rent - As pointed out in the second paragraph under II, the economic shelter rent, wherever it is suitable will be used in determining specific rents for the various projects in the community. When not suitable, the comparable rent as determined under Paragraph B will be used, if it is found to be lower than the economic shelter rent.

Prior to the announcement of any new rents, the local office of the Rent Control Section of OPA (where established) should be consulted to avoid any conflicts between rents to be established for public housing projects and local rent control regulations.

D. Adjustments of Basic Shelter Rent for Differences in Amenities and Sizes of Units - In establishing specific shelter rents, consideration shall be given to any substantial difference in amenities among the projects because of differences in site location, accessibility to transportation, the utility services supplied and equipment provided. To prevent overemphasis of such differing amenities, it is suggested that the maximum range of differentiation be restricted to 10 percent, plus or minus, from the average estimated shelter charge. In establishing rent schedules for specific projects, intra-project differences in amenities may be disregarded, except where rent differentials reflecting amenity differences are required to prevent tenant dissatisfaction.

Higher rents should be established for larger units. It is suggested that the rent be from 5 to 10 percent higher for each bedroom.

E. Determination of Shelter Rent Plus Utilities - Rents charged to tenants should include charges for all utility services furnished by the project, and only one rent should be quoted, together with a statement specifying the utility services included. In determining the shelter rent plus utilities to be charged to tenants, the estimated cost of the utility services supplied by the project shall be added to the shelter rents determined above. Utility services shall be estimated in accordance with the methods suggested in pages 49 to 59 of this Manual, including a 5% allowance for vacancy and collection losses.

Where individual meters are provided, additional charges will be made at cost to families who exceed the allowances for the utility services included in the rent. Where individual meters are not provided, a flat additional charge will be made to all tenants if the average consumption exceeds the allowance. However, such additional charge will not be made until the tenants have been forewarned and given an opportunity for a period of 60 days to reduce consumption.

Debt service and maintenance of the equipment and utility distribution systems are not to be included in the utility charge since they are included in shelter rent.

F. Rents in Exceptional Cases - The foregoing procedures will establish specific project rents which shall apply to all families irrespective of their income, other than the exceptional cases referred to in the Lanham Act. For such exceptional cases, grades of rent and incomes shall be established so that the actual shelter rent shall not exceed 20 to 25 per cent of the estimated monthly family income. In establishing such grades, the procedures suggested in pages 70-74 of this Manual should be followed except that income limits should always be attached to family size rather than to dwelling units.

G. FPHA-aided Projects - For FPHA-aided war housing projects (whether under Public Act 671 or converted) rentals shall be established in accordance with the above sections. The rent and income grades previously established or to be established for low-income families shall be used for the families of war workers whose incomes fall within such grades. The interval between such low income grades and the specific project rent shall be bridged by additional grades as indicated in section F above.

Special attention must be given to FPHA-aided projects not under P.A. 671 and to all FPHA-aided projects in those States where enabling legislation provides that income limits for admission cannot exceed five or six times the statutory rental value and where such income restrictions have not been removed for the families of essential war workers through amended legislation. In such cases it will be necessary, in order to comply with Federal or State law, that the shelter rent plus utilities charged to families, together with the estimated cost of any utilities not supplied by the project, must be at least $1/5$ (or $1/6$) of the net family income at the time of admission. The amount by which the rental charged to such families exceeds the highest rental set in the fixed schedule should be considered a surcharge, and be included in the rents paid by such families. The total rent plus surcharge for any dwelling may not exceed the maximum rents approved by the OPA for the development in those areas in which the OPA has issued a maximum-rent regulation. Consequently, in such States, families of war workers with incomes in excess of five or six times such maximum rents may not be admitted to FPHA-aided projects. This caution also applies to FPHA-aided projects which are not to be financed under the provisions of Public Act 671.

III. PROCEDURE FOR SETTING RENTS FOR ARMY AND NAVY PERSONNEL

Under the requirements of Section 304 of the Lanham Act, rental charges for Army and Navy personnel living in Lanham Act projects are to be fixed by the War and Navy Departments. The same schedules will also apply to families of such personnel living in FPHA-aided projects where such projects will be predominantly occupied by families of such personnel. In other FPHA-aided projects where only a small proportion of the tenants will be Army and Navy personnel and where the established

schedule meets the needs of such tenants, the schedule established for other tenants may be followed. Following are the schedules which have been fixed by the War and Navy Departments.

A. Military Personnel and Civilian Employees of the War Department

Commissioned Officers, Warrant Officers and civilian employees of the War Department, assigned to duty at industrial establishments and occupying dwellings in developments intended for occupancy by industrial workers shall pay the shelter rent charges in accordance with the rent scale established for the development. Military personnel and civilian employees of the War Department not so assigned shall pay rents as follows:

1. Commissioned Officers, Warrant Officers, and single civilian employees of the War Department stationed at Army posts, bases, and military reservations; married civilian employees of the War Department not stationed at Army posts, bases, and military reservations; and personnel eligible under the provisions of Paragraph C 1 d on page 331, occupying dwellings in developments serving Army Posts, bases and military reservations:

One bedroom dwelling	\$27.50 per month shelter rent
Two bedroom dwelling	30.00 per month shelter rent
Three bedroom dwelling	32.50 per month shelter rent

Although Government-owned ordnance plants operated under private contract are sometimes designated as military reservations to facilitate administration and provide certain safeguards, nevertheless, because they are essentially industrial in character (that is, engaged in manufacturing and paying wages on industrial levels) these rentals shall be charged to War Department civilians who are employed at ordnance plants.

2. Enlisted personnel of the Army receiving a monetary allowance in lieu of quarters (first, second, and third class soldiers), regardless of where they are stationed; married civilian employees of the War Department stationed at Army posts, bases, and military reservations:

One bedroom dwelling	\$21.00 per month shelter rent
Two and three bedroom dwellings	23.50 per month shelter rent

This category includes employees at ordnance depots which ordinarily are not engaged in manufacturing and are not industrial in character, and at arsenals which may engage in manufacturing but which are Government operated, and whose employees do not receive salaries comparable to those paid other industrial workers.

3. Enlisted Army personnel not receiving a monetary allowance in

lieu of quarters (fourth to seventh grade soldiers), regardless of where they are stationed.

One bedroom dwelling	\$11.00 per month shelter rent
Two bedroom dwelling	13.00 per month shelter rent
Three bedroom dwelling	15.00 per month shelter rent

B. Military Personnel and Civilian Employees of the Navy Department and Coast Guard

Commissioned officers of the Navy and Coast Guard and civilian employees of the Navy Department assigned to duty at industrial establishments and occupying a dwelling unit in developments intended to serve industrial workers shall pay shelter rent in accordance with the schedule established for the development. Naval personnel and civilian employees of the Navy Department not so assigned shall pay rents as follows:

1. Commissioned Officers of the Navy and Coast Guard and civilian employees of the Navy Department stationed at Navy posts, bases, and military reservations.

One bedroom dwelling	\$25.00 per month shelter rent
Two bedroom dwelling	30.00 per month shelter rent
Three bedroom dwelling	35.00 per month shelter rent

2. Enlisted personnel of the Navy and Coast Guard not receiving a monetary allowance in lieu of quarters (third class petty officers and below) regardless of where stationed.

One bedroom dwelling	\$11.00 per month shelter rent
Two bedroom dwelling	13.00 per month shelter rent
Three bedroom dwelling	15.00 per month shelter rent

3. Enlisted personnel of the Navy and Coast Guard receiving a monetary allowance in lieu of quarters (second class petty officers and above), regardless of where stationed.

One bedroom dwelling	\$21.00 per month shelter rent
Two bedroom dwelling	23.50 per month shelter rent
Three bedroom dwelling	26.00 per month shelter rent

C. Utility Charges - The above rents are for shelter only; an additional charge shall be made for any utilities supplied by the project. Utility charges for each dwelling shall be determined in accordance with the requirements in pages 49 to 59 of this Manual.

Where possible the shelter rents and utility charges should be stated separately in order that it will be clear to the tenant that the standard Army and Navy shelter rent schedule is being followed.

**ESTIMATED AVERAGE COST OF PROJECT OPERATION
FOR FAMILY DWELLING PROJECTS**

No. of Units	Name of Development	Location	Project No.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Items</th> <th style="width: 15%;">Per Annum</th> <th style="width: 15%;">PDFM</th> <th style="width: 35%;">Notes and References</th> </tr> </thead> <tbody> <tr> <td> Project Office Salaries Project Office Expense Central Office Salaries Central Office Expense Legal, Fiscal & Other Fees Total Management Janitorial Expense Exterminating Refuse Removal Watchman Expense Commercial Utilities Total Operating Services Grounds Structure Painting and Decorating Plumbing and Gas System Electrical System Heating System Elevator System Ranges Refrigerators Other Equipment Total Repairs, Maint. & Repl. Community Activities Insurance Payments in Lieu of Taxes Debt Service (Factor: _____%) (Est. Total Development Cost \$ _____) Sub-Total Vacancy & Collection Losses ESTIMATED TOTAL COST OF SHELTER (without Utility Services) </td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">COST OF UTILITY SERVICES</td> </tr> <tr> <td> Water Electricity Gas Heating Other Sub-Total Vacancy & Collection Losses ESTIMATED TOTAL DWELLING UTILITIES </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Items	Per Annum	PDFM	Notes and References	Project Office Salaries Project Office Expense Central Office Salaries Central Office Expense Legal, Fiscal & Other Fees Total Management Janitorial Expense Exterminating Refuse Removal Watchman Expense Commercial Utilities Total Operating Services Grounds Structure Painting and Decorating Plumbing and Gas System Electrical System Heating System Elevator System Ranges Refrigerators Other Equipment Total Repairs, Maint. & Repl. Community Activities Insurance Payments in Lieu of Taxes Debt Service (Factor: _____%) (Est. Total Development Cost \$ _____) Sub-Total Vacancy & Collection Losses ESTIMATED TOTAL COST OF SHELTER (without Utility Services)				COST OF UTILITY SERVICES				Water Electricity Gas Heating Other Sub-Total Vacancy & Collection Losses ESTIMATED TOTAL DWELLING UTILITIES			
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Prepared by _____ Date _____

RENTS AND OTHER CHARGES FOR TRAILER
DORMITORY AND DORMITORY APARTMENT PROJECTS

I. POLICY

General Order 251.5, approved on July 31, 1942, as revised September 29, 1942, prescribes general policies pertaining to the fixing of rentals for trailer and dormitory projects. It reads in part as follows:

"Trailers, dormitories, and dormitory apartments are intended for use only during the war emergency. It is not contemplated that their period of use will be long enough to permit full amortization of their cost from rentals, and no attempt will, therefore, be made to set rents on the basis of amortizing the full cost with interest.

"The rents applicable to the project shall be fair rents for the shelter and services provided and shall approximate the rents prevailing in the community for similar accommodations. The following general schedule of maximum and minimum weekly rentals for each type of accommodation is established:

Dormitory (per person in double rooms)	\$3.00 to \$4.00 per week
(per person in single room)	\$4.00 to \$5.00 per week
Dormitory apartments	\$7.00 to \$8.00 per week
Trailers (4 persons maximum)	\$6.00 to \$7.00 per week
Trailers (Expansible)	\$7.00 to \$8.00 per week

Rentals for specific projects shall be established within these levels. Exceptions to the general schedule of rentals may be authorized by the Washington Office where projects offer unusual amenities or services justifying higher rents than the maximum, or where the anticipated income of prospective tenants require rentals lower than the minimum.

"These policies shall apply to all new projects, but need not be applied immediately to projects now in operation."

In applying this policy to development which include both non-expansible and expansible trailers, weekly rentals for the latter shall be \$1.00 greater than for the former.

II. PROCEDURE

In collaboration with the local Authority, the Assistant Regional Director for Project Management, assisted by the Regional Rental Analyst, shall determine the prevailing rent in the community for comparable accommodations as of April 1, 1941, or such other date as may be set by the Office of Price Administration for fixing maximum rents in the locality. The sources outlined in Paragraph B on page 310 of this Manual are suggested for use in making this determination.

Prior to any announcement of rents, the Assistant Regional Director for Project Management shall contact the local office of the Rent Control Section of the Office of Price Administration to obtain clearance

Please substitute this page for original page 317 of the Local Authority Management Manual. (Transmittal No. 13)

FPHA
LHA Mgt.

of the rents so that conflicts between rents to be charged and local rent-control regulations will be eliminated. If no office of the OFA has been established in the particular locality in which temporary shelter projects are developed, an office in the area should be consulted.

On the basis of studies of prevailing rents, and of the anticipated income of the prospective tenants, the Regional Director shall fix rents within the minimum and maximum limitations established in the General Order. If in the opinion of the Regional Director, rents should be fixed outside of the above limitations, approval shall be secured from the Assistant Commissioner for Project Management.

These rents shall cover the utilities and services for each of the various types of accommodations described in the statement on Operating Services for Trailer, Dormitory, and Dormitory Apartment Projects.

**EFFECT OF MAXIMUM RENT REGULATIONS
ISSUED BY THE OFFICE OF PRICE ADMINISTRATION
ON PUBLIC HOUSING PROJECTS**

1. Introduction - Under the Emergency Price Control Act of 1942, the Administrator of the Office of Price Administration is given certain powers to regulate rentals. Public housing projects are included under the maximum rent regulations issued by the OPA and it is the purpose of this statement to describe the principle provisions of the regulations with particular reference to public housing.

2. Designation of Defense-Rental Areas and Establishment of Maximum Rent Date - When the Administrator of the Office of Price Administration finds that, in a particular area, war activities have resulted or threaten to result in an increase in rents for housing accommodations inconsistent with the purposes of the Emergency Price Control Act of 1942, he may issue a designation describing the area and recommending that rentals in the area be stabilized and reduced as of a specified date. This date is known as the "Maximum Rent Date."

3. Issuance of Maximum Rent Regulation - If the OPA finds, after a 60-day period has elapsed from the time that the designation was issued, that rentals have not been reduced and stabilized by State or local regulation, or otherwise, in accordance with the recommendations set forth in said designation, the OPA may then issue a Maximum Rent Regulation for the Defense-Rental Area. All regulations so far issued by the OPA have followed substantially the same form. However, if a Maximum Rent Regulation has been issued for the area, the local authority should obtain a copy of the regulations for the Defense-Rental Area in which its projects are located and become thoroughly familiar with them.

4. Amendment of Designation - The OPA has in some cases found it necessary to amend an original designation. If such amended designation includes in the description of the area any territory not included in the territory described in the original designation, the OPA must wait 60 days from the date of the amendment before it can issue a regulation affecting the territory not included in the original designation.

5. Types of Housing Covered by Regulations - So far the designations issued by the OPA have covered all types of housing accommodations, but separate regulations have been issued for housing accommodations other than hotels and rooming houses, and for hotels and rooming houses. Trailers, dormitories and dormitory apartments are considered in the category of hotels and rooming houses.

The provisions of the regulations affecting public housing are, however, substantially the same for trailers, dormitories, and dormitory

apartments, as for family dwellings. Where the term "housing accommodations" is used within these paragraphs, it will cover, therefore, all types of dwellings noted above.

6. Maximum Rent for Public Housing - The maximum rent under the regulation is: "For housing accommodations constructed by the United States or any agency thereof, or by a State of the United States or any of its political subdivisions, or any agency of the State or any of its political subdivisions, and owned by any of the foregoing, the rent generally prevailing in the Defense-Rental Area for comparable housing accommodations on the Maximum Rent Date, as determined by the owner of such accommodations: Provided, however, that any corporation formed under the laws of a State shall not be considered an agency of the United States within the meaning of this paragraph."

This provision permits subsidized rentals in dwellings built and owned by the Federal Public Housing Authority, and by other public housing agencies not excluded by the definition of public agencies in the above paragraph, to be increased in line with increases in the income of tenant families. Such upward adjustments in rent may be made as long as the rent does not exceed that generally prevailing in the area for comparable housing accommodations on the Maximum Rent Date. This comparable rent is determined by the public housing agency, but the GPA may order a decrease in the rent so determined, if it finds that such rent is in excess of the comparable rent.

The Maximum Rent Date in the regulation is usually but not always the same as the Maximum Rent Date in the designation.

A special maximum rent provision is made for housing accommodations for which the rent is fixed by the War or Navy Department rent schedules. The maximum rents are: "For housing accommodations rented to either Army or Navy personnel, including civilian employees of the War or Navy Departments, for which the rent is fixed by the national rent schedule of the War or Navy Department, the rents established on the effective date of the Maximum Rent Regulation by such rent schedule." In other words, whatever national rent schedules are set up by the War or Navy Departments on the effective date of the Maximum Rent Regulation, will be the maximum rents chargeable for accommodations housing civilian or military employees of those Departments. Thus, if an Army enlisted man below the first three grades is living in a one-bedroom unit, the maximum rent is \$11.00 excluding utilities, but if the unit is vacated and an Army enlisted man in the first three grades moves into that same one-bedroom unit, the maximum rent becomes \$21.00. Such an increase is permissible because the rents charged such occupants for such accommodations were set up in the national Army rent schedule as of the effective date of the regulation.

On the other hand, should occupancy of a dwelling unit change from Army or Navy personnel to industrial workers, the maximum rent chargeable will then be the same as for other public dwelling units, i.e. the rent generally prevailing in the Defense-Rental Area for comparable housing accommodations on the maximum rent date.

The maximum rent provision for housing accommodations for which the rents are established by national rent schedules of the War or Navy Departments applies regardless of whether the public housing project is operated by the Army, the Navy, the Federal Public Housing Authority, or the local authority.

7. Restrictions on Removal of Tenants - The regulations impose certain restrictions on removal of tenants. The more pertinent of these restrictions are that a tenant cannot be evicted without permission of the OPA, unless (1) the tenant has refused to renew his lease on terms consistent with the regulations; (2) the tenant has refused the management access to the dwelling for the purpose of inspection or other reasonable cause; (3) the tenant has failed to pay the rent or violated another substantial obligation of his tenancy; (4) the tenant is committing or permitting a nuisance or is using the dwelling for an immoral or illegal purpose.

Thus, in the case of war housing projects, before a tenant is evicted because no member of the family is employed in a designated war plant, the local authority must file a petition with the OPA Rent Director and the OPA Rent Director must issue a certificate allowing the eviction.

In the case of low-rent housing projects, the local authority must file a petition with the OPA Rent Director and the OPA Rent Director must issue a certificate before any family is evicted on the grounds that its income exceeds the established limits for continued occupancy. In many Defense-Rental Areas, it is impossible to ask families whose incomes have increased above the established limits for continued occupancy to move from the project because of the acute housing shortage resulting from the war effort. In any event, the local authority should not file a petition for eviction on this ground unless it has determined that adequate accommodations are available within the financial reach of the tenant.

The eviction provisions of the maximum rent regulations do not apply to housing accommodations occupied by civilian or military personnel of the War or Navy Departments for which rents are fixed by the national rent schedules of those Departments. There are no restrictions under the regulation on the removal of tenants from such accommodations.

8. Registration - To simplify the registration of dwellings in public housing projects, special forms have been issued by the OPA which provide for registration of public housing accommodations on a project basis rather than on a unit basis.

Within 45 days after the effective date, the local authority must file a registration statement containing a schedule of maximum rents for each of its projects, specifying the maximum rents for the various sizes and types of dwelling units rented or offered for rent. If a project is not available for occupancy on the effective date of the regulation, a schedule of maximum rents must be filed within 30 days after dwelling

units are first offered for rent. A copy of the maximum rent schedule must be posted by the local authority in each project office, or in a place where it will be available for inspection by the project tenants. It is suggested that a copy of the Maximum Rent Regulation also be posted adjacent to the maximum rent schedule for the convenience of the tenants.

The registration forms are obtainable from the local OPA Rent Director. A sample of the registration form and detailed instructions for filling in specific items will be included in a separately issued addendum to this statement.

The maximum rent to be inserted in the schedule is the maximum rent which may be charged under the regulations, i.e., the rent generally prevailing in the Defense-Rental Area for comparable housing accommodations on the maximum rent date. This rent may be higher than the rent actually being charged. In order that the local OPA Rent Director may have a clearer understanding of the actual rents charged, in relation to maximum rents under the regulation, it is suggested that the local authority give to the Rent Director a schedule of actual rents for each project, in addition to the required maximum rent schedule.

Where the rents charged the tenants include utilities, it is suggested that the maximum rent given in the schedule be a rent including the utilities that are supplied by the project. Since for the most part privately-owned dwellings do not include utilities, it will probably be necessary to determine the prevailing rents for comparable privately-owned dwellings without utilities and then to add an amount approximating the charge for utilities. Where, as in the case of some Lanham Act projects, a separate charge is made for utilities at retail rates, the maximum rent given in the schedule should be the shelter rent.

Local authorities should obtain the approval of the FPFA Regional Office as to the maximum rents to be inserted in the rent schedule before preparing the registration statement, especially if there are any other public housing projects in the Defense-Rental Area which are not operated by the local authority. This is suggested to insure consistency among the maximum rents established for public housing in the area.

The registration procedure noted above does not apply to housing accommodations rented to the civilian or military personnel of the War or Navy Departments, for which the rent is fixed by the national rent schedules of those departments. For such accommodations registration is not required.

9. Lodgers in Public War Housing Projects - Families who take in lodgers, as is permissible in war housing projects, must file a registration statement with the local OPA office to cover the accommodations rented to such lodgers. The provisions relating to private housing accommodations under the OPA regulation will apply to rooms rented to lodgers in public war housing projects.

The public housing agency has no direct responsibility to see that the regulations are enforced with respect to lodgers, but should cooperate with the Area Rent Director to assist him in enforcing the regulations.

10. Working Relations with OPA - Local authorities should maintain a close working relation with the local OPA Rent Director. The local OPA Rent Director should be consulted before any changes are made in subsidized rentals, and before the maximum rents inserted in the registration forms are finally determined.

11. Public Relations and Timing - Although the maximum rent regulations permit subsidized rentals to be increased as the family income increases as long as no rent exceeds the rent for comparable accommodations, it has been found by experience that such increases should not be made at the time of, or soon after, issuance of maximum rent regulations by the OPA. This question of timing is extremely important to satisfactory public understanding of both the public housing program and the OPA rent regulations.

At the time of announcing increases in subsidized rentals, an explanation should be given as to the effect of OPA regulations on public housing, and emphasis should be placed on the fact that such increases are actually a reduction in subsidy which will decrease the cost of subsidized housing to the tax payer.

ELIGIBILITY AND TENANT SELECTION
FOR ALL WAR HOUSING PROJECTS

General Order 2.51.1, signed by the Commissioner on June 10, 1942, sets forth the following FPFA policy:

"Tenant eligibility policies shall provide generally that the dwellings be reserved for the families of in-migrant war workers who need housing that cannot be or is not being supplied by private industry."

Similar eligibility requirements will apply to all other types of war housing projects.

I. ELIGIBILITY

FPFA-aided war housing projects, Lanham Act, PA-9 and PA-781 projects operated by local housing authorities shall be available to:

- (1) In-migrant civilian war workers and their families.
- (2) Resident civilian war workers in need of housing and their families, and military and naval personnel (as limited hereafter) and their families; to the extent that available dwellings are not required for in-migrant civilian war workers.

In the case of FPFA-aided projects, the member of the family who signs the lease and is responsible for the rent must be a citizen of the United States.

In the case of FPFA-aided projects not under PA-671, and in the case of all FPFA-aided projects in certain States, the net income of the family at the time of admission may not exceed five (or in some cases, six) times the statutory rental value of the dwelling unit to be occupied by the family.

A. Definition of Civilian War Workers. For the purpose of determining eligibility under Item (1) above, the following types of persons are regarded as civilian war workers:

- (1) Workers engaged or to be engaged in "Designated Plants" connected with and essential to the war effort as designated by the National Housing Agency Regional Director.
- (2) Civilian employees of the United States in the Navy and War Departments assigned to duty at military or naval reservations, posts or bases.

- (3) In the case of projects which are built pursuant to Title IV of the Lanham Act, employees of the United States (single persons or families) whose duties are determined by the National Housing Administrator to be essential to the war effort and which require them to reside in or near the District of Columbia.

A list of "Designated Plants" from which tenants will be selected will be prepared for each development (see below). This list will be based on the type of occupancy for which the development has been programmed, taking into consideration changes which may have occurred since the program was prepared.

B. Definition of In-migrant. A civilian war worker may be considered in-migrant:

- (1) Who is a family head who desires to bring in his family which now lives beyond the area within which, giving due consideration to available common carrier transportation facilities, it is practicable to commute to work each day; or who lives with his family in a residence beyond practicable daily commuting distance from his place of work.
- (2) Who has recently come into the locality and is living in a trailer, tent, shack, or other temporary shelter, or under temporary arrangements or makeshift conditions so intolerable as to impair efficiency.
- (3) Who is forced to move because his present dwelling is to be demolished or converted to other use or the possession thereof recovered by the lessor (in a manner permitted by the Emergency Price Control Act of 1942 and the regulations issued thereunder by the Price Administrator), and will migrate from the locality unless war housing is provided for him.

Practicable commuting distance shall be defined for each community in terms of cost and traveling time by common carrier from the family residence to the war plant.

"Temporary arrangements or makeshift conditions" need not be temporary housing per se, but temporary only for the applicant's purposes, such as residing with his family in a rooming house, doubling up with friends, a hotel room, or other accommodations which preclude normal family life.

C. Definition of Resident Civilian War Workers in Need of Housing. Resident war workers in need of housing are civilian war workers as defined in A above who are living under doubled-up, over-crowded or other substandard housing conditions.

D. Definition of Military and Naval Personnel. The following types of military and naval personnel stationed at "Designated Military and Naval Establishments" are eligible under the provisions of paragraph I (2) above:

- (1) Enlisted men in the naval or military services of the United States.
- (2) In the case of Lanham Act and PA-9 projects only, officers of the Army and Marine Corps not above the grade of Captain, and officers and warrant officers of the Navy and Coast Guard not above the grade of Lieutenant, senior grade, assigned to duty at naval or military reservations, posts, or bases, or to duty in war industries.

In a directive for the procurement of war housing, issued jointly by the War Department, the Navy Department, and the National Housing Agency, dated July 16, 1942, the following policies were adopted:

- (1) On projects programmed for military and naval personnel but not yet occupied, preference shall be given to essential in-migrant civilian war workers.
- (2) As vacancies occur in war housing projects now occupied by the families of military and naval personnel, preference for such vacancies will be given to essential in-migrant civilian war workers.
- (3) No effort will be made to persuade families of service personnel to vacate war housing projects even though the head of the family has been ordered away from that station until measures are taken to induce all non-essential residents to move from the project in order to provide accommodations for essential in-migrant civilian war workers.

E. Citizenship. In FPFA-aided projects (except those for which the annual contributions contract was entered into prior to April 13, 1940), it is a statutory requirement that the local authority adopt regulations prohibiting tenancy in the project to any family unless the member of the family who signs the lease and is responsible for the rent is a citizen of the United States.

F. Income Limits. For FPFA-aided projects not under P.A. 671, and for all FPFA-aided projects in those States where the state-enabling legislation has not been amended to remove income limitations for families of war workers, income limitations must be established after making appropriate findings by resolution that the families to be housed can not obtain adequate housing within their financial reach. For FPFA-aided projects not under P.A. 671, the income limits must be so established as not to violate the statutory limitation on rent-income ratios. For

all FPFA-aided projects in States where enabling legislation has not been amended so as to remove income limitations for families of war workers, the limitations on rent-income ratios, if any, in the enabling legislation must be observed.

G. Use of Income Limits to Delineate Public and Private War Housing. In those cases in which both public and private war housing are programmed and being built for a community, family income levels should be established to delineate that part of the war housing market which is to be served by FPFA war housing projects.

Such income levels shall be considered a convenient administrative device for segregating the public and private war housing market. They shall not be construed as rigid eligibility requirements (except as set forth in F above) which will exclude the housing of civilian war workers and their families of higher income when adequate housing is not available in the community at reasonable rentals for the family.

II. DESIGNATION OF WAR PLANTS AND MILITARY AND NAVAL ESTABLISHMENTS AND ALLOCATIONS THERE TO

The designation of war plants and military and naval establishments (including reservations, posts, and bases) whose employees are eligible for war housing projects shall be made as follows:

A. At least three months prior to initial occupancy, the Regional Director of the National Housing Agency, who is responsible for programming in the area, will transmit to the FPFA Regional Director a list of particular war plants and military and naval establishments which should be served by the project and any special instructions as to occupancy.

B. The FPFA Regional Director or the Local Authority may submit to the NHA Regional Director suggested modifications or additions to the list of war plants and military and naval establishments, giving for each war plant proposed a brief description of the type of war work being done by the plant and the percentage of all work done by the plant which is of a war nature, and for each military and naval establishment a justification of the proposal. Final determination of the inclusion or change of such lists of plants is the responsibility of the NHA Regional Director.

C. The NHA Regional Director, after consideration of such suggestions, shall establish the list of "Designated Plants" and "Designated Military and Naval Establishments" for the locality.

D. The FPFA Regional Director may, where necessary, make an allocation of dwellings to specific plants on the designated list based upon any requests made by the NHA Regional Director and upon the recommendation of the Local Authority.

E. The FPFA Regional Director will notify the Local Authority of the list of "Designated Plants" and "Designated Military and Naval Establishments" together with allocations, if any, and a copy will be sent to the NHA Regional Director.

III. ORDER OF ACCEPTANCE

While war plants must certify that applicants are employed by the plant and must determine the relative importance of occupations, the selection of families for war housing projects is the responsibility of the local authority and not of the plant management.

A. In-migrant Civilian War Workers - All accommodations shall be held for in-migrant civilian war workers until such time as there is no reasonable prospect of further need of housing by such in-migrants. Where accommodations are allocated to a specific "Designated Plant" they shall be held for such plant until released.

For trailers, dormitories, and dormitory apartments, there shall generally be no order of preference among in-migrant civilian war workers.

For family dwellings there shall be an order of preference among in-migrant civilian war workers in accordance with the importance of their occupation in the war effort. The determination of the importance of workers shall vary even among similar plants in the same locality for such factors as the availability of labor, unusual skills, production, et cetera, will enter into this determination.

It shall be the responsibility of each "designated plant" to determine the relative importance of occupations to the furtherance of the war effort. A list should be prepared of all occupations in the order of their importance to the particular "designated plant." The first two occupations on such list shall be considered as "vital" to production. The remaining occupations on the list should be divided by the plant into those which are "essential" to the war effort and into "other" which are of relatively less importance. No limit shall be placed upon the number of occupations which may be classified as "essential," but the number of such occupations should be limited as far as possible or the effectiveness of the procedure will be dissipated.

As among in-migrant civilian war workers in "designated plants" who are applicants for family dwellings, first preference shall be given to those whose occupation is "vital;" second preference to those whose occupation is "essential;" and third preference to those whose occupation is "other."

As among "vital" in-migrant war worker applicants for family dwellings, first preference should be given to those whose present actual family residence is beyond practicable accessibility to the plant (see definition IB (1) above). Second preference should be given to workers

living under temporary housing conditions (see definition IB (2) above). Third preference should be given to those who might migrate from the area because of being forced to move (see definition IB (3) above).

As among "essential" and "other" war workers similar orders of preference shall be observed.

B. Resident Civilian War Workers - Resident civilian war workers may be accepted as tenants in war housing projects if there is no need for reserving the accommodations for in-migrant civilian war workers.

For trailers, dormitories, and dormitory apartments there shall generally be no order of preference among applicants.

For family dwellings, there shall be an order of preference based upon importance of occupation, i.e., "vital" workers shall be given first preference, "essential" second, and "other" third.

The following table illustrates the principles outlined in Sections A and B above. The numbers (1 to 12) indicate the order in which eligible civilian war worker applicants shall be accepted.

ORDER OF ACCEPTANCE

	VITAL	ESSENTIAL	OTHER
IN-MIGRANT	1. Inaccessible	4. Inaccessible	7. Inaccessible
	2. Temporary	5. Temporary	8. Temporary
	3. Forced to Move	6. Forced to Move	9. Forced to Move
RESIDENT	10. Substandard	11. Substandard	12. Substandard

C. Military and Naval Personnel - As among military and naval personnel, the order of preference among applicants shall be determined by the commanding officer. Such determination will generally be in accordance with the following principles.

1. Army Off-Post Developments. The responsibility for the selection of military applicants as tenants in Army off-post developments rests with the commanding officer of the reservation. Types of personnel who are eligible as tenants are set forth in Items a to d below. The order in which the groups are shown indicates the order of priority for assignment. However, the order of listing within a group does not

establish priority with respect to other personnel listed in the same group. The classes described apply to married personnel with families except where otherwise specified.

- a. Commissioned officers not above the grade of Captain, Warrant Officers, and enlisted men of the first three grades, who form part of the permanent garrison stationed at military reservations, posts or bases. "Permanent garrison" is defined as including those men ordered to permanent duty with the station complement of a military reservation, post, or base, and excludes those men assigned to a tactical unit or on temporary duty at a military reservation, post or base.
- b. Enlisted men below the first three grades.
- c. Families of military personnel who have been transferred to other stations.
- d. If eligible applicants (including in-migrant and resident civilian war workers) are not available in sufficient numbers to keep a Lanham Act or P-9 development filled, married commissioned officers above the grade of Captain, or other desirable tenants, may be permitted to occupy vacant dwellings on a temporary basis, giving priority to persons whose occupation or skill is particularly needed in the war program.

This provision is intended to include the assignment of a vacant dwelling to two or more single persons of the same sex. If desirable from an administrative standpoint, the commanding officer may appoint the local housing authority as his designee to certify such desirable tenants.

It is not considered desirable or generally necessary to ask present occupants to vacate dwellings in order that dwellings may be assigned to applicants from a higher priority group. If dwellings are vacant, however, and are to be leased to military personnel, first consideration shall be given to applicants in the order indicated.

If, however, the commanding officer deems it essential to house applicants from other priority groups for whom no vacant units are available, then the leases of present tenants may be terminated in the order, manner and extent indicated by the commanding officer, giving consideration as far as practicable to the priorities indicated.

2. Navy Off-Post Developments. The responsibility for selection of naval applicants as tenants in Navy off-post developments rests with the commanding officer of the reservation, post or base served by the

development. The following types of personnel are eligible as tenants. The order of listing does not indicate priority. The commanding officer of the establishment served by the project will determine the families to be certified.

- a. Enlisted men of the Navy and Coast Guard of the first three grades stationed at the naval establishment.
- b. Commissioned officers not above the grade of Lieutenant, senior grade.
- c. Enlisted personnel below the first three grades.

D. Assignments of Applicants to Projects - Where there are units available in both Lanham Act and FPFA-aided projects, an attempt should be made so far as is consistent with the requirements of the war effort, and with due regard to available transportation facilities, to house in FPFA-aided projects the families of war workers who are most likely to be eligible low-income families at the end of the emergency. Thus, where there are units available in both types of projects and all units are not required for in-migrant workers, it is suggested that consideration be given to housing in the FPFA-aided project war workers already residents of the city living under substandard housing conditions. Where it is necessary to admit families with incomes above the level established to delineate the public war housing market, such families should preferably be housed in the Lanham Act project, and where families of the war workers cannot afford the basic rent established for the Lanham Act project at the fair rental value, they should preferably be housed in the FPFA-aided project.

E. Waiver of Eligibility Requirements - In the event that Lanham Act projects cannot be completely filled with eligible war workers and their families, a complete report should be immediately sent to the Regional Office. No action should be taken with respect to any such situation until instructions are received.

Association, the Central Labor bodies and any other such local agencies, informing them of the program and asking their cooperation in achieving widespread understanding of the program.

B. Taking Applications

When an applicant comes to the Tenant Selection Office he may have with him his Certificate of Employment completely filled out by his employer. His application can then be completed using APPLICATION - SUMMARY FOR WAR WORKERS, Form FPFA 1060 (see pages 351 and 352).

If the applicant does not have a Certificate of Employment, one should be given him to take to the personnel department of the plant. If suitable arrangements have been made, verification of employment in a war industry may be made by telephone. In any event, the application should be taken subject to employer certification.

The application should be classified as Eligible (E), Ineligible (I), Pending (P), or Withdrawn (W), depending upon the factors involved. Eligible applications are selected for leasing according to the established order of acceptance for the development.

It is not necessary to obtain commercial credit reports, social service clearings, or to verify credit of war workers, nor to determine rent-paying ability based upon past records.

C. Verification

Whereas in the regular low-rent housing program eligibility is determined after a thorough study of the income of the entire family and the housing conditions, the principal factor upon which admission of war workers is based is employment by a member of an applicant family as a war worker in a Designated Plant.

A home visit is made only to determine that the residence of the applicant is as stated, or, if the family's need for housing is predicated upon over-crowding, et cetera, to verify that the facts are as stated. Obviously, it is not necessary to visit the out-of-town family domicile of in-migrant workers nor to verify the earnings of other members of the family in such cases; nor need visits be made if documentary evidence is available, such as an eviction notice, or a certificate from a trailer camp, or hotel manager.

While a statement of the income of wage earners other than war workers is obtained on the application, such income need not be verified except:

1. When rents lower than the basic project rents are indicated.

RENTING AND LEASING FOR FAMILY DWELLINGS

I. GENERAL

Determination of eligible applicants will be made in accordance with instructions previously set forth in this chapter. It is the purpose of this section to provide guidance concerning certain techniques which will be found helpful in securing and placing applicants, and to outline procedures to be observed in renting and leasing.

The management program for each development will specify the types of tenants eligible for that particular development, and the order of acceptance in which the various categories may be taken.

The procedures for securing eligible tenants fall into two general categories: those applicable to civilian war workers, and those applicable to Army and Navy personnel, both military and civilian.

II. CIVILIAN WAR WORKERS

A. Sources of Eligible Applicants

When plants in a locality have been designated as essential to the war effort and housing is programmed for their employees, the assistance and cooperation of the personnel departments of these "Designated Plants" should be sought. The nature and scope of the program should be fully explained to them. Where possible, the employer should be made to recognize his responsibility in referring his employees to the development with the appropriately filled out form. This certification is accomplished by CERTIFICATE OF EMPLOYMENT, Form FPFA 1052 (see page 349), which should be explained and copies left with personnel heads, together with any available literature, in order to effect a better working relationship. Contacts should also be made with local workers' union officials. These officials are usually receptive and helpful.

Conferences should be held with the local press and radio, informing them of the program and the date on which the office will be opened for applications. Full information should be released on rents and income limits when established, number and type of dwellings, and whatever is available on tenancy and occupancy regulations. It may also be possible to secure radio "spot announcements," morning and evening, and to enlist the services of some writer who will run a series of press stories, explaining the war housing program and the necessity for preferring immigrant civilian war workers.

The local authority should confer with the heads of the Homes Registration Committees, local Real Estate Boards, the local Manufacturers'

2. In those cases in which it is necessary to delineate the market between public and private housing.
3. For FPFA-aided projects where legislation requires that income limits be established (see bottom of page 327).

In determining family income, income derived from wages may be estimated by securing data from the plant on the typical weekly earnings of employees of the same industrial classification in that plant, and multiplying the typical weekly earnings by the number of weeks of probable employment.

Increased earnings resulting from "up-grading" or change of the occupational status of the applicant war worker should not be anticipated unless it is certain that the change will occur during the first year of the applicant's residence in the project, since income will be reexamined at the end of such year.

III. ARMY AND NAVY PERSONNEL

In the case of developments programmed for occupancy primarily by Army and Navy military or civilian personnel, preference shall be given to in-migrant civilian war workers, but the Commanding Officer of the reservation, post, or base served by the development will be responsible for the selection of applicants as tenants in the development. Suitable arrangements shall be made for notification to the Manager of personnel selected as tenants, by a memorandum to the Manager, by preparation of RENTAL CERTIFICATE, Form FPFA 1054, or by some similar device.

IV. OCCUPANCY STANDARDS

Rigid occupancy limits for war housing are not practicable, as this program must retain sufficient elasticity to fit the needs of the families to be housed. Occupancy limits must be kept flexible, in contrast with the permanent low-rent housing program where families must be selected to fit specific dwellings for which definite occupancy standards have been established.

The maximum and minimum number of persons to occupy any size and type of unit must be limited in order to avoid over-crowding and space waste, but such limits should be considered as flexible to meet changing conditions and be adapted to cover exceptional individual cases.

The number of persons permitted to occupy each bedroom shall be determined by the bedroom's capacity to provide for adequate furniture and healthful, comfortable sleeping arrangements, giving consideration to the age, sex and relationship of the members of the family. Families should be assigned to the smallest available unit which is suitable to their needs, and each bedroom shall be occupied by at least one person. Except in the case of one-bedroom units, use of the living room for regular sleeping purposes should be avoided.

The group of persons to occupy a dwelling must constitute a natural family or a cohesive family group, except that lodgers will be permitted under certain circumstances as outlined below. Except in the cases of Army and Navy off-post developments, dwellings may not be rented to a person living alone.

"A natural family or a cohesive family group" may include (1) dependent relatives or other dependents clearly established as an inherent part of the family group, (2) working adults known to have regularly lived as an inherent part of the family group, whose earnings are an integral part of the family income and whose resources are available for use in meeting family expenses.

Where there is an acute need in a locality to house war workers in excess of the number of family dwellings provided, families occupying larger dwellings than needed for the family use should be required to take in lodgers. Where the need is not acute, families assigned units larger than they require for family purposes may be permitted to take in lodgers with the prior approval of the manager. Lodgers must be war workers and must be approved by the manager before admission to the development.

The amount paid by lodgers for room and board (but not the income of the lodgers) should be included in determining family income. No additional charge over the basic rent should be made if lodgers are taken, but if the family is paying less than the basic rent, the rent to be paid should be based on the total family income, including the amount paid for room and board by the lodger.

The maximum rent to be paid by lodgers must be approved by the manager. Where OPA maximum rent regulations are in effect, this maximum rent must comply with the OPA regulations. Individuals housed as lodgers should be assigned sufficient space to allow one bedroom per person, except where they express a willingness to double up, in which case two persons per bedroom may be permitted.

A record should be maintained by the management on all lodgers. The name of the lodger, address, name of employer, anticipated annual earnings, marital status, weekly or monthly rent paid, name of tenant family, and the name of the person with whom the room is shared, are to be recorded. In addition, the manager should record whether the lodger will bring his spouse or other relatives to spend week ends with him and the extra charge, if any, to be made therefor by the tenant family.

V. APPLICATION RECORDS AND CONTROLS

The process of securing applications and selecting eligible applicants necessitates accurate records of the receipt and disposition of each application. The following forms and procedures are provided for this purpose:

the "Des. P" column. The local authority or managing agency will determine which industries in the locality are engaged in war production but have not been included on the designated list. A list of such plants will be prepared and supplied the interviewer as a guide in filling out this Section. Checks will be made in the "War" and "N-War" columns in accordance with these determinations. Note that whenever a check appears in the "Des. P" column a check must also appear in the "War" column.

5. Social Security or Other Identification Number - Record the wage earner's Social Security Number or other identifying information, such as the name of the immediate supervisor or clock-badge.
6. Employed From - Record date present employment began in following manner, - "3-20-42."
7. Pay Rate Per - Enter on the first line the base rate of pay, such as "70¢" or "\$15," and on the second line enter the period covered by such pay rate, as "hour" or "week," et cetera.
8. Actual Earnings Last Week - Enter in this column the actual total earnings of the worker in the week preceding the date of application. If, however, the earnings in the preceding week vary significantly from previous weekly earnings, enter the usual weekly pay check. This information serves as a check on data obtained from the plant as to typical weekly earnings.
9. Estimated Amount Next Twelve Months - On the basis of information in items 7 and 8 estimate the total amount of earnings for the next twelve months. The estimated income of family members derived from earnings may be estimated by securing from the plant data on the typical weekly earnings of employees of the same industrial classification in that plant and multiplying the typical weekly earnings by the number of weeks of probable employment.

Increased earnings resulting from "up-grading" or change of the occupational status of an applicant war worker should not be anticipated unless it is certain that the change will occur during the first year of the applicant's residence in the project, since income will be reexamined at the end of such year.

- B. Other Income of Members of Family - Specify the amount received per month or per year and the source of this income, identifying the

person receiving the income by entering the appropriate number from Sec. I(A) and indicating the source such as "pension," "insurance," "lodgers," et cetera. Only the amount paid by lodgers for room and board is to be included in determining family income.

- C. Deductions - Record the exact nature of all allowable deductions and data essential to verification (see page 117).
- D. Summary - Enter in items 1 through 5 a summary of the data from Sections B and C. Note that the total earnings of family members is brought down from "A," and is, of course, to be included in total income.

Section III - In-migration and Housing Data

- A. Date War Worker's In-migration _____. From Where _____. Distance _____ miles - Record the date the war worker first came to the locality. Enter the name of the locality from which the war worker came and its approximate distance from his place of employment.
- B. Is War Worker Now Living With Family? - Enter "yes" or "no." If worker is not living with his family, this section will be completed upon answering "C" and "D." If entry is "yes," answer all items.
- C. Address of Family - If answer to "B" is "no," record the address of the war worker's family.
- D. Distance of Home from Work - _____ Miles; Common Carrier Available; _____ Time for Round Trip _____ minutes; Cost of Round Trip _____ \$ - Enter the number of miles that the applicant must travel from his family home to reach his place of employment. Indicate by "yes" or "no" whether the applicant can travel this distance by common carrier. Enter the time required and cost of a round-trip by common carrier. This item is to distinguish between "accessibility" and "inaccessibility" of the family dwelling to the place of employment. If family dwelling is in Chicago and applicant is employed in Seattle, obviously it is not necessary to record time and cost of round-trip. However, if family resides in Washington and applicant is employed in Baltimore, the 1½ hours consumed in and the \$1.50 cost of round-trip should be recorded.

(The following items, E and F, are to be filled in only for war workers now living with family):

- E. Date of Family In-migration - Enter the date on which the family of the applicant war worker came to the locality.

F. Present Family Housing - These items apply to the housing occupied by the applicant war worker and his family.

- 1 Rent per mo. \$ _____ Utilities \$ _____ Total \$ _____ - Enter the monthly rental of the family dwelling. If rental includes utilities, enter "Inc" (included) in the space provided for utility cost; if rental does not include all utilities, enter the average monthly cost to the applicant family of the utilities which must be provided. In computing the average monthly cost of utilities, take into account the fact that certain costs as heat and possibly refrigeration are seasonal. Enter the total monthly payment for rent and utilities.
2. If temporary shelter; - Check appropriate space if the family lives in a trailer, tent or other temporary quarters. If not a trailer, tent or shack, describe briefly in "other."
3. If temporary arrangements: Describe - This applies to make-shift arrangements or any conditions of a temporary nature. While item 2 refers to temporary housing structures per se, item 3 refers to housing which is temporary only for the applicant's purposes such as a rooming house, a hotel room or living arrangements which preclude normal family life. Describe these temporary quarters or arrangements.
4. Housing Conditions - Specify the number of rooms actually occupied or used by the tenant family. Indicate the family facilities which the present dwelling lacks, such as cooking facilities, sink in the kitchen, private bath and toilet, laundry, et cetera. Also indicate which of these facilities are shared with one or more other families.
5. Forced to Move - If the applicant family is forced to move from its present dwelling, specify the date on which family must vacate and the reason for moving as "house sold," "landlord wishes to occupy house himself," "dwelling to be demolished," et cetera.

Verification and other data establishing the eligibility of the applicant family should be recorded on the back of the application. The basis for computing the family income should also be shown. The date and name of the person making these determinations are to be entered in the spaces provided.

SUMMARY - VERIFIED INFORMATION - The space on the right of the application form is designed to record verified information so summarized as to show the basis for final selection.

The application number is to be filled in from the Application Register (Worksheet A - Form 841W). The name may be inserted at the

time the application is taken. "Class" indicates the disposition of the application into the Eligible, Ineligible, Pending or Withdrawn classifications.

When assignment of a dwelling to the applicant has been completed, "Assignment" data are to be filled in. The number of the dwelling, the number of rooms it contains and the standard or "basic" rent for the dwelling are to be entered in the spaces provided. In the space "Tenants Rent:Fixed at _____," the rent to be paid by the tenant should be recorded. Should this rent be "standard," the entry will be the same as on the line above; if the tenant's rent falls into one of the grades, the grade should be specified as "A," or "C," et cetera; should it represent a grade plus a surcharge, the grade and the amount of the surcharge should be shown as "Grade X Surcharge \$10." When the rent is not graded nor a surcharge made, zeros (0) should be entered in these spaces.

Required Number of Lodgers - When a larger unit is assigned than is needed by the family group, such families will be required to take in lodgers who are war workers and who have been approved by the Manager. The number of lodgers approved by the Manager to reside in the dwelling assigned should be recorded in this space.

Summarize, as indicated by the break-down, the data from Section I (A) and record the size of dwelling required to house the approved occupants in accordance with the occupancy standards adopted for the development.

Record the verified estimate of income for the next twelve months for each person listed in Section II (A) and the verified amounts for items in Summary (D). Compute Total Net Estimated Income for Next Twelve Months.

Housing Need - If it has been determined that the applicant war worker is not living with his family, and that the family dwelling is not accessible to the place of employment, check (X), In-migrant (1) not with family - Family home inaccessible.

If the applicant lives with his family and it is determined that this residence is inaccessible, check item 2(a). If the applicant lives with his family and the housing is temporary [items (2) or (3) - F, Section III] check item 2(b); check item 2(c) if applicant and his family are forced to move [Section III F(5)]. If the residence of the applicant and his family is not "inaccessible" to the war industry, and applicant is thereby classified as a "resident" check 3 if the housing is sub-standard as indicated by Section III F(4).

Check in the appropriate column, whether the applicant is eligible or ineligible for residence in the development from the standpoint of citizenship, family composition, employment, and housing need.

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Enter in the space "Order of Acceptance," the factor on which action is to be predicated as "In-migrant - Vital," "Resident - Essential," et cetera, indicating the number (1 to 12) designating the order of acceptance (see page 330).

Recommendations and the names of the persons verifying and approving data, with the dates of verification and approval, are to be recorded in the spaces provided.

C. Application Register, Work Sheet A - Form 841W

This register serves as a permanent and consecutive record of war applications and as a work sheet. As an application is received it should be recorded on this register, along with the date, and assigned the next consecutive application number. This consecutive number is to be entered in the space provided in the upper right-hand corner of Form FPFA 1060. For detailed instructions on preparation of Work Sheet A for Form FPFA 841W, see page 371 .

D. Control Card - Form FPFA 1051

At the time that the application is received, a CONTROL CARD, Form FPFA 1051, should be prepared. This card has two purposes; to serve as a master file identifying all applications, and as a control file for locating any application folder in whatever stage of processing it may be.

The date, the name, address, application number, race of applicant, and where possible, the name of development for which application is made, are to be filled in as the applicant is received. After the applicant has been interviewed and the application classified, the unit size required, the classification, and the appropriate number (from 1 to 12) of the Order of Acceptance should be entered on the Control Card. If the application is approved for leasing, entries should be made showing the date of approval and by whom such approval was given. After leasing, the date of the lease and the number of the dwelling assigned should be entered.

Whenever a folder is removed from the files, entries should be made on the back of the Control Card, showing who has the folder, for what purpose and the dates of removal and return.

E. Filing

A filing system should be designed to locate any folder quickly. Clear designations and accurate filing are essential. The following breakdown should be used: Development, Unit Size, Classification (Eligible, Pending, Withdrawn and Ineligible), Employer, and Order of Acceptance. Where the volume of applications is not enough to require the use of separate file drawers for each category, file guides should be used to separate the section.

A right-cut legal-size folder should be used. The name of the applicant (last name first) and number of the application should be typed or printed on a gummed folder label. Different colored labels may be used for White and Negro. A block similar to that shown below should be printed on the outside of the folder at the upper right. All information necessary for accurate filing should be entered. A rubber stamp may be substituted for the printing.

Development _____
Unit Size _____
Classification _____
Employer _____
Order of Acceptance _____

F. Home Visits

Unless documentary proof is offered by the applicant, it may be necessary to make a home visit to determine that the residence of the applicant is as stated. If the family's acceptance is predicated upon over-crowding, et cetera, or other substandard factor, a home visit must be made to verify that the facts are as stated.

VI. SELECTION FOR LEASING

As applicants are selected for leasing according to the established order of acceptance, they are to be recorded on a "Register of Applications Selected for Leasing" form, using Work Sheet B for Form FPFA 840-W or similar form for the purpose. At the same time, RENTAL CERTIFICATE, Form FPFA 1054, is to be made out in triplicate for each family selected for leasing. A form letter is to be sent to such families notifying the family of acceptance for leasing, and requesting that the applicant come to the management office at an appointed time to select a dwelling and sign a lease. One copy of the Rental Certificate should be enclosed with this letter; a second copy is to be retained in the rental office to be filed by date of appointment to select a dwelling, and used as a tickler file. In the case of Army and Navy off-post housing developments, the third copy of the Rental Certificate is to be sent to the Commanding Officer for his files, after the family moves in.

As families come in to select a dwelling, the duplicate copy of the Rental Certificate is to be removed from the file. The unit size required by the family will have been recorded on the Rental Certificate and assignments are to be made on the basis of the occupancy principles outlined on page 335. Certificates remaining in the file at the end of each day will indicate which families have failed to keep their appointments. Families who fail to keep their appointments, and who fail to contact the office within a reasonable length of time, or who do not respond to a second notice, should be notified that their Rental Certificate has been cancelled.

VII. LEASING

It is desirable that the Manager, or his designated assistant, take sufficient time to talk with the selected family to establish a clear understanding of the lease terms, the basis upon which eligibility for residence in the development is determined, the necessity for annual re-examination to determine continued eligibility, et cetera.

It is important, also, to emphasize the necessity for prompt payment of rent and other charges, for keeping the dwelling and lawns in good condition, and for showing consideration for neighbors. The Manager may also wish to inform the family regarding the availability of facilities for health, welfare and recreation in the development, or in the community. Such an interview furthers the establishment of a friendly and cooperative tenant-management relationship.

Several days before the family is scheduled to move in, the Manager should arrange for final inspection of the dwelling to make sure that it is clean, and that all of the equipment is in good working order.

Before the family actually moves in, rent for a full month is to be paid to the cashier and receipted for in the management office according to the established accounting procedure, and the keys turned over to the tenant.

The number of dwelling leases to be prepared for each tenant should be determined in accordance with the following instructions.

A. Projects Operated under Contract of Agency

Local housing authorities operating war housing projects under contracts of agency shall prepare all dwelling leases in an original and two copies. The original of each of the copies must be signed in ink by both the tenant and the Manager or other authorized representative of the Authority. The original copy of the lease shall be transmitted directly to the Audit Division, Contract Service Section, General Accounting Office, Washington, D. C.

With each group of leases there shall be transmitted a letter prepared in an original and three copies, containing the following data: the development number, name and location of the development, the lease number, date of the lease, name of the tenant, and the tenant's account number or dwelling number.

Concurrently with the transmittal of the leases to the General Accounting Office, a copy of each transmittal letter shall be forwarded to the Federal Public Housing Authority, attention of the Director of the Finance and Accounts Division, Longfellow Building, Washington, D. C., and to the FPFA Regional Office, attention of the Assistant Regional Director for Project Management. The duplicate copy of all leases, and copies of the transmittal letters shall be retained by the local authority. The triplicate copy of the lease should be delivered to the tenant at the time the lease is executed.

Lanham Act projects which are operating under the former FWA rental policy shall continue to use the present dwelling lease form (similar to FWA Form DHM-3) which provides for shelter rent only, with a separate charge being made for utilities.

Projects which have adopted the FPFA rental policy, and which are operated under contract of agency, shall use the revised lease form, which provides for a gross rent including the cost of any utilities furnished. Sample copies of the appropriate revised lease form will be distributed to local housing authorities.

B. Projects Operated under Lease Agreement

Local housing authorities operating war housing projects under lease agreement may determine locally the form and the number of copies of dwelling leases to be prepared for each tenant. The original of each lease shall be retained in the management office, and a copy shall be given to the tenant. Other copies may be made if it is considered desirable.

VIII. OCCUPANCY RECORDS AND CONTROL

Prior to leasing, a SPACE INVENTORY card, Form FPFA 1104, is to be made out for each dwelling unit. Cards for vacant dwellings should be filed in a "Vacancy" file, according to the unit number or types of dwelling unit. Cards for dwellings leased, but as yet unoccupied, should be filed in a "Pending Occupancy" section or flagged to indicate that the dwellings are leased but not yet occupied. As each tenant takes possession, this should be recorded on the SPACE INVENTORY card, and the card for that dwelling transferred to an occupancy file and filed by dwelling number. Early copies of the Space Inventory card, called Specimen Form No. 37, carried a line labeled "Account No." in the upper-right hand corner. As currently defined, Account Numbers and Dwelling Unit Numbers are now synonymous. If old forms are used, the dwelling number should be entered in this space. Dwelling No. _____ has been substituted for Acct. No. _____ in revised forms.

Proper maintenance of this record will present the occupancy history of each dwelling unit and will give an accurate internal check with the Accounts Section as to the total number of vacancies each month.

Developments using the Occupancy Record card supplied by the Division of Defense Housing, FWA, may continue to use this form until the existing supply is exhausted, at which time the Space Inventory form should be substituted.

In addition to the Space Inventory file, additional controls are generally necessary during the period of initial leasing and occupancy. One such, a rental guide, may be provided by the use of a site plan, showing the location of individual dwellings by unit number and address.

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Dwellings of different size should be indicated by different colors. By the use of colored pins the site plan serves to indicate the number of dwelling units available for leasing, those leased but as yet unoccupied, and the number of occupied dwellings. For speedy identification of dwelling sizes, the Space Inventory card may be printed on colored stock to conform to the colors on the site plan.

In very large projects, a master moving schedule, using Form FPHA 1056, should be prepared to serve as a control of moving assignments. By reference to it, the number of families using the driveways, entrances and stairways at any one time may be regulated, thus avoiding confusion and congestion. Such a schedule should be prepared weekly during the period of initial occupancy. As assignments are made, the dwelling unit numbers for which moving time is scheduled should be entered in the squares provided. As dwellings are occupied, a line may be drawn through the assignment to indicate completion of the move.

FPHA 1052

(NAME OF DEVELOPMENT)
(LOCATION)

CERTIFICATION OF EMPLOYMENT IN WAR INDUSTRY

I certify that _____ is employed at

_____ and is engaged in war work.

OCCUPATION CHECK OR BADGE NO. S. S. NO. PAY RATE \$ _____
Per _____

DATE _____ SIGNED _____
POSITION _____

FPHA 1054

(NAME OF DEVELOPMENT)
(LOCATION)

R E N T A L C E R T I F I C A T E

Date _____ 19__

Mr. _____, Mrs. _____, and sons,

ages _____, daughters, ages _____ and,

have been approved to lease a dwelling of not less than _____ rooms or more

than _____ rooms, at a monthly rental of \$ _____.

(Housing Manager)

Appointment date _____ 19__

Premises rented - - Address _____ Unit No. _____

No. rooms _____ Rent \$ _____ Occupancy Date _____ 19__

Remarks _____

By _____ Date _____ 19__

APPLICATION FOR FAMILY DWELLING IN WAR HOUSING PROJECT

Development _____ Number _____

Name of applicant war worker _____

Address _____

Race _____ Citizenship _____ Naturalization date _____

In case of accident notify: _____

SUMMARY - VERIFIED INFORMATION

Application no. _____

Name _____

Class _____ Class _____ Class _____

ASSIGNMENT

Dwelling assigned: # _____

No. rooms _____ Standard rent _____

Tenants rent: Fixed at _____

Grade _____ Surcharge _____

Required number of lodgers: _____

I OCCUPANTS: A. Persons who will live in dwelling: (list family before lodgers)

1. No.	2. Name	3. Relationship	4. Sex	5. Age	6. Occupation or status
#1		Applicant			
2					
3					
4					
5					
6					
7					
8					

B. Is baby expected? _____ When? _____ Remarks: _____

C. Is day care needed for children? _____

Family by age	Male	Fem.	Tot.
Under 4			
4-5			
6-11			
12-14			
15-17			
18-21			
Over 21			
Total family			
Present lodgers			
Total occupants			

Size unit required _____

II EMPLOYMENT AND INCOME OF MEMBERS OF FAMILY: A. Employment and earnings:

1. No.	2. Name and address of employer	3. Employer's product or service	4.			5. S.S. or other identification number	6. Employed from	7. Pay rate per week	8. Actual earnings last week	9. Estimated amount next 12 months	Estimated income next 12 months
			a.	b.	c.						
#1											
Total earnings											

B. Other income of members of family: _____		D. Summary	
1. Rec. from lodgers		1. Rec. from lodgers	
2. Other income		2. Other income	
3. Gross income		3. Gross income	
C. Deductions: _____		4. Less deductions	
		5. Total net income	

III IN-MIGRATION AND HOUSING DATA:

A. Date war worker's in-migration _____ From where _____ Distance _____ miles

B. Is war worker now living with family? Yes No (If "No", answer "C" and "D" only)

C. Address of family _____

D. Distance of family home from work _____ miles; Common carrier available: _____
Time for round trip _____ mins.; Cost of round trip _____

E. Date of family's in-migration _____

F. Present family housing: 1. Rent per mo. \$ _____ Utility cost \$ _____ Total \$ _____
2. If temporary shelter: Trailer Tent Shack Other _____
3. If temporary arrangements: Describe _____
4. Housing conditions: No. rooms _____ Facilities shared _____
Facilities lacking _____ Other _____
5. Forced to move: Date _____ Reason _____

Housing Need (check one)

In-migrant

1. Not with family: Family home inaccessible

2. With family:

a. Family home inaccessible

b. Temporary housing

c. Forced to move

Resident 3. Substandard

	Elig.	Inelig.
Citizenship		
Family Comp.		
Employment		
Housing need		

Order of Acceptance _____

Recommendations: _____

Verified by: _____

Date: _____

Approved: _____

Date: _____

I understand that this is not a contract and does not bind either party. I do hereby certify that the above is correct to the best of my knowledge and I have no objection to inquiries for the purpose of verification.

Date _____ Signed _____

(reverse of FPHA 1060)

RESUME OF FINDINGS RE HOUSING NEED: (Check and describe applicable item)

1. Out of town: (Explain situation)

2. Inaccessible to work: (Explain)

3. Temporary Housing: (Describe)

4. Forced to move: (Note documentary evidence)

5. Substandard: (Indicate condition of structure; No. rooms and persons in unit; facilities present, conditions; No. families and persons using, etc.)

6. Other:

BASIS ON WHICH INCOME WAS COMPUTED: _____

Date _____ 19 ____

Signed _____

GENERAL REMARKS: (State applicant's plans for moving into the development, time and date, or clarify and expand above statements as required.)

Date _____ 19 ____

Signed _____

FRONT

Name _____		Application No. _____			
Address _____		Date _____		White ____ Negro ____	
Development _____			Unit Size _____		
Classifi- cation	By Whom	Date	Order of Acceptance	By Whom	Date
Approved	By Whom: _____		Date _____		
LEASED	By Whom: _____		Date _____		Dwelling No. _____
Remarks: _____					
FPNA 1061					
CONTROL CARD					

REVERSE

ASSIGNMENT OF FOLDER							
CHARGED TO	PURPOSE	DATE		CHARGED TO	PURPOSE	DATE	
		Taken	Ret'd			Taken	Ret'd

PPHA 1104
7-7-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

ACCOUNT No. 216
PROJECT NO. 4092

SPACE INVENTORY

COMMERCIAL

DWELLING

STORE _____

TYPE _____

OFFICE _____

NUMBER OF ROOMS 4

GAHAGE _____

DWELLING No. 216

DESCRIPTION:

Address: 112 First Street

Rate	Name	From	To	Remarks
\$30.00	John Doe	3-14-42		

CONTINUE RECORD ON REVERSE

**RENTING AND LEASING
FOR TEMPORARY SHELTER PROJECTS**

I. GENERAL

Determination of eligible personnel and of applicable shelter rent charges will be made in accordance with the pertinent instructions previously set forth in this chapter. It is the purpose of this section to provide guidance concerning certain techniques which will be found helpful in securing and placing applicants for temporary shelter projects, and to outline policies and procedures to be observed in renting and leasing.

II. PROCEDURES

A. Certification of Employment

As the temporary shelter program was designed to provide shelter for in-migrant employees in designated war plants, it will be necessary to verify that applicants are employed by those plants.

A supply of Form FPHA 2001, "Certificate of Employment and Request for Accommodations (Trailer or Dormitory)" shall be furnished to the personnel office of the designated plant to facilitate the verification process. However, the responsibility for the selection of tenants rests with the local authority, and if the plant does not issue certificates to employees, other means of verification should be adopted. The "Certificate of Employment" should be filled out and signed by the personnel officer and given to the war worker for presentation at the project office. The manager should keep the personnel officer of the designated war plant advised of the number of units available for occupancy.

B. Taking Applications

When an applicant comes to the project office, Form FPHA 2000, "Application - Temporary Shelter Project" should be prepared. If the applicant brings with him a properly executed Certificate of Employment from a designated plant, every effort should be made to assign him to a unit at once, without the necessity of any further visit. If statements of the applicant are later found to have been deliberately falsified, this will be deemed sufficient evidence for revoking his "Use Permit."

C. Application - Temporary Shelter Project, Form FPHA 2000

This form is to be prepared for each applicant war worker. If it is determined during the taking of the application that the applicant is not engaged in designated or other essential war industries, the application need not be completed.

The application form should be printed or otherwise reproduced by the local authority. The form must be identical with the specimen copy contained herein (see page 366), in order that the Federal Public Housing Authority may obtain uniform statistical data which is essential for analysis and planning.

Form FPFA 2000 shall be prepared in accordance with the following instructions:

Type of Accommodation - Check whether the applicant is applying for a trailer, a dormitory room, or a dormitory apartment.

Date - Fill in the date the application is taken.

Applicant - Enter the following in the order given: name of the applicant, age and sex. Indicate whether the applicant is single or married or other, i.e., separated or divorced.

Previous Address - Enter the name and the locality from which the war worker came and its approximate distance from his place of employment.

Present Address - Enter the present residence of the war worker and the rent he pays for his present accommodations. This will be a daily, weekly or monthly amount depending upon his existing rent arrangements.

Time Lived in Area - Enter the number of months the war worker has been a resident in the locality.

Employment - Enter the name of the present employer of the applicant and the product manufactured or the service rendered by his employer; for example, "ships," "airplanes," "tanks," "barber," et cetera. If the employer is on the designated list for this project place a check in the box marked "Des Plant." If the product or service is essential to the war effort place a check in the box marked "War." If the product or service is not essential to the war effort, place the check in the box marked "N. War."

The local authority will determine which industries in the locality are engaged in war production but have not been included on the designated list. A list of such plants should be prepared and supplied the interviewer as a guide in filling out this section. Checks will be made in the "War" and "N. War" boxes in accordance with this determination. Note that whenever a check appears in the "Des. Plant" box, a check must also appear in the "War" box.

Badge Number - Record the wage earner's badge number or other identifying information.

Occupation - Record "Clerk," "Gardener," "Welder," et cetera.

Salary and Wages - Enter the base rate of pay, such as 70¢ or \$15.00, and then the period covered by such pay rate, such as hour or week, et cetera.

If the applicant is applying for a trailer or dormitory apartment, the names of other adults to reside with him should be entered on the line provided giving the information requested, namely, age, sex, and relationship to applicant. For "Worker" enter "Yes" or "No" depending upon whether the other adult is gainfully employed or not. If the other adult is gainfully employed, the information as to the name of the plant, product or service produced, whether the plant is a designated plant, war or non-war plant and wage rate of the other adults should be entered.

For applicants for trailer projects the number of children should be listed and the sex and age of each child should be listed as "M-10" and "M-2", "F-1."

In the applicant's certification of need for housing, the present housing accommodations of the applicant should be checked. The application should be signed by the applicant, and the name of the person not residing in the project to be notified in case of accident should be entered on the following lines.

When the assignment of accommodations to the applicant has been completed, the assignment record should be filled in showing the project to which the applicant has been assigned, the unit number, the block or building in which it is located, the rental rate, and the date on which the applicant took possession of the unit assigned. The date of withdrawal is to be inserted when the applicant leaves the project.

D. Leasing

Trailers of the 18-foot type should be assigned to families consisting of husband and wife. The 21-foot trailers should be reserved, if possible, for assignment to families with not more than two children. The large expandible trailers, where available, can house families with four children. In some cases it may be necessary to rent trailers to 2 or 3 unrelated workers of the same sex.

Dormitory apartments of one room, equipped for light housekeeping, shall be assigned first to families consisting of husband and wife, both of whom are employed in designated war plants,- then to families of husband and wife, one of whom is employed in a designated war industry.

Form FPHA 2002, "Revocable Use Permit," shall be used to authorize occupancy of trailers and dormitory rooms and dormitory apartments. This form shall be prepared in an original and three copies, all copies to be executed. The advance payment stipulated must be made before taking possession of the leased premises. The local authority, through its authorized representative, will execute all copies on behalf of the United States in those cases in which the project is operated under a contract of agency. If the project is operated under a management lease, the local authority should modify the form of "Revocable Use Permit" so that it may be executed on behalf of the local authority. The "Permit" should be signed in ink or indelible pencil.

The "Revocable Use Permit" provides for the advance payment of a weekly rental. The war worker will not be entitled to a refund of any part of the initial payment if he moves out before the end of the first week. After the first week's occupancy, it is permissible to refund unearned rent even though the occupant leaves the project of his own volition.

Occupant numbers starting with One (1) and continuing in consecutive order will be assigned by the project office to the "Revocable Use Permits." The number will be inserted in the upper right hand corner of all copies. Identical numbers are to be used on documents, receipts, correspondence, et cetera, to insure identification of each occupant. Strict attention to the use of these numbers will prevent difficulties in identifying occupants due to illegible writing, similarity of names, et cetera. Occupant numbers will consist of the official project number, i.e.--Wash-1492--followed by the consecutive number. The record of numbers shall be kept on Form FPHA 2003, "Register of Occupant Numbers Assigned."

On trailer projects this occupant number should not be confused with the account number which will always be identical to the trailer number. If a tenant moves from one trailer to another his account number will be changed to correspond with the number of the new trailer.

On dormitory projects this occupant number should not be confused with the account number which will always be identical to the room number. If a tenant moves from one room to another his account number will be changed to correspond with the number of the new room.

E. Occupancy Rules and Regulations, Trailer Projects

The following rules and regulations are recommended by the FPHA for trailer projects. To insure that each tenant will have a copy of these rules, it is recommended that they be printed on the back of the "Revocable Use Permit." These rules should also be permanently and prominently displayed.

1. **RENTALS.** Rent shall be payable weekly in advance at the Management Office.

2. **RESPONSIBILITY.** Tenants shall be responsible for the proper care and use of items in their possession and of community facilities

used by them. The tenant shall immediately report any loss or damage of fixtures and furnishings. No tenant shall attempt to make repairs of any kind. All replacements and repairs shall be made by the Management, and those resulting from carelessness or negligence shall be made at the tenant's expense.

3. **DISTURBANCES.** Tenants shall neither make nor permit any disturbing noises upon the premises by themselves, their families or friends, nor do or permit anything to be done by such persons that will interfere with the rights, comfort or convenience of other tenants.

4. **COMMUNICABLE DISEASES.** Every tenant shall report immediately to the Manager any case or suspected case of communicable disease existing among members of the tenant's household.

5. **PETS.** Tenants shall not keep cats or dogs or other pets on the premises without the consent of the Manager. Where consent is given, dogs are to be kept on leash when outside the dwelling.

6. **GUESTS.** Tenants shall not have over-night guests without the consent of the Manager.

7. **CLEANLINESS AND SANITATION.** Tenants shall not sweep dirt out of trailer doors onto the grounds. Trash and liquid waste shall not be thrown out of windows or doors or on the project grounds. Tenants shall be responsible for the cleanliness and orderliness of their units, including the trailer lot. Garbage, trash and other waste shall be deposited at least once each day in the proper trailer service unit receptacle. Garbage should be carefully wrapped in paper.

8. **HEATING.** Tenants shall furnish their own fuel for heating and cooking. Tenants shall not use any facilities for heating except those provided by the project without the written consent of the Manager.

9. **USE OF ELECTRICITY.** Tenants shall not waste electricity. Electricity may be used for the operation of radios, percolators, toasters, and clocks, but written permission to use electricity for all other appliances (such as hand vacuum cleaners) not provided by the project must be obtained from the Manager. No appliance rated at more than 500 watts shall be used.

10. **STORAGE.** Tenants shall not store materials or equipment under trailers nor shall they leave articles lying around the trailer lot.

11. **CLOTHES LINES.** Clothes will be dried or aired in the drying yards provided as part of the project facilities. Tenants shall not string clothes lines on trailer lots without permission from the Manager.

12. **INSPECTION AND REPAIRS.** Tenants shall permit Management employees to enter their trailers in an emergency or at all reasonable times to inspect and repair property and equipment.

13. **AUTOMOBILES.** Cars shall be parked only in areas designated by the Manager. Neither the tenants nor their guests shall park on project streets. Tenants shall not wash or repair automobiles on the project except in those areas designated for this purpose by the Manager. Speed limits on project streets shall be 10 miles per hour.

14. **SOLICITING.** No solicitor or other salesman shall be given access to the project premises except with the written permission of the Manager. Tenants are requested to notify the project office of violations of this regulation.

15. **FIRE HAZARDS.** Tenants shall permit nothing to be done on the project premises or bring or take anything thereon which will in any way increase the fire risk or in any way conflict with the rules and ordinances of the local fire department.

16. **LIABILITY.** The Management will not be responsible for lost or stolen personal property or for personal injury sustained on the project.

17. **OTHER.** The Management reserves the right to make such other rules and regulations from time to time as it may deem needful and appropriate for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all tenants.

F. Rules and Regulations for Occupancy, Dormitory and Dormitory Apartment Projects

The following rules and regulations are recommended by the FPFA for dormitory projects. To insure that each tenant will have a copy of these rules, it is recommended that they be printed on the back of the "Revocable Use Permit." These rules should also be permanently and prominently displayed.

1. **RENTALS.** Rents shall be payable weekly in advance at the Management Office.

2. **RESPONSIBILITY.** Tenants shall be responsible for the proper care and use of items in their possession and of community facilities used by them. The tenant shall immediately report any loss or damage of fixtures and furnishings. No tenant shall attempt to make repairs of any kind. All replacements or repairs shall be made by the Management, and those resulting from carelessness or negligence shall be made at the tenant's expense.

3. **DISTURBANCES.** Tenants shall neither make nor permit any disturbing noises upon the premises by themselves, their families or friends nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other tenants.

4. **COMMUNICABLE DISEASES.** Every tenant shall report immediately to the Manager any case or suspected case of communicable disease existing among members of the tenant's household.

5. **USE OF ELECTRICITY.** Tenants shall not waste electricity. Electricity may be used for the operation of radios.

6. **INSPECTION AND REPAIRS.** Tenants shall permit Management employees to enter their dormitory rooms in an emergency or at all reasonable times to inspect and repair property and equipment.

7. **AUTOMOBILES.** Cars shall be parked only in areas designated by the Manager. Neither the tenants nor their guests shall park on project streets. Tenants shall not wash or repair automobiles on the project except in those areas designated for this purpose by the Manager. Speed limits on project streets shall be 10 miles per hour.

8. **SOLICITING.** No solicitor or other salesman shall be given access to the project premises except with the written permission of the Manager. Tenants are requested to notify the project office of violations of this regulation.

9. **FIRE HAZARDS.** Tenants shall permit nothing to be done on the project premises or bring or take anything thereon which will in any way increase the fire risk or in any way conflict with the rules and ordinances of the local fire department.

10. **LIABILITY.** The Management will not be responsible for lost or stolen personal property or for personal injury sustained on the project.

11. **BREAKAGE.** The tenant will be responsible for the loss, breakage, and repair of any project item when it is determined that the replacement or repair was necessary because of his carelessness or negligence or the carelessness or negligence of his guests. The Manager will make the replacement or repair and charge the value or expense to the account of the war worker.

12. **PETS.** Tenants shall not keep dogs or cats or other pets on the premises.

13. **GUESTS.** Tenants shall not have over-night guests without the consent of the Manager.

14. **CLEANLINESS AND SANITATION.** Tenants shall be responsible for the cleanliness and orderliness of their units. Trash, garbage, dirt, or liquid waste shall not be thrown out of windows or doors or on the project grounds, but shall be deposited at least once each day in the appropriate receptacles provided or designated by the Management.

15. **OTHER.** The Management reserves the right to make such other rules and regulations from time to time as it may deem needful and appropriate for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all tenants.

FPHA 2001
H-5-42

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

CERTIFICATION OF EMPLOYMENT
and
REQUEST FOR TRAILER OR DORMITORY ACCOMMODATIONS
(War Housing)

This is to certify that _____
(Name of worker)

assigned badge number _____ is or will be employed by and is

essential to _____
(War industry or establishment)

as _____ at salary or wages of
(Occupation or trade)

\$ _____ per _____. This employee states

that he is eligible under the conditions noted below, for a

Trailer Dormitory Room Dormitory Apartment

on the _____ Project.

Signed _____

Title _____

Dated _____

NOTE: Dormitory rooms will be provided for war workers who are single or who have no family housing problems and (1) are domiciled beyond reasonable commuting distance from the war industry; or (2) are domiciled locally under conditions below standard.

Trailers and Dormitory Apartments will be provided for families under the circumstances noted for dormitories. Only one family will be permitted to occupy a Trailer or Dormitory Apartment. The capacity of the trailer limits the family size to 4 persons. Only childless couples will be assigned to Dormitory Apartments.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

APPLICATION - TEMPORARY SHELTER PROJECT

Date _____

Type of Accommodation: Trailer Dorm. Dorm. Apt.

Applicant _____ Single Married Other
(First Name) (Initial) (Last Name) (Age & Sex) (Marital Status)

Previous Address _____ miles
(Number and Street) (City) (State) (Approx. Distance)

Present Address _____ \$ _____ per _____ months
(Number and Street) (Rent) (Time Lived in Area)

Employment _____ Des. Plant War N. War
(Name of Plant) (Product or Service) (Type of Worker)
_____ \$ _____ per _____
(Badge No.) (Occupation) (Salary or Wages)

THIS SECTION FOR TRAILERS AND DORMITORY APARTMENTS ONLY

Other Adult: _____
(First Name) (Initial) (Last Name) (Age & Sex) (Relationship to Applicant) (Worker)

If Worker: _____ Des. Plant War N. War \$ _____ per _____
(Name of Plant) (Prod. or Service) (Salary or Wages)

Number of Children _____ Sex & Age _____

I CERTIFY that I am in need of housing. At present I have--

- No housing.
- Housing not within reasonable commuting distance from work.
- Housing that is unsatisfactory or substandard.

I agree to abide by all rules and regulations established for the project.

(Signed) _____

In case of accident, please notify _____

Telephone No. _____ Address _____

ASSIGNMENT RECORD

Project _____

Unit No. _____ Block or building _____

Rental rate, \$ _____ Date of occupancy _____ Date of withdrawal _____

**NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY**

**REVOCABLE USE PERMIT
TO WAR WORKER**

The United States of America, hereinafter called the "Government," does hereby grant to hereinafter called the "Occupant," a person engaged in national-defense activities, as defined in Public, No. 849, 76th Congress, approved October 14, 1940 (as amended), the revocable privilege to occupy the following-described premises, located in the County of Clark, State of Washington, subject to the covenants and conditions hereinafter contained:

It is understood and agreed that the revocable privilege hereby granted includes only the authority to use the said premises for residential purposes of the Occupant, in accordance with such rules and regulations as may be promulgated by the Government, and that it does not authorize the Occupant to alter or change in any manner the said premises, or remove any fixtures or equipment.

The Occupant shall pay to the Government the following occupancy charges:
Dollars (\$)) upon
the execution of this permit, constituting the occupancy charge through , 194 ,
and thereafter Dollars (\$))
on of each week until this permit is revoked by the Government.

The Government shall furnish to the Occupant, during the occupancy of the said premises, as part of the consideration for the payment by the Occupant of the charges above specified, water, electricity, and such other services as the Government deems appropriate.

The Occupant shall, at all times, maintain the said premises in good and clean condition, and at the termination of this permit deliver up said premises in as good order and repair as the same are on the date of the execution of this permit, ordinary wear and tear excepted. The Occupant agrees that, if repairs are made necessary by his act or neglect or by the act or neglect of his employees or guests, the said repairs may be made by the Government and the expense thereof shall be paid by the Occupant to the Government on demand.

The Government, at its option, may, at any time, revoke this permit and the revocable privilege granted hereby, by giving three (3) days' notice in writing delivered or addressed to the Occupant at the said premises, in which event the Occupant shall receive a refund of any occupancy charge pre-paid beyond the date of the expiration of said notice. Immediately upon the expiration of such notice, the Occupant shall quietly and peaceably remove from the said premises and surrender possession thereof, and the Government may immediately or at any time after the expiration of such notice refuse access to said premises to the occupant and enter and take possession of the same and remove all persons and property therefrom, by summary dispossession proceedings or by any other suitable action or proceedings at law or equity, without being liable to damage therefor.

No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this permit or to any benefit to arise thereupon.

Dated this _____ day of _____, 194 _____

**UNITED STATES OF AMERICA.
FEDERAL PUBLIC HOUSING AUTHORITY.**

By

By
(Title)

The Occupant does hereby accept the above permit and agrees to abide by the covenants and conditions therein contained.

.....
(Occupant)

**OCCUPANCY RECORDS AND REPORTS
FOR ALL WAR HOUSING PROJECTS**

I. GENERAL

Housing authorities managing war housing developments will be required to submit to the appropriate Regional Office of the Federal Public Housing Authority the following reports relating to occupancy:

1. Report on Applications - Family Dwellings - War Housing, Form FPHA 841-W
2. Leasing and Occupancy Report - Family Dwellings - War Housing, Form FPHA 840-W
3. Occupancy Report - Temporary Shelter Program, Form FPHA 2024.

The necessary forms can be obtained from the Regional Office upon request. It is imperative that all of these reports be made to the Regional Office at the time they are due.

Information required for the certification of tenant eligibility and data needed for statistical purposes will be submitted to the FPHA on separate forms. Specimen copies of these and instructions for their use will be issued in the near future. When issued these forms will supersede Form USHA 41.

**II. REPORT ON APPLICATIONS - FAMILY DWELLINGS - WAR HOUSING,
FORM FPHA 841-W**

The Report on Applications from war workers is required in order to maintain current and cumulative records of the number and types of applications received according to a standard classification.

A. When to Prepare and Submit

This report is to be prepared and three copies submitted weekly to the appropriate Regional Office beginning on the Friday following the date the first application for a dwelling is received and continuing each Friday thereafter until the project is 95% occupied and monthly thereafter. If occupancy drops below 95%, the submission of weekly reports is to be resumed. Reports are to be numbered consecutively starting with the first report.

One report shall be made to cover the tenant selection activities for each individual development. Upon the request of the local authority, the Regional Office may approve the preparation of combined reports for several developments in one locality provided the combined report will give the required information.

B. Preparation of Form FPFA 841-W

Development - Enter in the space provided, the name and number of the project on which the report is made together with the region, city, and state in which the project is located.

Report Number - Enter the number of the current report. Reports must be numbered consecutively beginning with number one.

Week Ending - Enter the date as of which the report was prepared.

Date Initial Occupancy - Enter the date on which the first tenant moved into the development.

Date 95% Occupancy - Enter the date on which 95% occupancy of all units in the development occurred.

Status

Item 1. Number of Units of Each Size - Enter the number of dwellings of each size.

Item 2. Ready for Occupancy - Enter according to unit size the number of units that have been released by the contractor and are ready to receive tenants.

Item 3. Ready-Not Leased - Enter according to unit size the number of dwellings that are ready for occupancy but which have not been rented. This is the total of item 2 less the number of dwellings that are under active lease. (This information may be obtained from the rental department.)

Item 4. Eligible Applications - Enter according to unit size, the number of applications currently classified as eligible. Do not include applications Transferred for Leasing.

Note: An application is classified as Eligible when it meets primary requirements for admission, and remains so classified until it is transferred for leasing, unless the application is withdrawn or additional factors are found which render the applicant ineligible, prior to transfer for leasing.

Item 5. Transferred for Leasing - Enter according to unit size, the number of applications transferred for leasing from the beginning of tenant selection to date of current report. Indicate in the appropriate spaces the total number of applications from White, Negro and other families that have been transferred for leasing.

Item 6. Pending - Enter the number of applications currently classified as pending.

Note: An application is classified as Pending in the absence of information required to determine whether or not a family meets primary requirements for admission.

Item 7. Ineligible - Enter the number of applications currently classified as ineligible.

Item 8. Withdrawn - Enter the number of applications currently classified as withdrawn. Do not include those withdrawn after being transferred for leasing.

Item 9. Total Applications - The total of Items 4 through 7. Indicate in the appropriate spaces the total number of applications received from White, Negro and other families.

Housing Need - Enter according to housing need, in the spaces provided, the number of applications currently classified as eligible, and the number of applications which have been transferred for leasing from the beginning of tenant selection to date of current report. Totals for these two columns must equal totals for Items 4 and 5 respectively.

Reasons Ineligible - In the spaces provided, list the reasons for classifying applications as ineligible. Show the number of applications currently classified as ineligible for each such reason. Totals for Reasons Ineligible must equal Item 7.

Remarks - Specify problems encountered in tenant selection and efforts being made to solve them.

C. Instructions for Use of Work Sheets for Form FPFA 841-W

These suggested forms provide an accurate running record from which data for Form FPFA 841-W may be obtained. They are for convenience only, need not be submitted to FPFA, and may be changed or modified as experience indicates to meet the need of projects or to conform to administrative procedure.

1. Application Register (Work Sheet A)

Such a register may serve both as a permanent and consecutive record of applications, and as a work sheet.

Date, application number, race, and employer should be filled in for all applications. Both unit size and housing need should be checked (✓) for each eligible application. For applications classified as pending or withdrawn check only "Pending" or "Withdrawn."

To avoid error, no changes in classification should be made in this register after preliminary classification has been entered. Changes should be recorded on Work Sheets B1 and B2 (Changes of Classification).

Sub-totals of the register should be made under the last application covered in each report period.

The applications on this register must be in chronological order (1,2,3,4,5, et cetera).

2. Changes of Classification - Work Sheets B1 (Change from) and B2 (Change to)

Since classification changes are made from day to day, as applications advance in selection procedure, it is necessary that some simple, yet accurate method be set up for recording such changes.

The persons responsible for recording these changes will enter on Work Sheet B1 (Change from) the classification of the application before the change was made. He will then enter the new classification on Work Sheet B2 (Change to). The same items should be checked (✓), depending on the classification, as for Work Sheet A. For applications changed to "Transferred for Leasing" both unit size and housing need should be checked on Work Sheet B2 (Change to).

Those projects receiving applications from more than one racial group will need to add three more columns namely W/N/O, to the classification "Transferred for Leasing," on Work Sheet B2.

At the close of each weekly report period, data for Form FPFA 841-W may be obtained in the following manner:

- a. Total number of applications received and "Race" may be taken directly from the Application Register (Work Sheet A). To this should be added totals from the previous report.
- b. All other items are obtainable by this formula:
Previous report, plus totals on Work Sheet A,
minus totals on Work Sheet B1 (Change from),
plus totals on Work Sheet B2 (Change to).
Thus, Previous report / A-B1/B2 = 841W.

It will be noted that while "Employer" is listed on the Application Register, this information is not required on the 841W. This item has been included on this sample register as it is felt that the Local Authority might wish to keep a record of the number of applications received from each employer.

III. LEASING AND OCCUPANCY REPORT - FAMILY DWELLINGS - WAR HOUSING, FORM FPFA 840-W

The purpose of this report is to indicate the progress and status of leasing and to provide a current record of all leased, occupied and vacated units.

A. When to Prepare and Submit

This report is to be prepared and submitted weekly in triplicate to the appropriate Regional Office, beginning on the Friday following the selection of the first application for leasing, and continuing each Friday thereafter until 95% of the total number of units in the development are occupied. Thereafter, the report is to be submitted monthly, as of the last Friday of each month. If occupancy falls below 95%, the submission of weekly reports is to be resumed.

B. Preparation of Form FPFA 840-W

The headings for this form are to be filled out in the same manner as set forth for the headings on Form FPFA 841-W.

Item 1. Number of Units of Each Size - Self-explanatory.

Item 2. Ready for Occupancy - Enter according to unit size, the number of units that have been released by the contractor and are ready to receive tenants.

Item 3. Units Now Leased - Enter according to unit size, the number of units which are under lease, whether occupied or not, at the time of the current report.

Item 4. Units Now Occupied - Enter according to unit size, the number of units which are occupied at the time of the current report.

Item 5. Ready-Not Leased - Enter according to unit size, the number of dwellings that are available for occupancy. This is the total of item 2 less item 3.

Item 6. Leases Signed - Enter according to size of unit leased, the number of leases signed this period, whether by new tenants or to effect transfer within the project.

Item 7. Leases Cancelled Prior to Occupancy - Enter according to size of unit for which the lease was cancelled, the number of leases cancelled prior to occupancy this period.

Item 8. Move-ins - Enter according to unit size, the number of units into which tenants moved this period, whether new tenants or present tenants transferring within the project.

Item 9. Units Vacated - Enter according to unit size, the number of units vacated during the current period, whether to effect transfer within the project or to move from the project.

Item 10. Applications Transferred for Leasing - Enter according to size of unit for which the family was selected, the number of applications transferred for leasing from the beginning of tenant selection to date of current report.

Item 11. Applications Withdrawn Prior to Leasing - Enter according to size of unit for which the family was selected, the number of applications transferred for leasing which have been withdrawn after such transfer but prior to leasing.

Item 12. Total Leases Signed by New Tenants - Enter according to unit size, the number of leases signed by new tenants from the beginning of tenant selection to date of current report. Do not include leases signed to effect transfer within the project.

Item 13. Reserve - Enter according to unit size, the number of applications that have been transferred for leasing but which have not been followed by leasing or withdrawal prior to leasing. This item equals Item 10, less Item 11, less Item 12.

C. Instructions for Use of Work Sheet C for Form FPHA 840-W

This suggested form serves to facilitate the gathering of data for Form FPHA 840-W. It is for convenience only, should not be submitted to FPHA, and may be changed or modified as experience indicates to meet project needs or administrative procedures.

A. Leases Signed to Effect Transfers - Place a check (✓) for each lease signed to effect transfer, according to size of unit for which the lease was signed.

B. Leases Signed by New Tenants - Place a check (✓) for each lease signed by a new tenant, according to size of unit leased. Do not include on this line leases signed to effect transfer.

C. Leases Cancelled Prior to Occupancy - Place a check (✓) for each lease cancelled prior to occupancy, according to size of unit for which the lease was cancelled.

D. Move-ins - Place a check (✓) for each unit into which a family moves, (whether as new tenants or transfers within the project) according to size of unit into which the move is made.

E. Units Vacated - Place a check (✓) for each unit from which a family moves (whether moving out of the project or transferring within the project) according to size of unit vacated.

F. Applications Transferred for Leasing - Place a check (✓) according to size of unit for which the family was selected, for each application transferred for leasing.

G. Applications Withdrawn Prior to Leasing - Place a check (✓) according to size of unit for which the family was selected, for each application withdrawn prior to leasing.

NHA
LHA Mgt.

The number of checks under each item according to unit size should be totaled, and this number placed in the sub-total column. The sum of the sub-total should be entered in the total column. At the end of the report period, data for Form 840-W may be obtained in the following manner:

<u>840-W</u>	<u>WORK SHEET</u>
Item 3	Previous report plus A plus B minus C minus E
Item 4	" " " D minus E
Item 6	A plus B
Item 7	Same as C
Item 8	Same as D
Item 9	Same as E
Item 10	Previous report plus F
Item 11	Previous report plus G
Item 12	Previous report plus B

As this Work Sheet does not provide for a Register of "Applications Transferred for Leasing," it would be advisable to maintain one, separately, showing the name of the applicant transferred for leasing, the application number, date of transfer for leasing, and the size of unit for which the family was selected.

IV. OCCUPANCY REPORT - TEMPORARY SHELTER PROGRAM, FORM FPFA 2024

The purpose of this report is to indicate the progress and status of leasing and to provide a current record of all leased, occupied, and vacated units.

A. When to Prepare and Submit

This report is to be prepared and submitted to the appropriate Regional Office in triplicate twice each month. The first report will be prepared and submitted at the close of business the Friday of the week the first units in the development are occupied. Subsequently, reports should be prepared and submitted at the close of business on the second and last Friday of each month until 95% of all units are occupied. Thereafter it should be prepared and submitted on the last Friday of each month except that if the development falls below 95% occupancy, reporting shall be resumed on the second and last Fridays of each month.

B. Preparation of Form FPFA 2024

Enter in the spaces provided the name and number of the project on which the report is made together with the city and state in which the project is located.

Enter the number of the current report. Reports must be numbered consecutively beginning with 1. Also enter the period covered by the report.

Fourteenth transmittal of Local Authority Management Manual material. Please substitute this sheet for original pages 375 and 376

Status

A. In the project - Show under Trailers, Dormitories, or Dormitory Apartments the number of accommodations provided by the project. For trailers and dormitory apartments this number will be the number of dwelling units comprising the project. For dormitories, enter the number of beds provided in the project.

B. Ready for Occupancy - Enter the number of units or beds released by the contractor and ready to receive tenants.

C. Occupied - Enter the number of units or beds which are occupied by tenants.

D. Not Occupied - Enter the number of units or beds which are not rented to tenants.

E. Vacated - Show under the items 1 and 2 the number of units or beds vacated by transfers within the development, or by move-outs, since initial occupancy. It will be noted that item E is cumulative.

Remarks - In this space note difficulties encountered in renting, such as unavailability of furniture, equipment or supplies, or failure to receive sufficient applications from eligible persons or families.

**NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY**

**REPORT ON APPLICATIONS
FAMILY DWELLINGS - WAR HOUSING**

DEVELOPMENT

REPORT NO. _____

Name _____

Week Ending _____ 19 ____

Number _____ Region _____

Date Initial Occ. _____ 19 ____

City _____ (State) _____

Date 95% Occ. _____ 19 ____

S T A T U S	DWELLING UNITS BY UNIT SIZE					TOTAL	HOUSING NEED	ELIGI- BLE APPLS.	TRANS. FOR LEASING
	LBR	1 BR	2 BR	3 BR	4 BR				
1. Number of Units of Each Size							In-Migrant		
2. Ready for Occupancy							1. Not With Family Home Inacc.		
3. Ready - Not Leased							2. With Family		
Eligible Applications							a. Home Inacc.		
4. W _____ N _____ O _____							b. Temp. Housing		
5. Transferred for Leasing							c. Forced to Move		
6. Pending							Resident		
7. Ineligible							3. Substandard		
8. Withdrawn							TOTAL		
9. Total Applications							REASONS INELIGIBLE		
W _____ N _____ O _____							A. Non-Designated War Plant		
<u>REMARKS</u>							B. Non-Citizen		
							C.		
							TOTAL		

Signed _____
 Title _____
 Date _____ 19 ____

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY

LEASING AND OCCUPANCY REPORT
FAMILY DWELLINGS - WAR HOUSING

DEVELOPMENT

REPORT NO. _____

Name _____
Number _____ Reg. _____

(City) (State)

Week Ending _____ 19 ____
Date Initial Occ. _____ 19 ____
Date 95% Occ. _____ 19 ____

STATUS	DWELLINGS BY UNIT SIZE					TOTAL
	LBR	1 BR	2 BR	3 BR	4 BR	
1. Number of Units of Each Size						
2. Ready for Occupancy						
Current Status of Leasing and Occupancy						
3. Units Now Leased						
4. Units Now Occupied						
5. Ready - Not Leased						
Leasing and Occupancy This Period						
6. Leases Signed						
7. Leases Canceled Prior to Occupancy						
8. Move-ins						
9. Units Vacated						
Disposition of Applications Transferred for Leasing (Cumulative)						
10. Appls. Trans. for Leasing						
11. Appls. Withdrawn Prior to Leasing						
12. Total Leases Signed (New Tenants)						
13. Reserve (10-11-12)						

Specify difficulties encountered in leasing:

Signed _____
Title _____
Date _____ 19 ____

WORK SHEET C
for Form 840 W

Period Ending _____

	LBR	SUB TOT.	1 BR	SUB TOT.	2 BR	SUB TOT.	3 BR	SUB TOT.	4 BR	SUB TOT.	TOTAL
A. Leases Signed to Effect Transfers											
B. Leases Signed by New Tenants											
C. Leases Canceled Prior to Occupancy											
D. Move-Ins											
E. Units Vacated											
F. Applications Trans- ferred for Leasing											
G. Applications Withdrawn Prior to Leasing											

National Housing Agency
Federal Public Housing Authority

OCCUPANCY REPORT
TEMPORARY SHELTER PROGRAM

Name of Development _____
City and State _____
Development Number _____

Report Number _____
For _____
Period _____ to _____
(Date) (Date)

S T A T U S	TRAILERS	D O R M I T O R I E S		D O R M I T O R Y APARTMENTS
		Men	Women	
(A) In the Project				
(B) Ready for Occupancy				
(C) Occupied				
(D) Not Occupied				
(E) Vacated--Total to Date				
1. Trans. within Dev.				
2. Trans. outside Dev.				

REMARKS (Specify difficulties encountered in renting)

Submitted by _____ Date _____

OPERATING SERVICES AND EQUIPMENT FOR
TRAILERS, DORMITORIES, AND DORMITORY APARTMENTS

I. TRAILER PROJECTS

Trailers are fully equipped with the necessary furniture, electricity, and heating and cooking facilities. Separate buildings or special trailer units are provided for laundries and for lavatories. Service units are provided for garbage, trash and other waste, and for water supply. Tenants supply their own fuel for heating and cooking. Tenants will deposit their garbage, trash and other waste in receptacles in the service units, from which they will be collected at regular intervals by project labor.

Each manufacturer of trailers will furnish instruction booklets or plaques covering the care and operation of trailers and specialized trailer equipment. The Manager or some qualified member of his staff will explain these to each incoming trailer family and will give the family a practical demonstration in the use of stoves, beds and other facilities. Thorough instructions of this nature will minimize accidents, fire damage, and trailer and equipment maintenance costs caused by misuse.

Before assignment to a new family, trailers should be thoroughly cleaned, windows washed, metal polished, and mattresses and pillows aired. If there is any question from the standpoint of health and sanitation, trailers and/or their furnishings and equipment should be fumigated.

II. DORMITORY PROJECTS

A. Most dormitory projects developed by the Farm Security Administration consist of one story buildings, each housing fifty to sixty persons in single and double rooms. No water or toilet facilities are provided in the rooms, each building being provided with one or more general rooms with adequate wash basins, showers, toilets, etc. Each building has its own plant for furnishing heat and hot water.

Each dormitory room is supplied with the necessary furniture. Bed linen and towels for the majority of projects are provided through laundry and towel services. Where such services are not obtainable, these articles are purchased by the Administration.

B. Dormitories to be constructed by the Federal Public Housing Authority are to be used by individuals only. Accommodations will be in single and double bedrooms for sleeping only, with common sanitary facilities in the same building. Men and women will occupy separate buildings. Dormitories and dormitory apartments will be provided with common recreational, eating, health, and commercial facilities, unless otherwise available.

One-Room Dormitory Apartments will be designed for married couples with no children living with them. If full occupancy cannot be achieved within a reasonable time, an apartment may be occupied by two men or two women. Apartments will include very light cooking facilities, ice-box, shower and toilet.

Essential furniture, bedding, face and bath towels will be provided for both dormitories and dormitory apartments. Due to the flexibility of use, particularly of the one-room apartments, which may be occupied by married couples, two men or two women, furniture will be supplied that is essentially suitable for any of the above. The following standard equipment is provided:

Double Room, Men

- 2 beds - 3' - 3" x 6' - 4" (inside dimensions)
- 1 spring, 1 mattress, 1 pillow for each bed.
- 2 chairs
- 1 chest-desk (where chest-desks are not obtainable, 4-drawer chest will be used)
- 1 mirror
- 1 lamp (if wall bracket is not furnished)
- 1 waste basket
- 2 ash trays

Double Room, Women

- 2 single beds - 3'13" x 6' - 4" (inside dimensions)
- 1 spring, 1 mattress, 1 pillow for each bed.
- 2 chairs
- 1 dresser base or chest
- 1 chest-desk
- 2 mirrors
- 1 lamp (if wall bracket is not furnished)
- 1 waste basket
- 2 ash trays

Single Rooms

- 1 each of the above

One-Room Dormitory Apartments

- 2 single beds - 3' - 3" x 6' - 4" (inside dimensions)
- 1 spring, 1 mattress, 1 pillow for each.
- 2 chairs
- 2 chests
- 2 mirrors
- 1 lamp (if wall bracket is not furnished)
- 1 dinette table
- 2 " chairs
- 1 ice refrigerator
- 1 electric hot plate
- 1 shower curtain
- 1 waste basket
- 2 ash trays

Bed linen, blankets, hand and face towels are furnished for both dormitory rooms and one-room apartments, but dishes, cooking utensils and dish towels will not be supplied.

G. Dormitory tenants are furnished the following services, included in rent.

- (1) Beds will be made and floors and furniture dusted once each day.
- (2) Bed linen will be changed once each week under ordinary circumstances.
- (3) One clean face towel and one clean bath towel will be furnished daily.
- (4) Public spaces such as halls, wash rooms, and lounge rooms, will be kept clean and orderly at all times by the janitor.

Items Nos. 1 and 2 do not apply to one room dormitory apartments for couples - in these units, tenants will do their own housekeeping.

**ALTERATIONS AND ADDITIONS
TO FEDERALLY-OWNED WAR HOUSING PROJECTS**

I. REQUEST FOR AUTHORIZATION

In the management of housing developments, corrections in construction features sometimes become necessary. These may be of such size or character that they cannot effectively be adjusted as a part of regular development maintenance. Requests for authority and, where necessary, additional funds for the performance of such work on Federally-owned projects shall be submitted to the FPHA Regional Director, giving the following information:

- (1) A detailed description of the work required.
- (2) A full statement of justification for performance of the work.
- (3) Cost estimate.

The Regional Director will determine whether the specific items for which approval is requested are chargeable to operating funds or to capital funds, and will advise the local authority of the disposition of its request.

II. PERFORMANCE OF WORK

In the case of items chargeable to operating funds, supplementary authorizations will be made to the operating budget. The work may then be prosecuted and expenditures made in accordance with regulations applicable to the development.

In the case of items chargeable to capital funds, separate authorizations will be made from construction funds. These funds are subject to regulations pertaining to expenditure of Federal funds, and are therefore not available for expenditure in the same manner as operating funds. The work shall be performed under contracts approved by the Regional Director as the authorized Federal contracting officer. The local authority may secure bids, using U. S. Standard Form 33, INVITATION, BID AND ACCEPTANCE, in accordance with instructions contained in Attachment A, and submit the bids to the Regional Director for execution of the contract.

Records shall be maintained of labor costs, material costs, and work completed, concerning each item of work authorized.

Weekly reports of progress on work authorized to be performed on force account shall be submitted to the Regional Office as of closing

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Author:

Report:

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ATTACHMENT A

USE OF INVITATION, BID AND ACCEPTANCE,
STANDARD FORM 33 FOR SECURING BIDS ON
CONTRACTS FOR ALTERATIONS OR BETTERMENTS

Reasonable notice shall be given to all interested contractors in order to insure equitable treatment to all concerned. The local authority shall determine, by telephone, correspondence, or otherwise, the contractors who are interested in submitting bids, and transmit INVITATION, BID AND ACCEPTANCE, Standard Form 33, to such contractors.

An original and two copies, accompanied by at least one set of plans and specifications, shall be given to each bidder. If the plans and specifications are so detailed and the number of bidders so large as to make the preparation of additional sets impracticable, information may be given as to the location at which they may be examined.

If the purchase involves the performance of any service requiring the hiring of labor on the site of the project for the specific job, the following condition must be typed on Standard Form No. 33:

"The wages of every laborer or mechanic doing any part of the work contemplated by this contract, in the employ of the contractor or any subcontractor contracting for any part of said work, of the character specified in the Act of June 19, 1912 (37 Stat. 138; U.S.C., Title 40, secs. 324, 325) shall be computed on a basic day rate of eight hours per day and work in excess of eight hours per day shall be permitted upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half time the basic rate of pay."

This provision does not apply to any manufactured products, but does apply to any contract involving labor in the production of an item specifically produced under that contract.

Where a contract for construction, including maintenance and repairs, in excess of \$2,000, involves use of labor on the site of the development, a wage determination by the Department of Labor must be obtained from the Regional Director and be incorporated in the bid invitation and the contract. Where a contract for construction (including maintenance and repairs) or services for \$2,000 or less, involves use of labor at the site, the contract shall include a provision that the contractor will pay not less than prevailing wages to all his employees engaged in work at the site.

All contracts for alterations and additions to Federally-owned projects shall include the provisions in Standard Form No. 33 relating to the use of non-domestic goods, pursuant to the Act of March 3, 1922 (Public No. 428 - 72nd Congress) and prohibiting the participation of a Member of or Delegate to the Congress in the benefits of such contracts (41 U.S.C. 22).

**MAINTENANCE WAGE RATES
AND CONDITIONS OF EMPLOYMENT
ON ALL WAR HOUSING PROJECTS**

Although the statutory provision with regard to the payment of prevailing wage rates to all manual workers employed in the maintenance of projects, included in the United States Housing Act of 1937, as amended, is not applicable to housing projects operated under the provisions of the Lanham or other war housing acts, it is the policy of the FPFA that wages and conditions of work established for manual maintenance labor on these projects approximate as nearly as possible those which have been established on FPFA-aided projects.

Therefore, the following requirements have been formulated concerning wage rates, vacation, and sick leave for all war housing projects whether permanent or temporary, which are managed by Local Housing Authorities.

1. Wage Rates

It is expected that wage rates paid all manual maintenance employees will be in accordance with prevailing wage conditions in the locality of the project as approved by the Regional Director. Where prevailing wage rates for maintenance employees on FPFA-aided projects have already been established, such established wages will be used also on all Lanham or other war housing projects insofar as they are applicable.

2. Hours of Work and Overtime Provisions

Hours of work shall not exceed 44 per week. Maintenance employees required to work more than 44 hours in any week shall be entitled to an equivalent number of hours of compensatory leave any time within three months from the earliest date of overtime work at a time mutually agreeable to the employee involved and to the Local Housing Authority.

3. Leave Allowances

Annual leave privileges for Local Authority employees may be permitted to the extent regarded as the established practice in the community, and the FPFA will approve the expenditure of funds for the cost incurred by these allowances. However, allowances to maintenance employees for annual leave shall not be less than 12 days nor more than 26 days for each year's service, and allowances for sick leave shall not be less than 12 days nor more than 15 days for each year's service.

Such leave allowances will not take effect until the employee has had tenure of employment for at least 90 or more consecutive calendar

days. For less than a year's service, and for any period of 90 or more consecutive calendar days of employment, maintenance employees shall not be entitled to the full year's leave but will be entitled to 1/12 of the established yearly amount of annual and sick leave for each month of employment. As a procedural matter, annual and sick leave should be computed by accumulating 1/12 of the established annual amount monthly. Such annual and sick leave shall accumulate, provided that at the end of any year, such leave shall not exceed 60 days annual leave and 90 days sick leave.

4. Classifications of Labor

The classifications of duties of maintenance employees which are applicable to work on FPHA-aided projects, shall be used in classifications of and in assignment of duties to such employees on lowbar and other war housing projects, whether of permanent or temporary nature, insofar as they are applicable. It is recognized that some additional classifications of labor will be required on certain war housing projects.

**PREPARATION OF OPERATING BUDGETS
FOR ALL WAR HOUSING PROJECTS**

Operating budgets for FPFA-aided (including both P.A. 671 and priority) projects serving the families of war workers shall be prepared in accordance with the procedures set forth on pages 95 and 96 of this manual, using Form FPFA 848.

Operating budgets for P.A. 849, 9, and 781 projects managed for the Federal Public Housing Authority by local authorities shall be prepared by the management agency in collaboration with the regional management staff, in accordance with the procedures prescribed herein. Form FPFA 848 shall be used for family dwelling projects. Form FPFA 2020 shall be used for trailers, dormitories, and dormitory apartment projects. Pertinent information on pages 45 to 70 in this manual shall be utilized wherever applicable or practicable.

I. INITIAL ADVANCE OF FUNDS

An advance of funds shall be made pursuant to Section 7 of the lease in an amount sufficient to cover pre-occupancy and other necessary expenses incurred for management of the development prior to the time there is sufficient income from the occupancy of the development to pay operating expenses as they occur. For family dwelling projects, this advance of funds shall ordinarily be in the amount of \$30 per dwelling for developments with less than 300 dwellings, \$25 per dwelling for developments with 300 to 600 dwellings, and \$20 per dwelling for developments with 600 to 1000 dwellings. It will be necessary for the local authority to submit for approval the anticipated payroll for management and operation and a schedule of the anticipated management equipment of a non-expendable nature before receiving the advance of funds. For trailer, dormitory, and dormitory apartment projects, the local authority shall prepare a budget for the pre-occupancy period which will be the basis for the requested advance of funds.

II. PROCEDURE FOR PREPARATION OF BUDGETS

The Initial Budget for a new development shall be prepared and submitted as soon as substantially all of the dwellings in the development become available for occupancy. This Initial Budget shall cover the period beginning with the calendar quarter following the quarter in which 95% of all of the dwellings become available for occupancy and terminating on the last day of the lease period. Budgets for each succeeding lease period shall be submitted in accordance with Section 3 of the lease which requires submission for approval at least 60 days prior to the beginning of each annual extension of the lease.

Budget Forms - Budgets shall be submitted to the Regional Director in quadruplicate.

A separate budget shall be submitted for each development. Consolidation of budgets may be permitted only in cases approved by the Regional Director. All items in the budget shall be adjusted to the nearest dollar, e.g., \$1234.50 to \$1235.00 - \$6534.21 to \$6534.00.

The column headed "Actual Last Year" appearing on Form FPFA 848 and FPFA 2020 shall be used only when a full year's figures are available. Since operating budgets must be submitted sixty days prior to the beginning of the ensuing fiscal year, this figure shall consist of the latest available actual figures plus the estimated expenditure for the remainder of the current fiscal year.

Quarterly Breakdown - A quarterly breakdown of the budget figures shall be prepared on pages two and three of Form FPFA 848, or pages two and three of Form FPFA 2020, and submitted in quadruplicate with the budget. Such breakdowns shall reflect special conditions and seasonal variations on an accrual basis irrespective of cash disbursements.

Budget Justifications - Each budget shall be accompanied by supporting schedules outlining the operating program and directing attention to special or abnormal conditions affecting the budget estimates. Supporting schedules in triplicate containing the information outlined in these instructions must accompany all budgets.

Review and Approval - Operating budgets, quarterly breakdowns, and supporting schedules shall be submitted to the Regional Office for approval. If exceptions are taken, they shall be resolved promptly by conference or correspondence. The Regional Office shall render to management agencies whatever service the latter require in estimating budget items and preparing the management program and supporting schedules. The Regional Office shall forward a copy of the approved operating budget to the local authority.

III. BUDGETING OF INCOME

Supporting Schedules - The estimates of income on page 1 of Form FPFA 848 and Form FPFA 2020 shall be supported by detailed information as shown below.

Shelter rent schedule and utility charge schedule - These two items are to be filled out only for those family-dwelling projects where dwelling utilities are charged separately, as in projects for military and naval personnel. Indicate in supporting statements the number of units, rental rate, and scheduled income for each unit size. The scheduled income for both items is based on full occupancy of all available units.

Total dwelling rent schedule - In connection with all projects where utilities are not billed separately, enter the total scheduled rents based on full occupancy of all available units in this item. On projects where utility charges are billed separately, enter the total of shelter rent and utility charges.

Vacancy Loss - Vacancy loss is the difference between the scheduled income as shown in the total dwelling rent schedule and the actual anticipated income. This is to be based on experience wherever available for family dwellings. On trailers, dormitories, and dormitory apartment projects the loss may be estimated at 4% of the total dwelling rent scheduled in the absence of actual operating experience.

Non-Dwelling Rent Income - Schedule anticipated commercial rent income.

Other Income - Schedule anticipated charges or fees to be collected.

IV. BUDGETING OF EXPENSE

Supporting Schedules - The estimates of expense on page 1 of Form FPHA 848 and Form FPHA 2020 shall be supported by detailed information as shown below.

Project Office Salaries - Since most of the trailers, dormitories, and dormitory apartment projects house workers in war industries who work three shifts a day, 24-hour operation of these projects must be taken into consideration in making estimates for this item. It should be noted also that on such projects rents are paid weekly. The following information should be shown for each position on the administrative staff of the development: "Title of the Position," "Annual Salary," "Period of Employment," "Salary for Period."

Other Project Office Expense - Itemize separately the following: travel, informational expense, communication service, postage and express, supplies and stationery, printing, other.

Central Office Salaries - List the same information required for Project Office Salaries. Show only salary pro-ration of those persons who will actually perform work specifically for the project.

Other Central Office Expense - List the same information required for "Other Project Office Expense."

Legal, Fiscal and Other Fees - Such fees are not allowable on Federally-owned projects operated under a contract of agency since these services are supplied by the Federal Government. They are allowable on FPHA-aided projects and Federally-owned projects operated under a lease.

Janitorial - On family dwelling projects, the established estimating method set forth on page 46 may be used.

In trailer projects, community laundry space and public wash rooms require the services of charwomen and janitors. Until actual experience indicates otherwise, the following factors may be used in estimating the workload for these services:

Charwomen 1 for each 125 units
 (Add 23% for relief)

Note: 23% for relief is the amount considered necessary to cover 85 working days lost per year by reason of 1½ days off per week plus 7 legal holidays.

Janitors 1 for each 100 units
 1 groundsman for each 300 units
 (Add 23% for relief)

In dormitories and dormitory apartment projects the following factors may be used:

Janitors 1 for each 50 rooms
 A maximum of one night man for 200 rooms
 Add 23% for relief
 If women's dormitories, substitute charwomen for janitors.

The following information should be shown for all janitorial help: "Title of Position," "Annual Salary," "Period of Employment," "Salary for Period."

The estimated expenditure for janitorial supplies and materials should be listed.

Room Cleaning - Room cleaning is provided in dormitory projects only. Until actual experience has been accumulated the following factors may be used in estimating the cost of such service:

Maids 1 for each 40 rooms
 (Add 23% for relief)

Supervising Maids 1 for each 250 beds
 (None for relief)

Exterminating - Show cost of materials and labor if performed by maintenance staff, - terms of contract if by contract.

Refuse Removal - Show terms of contract or fee.

Watchmen - Show following information and state justification: "Title of Position," "Annual Salary," "Period Employed," "Salary for Period."

Laundry - This service is provided in dormitories and dormitory apartment projects only. This service is usually obtained on a contract basis which provides for pick-up and delivery services for the bed linens and towels. The terms of such contracts, if made, shall be stated. If not, this item may be estimated at approximately \$2.00 per person per month.

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Equipment Rental - On dormitory and dormitory apartment projects, when it is found necessary to rent equipment, prepare a schedule showing type of equipment and terms of the rental contract.

Commercial Utilities - Show cost of any utilities included in commercial rent.

Dwelling Utilities - Show the following information for water, electricity and gas usage:

<u>Utility</u>	<u>Tenant Consumption</u>	<u>Project Consumption</u>	<u>Total Consumption</u>	<u>Average Rate</u>	<u>Cost</u>
----------------	---------------------------	----------------------------	--------------------------	---------------------	-------------

In addition to water, electricity and gas, the dwelling utilities account includes heating and other utility services as defined below. It should be noted that this account includes both project and tenant consumptions.

Water - includes water used by tenants in dwelling units and community laundries, and by the development in landscape maintenance and heating system operation (see page 49).

Electricity - includes electric current used by the tenants for domestic purposes, and by the development for power and public space lighting (see page 51).

Gas - includes gas used by the tenants for cooking and refrigeration, and by the development for community laundries (see page 53). If gas is used for space heating or for the generation of hot water, such usage is included in heating.

Heating - includes fuel, operating labor, supplies and ash removal. (see page 54).

Other - includes any charges for sewerage service, the cost of ice, or other utilities in addition to those specified above.

REPAIRS, MAINTENANCE AND REPLACEMENT - In estimating repairs, maintenance, and replacements, the factors set forth on pages 59 through 67 of this Manual for 10-year R.M. & R. may be used insofar as they are applicable. The estimated expense for each of the classifications comprising "Total Repairs, Maintenance and Replacement" shall include the cost of labor plus material.

Maintenance Labor Schedule - A table should be prepared setting forth for all maintenance employees the "Title of Position," "Annual Salary," "Period of Employment," and "Salary for the Period."

Grounds - Furnish the following information:

- | | <u>Total Area</u> | <u>Total Cost</u> |
|---|-------------------|-------------------|
| (1) Landscaped Area (Include all lawn spaces) | | |
| (2) Surfaced Area (Includes playgrounds, streets drives, parking areas and sidewalks) | | |

Structures - Describe number of buildings and trailers, type of construction. This item includes total maintenance expense for roofing, sheet metal work, masonry, caulking, waterproofing, tile setting, lathing, plastering, carpentry, hardware, glazing, screens, et cetera, as set forth on pages 61 and 62 of this Manual.

Painting and Decorating - Furnish the following information:

<u>Painting</u>	<u>Number of Units or Sq. Ft. of Area</u>	<u>Type of Painted Surface</u>	<u>Type of Paint</u>	<u>Cost</u>
(1) Dwelling Units Interior				
(2) Non-Dwelling Space Interior				
(3) Exterior				

Plumbing and Gas System - Show total maintenance expense for both the interior and exterior systems. Include hot and cold water systems (water heaters), drainage and sewer systems, fixtures, piping, valves, and gas and water meters.

Electrical System - Show the total maintenance expense for both the interior and exterior systems, the latter to include street and yard standards, globes and bulbs. Also include wiring, meters and fixtures.

Heating System - Show total maintenance cost of the heating plant, distribution system and radiation. Individual unit heaters are included if installed.

Room Equipment - On dormitory and dormitory apartment projects, prepare schedules showing cost of maintaining room equipment such as beds, tables, chairs, dressers.

Ranges and Refrigerators - Show estimated number of repairs and maintenance cost.

Other Equipment - Include cost of maintaining all office, shop, playground, mobile and operating equipment.

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Community Activities - This item may be estimated in accordance with the information contained in page 68 of this Manual.

Collection Losses - One percent of "Total Dwelling Rent Schedule" amount should be ample.

Insurance - Show type of coverage, amount of coverage, and cost. Show net cost if mutual insurance is in force.

Payments in Lieu of Taxes - On FPFA-aided projects, use the amount which the local authority has been authorized to pay.

On Lanham, P.A. 9 and P.A. 781 projects, local authorities will be advised of the amount of taxes to be paid directly to the respective taxing bodies by the Federal Government. This amount shall be inserted in the budget where indicated, although their payment is made by the FPFA directly and not by the local authority. In the absence of such information, insert an amount equivalent to 15% of the scheduled shelter rent. Indicate which figures are used.

Land Rental - On most trailer and some dormitory projects, the site has been leased rather than purchased by the Federal Government. In such instances, land rental shall be shown as a separate expense item.

Reserved for R. M. & R. and Reserved for V. & C. Losses - These reserves should be set up for FPFA-aided projects as directed on page 96 of the Manual.

On Federally-owned war housing projects, these reserves are not deductible as expense items. These items, as they appear above the caption, "TOTAL OPERATING EXPENSE," should be ruled out on Form FPFA 848 when used for Federally-owned projects. However, because it is desirable to have the information for comparative purposes, the same headings should be inserted in the blank spaces provided under the caption, "NET OPERATING INCOME." Following the respective items should be inserted the amounts which represent the respective differences between the Estimated Average Annual Costs for Total Repairs, Maintenance and Replacement and for both Vacancy and Collection Loss items used on Form FPFA 1119 in determining the economic shelter rent (see pages 310 and 311), and the amounts budgeted on the Form FPFA 848 for Total R. M. & R. and for Vacancy and Collection Losses.

On the last line under "NET OPERATING INCOME" insert "COMPARATIVE NET OPERATING INCOME" and enter resulting computations in the appropriate columns.

Purchase of Equipment - Normally, original purchases of operating equipment shall be made from allotments of capital funds and charged to development cost. For original equipment purchases necessary after the development fund is closed, however, the instructions in Paragraph 361

on pages 241 and 242 of this Manual shall be observed insofar as they are applicable. Purchases which cannot be included in R. M. & R. expense shall be recorded in the budget by inserting the heading "ALTERATIONS AND BETTERMENTS" in the space above "TOTAL OPERATING EXPENSE." A complete justification should be submitted with supporting data for each item of equipment involved.

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
OPERATING BUDGET
FOR FAMILY DWELLING PROJECTS

Name of Local Authority (or Manager) _____

Development (Name and Number) _____

City and State _____

For Period Beginning _____, 194__ and Ending _____, 194__

Items	Actual Last Year	Budget	P. D. P. M.	
Shelter Rent Schedule				
Utility Charge Schedule				
Total Dwelling Rent Schedule				
Less: Vacancy Loss				
Dwelling Rent Income				
Non-Dwelling Rent Income				
Other Income				
TOTAL OPERATING INCOME				
Project Office Salaries				
Other Project Office Expense				
Central Office Salaries				
Other Central Office Expense				
Legal, Fiscal and Other Fees				
Total Management				
Janitorial				
Exterminating				
Refuse Removal				
Watchmen				
Commercial Utilities				
Total Operating Services				
Water				
Electricity				
Gas				
Heating				
Other				
Total Dwelling Utilities				
Grounds				
Structures				
Painting and Decorating				
Plumbing and Gas Systems				
Electrical System				
Heating System				
Elevator System				
Ranges				
Refrigerators				
Other Equipment				
Total Repairs, Maint. & Repl.				
Community Activities				
Collection Losses				
Insurance				
Payments in Lieu of Taxes				
Reserved for R. M. & R.				
Reserved for V. & C. Losses				
TOTAL OPERATING EXPENSE				
NET OPERATING INCOME				

No. of Dwellings _____

Prepared By _____ 194__ Approved By _____ 194__

NATIONAL HOUSING AGENCY
FEDERAL PUBLIC HOUSING AUTHORITY
**OPERATING BUDGET
FOR FAMILY DWELLING PROJECTS**

Name of Local Authority (or Manager) _____

Development (Name and Number) _____

City and State _____

For Period Beginning _____, 194__ and Ending _____, 194__

Items	Period 194__ to 194__		Period 194__ to 194__	
	BUDGET	ACTUAL SAME PERIOD LAST YEAR	BUDGET	ACTUAL SAME PERIOD LAST YEAR
Shelter Rent Schedule				
Utility Charge Schedule				
Total Dwelling Rent Schedule				
Less: Vacancy Loss				
Dwelling Rent Income				
Non-Dwelling Rent Income				
Other Income				
TOTAL OPERATING INCOME				
Project Office Salaries				
Other Project Office Expense				
Central Office Salaries				
Other Central Office Expense				
Legal, Fiscal and Other Fees				
Total Management				
Janitorial				
Exterminating				
Refuse Removal				
Watchmen				
Commercial Utilities				
Total Operating Services				
Water				
Electricity				
Gas				
Heating				
Other				
Total Dwelling Utilities				
Grounds				
Structures				
Painting and Decorating				
Plumbing and Gas Systems				
Electrical System				
Heating System				
Elevator System				
Ranges				
Refrigerators				
Other Equipment				
Total Repairs, Maint. & Repl.				
Community Activities				
Collection Losses				
Insurance				
Payments in Lieu of Taxes				
Reserved for R. M. & R.				
Reserved for V. & C. Losses				
TOTAL OPERATING EXPENSE				
NET OPERATING INCOME				

No. of Dwellings _____

Prepared By _____ 194__ Approved By _____ 194__

**OPERATING BUDGE.
FOR TRAILER, DORMITORY
AND DORMITORY APARTMENT PROJECTS**

Name of Local Authority (or Manager) _____

Development (Name and Number) _____

City and State _____

For Period Beginning _____, 194__ and Ending _____, 194__

Items	Actual Last Year	Budget	P. B. P. M.	
Total Room Rent Schedule				
Less: Vacancy Loss				
Room Rent Income				
Commercial Rent Income				
Other Income				
TOTAL OPERATING INCOME				
Project Office Salaries				
Other Project Office Expense				
Central Office Salaries				
Other Central Office Expense				
Legal, Fiscal and Other Fees				
Total Management Expense				
Janitorial				
Room Cleaning				
Exterminating				
Refuse Removal				
Watchmen				
Laundry				
Equipment Rental				
Commercial Utilities				
Total Operating Services				
Water				
Electricity				
Gas				
Heating				
Other				
Total Dwelling Utilities				
Grounds				
Structures				
Painting and Decorating				
Plumbing and Gas System				
Electrical System				
Heating System				
Room Equipment				
Other Equipment				
Total Repairs, Maint. & Repl.				
Community Activities				
Collection Losses				
Insurance				
Payments in Lieu of Taxes				
Land Rental				
TOTAL OPERATING EXPENSE				
NET OPERATING INCOME				

Total Accommodations - No. of Beds _____

Prepared By _____ 194__ Approved By _____ 194__

**OPERATING BUDGET
FOR TRAILER, DORMITORY
AND DORMITORY APARTMENT PROJECTS**

Name of Local Authority (or Manager) _____

Development (Name and Number) _____

City and State _____

For Period Beginning _____, 194__ and Ending _____, 194__

Items	Period 194__ to 194__		Period 194__ to 194__	
	BUDGET	ACTUAL SAME PERIOD LAST YEAR	BUDGET	ACTUAL SAME PERIOD LAST YEAR
Total Room Rent Schedule				
Less: Vacancy Loss				
Room Rent Income				
Commercial Rent Income				
Other Income				
TOTAL OPERATING INCOME				
Project Office Salaries				
Other Project Office Expense				
Central Office Salaries				
Other Central Office Expense				
Legal, Fiscal and Other Fees				
Total Management Expense				
Janitorial				
Room Cleaning				
Exterminating				
Refuse Removal				
Watchmen				
Laundry				
Equipment Rental				
Commercial Utilities				
Total Operating Services				
Water				
Electricity				
Gas				
Heating				
Other				
Total Dwelling Utilities				
Grounds				
Structures				
Painting and Decorating				
Plumbing and Gas System				
Electrical System				
Heating System				
Room Equipment				
Other Equipment				
Total Repairs, Maint. & Repl.				
Community Activities				
Collection Losses				
Insurance				
Payments in Lieu of Taxes				
Land Rental				
TOTAL OPERATING EXPENSE				
NET OPERATING INCOME				

Total Accommodations - No. of Beds _____

Prepared By _____ 194__ Approved By _____ 194__

INSURANCE COVERAGES REQUIRED OF LOCAL
AUTHORITIES ON ALL WAR HOUSING PROJECTS

I. FPHA-AIDED PROJECTS

The requirements covering insurance for FPHA-aided projects operated as war housing projects shall be as set forth in pages 264 through 274 of this Manual.

II. FEDERALLY-OWNED PROJECTS

A. Local housing authorities operating projects owned by the Federal Public Housing Authority should secure in the manner specified the coverages listed below:

1. Workmen's Compensation (See Page 268) - If the Authority has a workmen's compensation policy in force covering other operations, the policy furnishes automatic coverage for employees added to the local authority's staff with respect to the war housing projects. The premium for such employees will be determined by the insurance company at the periodic audit at which time a careful segregation of premium charges applicable to each project should be made.

2. Employers' Non-ownership Automobile Liability Insurance (See Page 269) - If the Authority has a non-ownership automobile liability policy in force covering other operations, the policy furnishes automatic coverage for employees added to the local authority's staff with respect to war housing projects. It should be noted from these instructions that policies in force will have a flat premium charge endorsement. As additional projects are undertaken the Authority may be requested by the company to allow a revision in the premium for the policy. In such instances an equitable adjustment is in order.

3. Automobile Liability Insurance (See Page 269) - Public Liability with limits of \$50,000/100,000 for bodily injury and \$5,000 for property damage shall be taken out on cars purchased by the local authority for use in the management and operation of war housing projects.

4. Safe Burglary and Inside Robbery - Instructions shown on Pages 269, 270 and 271 shall govern. If such a policy is in force, this coverage should be secured by endorsement to this policy. Where the mercantile form of policy is used, any exclusions with reference to United States Government funds should be deleted by endorsement.

5. Owners' Landlords' and Tenants' Public Liability - A policy written in accordance with provisions outlined on Pages 268 and 269 should be secured. The procedure outlined on Page 264, Paragraph 47 (a), Sections (1), (2) and (3) should be followed on obtaining this coverage.

6. Fidelity Bonds - All positions in which is vested the possession, custody or control of funds or property should be covered under Bond Form FPFA-874 (Revised May 19, 1942). All existing bonds, Forms USHA-874 and FWA-166E, should be rewritten on this revised form. Suggested amounts for such positions are shown on Page 271 of this Manual. Wherever possible the project against which the premium for the position will be charged should be shown on the bond schedule. It is important that all fidelity coverage be placed under one bond.

7. Messenger Insurance - Messenger Insurance (Outside Robbery) shall be secured for war housing projects operated by local authorities under management lease agreements. If endorsed to an existing policy, a 50% reduction in premium is applicable. (See Page 271 and Item B3 below).

A certified duplicate of each policy and endorsement secured shall be forwarded immediately to the FPFA Regional Office for review and approval. The coverages shall be made subject to pro rata cancellation until approved by the FPFA.

B. The following coverages are not to be carried on Federally-owned war housing developments:

1. Fire and Extended Coverage. Fire and extended coverage insurance is not to be placed on the projects or any property connected therewith.

2. Boiler Insurance. If the Federal Public Housing Authority determines that such insurance shall be carried in order to secure inspection service, advice will be sent to local authorities.

3. Messenger Insurance. Messenger (Outside Robbery) Insurance is not to be carried at projects operated under a contract of agency agreement since coverage against losses of this nature is afforded under the Government Losses in Shipment Act. (Refer to Accounting Manual).

C. Where local authorities have placed insurance in accordance with the requirements of the Federal Works Agency, the policies should be endorsed as outlined in Chapter Nine of this Manual and all references to that agency contained in the policies should be deleted.

15. ESTIMATES OF INCOME AND EXPENSE

From time to time USHA has issued Bulletins and Memoranda to assist local housing authorities in estimating average annual income and expense. Recently a study was made in the field to determine whether or not the various factors previously suggested for estimating needed revision. This section includes the result of that study and at the same time endeavors to cover the whole subject in one place. Costs computed on the basis suggested will be useful during the initial stages of operation. Later local experience will demonstrate necessary adjustments for individual developments and revisions in estimates should then be made.

To compensate for the usual fluctuations of expense in the operation of a development which occur from year to year it is necessary to prepare Estimates of Average Annual Income and Expense as well as Operating Budgets to determine the amount of United States Housing Authority annual contributions which will be required together with income from rents to operate and maintain the development.

The Average Annual Estimate is a forecast of the estimated total expenditures for administration over a period of years, divided by the number of years projected (See p. 95 and p. 89 for the Form USHA 853). The USHA requires the preparation of Average Annual Estimates for the first ten years of administration with an estimate of the additional expense anticipated for the succeeding period. Careful preparation of these estimates is essential to assist the local authority in formulating the management policies presented in the "Management Resolution." These estimates are a direct reflection in dollars and cents of the policies and standards of operation set forth in the resolution. Consequently these policies and standards must be established before final estimates are adopted. It is necessary to prepare the Estimates on an average basis since it can be anticipated that certain items of expense will vary from year to year. The use of average estimates permits the establishment of reserves for Repairs, Maintenance, and Replacements and for Vacancy and Collection Losses, the items most subject to fluctuation. During the early years the actual expenses of operation will be increased by the amount set aside for reserves. This is the difference between the actual expenditure and the average estimate for the period. During the latter periods the reserves previously established will be drawn upon to meet expenses. Thus it will not be necessary to vary substantially the amount of contributions required each year or to raise rents to

avoid requiring more than the maximum contribution.

The estimate for Average Annual Income and Expense will differ from the estimate for the annual budget. The first is used in determining financial practicability, while the latter is used as a means of operating control. The first represents an average over a number of years while the latter is redetermined at the beginning of each year as an estimate of the actual expense which will be incurred during that year.

As the development grows older, it is expected that only the items for repairs, maintenance, and replacements (RM&R) will change materially. Consequently the estimates of Average Annual Income and Expense and annual operating budgets will be substantially the same for other items. The annual operating budget for RM&R should be based on the program of repairs and replacements expected for the current year. The RM&R budget estimates for the first few years of operation will be below the average.

The Act requires that the annual contributions be strictly limited and since provision is made for reexamination of these estimates at the end of the first ten years of development administration and at five-year intervals thereafter, corrections can be made as a result of experience or changed conditions. In view of the provisions of the Act the USHA segregates the estimate for RM&R into two periods: (a) the first ten years; and (b) the succeeding forty-eight years. The application of this principle is discussed in detail on p. 60.

At the time of formulating a development it is necessary to make estimates of operating expenses in order to determine that rents can be achieved which will serve the market, and the amount of subsidy which will be required. (See section 15b, p. 46) If the local authority has other developments in operation, the estimate should be arrived at by using "per dwelling" costs based on actual experience, or if such experience is not available "per dwelling" costs based on detailed estimates for developments with completed plans and specifications where average annual estimates have been prepared. If there are no such developments in the locality, the USHA regional office will furnish the necessary information for the developments.

15a. MANAGEMENT EXPENSE

Management expense consists of salaries for the staff of the development and any allocated portion of a central office staff; legal, fiscal, and other fees; and other

management expense such as office supplies, stationery, and postage.

The largest item of expense consists of the salaries of the staff. An estimate for this item should be made by setting up the staff organization and establishing salaries for each position. (See p. 12).

Minimum, maximum, and average salary range should be established in order that increases may be given without the possibility of it being necessary to increase either the rent or annual contributions.

For the purpose of the Average Annual Estimate of Income and Expense, the sum of the average salaries, so established, should be used. The total salaries actually paid should fall within the limit of the sum of the averages established. It should be noted that under this system at no time could all employees receive maximum salaries.

Plans for conducting the annual re-examination of tenant eligibility must be made and provided for in the budget in those cases where it would be necessary to employ additional temporary personnel for this work. See p. for a fuller discussion of this subject.

In estimating legal, fiscal, and other fees, the following table of estimated fiscal agent's fees should be employed:

Develop. Cost	Est. Ann. Fiscal Agent's Fee
\$ 250,000	\$150
500,000	200
1,000,000	300
2,500,000	400
5,000,000	600
7,500,000	750
10,000,000	900

After the development reaches physical completion, it is probable that legal service will comprise attendance at authorities' meetings, advice on letting of contracts necessary to operation, collection and eviction actions, and other such services. The USHA believes that a reasonable estimate of the value of this service should not exceed the following allowance schedule:

Size of Program	Per Dwelling Per Month
100 dwelling units	15¢
400 dwelling units	12¢
1000 dwelling units	10¢
5000 dwelling units	6¢

For small programs (under 100 units) it is doubtful whether any legal expense for legal services can be borne out of the development's revenues and the Cooperation Agreement should provide for municipal assistance in this connection (see Cooperation Agreement, p. 33). The dwelling per month allowance for programs of in-between sizes should be determined by interpolation from the figures set forth above.

Other Management Expenses include: office supplies, stationery, printing, advertising, literature and pamphlets, postage and expressage, communications service, travel, etc.

(See Accounts Manual, p.) Under this category of expense should be included the account established for informational expenses in the approved informational budget, and the allowance for any library expense that may be necessary. (See p. 242) Normally Other Management Expense will approximate 30% per dwelling per month. For very small program, special analysis will be required to establish adequate allowances.

15b. OPERATING SERVICES

The items ordinarily included in Operating Services are janitorial work, exterminating, and refuse removal. In extremely rare cases, watchman service may be unavoidable and is then included in this category of costs. Commercial utilities are also included for developments with commercial space. For a fuller discussion of the items comprising this category of expense see Accounts Manual, p.

15b (1). JANITORIAL EXPENSE

The estimate for janitorial service is divided between labor and supplies.

Labor. Janitorial work should be performed by "unskilled laborers." See p. 11 for description of suggested duties. Unskilled laborers' time will usually be split and charged to various accounts. In describing janitorial work, an estimate is given of the actual man-hours of work required, including coming and going to and from the job. Prevailing wage rates vary in different localities. When deriving costs for the work-load estimated in man-hours, the rates should be corrected to the equivalent rates for actual hours worked. To illustrate, assume a 44-hour week with a total vacation and sick leave allowance of 3 weeks per year with pay and an annual rate of \$1080. The hourly rate to be used in this case would be:

$$\frac{1080}{(52-3) \times (44)} = 50 \text{ cents per hour}$$

weeks hours

Tenant Turnover. If the tenant leaves a dwelling unit in clean condition, with walls, windows, floors, range, refrigerator, and plumbing equipment in good order, the cost for janitor service will amount to about 2 man-hours per turnover. If all of the above items require cleaning by a janitor before a new tenant takes possession, about 15 man-hours will be required. An allowance of 10 percent of the dwelling units per year is a generous estimate for turnover.

Apartment House Stairhalls. It is assumed that the tenants will do all cleaning and furnish all necessary supplies and equipment for cleaning stairhalls, treads, risers, landings, railings, and walls.

Where it is necessary to use ladders or scaffolds to clean windows and walls in apartment house stairhalls, this should be performed by janitors and will require an

average of from 15 to 30 minutes per month per set of windows at each landing.

Community Laundries and Drying Rooms. It is assumed that the tenants using the facilities will do all the cleaning that is necessary in laundries and drying rooms, except that an additional scrubbing by the janitors will be needed. An inspection should be made frequently. This inspection and cleaning cost charge to janitorial expense will require about 5 hours' time per laundry per month.

Social Space. It is assumed that tenants will broom clean all inside social areas, do the necessary furniture moving, and the cleaning of cooking and eating equipment. If the social rooms are used to the fullest extent, the janitorial service should on the average consist of mopping the floors once a day, keeping the toilets clean, and washing windows once a month.

Unless the city or other agency supplies this service, approximately 30 man-hours per month per 1,000 square feet of floor area of janitorial labor will be required.

Office Space. Management offices should be given normal janitorial care, which will require 30 man-hours per month per 1,000 square feet of floor surface. This contemplates sweeping and mopping the offices on the average of six days a week. The cleaning of the office space usually must be done before or after office hours.

Lockout Service. It is assumed that a sufficient fee will be charged the tenant for this service so that no additional costs will be involved. See p. 194.

Snow Removal. Clearing snow from development walks and drives should be performed by management where the work cannot be done by either the tenants or the city. The number of snow removals per year will vary for each development. If the development has over 5 acres of planted area cared for by management, it is expected that it will have a power lawn mower for which a snow removal attachment can be obtained. Snow removal by hand, on the average, requires 6-1/2 man-hours per 10,000 square feet of area cleared for each average snowfall. If power equipment is available, 1-1/2 man-hours will be required per 10,000 square feet of surface cleared for each average snowfall. Parking areas assigned to tenants should not be the responsibility of management nor included in the budget. It is a tenant responsibility to keep parking spaces clear of trash and snow.

Ground Litter. If the development is not to deteriorate within a few years into something that, in external appearance, will very much resemble a slum or blighted area, careful consideration must be given to outdoor cleanliness. Unless waste receptacles are provided and tenants required to use them, empty cigarette packages, chewing gum wrappers, fruit peels, newspapers, string, etc., will be thrown on the ground. In

general it may be said that the design and location of the waste receptacle is of the utmost importance. USHA has developed designs and site location plans. The additional inspection by janitors to keep the public areas clean will require, on the basis of a semi-weekly service, 2 hours of janitorial service per 10,000 square feet of area serviced.

Collection of Tenant Garbage and Refuse. For row-houses and flats where garbage and refuse collection can be made either by the city or contractors direct from the individual dwelling unit, it is assumed the tenants will keep their receptacles clean. Where the collectors cannot reach the individual tenant receptacles, central points of collection should be established. Keeping the central station and its equipment clean is janitorial work and will require approximately 5 to 7 hours of labor per month per station, based on an average of 12 tenants per station and semi-weekly pick-up and clean-up.

Incinerator Operation. Where incinerators are used, janitorial services should be limited to tending the fire in the incinerator and removing the ash to a point where it can be removed from the development. This will require on the average about 8 hours per incinerator per month, based upon firing the incinerator every day and removing the ashes.

Supplies. The item of janitorial supplies is relatively small and difficult to estimate because of varying conditions. Supplies consist of brooms, mops, pails, soap, sponges, etc., and their consumption is related to the number of janitorial man-hours of work performed. Experience indicates that the cost of the supplies will be about 5 percent of the cost of janitorial labor.

15b (2). EXTERMINATING

The extermination of cockroaches, silverfish, bedbugs, etc., is separated into two stages: (a) Treating household effects by fumigation when the tenant brings them to the development and (b) controlling the pests in the development.

Fumigation of Household Goods. Fumigation on admission to the development is a matter for local determination. In the few cities where it is customary and unavoidable, the cost may vary from \$4 to \$18 per family treated, depending upon the method used. These charges are proper management expense. Because of the very cases where it will be necessary to fumigate in this way, it is believed that the estimate of the cost to the development should be based on bids received after careful investigation and determination of the method to be used.

Control of Pests. Cockroaches, silverfish, and ants can be controlled by dusting powdered sodium fluoride in infested places. The material with instructions for use should be supplied to the tenant by management. On the basis of treating the dwelling

literally 4 times a year, using a total of one-half pound of the material, the cost will be 8 cents per dwelling per year.

Bedbugs can be controlled by the use of pyrethrum powder mixed in kerosene. On the basis of four generous applications per year, using one-fourth pound of the powder in 1 quart of kerosene, applied by the tenant, the cost for material will be about 40 cents per tenant per year. Thus a total of 48 cents per dwelling per year is usually sufficient for the control of pests.

15b (3). REFUSE REMOVAL

This item includes the cost of removing refuse from the development site but not moving it about the development. Refuse includes garbage, trash, individual heater ashes, and incinerator ashes. The conditions of each Cooperation Agreement should be checked carefully before budgeting this item, since most cities include refuse removal as a service to be furnished the development.

Garbage. If incinerators are not provided to burn this material or if it is not removed by the city, its disposal by contract should be budgeted in the estimates. Contract costs will vary from 25 cents to 50 cents per family per month. In a few localities a contractor may be found who is feeding livestock and who will contract to remove it from the development at no cost. This arrangement should not be reflected in an estimate unless a contract has been executed.

Trash (Paper, Cans, Bottles, etc.). The removal of trash from the development should be performed by the municipality whenever this service is rendered other residents in the locality. Where the municipality does not do this, it may be done by a contractor at a cost of from 15 cents to 30 cents per family per month.

Trash and Garbage Cans. The tenants should furnish their individual trash cans except for centralized stations where space for individual cans cannot be assigned to tenants. Should the management require the use of uniform cans by all tenants they should be furnished by management.

Ash Removal. Arrangements should be made for city pick-up directly from the dwelling unit. Where the Cooperation Agreement does not provide for this service, contracts should be negotiated prior to the award of the construction contract and such contracts used to budget annual costs. All costs in connection with ash disposal for management-operated heating plants are charges against "Heating," a subdivision of "Dwelling Utilities."

15b (4). WATCHMAN EXPENSE

After the development is completely occupied, it is generally unnecessary to have either day or night watchmen. Normally the

city police authorities will provide necessary protection. Where local police protection is unavailable and special protection is required it may be necessary to employ a night watchman.

15b (5). COMMERCIAL UTILITIES

Commercial utilities include water, electricity, gas, and heat furnished to leased stores and offices.

Water. The use of water for stores will vary within wide limits. A hardware store might use 10 gallons per day, while a beauty parlor might use 200. One hundred gallons per day for stores and 50 gallons per day for offices are average estimates. As the cost of water will vary at different developments from 3 cents to 35 cents per 1,000 gallons, local rates should be ascertained before any estimate is made. The cost of heating water supplied by the development is included under "Heating." Estimates of water usage for dwelling tenants include that required for landscape so commercial utilities need not bear a portion of this cost.

Electricity. It is better practice for the electricity used by stores and offices to be metered and billed separately from that of the development. Electric consumption will average about 700 kilowatt-hours for stores and 200 kilowatt-hours for offices per month per 1,000 square feet of floor area.

Gas. The use of gas in stores and offices is unusual, and separate meters should be installed so utility companies may bill direct for this service.

Heating. Heating includes space heating and hot water. To estimate this cost, the total cost of operating the heating system for space and hot water must be determined. That part of the total cost of heating which is chargeable to commercial utilities may be found by proportioning the total on a square foot of floor area basis. To illustrate, if a development has a total floor area of 500,000 square feet of which 10,000 is in stores and offices, then 2 percent of the cost of operating the heating systems should be charged to commercial utilities and deducted from dwelling utilities.

Sewage Charges. If a special sewer charge is made to the development a proportion should be charged to commercial utilities. This proportion may be the amount of water estimated for the commercial utilities as compared to the amount estimated for the balance of the development.

15b (6). SUMMARY OF FACTORS

Based on the standards given above, the following may be used for estimating the cost of Operating Services:

Janitorial Labor

Tenant Turnover	2-15 hr/dwelling turnover
Stairhall Windows	1/4-1/2 hr/landing/window/mo
Laundries & Drying	
Rooms	5 hr/laundry/mo
Social Space	30 hr/1000 sq. ft./mo
Office Space	30 hr/1000 sq. ft./mo
Snow Removal - Hand	6 1/2 hr/10,000 sq. ft./Snowfall
Power	1 1/2 hr/10,000 sq. ft./Snowfall
Ground Litter	2 hr/10,000 sq. ft./mo
Garbage & Refuse -	
Central Station	5-7 hr/Station/mo
Incinerator Operation	8 hr/incinerator/mo

Janitorial Supplies. 5 percent Total
Janitorial Payroll.

Exterminating. Fumigation of household pests. For supplies only by local estimate or contract -- \$.48/dwelling/yr.

Garbage & Refuse Removal. When necessary by local estimate or contract.

Trash & Ash Removal. When necessary by local estimate or contract.

Commercial Utilities

Water	- Stores	100 gal/day
	Offices	50 gal/day
Electricity	- Stores	700 KWH/1000 sq. ft./mo
	Offices	200 KWH/1000 sq. ft./mo
Gas	Tenant billed directly	
Heating	Proportion on a sq. ft. basis	
Sewerage	Proportion on water consumption	

15c. DWELLING UTILITIES

In average annual estimate there should be included only the utility services supplied by the development. The estimates in this section are based on the actual operation of low-rent housing. Tenants in different communities are accustomed to different standards of utilities and it is necessary to take local customs into consideration. Where reliable data on local utility usage in similar housing are available, such data should be used.

The standard classification of operating accounts for USHA-aided developments includes in "Dwelling Utilities" the cost of water, electricity, gas, heating and sewerage.

(NOTE): Utilities furnished by the development to rentable stores and office space are separated from Dwelling Utilities and charged to Commercial Utilities under Operating Services, and should be deducted from the total utility costs as computed under this section.

In making estimates of average annual operating costs provision should be made for

the installation of electric and gas meters on a 100 percent basis, even though the meters may not be installed at the time of making the estimates.

Prior to the installation of meters there shall be included under the dwelling utilities section of the operating budget,

(a) The cost of electricity and/or gas required to provide the established standard of service plus

(b) The annual cost of meters, which shall be the sum of the following:

1. Debt service on the estimated installation cost of the meters which is obtained by multiplying the estimated cost by the following factors:

2-1/2 percent rate	.0328
2-3/4 " "	.0344
3 " "	.0365
3-1/4 " "	.0391

The above factors are those used to estimate debt service for the development. (See p. 69).

In the absence of any information regarding the actual cost of meters (installed) in any particular locality, the following approximate figures may be used:

Electric

Lighting and/or refrig.	\$10.00 per meter
Lighting, refrig., and cooking	
Single phase 3 wire	10.00 " "
Two " " "	20.00 " "

Gas

Cooking, refrig., and/or hot water	11.00 per meter
Cooking, refrig., and space heating	16.00 " "
Cooking, refrig., space heat, and hot water	16.00 " "

2. Annual RM&R, 10 year average 0.0426 of cost. Additional RM&R, 0.0345 of cost.

3. Annual cost of reading and billing, quarterly basis. This may be estimated at 20¢ per meter per year.

The sum of (a) and (b) above shall establish the total budget for dwelling utilities pending the installation of meters.

After meters are installed the dwelling utilities section of the operating budget shall only include (a) above; (b) shall be distributed to the proper sections of the budget which apply to the annual cost of meters.

15c (1). WATER

In addition to water used by tenants in dwelling units and community laundries,

water is required for landscape maintenance, wading pools, and heating system operation.

It is difficult to predict the amount of water that a development will use because of the extreme variation which results from tenant habits, development location, etc. While the average of the one year's operation of 38 developments is 196 gallons per dwelling unit per day, different developments use from 105 gallons to 303 gallons per dwelling unit per day. So far it has been impossible to discover any relationship between the design of the development and the water consumption. This variation is of much greater extent than the variation in the average family size of about 4 persons for different developments. It is

proper therefore to estimate total development consumption on the dwelling unit basis rather than on a per capita basis. In addition, it is common experience for those who study the water consumption of cities to find wide variation in the same city for families living in the same kind of dwellings.

With the above in mind, it is suggested that for new developments in cities where no previous development experience is available either an average figure of 200 gallons per dwelling unit per day be used, or a selection be made from the following tabulation, which would seem most likely to fit the development for which the estimate is being made.

Location	Project	No. of D. U.	Water Consum/ Gal/Family/ Day	Cost/ M. Cu. Ft.
Evansville, Ind.	Lincoln Gardens	191	105	\$0.65
Nashville, Tenn.	Andrew Jackson Courts	398	117	.86
Stamford, Conn.	Fairfield Court	146	125	1.73
Cambridge, Mass.	New Towne Court	294	127	1.00
Atlantic City, N. J.	Stanley S. Holmes Village	277	133	1.10
Enid, Okla.	Cherokee Terrace	80	144	1.73
Schenectady, N. Y.	Schonowee Village	219	154	.74
Nashville, Tenn.	Cheatham Place	314	155	.75
Dallas, Texas	Cedar Springs Place	181	156	1.51
Boston, Mass.	Old Harbor Village	1,016	157	1.33
Omaha, Nebr.	Logan Fontenelle Homes	284	157	.73
Oklahoma City, Okla.	Will Rogers Court	354	158	1.31
Louisville, Ky.	College Court	125	163	.93
Memphis, Tenn.	Dixie Homes	633	163	.81
Atlanta, Ga.	University Homes	675	163	2.57
Indianapolis, Ind.	Lockerfield Garden Apts.	748	164	.68
New York, N. Y.	Williamsburg Houses	1,622	165	1.24
New York, N. Y.	Harlem River Houses	574	172	1.19
Cincinnati, Ohio	Laurel Homes	1,039	177	.87
Minneapolis, Minn.	Sumner Field Homes	464	183	.75
Buffalo, N. Y.	Kenfield	558	186	.42
Detroit, Mich.	Parkside	775	187	.44
Washington, D. C.	Langston	274	198	.72
Memphis, Tenn.	Lauderdale Courts	449	199	.83
Louisville, Ky.	La Salle Place	210	203	.79
Milwaukee, Wis.	Parklawn	518	213	.51
Cleveland, Ohio	Lakeview Terrace	620	218	.71
Toledo, Ohio	Brand Whitlock Homes	264	219	.80
Chicago, Ill.	Julia C. Lathrop Homes	925	219	.51
Atlanta, Ga.	Techwood Homes	604	224	2.58
Philadelphia, Pa.	Hill Creek	258	225	.40
Lexington, Ky.	Blue Grass Pk/Aspendale	286	226	1.00
Cleveland, Ohio	Outhwaite Homes	579	227	.77
Detroit, Mich.	Brewster	701	239	.44
Camden, N. J.	Westfield Acres	514	240	.80
Chicago, Ill.	Jane Addams Houses	1,027	292	.51
Cleveland, Ohio	Cedar-Central Apts.	650	300	.64
Chicago, Ill.	Trumbull Park Homes	462	303	.51

The above figures in general do not include spray pool operation. Unless more specific data is available, the water requirements for spray pools may be estimated at 70,000 gallons per month of operation per spray head.

After estimating the total amount of water required for the development, the cost should be determined from the schedule of rates which will apply. In computing the cost of water, the method of charging for fire protection services should be determined, since meters are not placed directly on lines to hydrants. Generally fire protection is included with the municipal services. In other cases either a flat annual charge is made or a charge made for each time that a hydrant is used for fire fighting purposes.

power for space heating, and occasionally for the boiling of clothes in laundries. The amount will vary with the usage and with the size of the family which is assumed to vary with the size of the dwelling unit.

In only 17 developments reporting operations for over a year was the tenant consumption so metered that data on tenant usage could be obtained separately from the other electrical uses. The results of these records are listed below:

15c (2). ELECTRICITY

Electricity is used by tenants for domestic purposes and by the development for power and public space lighting. Tenants use electricity for light, refrigeration, cooking, miscellaneous household appliances,

It is suggested that for estimates for new developments in cities where no previous development experience is available, either the average figures indicated below be used or a selection be made from the following data which would seem most likely to fit the new development.

<u>Lighting Only</u>		KWH/mo				
LOCATION	DEVELOPMENT	Liv. Bedroom	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
* Enid, Okla.	Cherokee Ter.	--	33	34	40	--
Oklahoma City, Okla.	Will Rogers Ct.	24	28	37	44	--
* Louisville, Ky.	College Ct.	22	26	33	46	--
Average		23	29	35	43	--

<u>Lighting and Refrigeration</u>						
Atlantic City, N. J.	S. S. Holmes	--	49	59	60	--
Birmingham, Ala.	Smithfield Ct.	45	50	60	78	--
Charleston, S. C.	Meet. St./Cooper	41	50	56	79	--
* Chicago, Ill.	Jane Addams	50	49	56	71	--
Columbia, S. C. (Part 1)	University Ter.	46	61	66	83	--
Jacksonville, Fla.	Durkeeville	34	42	47	59	--
Lackawanna, N. Y.	Baker Homes	--	49	58	70	80
* Omaha, Nebr.	Logan Fontenelle	--	49	58	79	--
* Toledo, Ohio	Brand Whitlock	48	51	59	87	--
Average		44	50	57	74	80

<u>Lighting, Refrigeration and Cooking</u>						
* Atlanta, Ga.	University Homes	147	162	206	217	--
* Columbia, S. C. (Part 2)	University Ter.	--	139	158	201	--
* Philadelphia, Pa.	Hill Creek	--	114	144	187	--
* Stamford, Conn.	Fairfield Ct.	102	112	144	165	--
* Washington, D. C.	Langston	113	133	165	220	--
Average		121	132	163	198	--

Electricity for Ironing in the Dwelling Unit: The developments indicated with an asterisk (*) have central laundries. To determine what the tenant consumption would be at these developments if central laundries were not provided, and the ironing was done in the dwelling unit, it is suggested that the following consumptions be added for ironing within the dwelling units.

Living-Bedroom dwelling unit	-	4	KWH/DU./Mo.
One	"	"	"
Two	"	"	"
Three	"	"	"
Four	"	"	"

Electricity for Tenant-Operated Heating Plants: The following are suggested allowances for electric power for fans for forced warm air systems.

Coal fired - 42.00 KWH per ton of coal
 Oil fired - 0.38 " " gal. " oil
 Gas fired - 1.15 " " 1,000 cu. ft.
 of 500 B.t.u. Gas
 2.3 KWH per 1,000 cu. ft.
 of 1,000 B.t.u. Gas

Public Space Lighting: Halls and stairwells require approximately 100 KWH per 1,000 square feet of horizontal area per month. This is based on one 25 watt lamp for 75 square feet of area, and it is assumed the lights are turned off in the daytime.

Community rooms require an average 120 KWH per 1,000 square feet of floor area per month on the assumption that the space is used on an average of 4 hours every evening.

Development offices, shops, community laundries, heating plants, etc., may be assumed to require 200 KWH per 1,000 square feet of floor area per month.

Outside Yard Lighting: If the number and size of yard lights are known, the number of KWH per month can be estimated by assuming that the lights will operate an average of 10 hours per night. Otherwise, an estimate can be made by assuming 3 KWH per dwelling unit per month.

Community Laundry Equipment: Where community laundries are provided and electric hot plates are used the following estimated monthly consumptions are recommended for ironing, boiling clothes and washing machines:

Living-bedroom apartment	6	KWH/DU./Mo.
One	6	" " "
Two	7	" " "
Three	9	" " "
Four	9	" " "

Heating Plants: The following tabulation gives the electric power consumption for feed pumps, vacuum pumps, soot blowers and electric control systems for different types of management-operated heating plants.

Central & Group Steam Plants

	High Pressure	Low Pressure
Coal	18 KWH per Ton	30 KWH per Ton
Oil	4 " " bbl.	7 " " bbl.
Gas	0.007 " " Thermo	0.03 " " Thermo
Purchased Steam	0.2 " " M.lbs.	0.2 " " M.lbs.

Hot water circulating pumps thermostatically controlled	0.2 KWH/DU/Mo
Hot water circulating pumps not controlled	1.0 " " "
Laundry Exhaust & Circulating Fans	50 " /ldry/Mo
Laundry & drying room unit heaters	60 " /Htr./Mo
Sump Pumps	15 " /Pump/Mo

Demand Loads: The total electrical consumption per month for the development may be obtained from the above data. In addition the maximum demand load must be estimated in order to make the computations of costs from rate schedules. The "demand charge" is for the maximum average power load occurring during any specified period. In practice this period is generally a 30-minute interval. The maximum demand load may be estimated from the following tabulation:

Tenant Demands

Dev. with lighting only	0.14 KW per D. U.
Dev. with lighting and refrigeration	0.22 KW " " "
Dev. with lighting and cooking	0.66 KW " " "
Dev. with lighting, cooking, and refrigeration	0.81 KW " " "
Fans for forced warm air Heating systems	Add 0.05 KW per D.U. to one of the above

Electric Current Demands

Dev. with yard lighting only	0.05 KW per D. U.
Dev. with yard lighting and power for central or group heating plants	0.08 KW " " "

To obtain the maximum demand load, add the appropriate number of KW shown in the above table under "Tenant Demands" to the appropriate number shown under "Management Demands" and multiply by the total number of dwelling units.

Computing the Cost of Electricity: Assume a 500 dwelling unit development with a monthly consumption of 34,000 KWH using electricity for lighting, refrigeration, and development lighting but no power for heating. From the foregoing the maximum demand would be 500 x (0.22 - 0.05) = 135 KW.

There are a number of different kinds of electric rate schedules. The following is chosen for this example:

Demand Charge

1st	10 KW of max. dem. ld. per Mo. or less	\$30
Next	15 " " " " " " "	\$2.50 per KW
Next	25 " " " " " " "	2.00 " "
Next	50 " " " " " " "	1.50 " "
Next	1900 " " " " " " "	1.25 " "
Next	2000 " " " " " " "	1.00 " "
All over	4000 " " " " " " "	0.90 " "

Energy Charge

1st	1,000 KWH/Mo.	2.5¢ per KWH
Next	1,500 " " "	2.0 " "
Next	2,500 " " "	1.5 " "
Next	5,000 " " "	1.0 " "
Next	190,000 " " "	0.85 " "
Next	300,000 " " "	0.75 " "
All over	500,000 " " "	0.65 " "

The computation would be as follows:

15c (3). GAS

Demand Charge on 135 KW		
10 KW flat rate	\$ 30.00	
125		
15 KW @ \$2.50	37.50	
110		
25 KW @ 2.00	50.00	
85		
50 KW @ 1.50	75.00	
35 KW @ 1.25	43.75	
	<u>\$236.25</u>	
Energy Charge on 34,000 KWH		
1,000 KWH @ 2.5¢	- 25.00	
33,000		
1,500 KWH @ 2.0¢	- 30.00	
31,500		
2,500 KWH @ 1.5¢	- 37.50	
29,000		
5,000 KWH @ 1.0¢	- 50.00	
24,000 KWH @ .85¢	-204.00	
	<u>\$346.50</u>	

Demand Charge per mo.	\$236.25
Energy " " "	346.50
Total " " "	\$582.75

Average cost per KWH \$582.75 - 1.713¢ per KWH
34,000

Gas is used by tenants for cooking and refrigeration and occasionally for boiling clothes in laundries. It may be used for space heating and hot water, which usages are covered hereinafter under "Heating." Gas is purchased by the cubic foot or therm. A therm is a unit of heating value equivalent to 100,000 B.t.u. Purchased gas differs in heating value. About twice the amount of heat can be obtained from a cubic foot of natural gas as from manufactured gas.

To convert therms to cu. ft. of gas the following formula should be used:

$$\text{Cubic Feet} = \frac{\text{Therms} \times 100,000}{\text{B.t.u. of gas}}$$

There are given below records of 15 projects reporting operations for over a year and having meters located so that data on tenant consumption can be obtained. It is suggested that for estimates for new projects a selection be made from the following data, which would seem most likely to fit the new development.

COOKING per Dwelling Unit

PROJECT	NAME	BTU of Gas	Cu. Ft. Per Mo.	Therms Per Mo.
Atlantic City, N. J.	S. S. Holmes	525	996	5.2
Chicago, Ill.	Jane Addams	800	771	6.2
Chicago, Ill.	Julia C. Lathrop	800	793	6.3
Chicago, Ill.	Trumbull Park	800	943	7.5
Cincinnati, Ohio	Laurel Homes	865	804	7.0
Dallas, Tex.	Cedar Springs Pl.	1,000	833	8.3
Lexington, Ky.	Blue Gr./Aspendale	1,050	937	9.8
Minneapolis, Minn.	Sumner Field	800	931	7.4
Omaha, Nebr.	Logan Fontenelle	540	1,434	7.7
Schenectady, N. Y.	Schonowee Village	537	1,103	5.9
Average				7.1

COOKING & REFRIGERATION per Dwelling Unit

Cambridge, Mass.	New Towne Court	528	2,713	14.3
Louisville, Ky.	La Salle Place	900	1,950	17.6
Louisville, Ky.	College Court	900	2,202	19.8
Memphis, Tenn.	Dixie Homes	970	2,308	22.4
Memphis, Tenn.	Lauderdale Ct.	970	2,296	22.3
Average				19.3

In cities where no previous experience is available, the average figures indicated below should be used.

SUGGESTED ESTIMATED REQUIREMENTS BY D. U. SIZES PER MO.

Size D. U.	Cooking Only	Cooking & Refrigeration
Living Bed. Rm.	5.7 Therms	15.4 Therms
One " "	6.6 "	16.2 "
Two " "	7.2 "	20.0 "
Three " "	9.2 "	25.4 "
Four " "	11.0 "	30.0 "

See page for determining the cost of electric and gas refrigeration to establish statutory rental values.

See p. for determining the cost of electric and gas refrigeration to establish statutory rental values.

15c (4). HEATING

Heating as a sub-account of "Dwelling Utilities" includes only fuel, operating labor, supplies, and miscellaneous items such as ash disposal. Electric power used in the heating plant is chargeable to "Electricity" under "Dwelling Utilities." The repair, maintenance, and replacement cost of the heating system are included under another heading.

Heat may be supplied by tenant-operated heating units or by management-operated heating units.

Tenant-Operated Heating Units. The labor and in most cases the fuel to operate individual tenant-operated unit are supplied by the tenant. In computing statutory value it is necessary to compute the tenant fuel requirements for space heating. To obtain the annual fuel estimate for space heating use the formulae given below.

Coal-fired Stoves

$$\text{Tons of coal or coke per year} = \frac{C \times FA \times DD \times DDF}{2000 \times \text{B.t.u. per lb. of fuel}}$$

Gas Heaters

$$\text{Therms per year} = \frac{C \times FA \times DD \times DDF}{100,000}$$

1 Therm = 100,000 B.t.u.

Oil Heaters

$$\text{Barrels (42 gal) of Oil per yr.} = \frac{C \times FA \times DD \times DDF}{5,800,000}$$

The values of C and nomenclature are given below:

Values of C

For all types of Tenant-Operated Heating Systems, all vented to chimney, including circulating space heaters, hot air furnaces, steam and hot water radiator systems.

Type of Constr.	Type of Fuel				
	Gas	Oil	Anthracite and Coke	Semi-Bituminous (Pocahontas)	Bituminous Coal
1 Story	25	25	30	33	34
2 "	19	19	24	25	28
3 "	18	18	22	23	25
4 "	18	18	21	22	24

For NON-VENTED HEATERS use 80% of above factors.

For DETACHED HOUSES add 15% of above factors.

FA - Floor area of the dwelling unit plus the proportionate share of hall area, if any, serving the unit. Use outside wall dimensions.

DD - Average annual degree days (preferably as reported by the Weather Bureau). (See p. instructions for use of Form USHA 837.)

DDF - Degree day factor given below, is an experience factor developed to be used with degree day computations.

Degree Days	Degree Day Ratio
2000 3000	1.19
3000 4000	1.11
4000 5000	1.04
5000 6000	0.97
6000 or over	0.93

The price per unit of fuel should be obtained from local sources.

Tenant-Operated Domestic Hot Water Systems. The following may be used for estimating fuel requirements for tenant-operated hot water systems:

- Tenant-operated side arm gas-fired water heaters = 290 Therms/Yr.
- Tenant-operated flue type insulated gas-fired water heaters = 250 Therms/Yr.
- Tenant-operated oil-fired hot water heater requires 235 gal. of oil/Yr.
- Tenant-operated coal-fired hot-water heater = 2.5 tons coal per year
- Tenant-operated coal-fired cookstove with water back, see p.

Management-Operated Heating Plants. In making computations for fuel requirements when the heat is supplied by the development the following facts and principles are recognized. There is a tendency for the tenant to be less careful in the use of heat. This section is based on the opinion of health authorities that a range of 68° to 72° is a proper temperature for living rooms. Bedrooms need not be heated above 65° during the daytime. At night between 11:00 p.m. and 5:00 a.m. dwelling temperatures may be allowed to drop to 50°. It is assumed that the heating plant will be operated so that tenants will not find it necessary to open windows to keep room temperatures down.

Included in the Operating Costs of heating are:

- Fuel (coal, oil or gas) and steam (purchased)
- Labor (Including routine inspection, oiling of equipment, etc.)
- Supplies (Lubricants, waste, sundry tools, etc.)
- Miscellaneous (ash disposal)

The following formulae for estimating apply to low-rent housing construction as approved by the USHA, which is of a substantial type designed to last 60 years. Fuel consumption estimates involve space heating domestic water heating and hot water line losses, laundry drying, and steam line losses.

Space Heating. To obtain the annual fuel estimate for a plant without zone control use the formulae given below: For zone control corrections see below.

Coal or Coke.

$$\text{Tons per year} = \frac{3.36 \times \text{EDR} \times \text{DD} \times \text{DDF}}{(70-\text{DT}) \times \text{B.t.u.} \times \text{Eff.}}$$

Gas.

$$\text{Therms per year} = \frac{0.067 \times \text{EDR} \times \text{DD} \times \text{DDF}}{(70-\text{DT}) \times \text{Eff.}}$$

Oil.

$$\text{Barrels (42 gal.) per year} = \frac{\text{EDR} \times \text{DD} \times \text{DDF}}{(70-\text{DT}) \times 925 \times \text{Eff.}}$$

Purchased Steam.

$$\text{Thousands of lbs. per year} = \frac{\text{EDR} \times \text{DD} \times \text{DDF}}{(70-\text{DT}) \times 150}$$

B.t.u. (British thermal unit) in coal formula is the heat value per pound of coal.

Therm. is a heat unit of 100,000 B.t.u.

E.D.R. (Equivalent Direct Radiation) is expressed in square feet and is the equivalent in steam radiation of all heating surfaces, supplied with heat from the heating plant, which radiate heat to the occupied spaces. This would include radiators, all uncovered connecting piping within the rooms and all uncovered risers extending from the basement. This information should be supplied by the Designing Engineer.

D.D. (Degree Days) is the average total annual degree day figure for the locality. This can be obtained from the local Weather Bureau Station. It should be remembered that this figure will vary from year to year as much as 15 percent. The formulae may be used for any period, such as a quarter, by using the degree day figure of that period in place of the annual figure.

D.D.F. See p. 54.

D.T. (Design Temperature) is the outside temperature on which the heat loss calculations were based. It should be furnished by the Designing Engineer. In the absence of data from him, the figure based on standard practice should be used; that figure is obtainable from the Weather Bureau.

Eff. (Efficiency) refers to boiler house efficiency and is the ratio between the heat in the steam leaving the boiler house and the heat in the fuel supplied to the boilers. It is the average efficiency for the heating season and is usually expressed in percent (as 65%) but is used in the formulae as a decimal (0.65). This efficiency must not be confused with boiler test efficiencies nor with efficiencies obtained when boilers are operating steadily under fairly heavy loads. The efficiency figure to be used in these formulae will vary considerably with types

and sizes of boilers, kinds of fuel and operating personnel; it is a matter of judgment in each case but the following may serve as a guide;

(Use the lower figures for poor fuel and personnel of less than average efficiency.)

Small stoker-fired plants (below 75 HP per boiler), use efficiencies of 0.45 to 0.55.

Stoker-fired plants (75 to 200 HP per boiler) without automatic combustion controls, CO₂ recorders, steam flow meters and other operating instruments, use 0.50 to 0.60.

Stoker-fired plants (100 HP and larger boilers) completely instrumentalized and controlled, use 0.60 to 0.65.

Oil burning plants with automatic regulation, use 0.60 to 0.70.

Gas burning plants with automatic regulation, use 0.65 to 0.75.

Zone Control Saving. The foregoing formulae contemplate an excess of fuel over the amount needed to maintain the prescribed 70 degree indoor temperature, it being recognized that it is not possible to regulate manually temperatures to an exact degree. However, with the aid of automatic thermostatic controls a closer regulation is obtainable. Such controls are supplied in many developments in the form of "zone control systems," the function of which is to reduce overheating.

Since radiation is designed for maximum heating conditions, overheating is more prevalent in mild weather. Since the mild portions of heating seasons are longer in milder climates greater percentage saving with zone control can be expected in the South.

Figure a 10% reduction in space heating fuel for properly operated zone control systems in plants with 6,000 or more average annual degree-days and add 1% to the 10% saving for each 400 reduction in the number of degree-days. Thus, if the annual degree-days are 4,400 the zone control would result in a fuel reduction of

$$\frac{6,000 - 4,400}{400} + 10 = 4 + 10$$

or 14% of the space heating fuel.

Domestic Hot Water and Hot Water Line Losses. Fuel estimates for generating domestic hot water are based on an average consumption of 55 gallons per family per day and increasing the temperature of the water 85° with a 35% hot water line loss. The following factors apply to steam heated hot water generators. Quantities are per family per year. "B.t.u." and "Eff." are defined on p. 54.

Coal

$$\text{Tons} = \frac{9,500}{\text{B.t.u.} \times (\text{Eff.} - 0.10)}$$

Gas

$$\text{Therms} = \frac{190}{(\text{Eff.} - 0.05)}$$

Oil

$$\text{Barrels (42 gal.)} = \frac{3.0}{(\text{Eff.} - 0.05)}$$

Purchased Steam

$$\text{Pounds} \approx 19,000$$

Laundry Drying. On the basis of each family doing one wash per week the annual fuel consumption in management-operated heating plants for drying would be equivalent to about:

0.2 ton of coal per family per year
35 therms of gas per family per year
27 gallons of oil per family per year

The consumption of gas-fired cabinet driers will approximate 26 therms per family per year.

Steam Line Losses. Whenever steam is in the distribution system, condensation takes place in the pipe lines and this represents a loss classified as "Steam Line Loss." This varies greatly from one development to another. It may be figured to be uniform throughout the entire year where hot water generators are located out in the development away from the boiler house. Where these generators are located within boiler plants and steam-heated laundry drying facilities are not in use so that steam does not need to pass into the yard distribution system, the steam line losses exist only during the heating months and should be so figured.

Steam line losses depend on the area of the pipe lines, i.e., the pipe circumference times the length. This, in turn, can be shown to vary directly as the management-developed land area times the square root of the number of dwelling units. The following formulae based on operating data provide a means of estimating steam line losses for both central and group steam plants.

Annual fuel consumption to compensate for steam line losses for developments with 30 or less dwelling units per developed acre:

A = number of developed (gross area minus undeveloped area) acres of land on the development site.

$\sqrt{\text{D.U.}}$ = square root of the number of dwelling units in the development.

$$\text{Tons of coal} = 0.63 \times A \times \sqrt{\text{D.U.}}$$

$$\text{Bbls. of oil} = 2.43 \times A \times \sqrt{\text{D.U.}}$$

$$\text{Therms} \approx 150 \times A \times \sqrt{\text{D.U.}}$$

For developments with between 30 and 60 dwelling units per developed acre, use the above formulae and multiply the result by

$$2 - \frac{\text{D.U.}}{30 \times A}$$

Quarterly Fuel Requirements. In figuring the quarterly fuel needs, it is assumed that the hot water, laundry drying, and line loss fuel requirements will be uniform throughout the year (excluding special cases discussed above), and that the space heating fuel will vary with the degree days. Proceed as follows:

1. Calculate the quarterly hot water fuel by the proper formula.
2. Calculate the quarterly laundry drying fuel by the proper formula.
3. Calculate the quarterly line loss by the formula and other instructions.
4. Calculate the annual space heating fuel by the proper formula.
5. Divide the total space heating fuel between quarters in proportion to the average quarterly degree days.
6. The fuel requirement for any quarter will then be the sum of items 1, 2, 3, and 5.

Labor for Heating Plants. The labor to operate a heating system includes that for the boiler plants, various pumps for returning condensate to the boilers and for the hot water generating systems. The operating labor in connection with these pumps and generators consists of the inspecting and adjusting which are necessary to keep them in service. The time used in repairing heating plants, which is usually done by the operating personnel, should be charged to "Heating System" under "Repairs, Maintenance and Replacements." The repairs to hot water generators should be included with those of the plumbing system. The quantity of labor required in a boiler plant depends upon the amount of physical work and supervision required to keep the plant running without damaging itself, (repairs not included), the requirements of codes and laws which apply to a particular locality, the kind of equipment available, and the arrangement of the equipment from a point of view of ease of operation.

Coal Fired Plants. The amount of physical labor required in any given coal-fired plant will depend largely upon the amount of coal to be handled. The severest winter weather will require about 0.4% of the annual coal requirements for each of the two 8-hour day shifts and about 0.2% for the remaining shift. The amount of physical labor required in the summer for coal-fired boiler plants operated to furnish domestic hot water and

laundry heating will be about one-half of the winter requirements.

High pressure plants should always have an operator in attendance during operating periods. One operator per shift will suffice during non-heating seasons. No operators need be in attendance when the boilers can be shut down from 10 p.m. to 5 a.m. for instance, or for longer periods of time depending on weather conditions and hot water requirements.

In a simple stoker-fired boiler plant with coal available close by so that not more than 3 or 4 steps to shovel and convey the coal to the stoker hopper are required and with grates requiring the removal of ash by hand to a disposal station also close by, a fireman can handle the whole boiler attendance job up to 8 tons of coal per 8-hour shift.

If one man is to take care of a number of similar plants, the amount of coal per shift which he can handle and perform the other firing duties will be reduced to 5, 5 or 4 tons depending on time lost in traveling and interruptions. To determine this lost time, estimate the time required to walk between plants during an inspection trip; then add 15 minutes for each plant for other lost time; multiply the result by two for two inspection trips per shift. By subtracting this result from 8 (8-hour shift) the useful coal-handling time is obtained and, on the basis of one ton an hour, the total man-hours can be figured.

To illustrate, assume the following:

Fuel consumption 2250 tons/year or a maximum of 9 tons per shift.
Five group plants in a circuit of 1-1/4 miles.
Walking time at 3 miles per hour is 25 minutes per trip.
Other lost time is $15 \times 5 = 75$ minutes per trip.
Total time is 100 minutes per trip.
For two trips per shift the total time would be 200 minutes or 3-1/3 hours and the fuel-handling time would be 4-2/3 hours.

On the basis of one ton per hour one man will handle 4-2/3 tons per shift.

To handle the 9 tons per shift will require two men.

If the bunker is far enough away so that the use of a wheelbarrow is justified and the wheelbarrow can be dumped into the stoker hopper without reshoveling, the 3/4 ton instead of 1 ton per hour per man should be used in the estimate. If it is necessary to reshovel the coal after conveying it in a wheelbarrow, then 1/2 ton per hour per man should be used.

If an overhead monorail with a bucket of 500 pounds or more capacity is available to handle the coal from the bunker to the stoker hopper, the fireman will be able to handle one ton per hour.

If the coal is delivered to an overhead bunker and the ashes are pneumatically or mechanically handled and the feed water has full automatic control, a fireman can take care of a plant up to about 12 tons per 8-hour shift. In an overhead bunker plant such as is used for low-rent housing developments, additional time will be required on the principal day shift to elevate the coal to the bunker and assist in handling the ashes. This will amount to about one man-hour for each 5 tons handled. For instance, suppose the daily fuel is 45 tons and the maximum per shift is 18 tons. The labor is computed as follows:

$$\frac{18 \text{ (tons per shift required)}}{12 \text{ (tons per shift per man)}} = 1.5 \text{ men per shift for firing}$$

$$\frac{45 \text{ (tons per day required)}}{5 \text{ (tons per hr. per man)}} = 9 \text{ man} = 1.12 \text{ men per shift for firing}$$

Total = 2.62 men per shift

This means that during the principal day shift 2.62 men are needed and, during the other shifts, 1.5 men. To reduce this to practical operation 2 men would be used on each of 3 shifts spreading the extra work on the other two shifts.

The estimates for plants requiring in excess of a maximum of 20 tons per shift or 5,000 tons per year should be made by persons experienced in operation. Whether the plants should be manned by 2, 3, or 4 men for the principal day shift with lesser numbers on other shifts depends too much on the type of equipment and arrangement to attempt to formularize an estimating method.

Plants with annual coal consumption above 2,000 tons may require more than one man to operate. In this case, the additional labor indicated on a proportionate basis should be of an unskilled laborer's or coal-passer's rank.

In the spring and fall when it is the usual practice to use nighttime shutdown periods and the daytime loads are light, fewer operators are needed. In summer, still further reduction in operating labor is usually possible. The maintenance and operating organization should be constituted of men that can both operate boiler plants and do miscellaneous maintenance work, when free from operating duties. The working schedules should be worked out to obtain the most efficient use of all personnel.

Low pressure coal-fired steam plants having a load of over 600 HP should not be left unattended.

High pressure coal-fired steam plants of the type which may be used in low-cost housing developments should always be attended while steam pressure is being carried.

Boiler plants may be "banked" at night,

particularly in the spring, summer, and fall and at such times left unattended after the steam pressure has dropped.

Oil-fired Plants - Low Pressure (under 15 lb.) Semi-Automatic.

(Note: Semi-automatic plants are automatically regulated insofar as they maintain uniform steam pressure and water level and will shut the plant down if excessive steam pressure or low water is experienced. They are not capable of automatically relighting in event of flame failure.)

The following applies to low pressure group plants, semi-automatic, using clean heavy fuel oil.

Once each shift the burners in operation need attention requiring about 20 minutes each. Additional time is required for servicing miscellaneous plant equipment about in proportion to the size of the plant and the extent to which it is operating. For general plant service figure 30 minutes per plant per shift. For each boiler in operation add 15 minutes for boilers less than 75 HP and 20 minutes for larger boilers.

Time is also consumed in walking between plants and otherwise lost. The walking time may be estimated by the same method as for coal-fired plants.

To illustrate, assume five plants each with three 50 HP boilers and 1/4 mile apart requiring 5 minutes walk from one plant to another.

During average winter weather two boilers handle the load and three boilers are required during the occasional coldest periods. The boiler operating crew can therefore be based on operating two boilers in each plant, it being understood that a standby man will be available when needed. The following man-hours of operation will result:

Burner service: 10 burners @ 20 min/shift =	200 min.
Plant service : 5 plants @ 30 min/shift =	150 min.
Boiler service: 10 boilers @ 15 min/shift =	150 min.
Lost time : 2 visits/plant/shift =	
10 (visits) x 15 min. =	150 min.
Walking time : 5 min. x 5 x 2 =	50 min.
Total	700 min.

This is equivalent to 11.7 man hrs./shift or 1.5 men per 8-hour shift.

The operating crew can therefore consist of two men per shift during coldest winter weather; 2 men for two daytime shifts and one for the nighttime shift during spring and fall months; one man for each of two shifts during summer weather. Supervision is also needed.

Oil-fired Plants - Low Pressure Fully Automatic. (Where automatic ignition and feed water regulation exists in addition to other automatic regulation.)

Where reliable fully automatic equipment

exists, fewer visits are required and, in general, equipment would be of higher quality. The operating labor may be reduced to 1/2 of that estimated for semi-automatic plants. The crew for this example would consist of one man per shift during the winter months and 3/4 man per shift operated for the balance of the year. These men should be supervised.

High Pressure Oil-fired Central Boiler Plants. High pressure oil-fired central boiler plants should have continuous attendance while steam pressure is carried. If boilers exceed 300 HP in size, special consideration should be given to the operating problem and the estimate should be made by one experienced in such operation.

Gas-fired Low Pressure Plants. (Semi-Automatic and complete with safety shutdown devices). Plant, boiler, and burner require 45 min. per shift per plant. Estimate the time lost in going from plant to plant as described under coal-fired plants. Figure on two visits to each plant per shift.

Gas-fired High Pressure Plants. Gas-fired boilers carrying excess of 15 lb. steam pressure should have continuous attention by one man per shift. It is not expected that high pressure boilers of less than 100 HP will be installed. For boilers with full automatic equipment intended to operate without attendance part of the time or for boilers in excess of 400 HP in size, the estimate of the operating personnel should be made by one experienced in such operation.

Hot Water Generator, Condensate and Vacuum Pumps. Hot water generator, condensate and vacuum pumps require operating labor to make daily inspections and adjustments. Approximately 10 minutes per day per station should be allowed. This work should be done by a fireman or a maintenance mechanic.

Codes and Laws. Codes and laws affect the amount of labor required for boiler operation. Since codes differ in different localities, a determination of additional labor required as a result of code requirements should be made. For instance, the state might require that all steam boilers in excess of 30 HP have attendants while operating irrespective of the fuel used or the steam pressure carried. A local code may require that all steam boilers except those in residences have continual attendance by licensed personnel. Allowable working hours per week may be defined by law.

Supplies. Supplies include lubricants, wiping rags and waste, chemicals used for instruments and for water treatment, shovels, firing tools, etc. A reasonable estimate might be made for these by allowing

\$0.12 per ton of coal
2.60 per 1,000,000 cu. ft. of gas
0.028 per bbl. of oil

Miscellaneous. The principal item which may appear in this account is the cost of removing ashes from the boiler plant. In

places where the city does not remove this material a contractor may be employed. Certain kinds of ash have value and can be sold. Such sales are seasonal, however, and not dependable. They should not be reflected in the estimate. The cost of ash removal will approximate 10¢ per ton of coal burned.

15c (5). SEWERAGE

In some communities a separate charge for sewer service and sewerage treatment is made. Such charges may be based on: (1) number of connections; (2) number of fixtures; or (3) the amount of water used. If sewer charges are made they should be described in the Management Program Resolution (Form USHA 956) and the estimate based upon the approved, negotiated local rate schedule.

15c (6). MISCELLANEOUS

The quantity of kerosene oil required for cooking is estimated for different sized dwelling units as follows:

Living bedroom	4	gal.	per	month
One	"	5	"	"
Two	"	6	"	"
Three	"	7	"	"
Four	"	8	"	"

Coal Cook Stoves. The quantity of coal required for cooking is estimated to be 1-1/2 tons per dwelling unit per year regardless of the size of the unit. If the range has a water back for heating water an additional 1-1/4 tons per year will be required.

Ice Refrigeration. The quantity of ice required for different sized dwellings for refrigeration is estimated as follows: Variations between North and South are taken care of in estimating the number of months during which refrigeration is necessary.

Living bedroom	-	170	lbs.	per	D.U.	per	mo.
One	"	-	200	"	"	"	"
Two	"	-	250	"	"	"	"
Three	"	-	310	"	"	"	"
Four	"	-	330	"	"	"	"

15d. REPAIRS, MAINTENANCE, AND REPLACEMENT

The cost of repairs, maintenance, and replacements will depend upon the accepted standard of usability, appearance, and the quality of the physical component of the development.

Inasmuch as the housing developments are made of the same materials - brick, concrete, plaster, wood, glass, and paint - as the slums which were cleared away, it would be entirely possible for any development to attain the appearance of a slum in a short time if adequate standards of maintenance and cleanliness are not established. The estimating factors are predicated upon minimum adequate standards of maintenance and upon a high degree of tenant participation in the care of the property, its maintenance and cleanliness. For a full discussion on tenant maintenance, methods of

preserving surface appearance and neatness, see p.

The standards established in the development should be those which will preserve the "decent, safe, and sanitary" character of the development. Standards of maintenance established for high type commercially operated residential properties are frequently predicated upon maintaining the "competitive" position of the property in the rental market. Such standards do not apply to public housing developments.

It is difficult to specify in writing absolute standards of appearance. The determination of minimum adequate standards will be based upon community attitudes and local physical conditions.

Repair is defined as fixing or replacing minor broken parts. Maintenance is a broader term often including repairs and means keeping an object up to a certain standard of usability or appearance. Replacement means replacing an object at the end of its useful life with a new object which is to serve the same purpose.

The useful life of any object installed or used in a development depends upon the care with which it has been repaired and maintained. If repairs and maintenance are neglected, early replacement of the object neglected will be necessary. If the object is well maintained and kept in good repair its useful life will be extended. Thus, replacement expense is dependent upon the expense of maintenance and repairs.

The policy of the USHA is to include in the cost of operation during the first 10 years the average annual expense estimated for RM&R (i.e., Repairs, Maintenance, and Replacement) over such 10-year period.

It is reasonably certain that the RM&R for periods subsequent to the initial 10-year period will be higher. Therefore, in order to insure that no more than the maximum USHA Annual Contribution will be required after the first 10-years, it is necessary to estimate this additional average annual expense for Repairs, Maintenance and Replacements after the first 10-years.

Because of the above, the Manual furnishes two factors for use in estimating RM&R costs. These factors represent:

- (1) The average annual expense for the first 10 years of operation designated hereinafter as the "10-Year Average Annual RM&R Cost."
- (2) The additional amount to be added to the 10-Year Average Annual Expense to determine the average annual RM&R cost for the remaining 48 years of operation designated hereinafter as the "Additional Average Annual RM&R Expense."

Factors (expressed in decimal ratios of development cost) for estimating the 10-year

Average Annual Expenses have been prepared by the USHA, in the following manner:

Maintenance and repair expense. The maintenance and repair policy and resultant expense for several typical systems or installations were predicted for the first 10-year period of operation.

Replacement expense. The useful life of the various components of each typical system or installation was forecast based upon the predicted policy for maintenance and repairs and the amount of failures and expense of replacements during the 10-year period were forecast.

Total RM&R expense. The total expense thus estimated for each of the various systems was divided by ten to arrive at the estimated 10-year Average Annual RM&R Expense. Such expense was then divided by the average development cost for the typical systems or installations to arrive at an average factor which is a decimal ratio of the development cost for the system or installation.

It is expected that expense experienced for the first part of the 10-year period will be less, and during the last part will be more than the average annual rate. Thus reserves for RM&R should be established to provide for the higher costs in the latter part of the 10-year period. See p. 66 relative to the size of these reserves during the 10-year period.

Assuming that present economic conditions will continue, the average annual expense of RM&R for the 48 years following the first 10 years are expected to be substantially higher than the 10-Year Average Annual RM&R Expense. The actual annual expense immediately following the tenth year is expected to be less than the 48-year average. Moreover, it is expected to increase gradually thereafter. A reserve would thus be built up in the early part of the 48-year period. Because of the long period of time involved, interest earnings at 2 percent have been anticipated in estimating the average annual expense of RM&R, for typical systems, during the 48-year period. With this exception the method used in estimating the average annual expense for the 48-year period is similar to that described for the 10-Year Average Annual RM&R Expense. Because of the splitting into 10- and 48-year periods and because various items are treated as groups, the factors given herein should not be used for design purposes.

15d (1). GROUNDS

The care of all ground areas, either planted or paved, classified as repairs, maintenance, and replacements, does not include the removal of snow or trash, which is included in Operating Services. The estimate for costs for repairs, maintenance, and replacements of grounds includes all labor, supplies, materials, and equipment required for planted areas, for surfaced

areas, and for yard appurtenances.

Planted Areas. The degree of maintenance of landscaped areas will depend upon the appearance standard which is adopted. This will vary with different types of area. In keeping with the general standards, the ultimate object should be a maximum amount of tenant maintenance. For this reason planted areas are divided into two classes for budgeting purposes, i.e., management-maintained and tenant-maintained.

Management-Maintained Planted Areas. Primary areas. These areas are those necessarily maintained by the development, which together with tenant front yards, should be maintained at a relatively high level.

Secondary areas. These are areas of lesser importance in the appearance of the development. While they should be kept orderly, the amount of care required should be about one-half that required for primary areas.

Play field turf. Play fields requiring turf maintained for active recreation would be cut by scythes or other field equipment.

Recreation areas - Naturalistic. These areas include wooded or field areas used as parks and require only normal care of the trees and the removal of the undesirable growth.

Undeveloped areas. Land purchased for future development should be maintained only to the degree necessary to prevent the areas from being unsightly and hazardous.

Tenant-Maintained Planted Areas. Tenant front and side yards are planted areas usually at the front and ends of buildings, the maintenance of which are assigned to the tenant. These areas are comparable to primary areas, the only difference being that the ordinary maintenance functions are performed by the tenant.

Tenant back yards are areas of lesser importance adjacent to the dwelling, the maintenance of which are assigned to the tenant.

Allotment gardens are additional areas set aside for gardening by tenants. These garden areas will require an occasional clearing by the development maintenance force and management supervision.

Surfaced Areas. Surfaced areas may be divided between hard surfaces and water-bound surfaces. These areas include walks, drives, spray pools, play and other recreation areas, laundry yards, trash platforms, etc.

Hard surfaced areas include those finished with masonry, concrete, and bituminous materials.

Water-bound surfaces include clay and gravel combinations and macadam.

Yard Appurtenances. Yard appurtenances

include fences, clothes posts, benches, and guard rails.

Correction for Labor Rates. The following tabulation gives the estimated unit expense for the above classifications of planted areas based on a 40-cents-per-hour labor rate. If the actual rate for unskilled laborers (after making allowances for paid time on vacations or on sickness) differs from 40 cents per hour, the labor expense indicated in this tabulation should be corrected in direct proportion. In such cases, it is suggested that the estimates for grounds be worked up to totals for labor based on the 40-cent rate. Then the total labor for grounds can be corrected for the local rate and added to the material expense giving a corrected total grounds cost.

Estimated Unit Costs for Items of Grounds Maintenance:

Item	10-Year Average Annual Expense per 1,000 sq.ft.		
	Labor	Materials	Total
Primary Planted Areas			
Normal Coverage	\$ 9.00	\$3.19	\$12.19
Concentrated "	11.20	5.00	16.20
Secondary Planted Areas			
Playfield Turf	4.48	1.60	6.08
1.60	.87	2.47	
Recreational Areas			
Naturalistic	.60	.50	1.30
Undeveloped Areas	.32	.10	.42
Tenant Front & Side Yards	.50	3.44	4.24
Tenant Back Yards	.80	.55	1.35
Allotment Gardens	.48	.20	1.68

Note: The "Additional Average Annual Cost" is obtained by multiplying the total cost for materials only by 0.21. The labor cost is not to be included in such computation.

Tree Feeding Allowance.

Item	10-yr. Aver. Annual Expense	Additional Aver. Annual Expense
Old Existing Trees, each tree	\$1.70	None
New Tree Planting		
Shade & other large growing trees, each	.61	\$1.02
Flowering & smaller growing trees, each	.30	.30

Surfaced Areas.

Item	10-yr. Aver. Annual Expense	Additional Aver. Annual Expense
Hard surfaced areas	0.010	0.032
Water-bound surfaced Areas	0.051	0.028
Yard Appurtenances	0.034	0.047

Apply these factors to the initial cost of the item.

15d (2). STRUCTURES

Under the subject of Structures is the re-

pairs, maintenance, and replacement of all parts of the buildings included in the following:

Concrete and masonry work, roofs, roof insulation, roof flashings, sheet metal work, structural steel, miscellaneous iron and steel, metal windows, exterior woodwork, weather stripping, glazing, caulking, incinerators, interior woodwork, floors, ceramic tile, metal bucks and bases, wood window sash and balances, screens, stairs, kitchen cabinets, work tables, coal bins, and items classed as general carpentry and hardware. All of these must be considered in making a detailed estimate for structures or in computing an overall factor to be used in making an estimate. Architects' fees, excavations, painting, mechanical systems, ranges, refrigerators, and other equipment are not to be included with structures.

The building walls are sometimes thought of as the controlling factor in the RM&R cost of structures but in reality the estimated costs for the walls are a relatively small part of the total. Due to the large number of items and numerous types of each, a large variety of combinations is experienced and a considerable amount of compensating effect in RM&R costs may be expected. For instance, a certain project may have a type of porch construction which will have a relatively high annual cost and compensating for this the stairs or windows may be of a type having low annual costs.

As a practical matter of convenience, it is possible to estimate within a reasonable degree of accuracy the total structural RM&R costs by applying factors to the initial construction costs. Using this method instead of using certain annual amounts per room will compensate to a certain extent for the variation in material and labor costs in various localities.

The following factors may be used for the types of developments indicated and intermediate factors may be estimated and used for developments having other combinations which seem to fall between the types given. These factors should be applied to the initial costs of the structures only, i.e., excluding costs of painting, mechanical systems, ranges and refrigerators, land, landscaping and grounds improvement, excavation, architects' and other fees, carrying charges, etc.

Type I - Row houses and flats. Brick veneer. Frame partitions, floor and roof supports. Stairs, sash, rear porches or coal boxes, all of wood. Floor finish - wood, linoleum, and asphalt tile. Felt roofing. Walls plastered. Front doors unprotected. Wood screens for doors and windows.

10 Yr. Average Annual 0.0063

Additional Average Annual . . 0.0053

Type II - Row houses and flats. Wood structures with sheathing covered with asbestos shingles. Frame partitions plastered.

clay tile roofing and wood sash and frames or asbestos felt roofing and steel window frames. Wood doors protected. Wood floors covered with asphalt tile or linoleum. Wood screens for doors and windows.

10 Yr. Average Annual 0.0041
 Additional Average Annual . . 0.0053

Type III - Row houses, flats and 3-story apartments. Brick veneer with masonry backing. Concrete floors with wood block, linoleum and asphalt tile floor finish. Concrete roof with felt roofing or wood gable roof with tile roofing. Metal window frames, screens, stairs, and door bucks. Plaster or masonry walls and fire-proof partitions. Incinerators in apartments.

10 Yr. Average Annual 0.0032
 Additional Average Annual . . 0.0049

Type IV - 4-story Apartments. Exterior face brick backed with masonry. Concrete floors finished with linoleum in kitchens, ceramic tile in baths and wood elsewhere. Fireproof partitions. Concrete roof slabs with felt insulation and 5-ply felt roofing. Metal windows, copper screens. Doors - exterior and halls to apartments - hollow metal. Other doors wood. Incinerators.

10 Yr. Average Annual 0.00165
 Additional Average Annual . . 0.0040

15d (3). PAINING AND DECORATING

Painting and decorating includes all exterior and interior painting, also the labor and material for washing painted surfaces, plaster patching, floor refinishing, and for the repair and replacement of shades and curtain rods.

Paint is applied to protect the surface and to improve appearance. Color has little bearing on the protective qualities, but has a large bearing on appearance. The color scheme of a development should be simplified to reduce to a minimum the variety of color used. Keeping in mind atmospheric dirt conditions in some localities, colors should be chosen for exterior work which will give pleasing results for the useful life of the paint. The replacement of exterior paint should only be done when it no longer protects the painted surface. The replacement of interior paint will normally be made to improve appearance before it will be necessary to protect the surface by painting.

Costs of painting and decorating are estimated to be the same for the first 10 years and for the following 48 years. Thus, the figures given below reflect both the 10-year average annual cost and the average cost thereafter. There will be no additional average annual expense.

Exterior Painting: A good grade of paint should always be used. Even the best paints will give protection for varying lengths of time, depending upon the climatic conditions. The experience of the locality should deter-

mine the frequency of repainting. The following figures give an estimated cost of repainting the various items noted, based on two coats of paint, costing \$1.75 per gallon and a labor rate of 75 cents per hour. Exterior repainting will invariably require two coats of paint. When tenants apply paint the development furnishes the paint supplies and tools.

Two coats paint applied by tenant.
 (window openings not deductible)

Wood siding and trim \$1.40 per 100 sq. ft.
 Concrete block and trim 1.80 per 100 sq. ft.

Two coats paint applied by development employees.
 (window openings not deductible)

Wood siding and trim \$4.00 per 100 sq. ft.
 Concrete block and trim 5.00 per 100 sq. ft.
 Steel window frames and sash 5.00 per 100 sq. ft. of masonry opening

Wood window frames and sash 1.00 per openings (average 3' x 5'6")

Wood screen frame 0.25 each
 Door and frame (Exterior side only) 2.00 per opening
 Outside blinds (plain) 1.50 per opening

Hand rail or pipe fence (2 horizontal pipe 1 1/2" dia. 18" o.c. posts about 6ft. 0.12 per lineal foot of fence

Metal fence (36" high, 5/8 vert. bars 6" o.c. Posts 5 ft. o.c.) 0.30 per lineal foot of fence

Replacing Putty - Annual cost \$1.25 per 100 sq. ft. of window opening.
 (This is based on an average putty life of 6 years.)

If paint and labor unit costs are different from those on which the above were based, the following formula may be used to obtain a revised estimate for exterior paintings:

$$T = (0.104P + 0.00545L + 0.41)t.$$

- T = the revised estimated total cost for exterior painting.
- P = the cost of paint in dollars per gallon.
- L = the actual cost of labor in cents per hour, correcting if necessary for sick and annual leave with pay.
- t = the total cost for exterior paint obtained from using the factors above noted.

To determine annual cost divide T by the number of years in cycle.

Interior Paint and Decoration, Dwelling Spaces. It is assumed that the tenant will remove the dirt from the walls, ceilings, and trim, and that the filling of cracks and other minor repairs will be done by the maintenance crew. The application of paint materials to walls and ceilings may, in some localities, be done by the tenant. The

saving which can be made in rents or subsidy by having the tenant assume responsibility for this labor approximates \$0.40 per month for a 4-room apartment.

The application of paint, stain, wax, or similar materials to the trim of a room may be done by the tenant; but the skill required is such as to make it desirable in most cases to have the work done by the development maintenance crew.

The development should furnish all materials and tools for interior painting and decorating, except those required for washing. The latter include soap, pails, sponges, etc., which should generally be supplied by the tenant.

Floors. It is assumed that the tenants will keep the floors clean. The estimate for floors indicated in the following tabulations include refinishing only. This consists of removing all the accumulation of foreign matter from the wearing surfaces of the floors and refinishing with wax for linoleum and asphalt tile floors, sanding, filling and two coats of varnish (or other suitable material) for wood floors, and at such periods as indicated in the accompanying tabulations. The replacement of floors is included under the item of "Structures."

Shades & Curtain Rods. The figures in the tabulations for shades contemplate washing the shades about every two years and replacing them every four years for steel sash, and 6 years for wood sash. The figures for curtain rods include repair and replacement.

Estimate factors. In the following tabulation, figures are given which can be used to estimate the cost of interior painting and decorating. The figures are given for different kinds of rooms, so it is necessary to know the total number of each kind of room in the development. For walls and ceilings the figures are for the application of one coat of paint of the type with which the walls were last painted. In order to cheapen and expedite construction, cold water paints such as resin emulsion paint are used. If these are to be covered later by oil or more washable and permanent paints (two coats being generally required), the budget estimate should provide for it. This may be done by adding to the annual estimate for painting 15 percent of the cost of one coat of oil paint for walls and ceilings. This will obtain the spread of the added cost over a 10-year period.

The annual cost of painting the walls and ceilings on a 4-year schedule, is to be computed by dividing the total obtained from the chart above, by 4. The cost of other items in the chart is on an annual basis. If any appreciable quantity of painting is done as a result of tenant turnover, the painting schedule may be altered greatly. The formula for this is very complex and includes certain compensating factors which affect annual costs. The net result approximates the painting costs obtained from figuring a painting schedule without regard to turnover.

The figures given in the table are for both development and tenant application of paints. In the latter case, the figures represent the cost to the development for materials and for a small amount of labor supplied by the development to instruct tenants. They do not include any payment to the tenant for work which he does. The other costs in the table are average annual estimates. All costs are based on a 75-cents-per-hour labor rate and material costs corresponding to a good grade of material.

If labor rates are other than 75 cents per hour, then the total cost for interior painting and decorating should be corrected in accordance with the following formula:

$$T = (0.67 + \frac{L}{225})t$$

T = Revised total cost to be computed.
t = Total cost obtained from the tabulation.
L = Total rate in cents per hour.

Development and Commercial Space. Interior painting and decorating costs for the development public spaces, heating plants, service and commercial spaces, exclusive of development stair halls, will average about 5 percent of the interior painting and decorating costs of the dwelling units.

TABLE FOLLOWS.

COST OF PAINTING WALLS, CEILINGS AND RADIATORS PER APPLICATION.

AVERAGE ANNUAL COSTS FOR TRIM, REFINISHING FLOORS, SHADES, AND CURTAIN RODS

	Oil Paint		Calcimine or Casein		Radiators	Refinishing Floors			Shades		Curtain Rods
	Applied by Project	Applied by Tenant.	Applied by Project	Applied by Tenant.		Asphalt & Linoleum	Wood	Concrete	Steel Sash	Wood Sash	
Kitchen	4.70	2.35			.60	.35	.65	.50	.25	.20	.10
Large Kitchen Closet	2.00	1.00				.05	.10	.15			
Bath	2.75	1.40			.20	.10	.20	.25	.15	.15	.05
Living Room	6.90	3.45	5.20	1.70	.80	.55	.95	.60	.70	.45	.10
Bedroom, large	6.20	3.10	4.20	1.50	.60	.40	.70	.50	.50	.45	.10
Bedroom, small	5.10	2.70	3.80	1.30	.60	.35	.50	.40	.50	.45	.10
Hall	2.60	1.30	1.75	.60		.30	.10	.20			
Stairs, R.H. & Flats	3.10	1.60	2.10	.70		.10	.20				
Stairs, Apartments		See note below.									
Closet in Living Room under stairs	2.00	1.00	1.35	.45		.05	.15	.10			
Closet with Door	1.00	.50	.70	.25		.05	.10	.10			

NOTE:

All open closets in and adjacent to rooms are figured as parts of rooms. The painting cost for apartment stair halls per story, will average per year about \$1.60 for halls with glazed tile and \$3.30 for halls with painted walls. The unit "stair hall per story" includes one landing and the stair from one story to the next with the corresponding walls.

The costs per application should be divided by the number of years in the cycle to obtain annual cost.

3 yrs. 3 yrs. 8 yrs. 4 yrs. 4 yrs. 6 yrs. 8 yrs.

NOTE:

The above figures are based on the refinishing or re-placement schedules shown here.

15d (4). PLUMBING AND GAS SYSTEM

The plumbing and gas systems include the hot and cold-water systems (lines, tanks, meters, generators, pumps, motors, and controls); drainage and sewerage systems; plumbing fixtures; medicine cabinets; gas piping, valves, and meters.

In estimating the repair, maintenance, and replacement for the plumbing and gas systems, the construction cost is used as a basis since the type of equipment and quality of workmanship which are acceptable for low-rent housing constructed to last 60 years are of a fairly uniform grade.

The factors to apply to the development cost of the plumbing and gas systems including underground systems are:

10-year Average Annual Cost----0.0081
 Additional Average Annual Cost-0.0172

15d (5). ELECTRICAL SYSTEM

The electrical system consists of the exterior distribution, including yard lighting standards and underground telephone ducts; and the interior wiring including meters, fixtures, lamps, and fuses. Electric motors and their starting equipment are not included with the electrical system, but with the equipment which the motor drives.

Estimate Factors: The repair, maintenance and replacement costs for the electrical system may be estimated by multiplying the development cost of the part of the system by the following factors:

<u>Part of System</u>	<u>10-Year Aver. Annual Cost</u>	<u>Additional Aver. Annual Cost</u>
Exterior-Overhead	0.0056	0.035
Underground	0.0042	0.029
Interior	0.0088	0.0108

15d (6). HEATING SYSTEM

The heating system includes the heating plant (boilers, firing equipment, heating stoves and furnaces, fans and pumps); the distribution system (distributing mains, pipes and ducts, steam meters and automatic controls); and radiation (radiators, radiator valves, traps and grills).

The standard of maintenance will depend upon the service required from the equipment rather than upon its appearance. During cold weather, it is essential that heating service be maintained, particularly if damage from freezing of water lines is possible. In many installations tenants can be kept warm but not necessarily comfortable by the cooking equipment. This makes it possible to have interruptions to the heating plant, which fact will influence the necessity for certain types of maintenance work.

Since the fuel cost is an important item

of expense, efficient operation must be secured. In general, the more expensive the fuel the more important is the item of efficiency. It costs money to maintain high efficiency. Some of the cost is reflected in the repair, maintenance, and replacement expense and it is a matter of good heating-plant management to determine the proper standard of maintenance from the standpoint of efficiency.

Appearance should not be a controlling factor in maintenance. This statement, however, should not be interpreted to encourage slovenly and careless appearance around the plant. A good heating-plant operator takes pride in his surroundings and some money spent to satisfy this pride is a good investment. A plant that is dark and dingy is rarely efficiently operated. A little cleaning material and paint should be given the operator to be applied by him during spare moments.

The annual cost for repairs, maintenance, and replacements may be estimated by multiplying the development cost of the heating system by the following factors:

<u>Type of Heating System</u>	<u>10-Year Aver. Annual Cost</u>	<u>Additional Aver. Annual Cost</u>
Management-operated High & Low Pressure Steam Plants	0.019	0.028
Heating with Pur- chased Steam	0.015	0.023
Tenant-operated Steam & Hot Water Plants	0.008	0.021
Tenant-operated Warm Air Furnaces Coal Stoves & Gas- fired Circulators	0.020	0.04
Space heaters-oil burning	0.120	None

15d (7). RANGES

The annual cost of repairs, maintenance, and replacements may be estimated by multiplying the initial cost of the ranges by the following factors:

<u>Type of Range</u>	<u>10-Year Aver. Annual Cost</u>	<u>Additional Aver. Annual Cost</u>
Electric	0.138	0.045
Gas	0.122	0.039
Oil	0.148	0.039
Coal	0.129	0.041

15d (8). REFRIGERATORS

The annual cost of repairs, maintenance, and replacements may be estimated by multiplying the initial cost of the refrigerators by the following factors:

Type of Refrigerators	10-Year Aver. Annual Cost	Additional Aver. Annual Cost
Electric	0.117	0.052
Gas	0.115	0.047
Oil	0.122	0.046
Ice	0.133	0.039

15d (9). OTHER EQUIPMENT

Description: In this group are included electric laundry hot plates; electric hot-water heaters; shop equipment, tools, and supplies; operating service equipment; social, recreational, and playground equipment; office equipment; and sundry other items.

Electric Hot Plates: Laundry Service, such as boiling clothes and preparing starch, is hard on electric plates. The average annual 10-year RM&R costs will approximate 0.24 times the original cost of the hot plates. There will be no Additional Average Annual RM&R Cost. Gas hot plates are usually furnished under the plumbing contract, so the repair, maintenance and replacement for gas plates is included in the Plumbing and Gas System estimate.

Shop Equipment: The 10-year average annual cost for the repair, maintenance, and replacement of shop equipment may be estimated by multiplying the number of dwelling units by the appropriate amount indicated in the following tabulation.

Dwelling Unit	Average Annual RM&R Cost per Dwelling Unit
Less than 300 dwelling units	\$0.64
300 to 900 dwelling units	.47
1,000 and over dwelling units	.30

There will be no Additional Average Annual RM&R Cost.

Operating Service Equipment: With the exception of garbage cans and trash cans and baskets, the operating service equipment can be classified with janitorial supplies, which are estimated under Operating Services.

The repair, maintenance, and replacement costs of management-owned garbage cans can be estimated at 50 cents per year per family using them. This is based on cans of sufficient number and size for garbage collections twice a week.

The repair, maintenance, and replacement costs of management-owned trash cans can be estimated at 31 cents per year per family using them. This is based on collections twice a week. If collections are made once a week, 62 cents per family per year should be estimated.

If public trash baskets (costing approximately \$6 designed to last 6 years), are used, and are to be cleaned, repaired, and painted annually, the average cost per basket will be about \$1.60 per year.

There will be no Additional Average Annual RM&R Costs for Operating Service Equipment.

Social, Recreational, and Playground Equipment: It is a policy of the USHA to urge local authorities to obtain from other agencies insofar as possible the recreational facilities necessary for tenants. The average annual cost for the repair, maintenance, and replacement of the facilities maintained by management may be estimated by multiplying the original cost of the equipment by 0.075.

There will be no Additional Average Annual RM&R Costs for social, recreational, and playground equipment.

Office Equipment: The annual cost of the repair, maintenance, and replacement of office equipment may be estimated at 10 percent of the original cost of the equipment. There will be no Additional Average Annual RM&R Costs.

Electric Hot-water Heaters: The 10-Year Average Annual RM&R Cost for these heaters will be approximately 0.033 times the original cost. The Additional Average Annual RM&R will be 0.046 times the original cost.

15d (10). RM&R RESERVES

The use of the foregoing methods of estimating 10-year average annual costs should result in the building up of reserves during the first part of the initial 10-year period. It is expected that these reserves will be used up during the latter part of that 10-year period.

The following tabulation gives data which may be used to determine whether or not reserves at the end of the year are sufficient. It is intended that the total of the RM&R reserve at the end of any year should receive more attention than the reserves for the individual accounts. There may be a considerable overage or underage in the individual reserves but it is the total figure that is important. The only purpose of the detailed figures is to serve in furnishing a method to determine the total and to indicate in which accounts adjustments in RM&R cost estimates should eventually be made in order to obtain a proper total RM&R reserve. The factors in the tabulation are to be multiplied by the 10-year average annual costs as determined by the foregoing methods.

Item	Years of Development Operation									
	1	2	3	4	5	6	7	8	9	10
Grounds										
Planted Areas	0.1	0.2	0.1	0.2	0.2	0.2	0	0	0	0
Surfaced Areas										
Hard-Surfaced.	0.5	0.9	1.2	1.5	1.6	1.6	1.5	1.2	0.7	0
Water-Bound.	0	0	0.1	0.1	0.1	0.1	0.1	0.1	0	0
Yard Appurtenances	0.6	1.2	1.7	2.1	2.4	2.5	2.3	1.8	1.0	0
Structures										
Type I	0.7	1.3	2.0	2.7	3.1	2.4	1.6	0.9	0.5	0
Type II.	0.6	1.3	1.9	2.6	2.7	2.0	1.4	0.7	0.5	0
Type III	0.7	1.4	2.2	2.9	3.0	2.8	2.3	1.8	0.9	0
Type IV.	0.6	1.2	1.9	2.5	1.9	1.3	0.4	0.2	0.3	0
Painting (see below)										
Plumbing	0.5	0.9	1.2	1.3	1.4	1.2	1.0	0.8	0.4	0
Electrical										
Exterior										
Overhead	0.6	1.2	1.8	2.2	2.7	2.7	2.5	2.2	1.5	0
Underground.	0.5	1.0	1.5	1.9	2.3	2.1	1.9	1.5	1.0	0
Interior	0.2	0.3	0.4	0.5	0.6	0.6	0.6	0.5	0.3	0
Heating										
Project-Operated										
H. & L. Press Steam	0.6	1.0	1.4	1.5	1.5	1.4	1.1	0.8	0.5	0
Purchased Steam.	0.6	1.1	1.4	1.6	1.6	1.4	1.2	0.9	0.5	0
Tenant-Operated										
Steam & Hot Water.	0.6	1.1	1.4	1.6	1.6	1.5	1.3	0.9	0.5	0
Warm Air, Coal Stones, and Gas Circulators.	0.7	1.2	1.7	2.0	2.1	2.1	1.9	1.4	0.8	0
Oil Space Heaters.	0.8	1.6	2.2	2.6	2.6	2.2	1.5	0.8	0.2	0
Ranges										
Electric	0.9	1.7	2.3	2.6	2.5	2.1	1.5	0.8	0.3	0
Gas.	0.9	1.8	2.4	2.8	2.8	2.4	1.7	0.9	0.4	0
Oil.	0.8	1.5	2.0	2.3	2.3	1.9	1.4	0.8	0.3	0
Coal	0.9	1.7	2.3	2.7	2.7	2.3	1.6	0.9	0.3	0
Refrigerators										
Electric	0.9	1.7	2.3	2.6	2.4	1.9	1.3	0.9	0.5	0
Gas.	0.9	1.8	2.3	2.6	2.3	1.8	1.3	0.8	0.4	0
Cil.	0.9	1.8	2.4	2.5	2.2	1.5	1.0	0.6	0.3	0
Ice.	0.9	1.7	2.3	2.6	2.6	2.2	1.5	0.8	0.3	0
Other Equipment										
Shop Tools, etc.	0.1	0.6	0.8	0.9	0.9	0.7	0.6	0.4	0.2	0
Garbage and Trash Containers	0.9	1.7	2.4	2.9	3.0	1.5	0	0	0	0
Social and Recreational Equipment.	0.1	0.4	0.7	1.0	1.2	1.2	1.0	0.7	0.4	0
Office	0.2	0.5	0.7	0.8	0.8	0.7	0.6	0.4	0.2	0

Painting: Due to the great variety of requirements and conditions it is deemed impracticable to establish reserves for painting by the use of factors to be applied to the average annual estimate. With varying weather conditions and the painting required as a result of tenant turnover, there will be a tendency to establish a uniform amount of painting per year. This is a desirable result from an operating point of view and reduces the necessity for reserves for painting. It is suggested that the unexpended balances for painting be kept in reserve unless they exceed 2.5 times the estimated 10-year average annual, at which time consideration should be given to the use of the excess money for other purposes.

15e. COMMUNITY ACTIVITIES

Because of the low-income nature of the tenant body a specific amount should be set aside to aid in the community activities program.

15e (1). ITEMS OF EXPENSE

The amount appropriated is applicable both to salaries in connection with the formulation, guidance, and supervision of activities, and to purchases of appropriate materials and supplies. (It does not apply to the purchase of original and permanent equipment, provision for which must be made from other funds).

The broad basis for determining what materials and supplies are appropriate to this fund is the basis for use. Emphasis is placed upon the purpose for which expenditures are made rather than upon the nature of the items bought. Generally speaking, the fund may be used for the project's regular and approved community activities but not for special activities involving the benefit of particular groups only. Thus, toys and crayons may be purchased for nursery schools and play centers, but not for special parties or private birthday celebrations.

The principle of program use operates still further to select and limit expendables within the appropriate activities themselves. Thus, balls and bats may be bought for the recreational program of games, but shoes and uniforms for individual participants may not. The fund may be used to buy pots, pans and dishes for home economics classes but not for food used in instruction and demonstration. Refreshments are in no case considered proper expendables inasmuch as they are purchased principally for private benefit rather than for program use.

The following list may prove helpful in suggesting a few possible expense items. It is in no sense to be taken as complete, however, either for the community activities mentioned or for items properly chargeable to them.

SAMPLE LIST OF EXPENSE ITEMS FOR COMMUNITY ACTIVITIES

<u>ACTIVITIES</u>	<u>PURCHASES</u>
Recreation	
Dramatics	Paints and canvas for scenery, cloth and pins for costumes.
Music	Phonograph needles, raw materials for making simple instruments.
Sports & Games	Bats, balls, nets, shuttle cocks, paddles.
Library	Card index, books, print-

ing notices.

Arts & Crafts, etc. Crayons, paint, paper, metal, wood.

Health

Clinics, first aid, safety classes, etc. Bandages, gauze, report forms.

Consumer Interests and Homemaking

Consumer Education Literature, sales checks, record books.

Resident Newspapers, Mimeograph, stencil, etc. and typewriter paper.

15e (2). ESTIMATE OF EXPENSE

In estimating the amount required for a community activities program the number of dwelling units involved is a factor of first importance. Other factors must be considered, of course, since conditions will vary for different developments. It can be said in general, however, that developments over 500 units will require less per D. U. per month than those of less than 500 units. This is taken into consideration in the following paragraph.

For developments of 500 D. U. or less, allow 10 cents per D. U. per month. For developments over 500 D. U., allow .08 per D. U. per month.

15f. COLLECTION LOSSES

Since the tenants are carefully selected according to the relation of the rent paid to their income and because a reserve is established to cover vacancy and collection losses, the amount to be included in the average annual estimate should be small. The average collection loss in PWA Housing Division projects has been less than one-half of one percent. The average annual collection losses should be estimated at one percent of the Total Dwelling Rent Schedule.

15g. INSURANCE

As soon as each development or a portion thereof has been finally accepted by the local authority and taken over for occupancy, the primary responsibility for carrying insurance thereon shifts from the contractor to the local authority. The specific coverages to be carried by the local authority during the operating period are:

1. Fire and extended coverage.
2. Workmen's Compensation.
3. Owners' landlords' and tenants' public liability.
4. Automobile insurance.
 - a. On cars owned by the local authority
 - b. Non-ownership automobile liability.

5. Boiler insurance.
6. Burglary and robbery.
7. Fidelity bonds.
8. Earthquake insurance (in localities where it is customarily carried).

For a complete discussion of insurance to be carried during the operating period, see pp. . The following figures, shown for per dwelling per month, can be used for estimating all insurance expenses:

Class 1--Construction: Consists of fire resistive construction throughout; or fire resistive except for wood roof; or fire resistive except for wood roof with top ceiling of either metal lath and plaster, gypsum lath, or transite.

Class 2--Construction: Consists of ordinary brick construction with six families between firewalls.

Class 3--Construction: Consists of frame or brick veneer construction with four families between firewalls.

STATE	CLASS 1	CLASS 2	CLASS 3
Alabama	.20	.62	.69
Arizona	.19	.38	.45
Arkansas	.19	.49	.56
California	.20	.38	.45
Colorado	.17	.36	.43
Connecticut	.28	.46	.53
Delaware	.19	.37	.44
Florida	.20	.62	.69
Georgia	.20	.61	.68
Idaho	.17	.36	.43
Illinois	.19	.49	.55
Indiana	.18	.48	.54
Iowa	.18	.47	.53
Kansas	.18	.47	.53
Kentucky	.18	.36	.43
Louisiana	.18	.60	.67
Maine	.19	.37	.44
Maryland	.19	.37	.44
Massachusetts	.24	.42	.49
Michigan	.18	.47	.53
Minnesota	.21	.39	.46
Mississippi	.19	.49	.56
Missouri	.24	.54	.61
Montana	.21	.40	.47
Nebraska	.22	.40	.47
Nevada	.19	.38	.45
New Hampshire	.19	.37	.44
New Jersey	.24	.43	.50
New Mexico	.17	.36	.43
New York	.26	.45	.52
North Carolina	.20	.61	.68
North Dakota	.17	.36	.43
Ohio	.21	.51	.57
Oklahoma	.19	.49	.56
Oregon	.18	.37	.44
Pennsylvania	.19	.38	.45
Rhode Island	.24	.42	.49
South Carolina	.19	.60	.67
South Dakota	.17	.36	.43
Tennessee	.20	.38	.45
Texas	.19	.60	.67
Utah	.19	.38	.45
Vermont	.19	.37	.44
Virginia	.19	.37	.44
Washington	.19	.38	.45

West Virginia	.17	.36	.43
Wisconsin	.20	.49	.56
Wyoming	.17	.36	.43

15h. PAYMENTS IN LIEU OF TAXES

Many of the local authorities which have entered into the Loan and Annual Contributions Contracts with the USHA have found that their cities are willing to furnish the usual municipal services without any payment in lieu of taxes.

The amount of payment in lieu of taxes, if any, is generally specified in the Cooperation Agreement as a percentage of shelter rent. The estimate of the amount of such payments should be computed on the total shelter rent schedule at the stipulated percentage.

Usually the Cooperation Agreement provides that the payment in lieu of taxes shall begin to accrue from the physical completion of the project. As used in these agreements the term "physical completion" means the time when substantially the entire development is ready for occupancy. See p. , for further discussion of the term "Ready for Occupancy."

The term "physical completion" as used in the Cooperation Agreement must be carefully distinguished from the term "Physical Completion" as employed in the Contract for Loan and Annual Contributions, since "Physical Completion" does not occur for purposes of such Contract until the giving of the "Physical Completion Notice" provided for therein.

15i. DEBT SERVICE

Annual debt service, including interest and amortization, shall be computed as follows:

A. Estimate Made Before Permanent Financing

In estimating annual debt service for the development, prior to the permanent financing thereof, the latest estimate of total cost shall be used. This latest estimate of total cost shall be taken from the approved Final Development Cost Budget or, if none exists, from Item 5 of the approved Construction Award Approval Sheet. If there is neither an approved Final Development Cost Budget nor an approved Construction Award Approval Sheet for the development, use estimate of total development cost on which the Contract for Loan and Annual Contributions is based.

The latest total development cost estimate may then be multiplied by the appropriate factor set forth below to obtain the estimated annual debt service figure, if no Capital Donations have been received on the development and approved by the USHA:

<u>Interest Rate in USHA Loan Contract</u>	<u>Percentage Factor</u>
2-1/2%	3.2845%
2-3/4	3.4438
3	3.6477
3-1/4	3.9061

If Capital Donations have been received and approved by the USHA, the necessary data shall be forwarded to the USHA, which will then calculate and furnish the estimated annual debt service figure.

B. Estimates Made After Permanent Financing

After the permanent financing of the development and the determination of the Bond Service Percentage, the annual debt service figure shall be computed and furnished for all purposes by the USHA in collaboration with the local housing authority.

15j. TOTAL EXPENSE AND TOTAL INCOME

In the Application for Financial Assistance for the development, an Average Annual Estimate of Income and Expense is included. In the preparation of the final Average Annual Estimate the individual items may vary but the Total Expense should be consistent with that stated in the Application.

Shelter Rent Schedule. The Shelter Rent Schedule is the total annual charge for the use of all the dwelling units excluding the furnishing of any utilities. The shelter rent schedule is determined by subtracting the utility charge schedule from the total dwelling rent schedule.

Utility Charge Schedule. The utility charge schedule includes the charge established for the utilities furnished by the development and included in the charges to the tenant. The utility rent schedule should equal the total dwelling utilities included in the Expense portion of the estimate increased by the vacancy and collection loss allowance (3%) established for the development.

Total Dwelling Rent Schedule. The total dwelling rent schedule is established in accordance with the principles set forth in Section 16, p. "Determining Income Limits and Rents."

Dwelling Rent Income. The total dwelling rent income is computed by deducting 2% for vacancy loss from the total dwelling rent schedule.

Non-Dwelling Rent Schedule. Include in this item all other scheduled income such as store, garage, and parking space rentals. The vacancy loss for this type of income is to be deducted at a percentage established by the local authority.

Other Income. Include in this item any other regularly scheduled income.

Total Operating Income. This item is the total of:

- a. Dwelling Rent Income
- b. Non-Dwelling Rent Income
- c. Other Income

Total Operating Expense. This item is the total of:

- a. Management Expense
- b. Operating Services
- c. Dwelling Utilities
- d. Repairs, Maintenance, and Replacements
- e. Community Activities
- f. Collection Losses
- g. Insurance
- h. Payment in Lieu of Taxes

Net Operating Income. This item is Total Operating Income less Total Operating Expense.

USHA Annual Contributions. The estimated amount of USHA Annual Contributions required will be the estimated Debt Service less the estimated Net Operating Income. The estimated contributions required for the first 10 years, plus the estimated additional repairs, maintenance, and replacement expense should not exceed the maximum contribution payable under the contract.

If, for any development in a statutory project, the estimated amount of annual contributions required plus the estimated additional repairs, maintenance, and replacement expense exceeds the maximum contribution payable under the contract, an additional estimate for the statutory project should be added to the average annual estimate for that development, showing the items indicated in the box at the bottom of USHA Form 853 for the statutory project as a whole.

16. DETERMINING INCOME LIMITS AND RENTS

This section deals with the policy considerations involved in setting income limits and rents for USHA-aided developments. The formulation of policies for establishing income limits and rents has been marked by many changes in recommendation as a result of experience.

Any system adopted must be subject to some change as a result of experience, but a new system, once adopted, should be given a fair trial for at least a year before changes are considered. Tenants once accepted should feel secure in their tenure, provided they fulfill their part of the agreement. Stability in a system of rents is equally important for the efficiency and morale of the staff.

16a. GENERAL PRINCIPLES

The United States Housing Act limits the program to families in the "lowest income group." But the "lowest income group" includes families with a considerable diversity of

income. Naturally, the first concern of most local authorities was to produce decent housing exclusively for families as near the bottom of the "lowest income group" as could be reached by using the maximum subsidy in every case. But local authorities have come to realize through experience that it is desirable to accommodate as soon as possible a cross section of all families "in the lowest income group" now obliged to live in substandard housing, rather than one restricted portion of these families. Toward these broader purposes local authorities should formulate, as some already have, long-term housing programs. Each new development will thereafter fit into its place in the program considered as a whole.

Such a long-term program covering the entire lowest income group has certain advantages. These are:

1. Many families who need decent housing and cannot afford it can be included although they are not at the very bottom of the "lowest income group".
2. By reducing the average subsidy per family rehoused more families can be helped for the same money.
3. Families can be provided for whose incomes at the time of admission are at the very bottom of the "lowest income group" but which increase after admission, although not beyond the point at which they can obtain adequate housing.
4. Prompt occupancy is facilitated.

16b. MARKET LIMITS

In determining the income limits of the long-term program in any locality, there must be borne in mind at all times the three requirements: (a) That only families living under substandard housing conditions are to be rehoused; (b) that only families who cannot afford to pay enough to induce private enterprise to build an adequate supply of decent, safe, and sanitary housing are to be rehoused; and (c) that all families to be rehoused must be drawn from the "lowest income group."

Information in regard to the incomes of families living in substandard housing in the locality (especially tenant families), and the rents paid for substandard housing should be the first concern of every local housing authority.

The rents asked for minimum decent housing in existing vacancies and current construction by private enterprise will guide the local authority in determining the income limits of families who cannot afford to pay the rents asked by private enterprise.

A standard for defining the "lowest income group" is based upon examining the incomes of the families living in sub-standard housing in the locality. Broadly speaking, with some exceptions, families live in slums only

because their incomes are too low to afford decent housing.

In order to shut out borderline cases and families who could readily afford adequate housing usually it will be found advisable to set the upper income limit for admission to exclude the top 15 or 20 per cent of families living in sub-standard housing.

No fixed and definite lower income for admission should be set for the whole market. In setting the lowest rents which are to be available in the long-term program, it must be recognized that it is impossible to set them sufficiently low to rehouse families at the very bottom of the income scale, who literally do not have an income sufficient to provide food and clothing, much less shelter, and who of necessity should have their incomes supplemented by public relief. The lowest rents to be available should be set, however, so that families who receive reasonably adequate relief will be able to afford them, although the local authority may wish to place some limitations on the proportion of relief families admitted.

In setting income limits for long-term programs, local authorities cannot rely exclusively on survey data, especially where such data are out of date or are believed to be inaccurate; but should consult with responsible welfare officials and other persons with an intimate knowledge of actual living conditions among the very low-income families.

16c. DIVISION OF THE LOW-INCOME GROUP INTO GRADES

The incomes of families to be served by the long-term program in any community will usually be found to have so large a range that no one rent scale can appropriately be fixed for all of them. For example, if the long-term program in a locality contemplates rehousing average size families with incomes from \$400 to \$1,000, a rent of \$20, which would require families at the top of the group to pay only 24 per cent of their income for rent and utilities, would require families with incomes of \$400 to pay 60 per cent of income for that purpose - a proportion which is obviously excessive. More than one rent scale must, therefore, be available in order to accommodate all families of low-income at rents within their financial reach.

A practical adjustment of rent to income may be achieved by dividing the range of incomes to be served by the long-term program into a number of grades, and to set a fixed schedule of rents for each grade. When families are admitted to a development the rents which they are to pay will be determined by the income grade in which they fall. Such income grades and the corresponding grades of rents may be distinguished as A, B, C, etc., beginning with the lowest.

Such a system of "graded rents" makes no pretense of precise and constantly adjusted

equalization of the rent burden. As no real precision in respect to anything so complicated is humanly possible, this is an advantage. On the other hand, it has the great advantage of not requiring frequent and detailed check-ups on income. This saves administrative costs and avoids serious difficulties in tenant relations.

Another method of serving the market, which, however, is not recommended by the USHA, is through the use of "proportional rents" or, as they have sometimes been called, "adjusted rents". Under this system the rent is fixed for each family according to its income and calculated needs. A frequent check is made on the income of the family and the rent is adjusted upward or downward to correspond to changes in income or family composition. The terms "graded rents" and "proportional rents" are used to avoid the confusion which has grown up, not only in the United States, but in Great Britain, the country of origin, in connection with the use of terms "differential rents", and "differential rent relief."

The number of grades required in any local program will depend upon the range in income of the families to be served in the long-term program, and upon how wide a range can be accommodated in each grade without requiring families with incomes at the bottom of the grade to pay too large a proportion of their incomes for rent.

Consideration should be given, when establishing the number of grades, to the extent of rental adjustments which will be required for families whose incomes increase after admission and who are thereby required to pay the rental of a higher grade. If the number of grades is too few the difference in rentals between grades may be so great as to work undue hardships on families whose incomes after admission fall in a higher grade than their incomes at the time of admission. On the other hand, if the number of grades is increased, a greater number of rental adjustments will be required at the time of annual re-examination of income. It is strongly recommended that the number of grades be held to the minimum with which it is practicable to rehouse the whole cross section of the "lowest income group" included in the long-term program.

For families with incomes below \$1,000, a range of \$200 between the minimum of one grade and that of the next grade is generally practicable while above \$1,000 a range of \$300 is generally suitable.

16d. SETTING RENTS FOR VARIOUS INCOME GRADES.

After the income grades have been determined, it is necessary to fix rents for each of the grades.

Families should not as a rule be expected to pay much more for shelter and utilities in public housing than the amount they have

been accustomed to pay, since it could only be done by sacrificing other necessities. It is important, however, that they should pay as high rents as they reasonably can in order to hold the cost of subsidy to a minimum. In most cases these objectives will be attained by setting rents in public housing at approximately the amounts paid by tenants in sub-standard dwellings.

It is therefore suggested that the proportion of income to be charged for rent in each grade be set at approximately the average proportion of income paid for rent by families living in sub-standard housing. In other words, the statutory rental value in each grade would be the same proportion of the middle income of the grade as the average rent of all families in sub-standard housing is of the average income of all such families.

In certain communities, however, the families of extremely low income in sub-standard housing or certain racial or occupational groups are forced to pay unreasonably high proportions of their incomes for rents plus utilities. Such abnormalities should be corrected.

16e. VARIATION FOR DIFFERENCES IN FAMILY AND DWELLING SIZE

The foregoing discussion has omitted any suggestion for variation of rents and income limits due to differences in family size or size of dwelling units. The previous discussion applies to setting income limits and rents for an average size of family and an average size of unit, assumed in the discussion to be a four-person family and a two-bedroom unit.

If large families are to obtain adequate private housing they must have more income than small families due to greater expenses for food, clothing, and other essentials. For the same reason these large families in the low-income group cannot afford to pay as large a proportion of their income for rent as small families. Consequently local authorities may wish to adjust rents and income limits for variations in family and dwelling size.

At the end of this section several alternative methods for adjusting rents and income limits for variations in family size and sizes of dwelling units are suggested.

It will be noted in these tables that alternate methods of fixing income limits are set forth.

When slightly higher rents are charged for larger units (method No. 1) the rent must obviously be attached to the size of the unit, but the income limits may be attached to either the size of the family or the size of the unit. It is somewhat simpler to attach the income limit to the size of the unit. However, since families of the same size may occupy units of dif-

ferent size because of variations in family composition, attaching the income limit to the unit size sometimes results in different income limits applying to families of the same size.

Where the rents are not varied according to the size of the unit but the income limits are to be varied (method No. 2) as much simplicity is obtained by attaching the income limit to the size of the family as to the size of the unit, and, therefore, it is recommended that if method No. 2 is followed, the income limit be attached to the size of the family.

Where neither the income limits nor the rents are varied according to family or dwelling size (method No. 3) obviously no problem is involved.

Where the income limit is not varied, but the rents are smaller for the larger units or families (method No. 4) it is recommended that the rent be attached to the size of the family.

When a schedule has been completed the percentages which annual statutory rental values bear to maximum income limits should be computed for every grade and every size of unit, and any abnormality should be corrected. Care must be taken that, in accord with Sec. 2(1) of the Act, no unit to be occupied by a family with less than three minor dependents (in general one or two-bedroom units) has a rent-income ratio of less than 20 per cent, and that no unit to be occupied by a family with three or more minor dependents (in general three- or four-bedroom units) has a ratio of less than 16-2/3 per cent. Where the ratio for a three- or four-bedroom unit is less than 20 per cent, an additional income limit should be established in the amount of five times the statutory rental value for families with less than three minor dependents.

16f. INCOME LIMITS AND RENTS FOR SPECIFIC DEVELOPMENTS.

The USHA recommends that each local authority set income limits and rents for the developments included in its immediate program so as to rehouse a typical cross-section of the entire market.

Insofar as possible units with rents at more than one grade should be available in each project. When a local authority has several developments this will permit families of any given income to have a choice of location in relation to their employment, and will not require families whose incomes change after admission to move from one development to another. This policy also avoids the segregation of families by income and makes for more representative communities in each development.

A variety of factors will influence the choice of the income grades to be provided in any specific development. Among such factors are the income groups which predom-

inate in the neighborhood, and the wage levels at places of employment most accessible to the development. As any local program develops over a period of years, there will arise differences in relative desirability between old and new developments. It seems reasonable that in selecting the grades to be served in various developments such differences should be recognized.

16g. ASSIGNMENT OF RENTS TO SPECIFIC DWELLING UNITS.

Two different policies are possible in connection with the assignment of rents: (a) It is possible to assign fixed rents to specific dwelling units. At the time of admission a family in any income grade would select its dwelling from among those assigned to that grade. If the income of the family changed sufficiently to put them in a different income grade they would have to move to a dwelling with higher or lower fixed rent, as the case might be, when a suitable vacancy occurred. (b) It is possible to make no assignment of rents to dwelling units. At the time of admission a family would be free to select any unit of suitable size among those then available for occupancy, and the rent paid would be determined by the income grade of the family. If the income of the family changed sufficiently to put them in a different income grade, they would remain where they were and the rent would be adjusted up or down as the case might be.

There are practical advantages and disadvantages in either procedure which local authorities are advised to weigh thoroughly before making their choice.

If fixed rents are to be assigned to specific dwelling units under the first plan, care should be taken to assign to the higher rent grades those units which are more desirable because of outlook, exposure, plan, or other reason.

16h. INCOME LIMITS AFTER ADMISSION

Discussion up to this point has been concerned largely with income limits at the time of admission. Family incomes are, however, unstable, and in the course of a few years the incomes of many families in any development will have risen, while others will have fallen.

The question of income limits for continued occupancy is distinctly different from that of limits at the time of admission. This fact is recognized in Sec. 2 (1) of the Act which fixes outside income limits of five and six times the rental at the time of admission, but which fixes no such limits after admission

It is of the utmost importance to give families in public housing a feeling of security of tenure. The securing of any high degree of tenant maintenance depends on giving tenants some assurance of continued occupancy. Any feeling that they may be dis-

possessed through relatively small increases in income tends to militate against their ambition to better themselves, particularly if eviction will drive them back into the slums. The human and practical problems involved in evicting or even moving tenants because of a small increase in income are very considerable.

The USHA believes that families in the top income grade whose income increases beyond the maximum limit for admission to the top grade should be encouraged to leave the development and move into private housing if they can find decent quarters at suitable rents. Where such quarters are not available they should be allowed to remain in the development.

An extra income grade (Grade X) should be established for such families who are allowed to remain in the development. The maximum income limits in Grade X for units of various sizes should be set at approximately 20 per cent above the corresponding limits in the top regular income grade, but should be rounded to the nearest \$50. When the income of a family increases beyond the maximum limit for Grade X the family must ordinarily be required to leave the development. It must be emphasized that Grade X is strictly reserved for families whose income after admission has increased above the maximum limit in the top grade.

When the income of a family in any grade other than the top grade increases beyond the maximum limit for that grade the USHA recommends that such family be assigned to the next higher grade and that its rent be correspondingly increased. In projects where rents are attached to specific units such family would be required to move into a unit in the next higher grade as soon as a vacancy occurred. Where the rent attaches to the family its rent would be increased without moving the family.

When the income of a family in any grade decreases below the maximum for the next lower grade the USHA recommends that such family be assigned to the next lower grade and that its rent be decreased correspondingly. In developments where rents are attached to specific units such family would be permitted to move into a unit in the next lower grade as soon as a vacancy occurred. Where the rent is attached to the family the rent would be decreased without its moving. If rents have been set in the lowest grade which require more than maximum subsidy, the number of families admitted to this grade must be restricted so as not to require more than maximum subsidy for the project as a whole.

If the local authority has not established all income grade in a particular development for the purpose of admission, it is suggested that all grades be made available to families after admission. Thus, every family in every development would have the same privileges when their incomes change after admission, and the same top

limits at which the families would have to move from public housing would apply in all developments..

In making any changes in the status of tenants as a result of increases or decreases in income after admission, it is always necessary to consider the probable permanency of the increase or decrease. Income after admission is to be determined on an annual basis and is to reflect the anticipated income for the coming year. It is proposed to determine income after admission only once each year, and necessary changes in grade should be made as quickly as possible after such determinations. (See Reexamination of Tenant Eligibility, p.186)

As noted above, under normal conditions, families whose incomes increase beyond the maximum limit for Grade X would be required to leave the development. In defense areas, where acute housing shortages prevail, it is not always possible for families whose incomes have exceeded the Grade X limit to find decent quarters outside the development. The USHA cannot require families to vacate its developments in these circumstances, consequently it will not require local housing authorities to force such families to vacate. Such families should be given notice that they are to move from the development when private housing is available. During this interim period of occupancy, these families should pay an additional rental appropriate to their incomes.

The amount of increased rental may be determined as a surcharge proportioned according to the amount by which the income exceeds the limits for Grade X. For example, families might pay a rental equal to the Grade X rental plus \$1.00 per month for each full \$60 per year by which the family's income exceeds the income limit for Grade X. If additional temporary or emergency rent and income grades higher than X are used instead of a surcharge system, the range of incomes for each grade should not be stated as income limits in order that it will be clear that families above the limit for Grade X are no longer eligible and are permitted to remain solely because housing is not available outside the development.

It is suggested that where necessary to provide for families with incomes above the limit for Grade X a ceiling be established as to the maximum total rent to be charged regardless of how high the income. This ceiling should generally be sufficiently high so that no USHA contributions would be required for families paying the top rent.

It is believed that the top rent should approximate the rental which would prevail for middle-class standard housing during normal economic conditions. If such top rent is not established, the local authority may be profiteering from emergency conditions and interfering with public agencies who are attempting to restrain private enterprise from profiteering.

17. THE MANAGEMENT RESOLUTIONS

A management program is a statement of major policies and procedures regarding the administration of a housing program, including rent schedules and operating budgets. The management program is embodied in resolutions adopted by the local authority.

There are three types of Management Resolutions: (1) a Master Management Resolution; (2) a Resolution Establishing a Schedule of Rents and Income Limits, including a Dwelling Lease; and (3) a Resolution Establishing Budgets. This third resolution contains two different budgets: the budget for a statutory project, and an operating budget for each development within a statutory project.

The Master Resolution contains only those policies which apply usually to all of the USHA-aided developments of a local authority. Therefore, only one Master Resolution need be adopted where several USHA-aided developments are operated by a local authority.

The Resolution Establishing a Schedule of Rents and Income Limits usually must be adopted for each development.

The Master Resolution and the Resolution Establishing Rents and Income Limits remain in effect until amended. When a local authority finds it necessary to change its policies, schedule of rents, or income limits, these resolutions must be amended accordingly.

The resolution adopting a budget will apply only to the period covered by the budget. The periods to be covered by budgets coincide with the Fiscal Year of the statutory project insofar as possible. No operating budget for a development is required until the end of the initial operating period is reached. (See p. for definition.) Experience has shown that matters not subject to USHA approval are best acted upon by a separate resolution or resolutions, rather than included in the resolution submitted to the USHA for approval.

Policy matters covered in the Master Management Resolution are confined to those items in which USHA has a direct interest in order to carry out its obligations to administer the United States Housing Act. Many additional important policy matters must be decided by a local authority.

There follow the Model Management Resolutions. The form and wording of these Resolutions are purely suggestive and should be revised as necessary to express clearly the specific policies of the local authority.

SUGGESTED MASTER MANAGEMENT RESOLUTION

RESOLUTION NO. _____

RESOLUTION ESTABLISHING POLICIES AND STANDARDS
TO GOVERN THE ADMINISTRATION OF THE USHA-AIDED
PROJECTS OF THIS AUTHORITY

BE IT RESOLVED by the _____
as follows:

Sec. 1 (a) This Resolution together with other resolutions provided for below in this section, together with the contract between this Authority and the United States Housing Authority, shall constitute the Management Program of this Authority with respect to all the USHA-aided projects of this Authority.

Sec. 1 (b) At least seven months before each Development is scheduled for initial occupancy there shall be submitted to the United States Housing Authority for approval and adopted by this Authority, a Schedule of Rents, Statutory Rental Values and Income Limits, together with an Estimate of Average Annual Income and Expense and the form of Dwelling Lease. Any changes in such schedule shall be submitted to the United States Housing Authority for approval at least 90 days before such changes are proposed to become effective and before such changes are adopted by this Authority.

Sec. 1 (c) For each Development there shall be submitted within 30 days after the end of the Initial Operating Period thereof, a detailed operating budget for the period beginning with the end of the Initial Operating Period and terminating with the close of the First Fiscal Year. If, at the time of preparation of such budget, permanent financing has not been arranged and consequently the Fiscal Year has not been determined, the budget shall be submitted for a period of one year beginning at the end of the Initial Operating Period and subsequently extended or shortened so as to terminate at the end of the First Fiscal Year.

Sec. 1 (d) For each Development there shall be submitted within 30 days after the beginning of the second and each subsequent Fiscal Year a detailed operating budget for that Fiscal Year.

Sec. 1 (e) The detailed operating budget for each Development shall indicate the income and operating expense contemplated in each of the regular calendar quarters included in the period of such budget.

Sec. 1 (f) For each Statutory Project, there shall be submitted within 30 days after the end of that Initial Operating Period which last occurs for any Development in such Statutory Project, but at least 60 days prior to the end of the First Fiscal Year, a budget for such Statutory Project for the period up to the end of the First Fiscal Year.

Sec. 1 (g) For each Statutory Project, there shall be submitted within 30 days after the beginning of the second and each subsequent Fiscal Year, a budget for that Fiscal Year.

Sec. 1 (h) Each budget for a Statutory Project shall indicate the amount which it is estimated will be available at the end of the Fiscal Year for reduction of the USHA Annual Contribution payable during the next succeeding Fiscal Year.

Sec. 1 (i) When any budget indicates any major variation from the last approved Statement of Estimated Average Annual Income and Expense or any change in the reserves to be established for Repairs, Maintenance and Replacements, the budget shall be accompanied by a revised Statement of Estimated Average Annual Income and Expense.

Sec. 1 (j) The "Initial Operating Period" for each Development in a Statutory Project shall begin the first of the month during which income is first derived from rentals, and shall terminate at the end of the calendar quarter during which 95 percent of the total dwelling units in the Development first become occupied, but in no event later than one (1) year subsequent to the end of the quarter during which the first dwelling unit in the Development became occupied.

ELIGIBILITY FOR ADMISSION

Sec. 2 (a) There shall be admitted to a Development only families:

(1) whose net annual income at the time of admission falls within the income limits established pursuant to resolutions adopted as provided in Sec. 1 (b)

(2) who conform to the occupancy limits for admission set forth in Sec. 5 (b)

(3) who constitute a natural family or a cohesive family group as defined in Sec. 5 (d)

(4) who are living, immediately prior to admission under housing conditions detrimental to health, safety, or morals, or who were residing in substandard housing in any slum clearance site at the time of acquisition of such site by this Authority

(5) who conform to the Regulations adopted by this Authority in Resolution No. _____ (prohibiting the admission of any family to any USHA-aided Project unless the member of the family who signs the lease and is responsible for the rent is a citizen of the United States.)

(6) who have been determined to have the ability to pay the rent to be charged without the additional sacrifice of other budgetary essentials

(7) who are reasonable rent risks

Sec. 2 (b) 1/ Where there are more eligible applicant families than there are dwelling units of the type assignable to such families, preference shall be given to families:

(1) who are living under housing conditions most detrimental to their health, safety, or morals and, as among families living under housing conditions which are substantially of a similar detrimental character, preference shall be given to those having the lowest annual net incomes in relation to the number of proposed occupants

(2) who are former site occupants

(3) who have minor dependent members

Insofar as practicable, families shall be selected in such manner that no major proportion of the families selected receive the principal part of their incomes from any one employment or other income source.

TENANT SELECTION

Sec. 3 (a) Establishing eligibility to rent a dwelling shall require the receipt of a formal application, interviewing and the assembling and verification of such information as may be necessary to insure compliance with all requirements of Sec. 2 and of Sec. 4.17 (C) of the contract between this Authority and the United States Housing Authority. In determining rent-paying ability of families, consideration shall be given to the economic circumstances of each family with particular reference to the amount of increase in housing costs, if any, by reason of admission to the project, amount and steadiness of income, indebtedness, etc. In determining that families are reasonable rent risks, consideration shall be given to previous rent-paying habits, reasons for arrears, if any, etc. 2/

Sec. 3 (b) A definite method of selecting tenants from the pool of eligible families shall be established prior to initial occupancy of each Development so that tenants may be selected objectively in accordance with the established preferences. There shall be no discrimination or favoritism in the selection of families for admission to any Development by reason of religious, political, or other affiliations.

1/ Local Authorities may establish additional eligibility requirements or preferences, provided it can be clearly demonstrated that there are sufficient eligible families meeting such additional requirements to fill the project as soon as units are completed and provided that such restrictions do not serve to circumvent the objectives of the United States Housing Act.

2/ The Local Authority should prepare a Tenant Selection Manual indicating specifically the manner in which tenants are to be selected. This manual should include detailed procedures, particularly as to specific methods of verification and of final selection, as well as the score sheet used to measure relative need for housing and the definition of substandard factors to accompany the score sheet. In addition, the manual should contain the schedule of rents and income limits, the applicable sections of this resolution, particularly Sections 2, 3, 4 and 5, and the applicable sections of the Loan and Annual Contributions Contract, particularly the definition of net income and net income at the time of admission.

Sec. 3 (c) In selecting tenants to fill vacancies in any Development after the period of initial occupancy, first consideration shall be given to other tenants of this Authority who are eligible for occupancy of the vacant dwellings and who no longer conform to the occupancy limits after admission for the dwelling they occupy. Second consideration shall be given to eligible families on the waiting list, with such consideration given to the preferences adopted in Sec. 2 (b) as is deemed administratively feasible.

ELIGIBILITY FOR CONTINUED OCCUPANCY

Sec. 4 (a) No tenant family shall be permitted to remain in any Development

- (1) whose income at the date of reexamination exceeds the income limits for the highest grade, as established pursuant to resolutions adopted as provided in Sec. 1 (b)
- (2) who does not conform to the occupancy limits after admission set forth in Sec.5 (c)

Sec. 4 (b) The eligibility of each tenant family to remain in each Development shall be reexamined within the year beginning one year after the date of admission, and at one year intervals thereafter. Establishing eligibility for continued occupancy shall require the filing of a formal statement and assembling and verification of such information as may be necessary to insure compliance with the provision of this Section 4 and of Sec. 4.17 (C) of the contract between this Authority and the United States Housing Authority.

Sec. 4 (c) ^{3/} When the income of any family at the date of reexamination no longer falls within the income limits for the rental which the family is paying, then the family shall be required to pay the rental of an appropriate higher or lower grade.

Sec. 4 (d) When a family at the date of reexamination is found no longer to conform to the occupancy limits after admission, the family shall be permitted to move into a unit of appropriate size when a vacancy exists. If no unit of appropriate size exists in any Development the family shall be required to move from the dwelling it occupies within six months after the date of the reexamination.

Sec. 4 (e) Where, upon annual reexamination of the eligibility of tenants it is found that any families which no longer conform to the maximum income limits or to the occupancy limits after admission cannot obtain decent, safe, and sanitary housing within their financial reach outside the project, this Section may be amended but only with the approval of the USHA.

OCCUPANCY LIMITS

Sec. 5 (a) Every member of the family regardless of age shall be counted in determining occupancy limits.

Sec. 5 (b) The occupancy limits for admission shall be as follows:

1. The number of persons permitted to occupy each bedroom shall be determined by the bedroom's capacity to provide for adequate furniture and healthful, comfortable sleeping arrangements.
2. Age, sex and relationship of members of the family shall also determine bedroom occupancy.
3. Families shall be assigned to the smallest unit suitable for their needs, and every bedroom shall be occupied by at least one person.
4. Living-rooms in one-bedroom units may be used for sleeping purposes for one person only. In assigning families to one-bedroom units, disability, ill health and age shall be considered.

^{3/} The Local Authority may also wish to specify in this resolution whether it will be required that a family move into another unit when the rental is changed from one grade to another. It is not necessary that this be specified in this resolution since it is a matter purely of local decision.

5. Living-rooms in units larger than one-bedroom shall not be used for regular sleeping purposes and family size for these units shall be controlled by bedroom sleeping capacity only.

6. The adequacy of kitchen space, kitchen equipment and dining space should be considered in determining the number of persons to be assigned to the dwelling.

7. The specific occupancy limits for each size and type of dwelling unit at each development shall be set forth in the resolution establishing the schedule of rents, statutory rental values, occupancy and income limits, and a dwelling lease for the development.

Sec. 5 (c) The occupancy limits after admission shall be the same as for admission, with the exception of living-room sleeping which will be permitted for one person in all units regardless of unit size.

Sec. 5 (d) "A natural family or a cohesive family group" may include:

1. Dependent relatives or other dependents clearly established as an inherent part of the family group.

2. Working adults known to have regularly lived as an inherent part of the family group, whose earnings are an integral part of the family income and whose resources are available for use in meeting family expenses.

"A natural family or cohesive family group" may not be comprised of:

1. Two or more distinct family groups,
2. Lodgers or transient paying guests,
3. Unrelated working adults, (except as in 2 above) or
4. A person living alone.

COMMUNITY RELATIONS PROGRAM

Sec. 6 It shall be the responsibility of this Authority to provide guidance and supervision for a program of health, sanitation, recreational activities, tenant maintenance and community activities for tenants. This program is to be accomplished through arrangements for public and private agencies providing leadership, maintenance, and technical aid. Where such agencies do not exist, the program of Community Relations is to be developed by tenants under training and guidance of the Management staff.

ACCOUNTING AND REPORTING PROCEDURES

Sec. 7 (a) The accounting procedure shall be in accordance with the United States Housing Authority's manual relating thereto.

Sec. 7 (b) Management records and reports other than those of a financial nature, shall be prepared and filed in accordance with the United States Housing Authority's manual relating thereto.

ADMINISTRATIVE REGULATIONS

Sec. 8 (a) Purchases and contracts for materials, supplies, or services, except for personal services, shall be made in the following manner:

- (a) The () shall make purchases or contracts, not to exceed () in amount, in the open market after such inquiry as he deems necessary to insure that the price obtained is the most advantageous to the authority; and
- (b) For purchases from () to () the () shall solicit bids orally or by telephone from at least 3 vendors, if so many be available in the locality; and
- (c) For purchases in excess of () the () shall advertise for bids by (1) advertisement in newspapers, or (2) circular letters to all available dealers and notices posted in public places.

For the purchases specified in (b) and (c) above, (1) lack of competition in purchasing is hereby declared permissible only if there exists an emergency which permits of no delay, or if it is impracticable to secure competition; (2) the () shall award the contract or make the purchase from the lowest bidder as to price, except that where the advantage of such action is clearly evident, the () may, in the interest of standardization, ultimate economy, or expeditious administration award to a responsible bidder other than the lowest in price; and (3) where awards are proposed to be made when adequate competition has not been secured, or where an award is proposed to be made to other than the lowest bidder, a full report of the transaction shall be made to this Authority. In such case the award shall not be made until and unless this Authority has authorized such award by resolution. A copy of the report and the resolution shall be attached to the voucher in substantiation of its payment and be made available for inspection by USHA Auditors.

RESERVES FOR REPAIRS, MAINTENANCE AND REPLACEMENTS
AND VACANCY AND COLLECTION LOSSES

Sec. 9 (a) As of the last day of the first month following the end of the Initial Operating Period on each development and of each month subsequent thereto, there shall be set aside as a reserve for repairs, maintenance and replacements 1/12 of the annual amount allocated for repairs, maintenance and replacements (as established in the resolution fixing a schedule of rents and income limits adopted pursuant to the provisions of Sec. 1 (b) of this resolution) less actual expense for repairs, maintenance and replacements incurred during such month. Prior to the end of the Initial Operating Period only actual expense incurred for repairs, maintenance and replacements shall be treated as expense and no reserves shall be set up.

Sec. 9 (b) As of the last day of the first month following the end of the Initial Operating Period on each development and of each month subsequent thereto, there shall be set aside as a reserve for dwelling vacancy and collection losses 1/12 of the annual amount allocated for dwelling vacancy and collection losses (as established in the resolution fixing a schedule of rents and income limits adopted pursuant to the provisions of Sec. 1 (b) of this resolution) less actual dwelling vacancy loss incurred and the actual collection loss written off during such month.

RESOLUTION NO. _____

SUGGESTED FORM OF RESOLUTION ESTABLISHING
A SCHEDULE OF RENTS, STATUTORY RENTAL
VALUES, OCCUPANCY AND INCOME LIMITS, AND
A DWELLING LEASE FOR THE _____
DEVELOPMENT.

BE IT RESOLVED by the _____:
That, in accordance with the provisions of Section 1 (b) of Resolution No. _____, the
provisions hereof shall apply to the administration of the _____, USHA-aided development No. _____.
(Name of Development)

RENTS, STATUTORY RENTAL VALUES AND INCOME LIMITS

Sec. 1.1 (a) The following are hereby established as the rents, statutory rental values, and income limits: 1/

<u>Grade</u>	<u>Number of Units</u>	<u>Monthly Shelter Rent Plus Utilities</u>	<u>Monthly Statutory Rental Values</u>	<u>Annual Income Limits</u>
<u>1 Bedroom Units</u>				
A	_____	\$ _____	\$ _____	Less than \$ _____
B	_____	_____	_____	\$ _____ to \$ _____
C	_____	_____	_____	\$ _____ to \$ _____
X	_____	_____	_____	\$ _____ to \$ _____
<u>2 Bedroom Units</u>				
A	_____	\$ _____	\$ _____	Less than \$ _____
B	_____	_____	_____	\$ _____ to \$ _____
C	_____	_____	_____	\$ _____ to \$ _____
X	_____	_____	_____	\$ _____ to \$ _____
<u>3 Bedroom Units</u>				
A	_____	\$ _____	\$ _____	Less than \$ _____
B	_____	_____	_____	\$ _____ to \$ _____
C	_____	_____	_____	\$ _____ to \$ _____
X	_____	_____	_____	\$ _____ to \$ _____

Grade X shall be utilized only for families admitted to Grades A, B, and C whose incomes increase after admission.

<u>Average Rentals</u>	<u>Dwelling Per Month</u>
Shelter Rent	\$ _____
Utility Charge	=====
Shelter Rent Plus Utilities	_____

Sec. 1.1 (b) The number of units assigned to each grade as indicated above may be varied by _____ 2/if necessary to expedite the initial occupancy of the Development, provided that the number of units assigned to any grade is not decreased by more than 25 per cent and provided that the total of the scheduled rent for all the units is not less than \$ _____ 2/a per month.

1/ The above form of table of rents, statutory rental values and income limits is suitable if Method No. 1 or No. 2 as suggested on pages 212 and 213 is followed and the income limits are attached to the size of unit. If Method No. 1 or No. 2 is followed but the income limits are attached to the size of family the column of "Annual Income Limits" should be omitted and the following table added below the rent schedule.

<u>Annual Income Limits</u>				
	Grade A	Grade B	Grade C	Grade X
2 persons	less than \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____
3 or 4 persons	" " \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____
5 or 6 persons	" " \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____
7 or more	" " \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____

If Method No. 3 on page 214 is followed, the form of table given above in Section 1.1(a) may be used with the income limits and rents for each grade set at identical amounts. While this involves some repetition it is necessary if the number of units of each size assigned to each grade is to be indicated.

If Method No. 4 on page 215 is followed the form of table given above in Section 1.1(a) may be used by changing "1 Bedroom Units" to "2 person families", "2 Bedroom Units" to "3 and 4 person families", etc., and by indicating the same income limits for each grade regardless of the size of the family.

2/ Insert "This Authority" or, if desired, title of staff member with whom this discretion is to be vested.

2a/ One-twelfth of the total dwelling rent schedule shown on the Average Annual Estimate of Income and Expense.

Sec. 1.1(c) The number of units assigned to each grade shall be varied as much as is necessary to comply with the provisions of Sec. 4(c) of Resolution No. _____ (requiring changes in rental for families whose incomes increase or decrease after admission), provided that the total of the scheduled rent for all the units shall not be less than \$ _____ 3/ per month.

Sec. 1.1(d) In the filling of vacancies after the completion of initial occupancy of any Development with families who are not residents of any Development of this Authority, families shall be selected so as to obtain an assignment of all the units in the Development to the various grades as closely as is practicable to the assignment indicated in the table in Sec. 1.1(a).

Sec. 1.1(e) The minimum and maximum occupancy limits for admission for each size and type of dwelling unit shall be in accordance with the following schedule:

<u>Size and Type of Dwelling Unit</u>	<u>Minimum</u>	<u>Maximum</u>
1 bedroom, type _____		
1 bedroom, type _____		
1 bedroom, type _____		
2 bedroom, type _____		
2 bedroom, type _____		
2 bedroom, type _____		
3 bedroom, type _____		
3 bedroom, type _____		
3 bedroom, type _____		
4 bedroom, type _____		
4 bedroom, type _____		
4 bedroom, type _____		

The assignment of dwellings to tenants within the above minimum and maximum applicable to each size and type of dwelling unit shall be governed by the criteria set forth in Section 5 (b) of Resolution No.

3/ The lowest schedule which can be achieved with the maximum subsidy payable during the first ten years. (Maximum subsidy less additional RM&R.)

DWELLING UTILITIES

Sec. 2.1 (a) Heat, hot water, cold water, electricity for lighting and refrigeration and gas for cooking will be furnished and included in the shelter rents plus utilities. 4/

Sec. 2.1 (b) The amount of electricity to be furnished in the shelter rent plus utilities shall be 5/

<u>Quarter</u>	<u>Type of Dwelling and No. of Kilowatt Hours</u>
	1 BR 2 BR 3 BR

Tenants using more than the above amounts of electricity shall be charged the cost of such excess use.

DWELLING LEASE

Sec. 3.1 There is attached hereto, marked Appendix A and made a part hereof, the form of Dwelling Lease to be used for all tenants in the Development.

ESTIMATE OF AVERAGE ANNUAL INCOME AND EXPENSE

Sec. 4.1 There is attached hereto, marked Appendix B and made a part hereof, the Average Annual Estimate of Income and Expense.

RESERVES FOR REPAIRS, MAINTENANCE AND REPLACEMENTS
AND VACANCY AND COLLECTION LOSSES

Sec. 5.1 The Annual Amounts allocated for Repairs, Maintenance, and Replacements and for Dwelling Vacancy and Collection Losses used to establish reserves pursuant to the provisions of Sec. 9 of Resolution No. _____ shall be as follows:

For Repairs, Maintenance, and Replacements	\$ _____ <u>6/</u>
For Dwelling Vacancy and Collection Losses	\$ _____ <u>7/</u>

FINDINGS

Sec. 6.1 This Authority finds:

8/

(a) There is a large enough number of families living within the area of operation of this Authority who lack the amount of income which is necessary to cause private enterprise in their locality to build an adequate supply of decent, safe, and sanitary dwellings for their use and to assure the occupancy of all the dwellings in the Development by eligible families.

4/ This section should, of course, be worded in accordance with the utilities furnished in the particular Development.

5/ Include this section and/or a similar section for gas if either electricity or gas is included in the rent and if meters are installed or the wiring or gas piping is so arranged that meters can be installed.

6/ The annual amount included in the Estimate of Average Annual Income and Expense for Repairs, Maintenance, and Replacements. This amount should always be made evenly divisible into twelve equal amounts. If the amount is changed at any time, the effective date of the change should be made clear.

7/ The sum of the annual amounts included in the Estimate of Average Annual Income and Expense for Dwelling Vacancy Loss and for Collection Losses. The sum of such amounts should always be made evenly divisible into twelve equal amounts.

8/ The finding of the Authority should correspond to the requirements of the State Law.

(b) The rentals hereby fixed for dwellings in the Development and the selection of the tenants and the operation of the Development in accordance with the provisions of Resolution No. _____, will result in -

- (1) The occupancy of dwellings in the Development only by families of low income;
- (2) The renting or leasing of the dwellings in the Development at rentals within the financial reach of families of low income;
- (3) The renting or leasing to tenants of dwellings consisting of the number of rooms which, but no greater number than, this Authority deems necessary to provide safe and sanitary accommodations to the proposed occupants thereof without overcrowding.

(c) That the rentals hereby fixed for dwellings in the Development are at rates high enough, and no higher than necessary, to provide revenues which (together with annual contributions payments under the contract between this Authority and the United States Housing Authority, dated _____ 2/ any local contributions, and all other available moneys, revenues, income and receipts of this Authority from whatever sources derived) will be sufficient (1) to pay, as the same become due, the principal of and interest on the obligations issued and to be issued by this Authority to pay the development cost of the Development, (2) to meet the cost of and to provide for maintaining and operating the Development (including the cost of any insurance) in such a manner as to provide decent, safe, sanitary and uncongested dwellings within the financial reach of families of low income and to promote serviceability, efficiency, economy and stability, (3) to pay such portion of the administrative expenses of this Authority as is chargeable to the Development, and (4) to create and maintain such a reserve to meet the principal and interest on the obligations mentioned in clause (1) above as may be required by the resolution pursuant to which said obligations are issued, which reserve shall in no event be larger than shall be necessary to meet the largest principal and interest payments which will be due on such obligations in any one year, but not to create a reserve of such size in less than the six years immediately succeeding the issuance of any of said obligations.

(d) That the reserves for repairs, maintenance, and replacements, the provisions for working capital, and the reserves to meet principal of and interest on the obligations mentioned in clause (1) of Paragraph (c) of this Section, and such other reserves as may be provided for herein (or in the resolution authorizing the issuance of the aforesaid obligations) are sufficient but are no greater than are necessary effectively and efficiently to accomplish the objectives mentioned in clauses (1), (2), (3) and (4) of Paragraph (c) of this Section.

2/ Insert date of Contract.

APPENDIX A

DWELLING LEASE

The _____ Housing Authority (hereinafter called the "Management") in consideration of the rental herein reserved and of the statements made by _____ (hereinafter called the "Tenant") as set forth in his signed application, hereby leases to the Tenant and the Tenant hereby hires and takes the premises located in _____ (hereinafter called the "Development") designated as _____ for the term beginning _____ and terminating at midnight _____ ^{1/} at a rental of \$ _____ for said term, payable in advance on the first day of said term.

This lease shall be automatically renewed for successive terms of one month each at the rental of _____ Dollars (\$ _____) per month, payable in advance on the first day of each calendar month unless either (a) the Management shall give to the Tenant 30 days' prior notice in writing of the termination thereof, prior to the last day of the term; or (b) the Tenant shall give to the Management 15 days' prior notice in writing of the termination thereof prior to the last day of each term. The Tenant may also terminate the tenancy on any day during the then current term provided the Tenant gives the Management 15 days' prior notice in writing.

1. The Tenant agrees:

- (a) To pay the rent at the management office when due without requiring a statement; to pay, when billed, for any electrical energy or gas consumed in excess of the amounts agreed to be supplied, at not more than the prevailing rates for such current or gas; and to pay, when billed, for any damage done to the premises except damage beyond the control of the Tenant and his family.^{2/}
- (b) Not to assign this lease; nor to sublet or transfer possession of the premises; nor to give accommodations to boarders or lodgers; nor to use or permit the use of the dwelling for any other purpose than a private dwelling solely for the Tenant and his family consisting of _____
- (c) To quit and surrender the premises at the expiration of this lease in good order and repair, reasonable wear and tear excepted.
- (d) To keep the premises in a clean and sanitary condition; to assist in the maintenance of the project; not to use the premises for any illegal or immoral purposes; not to make any repairs or alterations without the written consent of the Management; not to display any signs whatsoever; not to use tacks, nails or screws or other fasteners in any part of the premises except in a manner prescribed by the Management; and to notify the Management promptly of the need of any repairs to the premises.
- (e) To follow all rules or regulations prescribed by the Management concerning the use and care of the premises and of any common or community space in the Development including stair halls, walks, drives, playgrounds, laundries, community rooms, etc.^{3/}

^{1/} Note to Local Authorities: Insert date of the last day of the initial calendar month of occupancy.

^{2/} Note to Local Authorities: While not recommended by the USHA, some Local Authorities elect to make an additional charge to tenants who do not pay the rent when due or at least notify the Management that they cannot pay. If such a policy is adopted it is suggested that the following language be added to this clause, "and in the event he has not paid the rent on or before the fifth day after it is due, to pay an additional _____ to cover extra management expense because of delayed payment."

^{3/} (The Local Authority may insert the specific maintenance responsibilities of tenants and schedules of any deposits or charges).

- (f) To permit the Management or its representatives to enter the premises during all reasonable hours to examine the same or to make such repairs, alterations or betterments as may be deemed necessary or to show the premises for re-leasing.
- (g) To submit to the Management at least once each year upon the request of the Management a signed statement in such form as the Management may request, setting forth the facts as to the income of himself and his family and as to the number and ages of members of his family.

2. The Management agrees to furnish without additional charge (a) gas not in excess of _____ cubic feet per month; (b) electrical current not in excess of the following number of kilowatt-hours for the quarter indicated:

January through March	July through September
April through June	October through December

and (c) water; but shall not be liable for failure to supply any of the above services for any cause whatsoever. Neither the Management nor any of its representatives or employees shall be liable for damage or loss from theft or from any other cause whatsoever to the property of (i) the Tenant, (ii) any member of the Tenant's family, or (iii) any of the Tenant's visitors or guests.

3. If this Authority determines, after submission by the tenant of any of the statements referred to in Section 1 (g) above, that the annual net income of the tenant and his family exceeds the income limit for the rental which he is paying, then this Authority may require that the tenant move into a unit of an appropriate higher grade and/or pay the rental established for such grade, provided that in any event if it is determined by this Authority that the annual net income exceeds the income limit for the highest grade, this Authority may terminate this lease at the end of any calendar month by giving the tenant not less than 30 days' prior notice in writing. At the expiration of the time stated in said notice, the Management's representatives shall have the right immediately to reenter the premises and remove all persons and property therefrom, and the tenant hereby expressly waives all notices required by law to terminate his tenancy and waives any and all legal proceedings to recover possession of said premises, and agrees that upon any such termination the representatives of the Management may immediately reenter said premises and dispossess the tenant without legal notice or the institution of any legal proceedings whatsoever.

4. In the event of misrepresentation of any material fact in the application of the Tenant or in any statement submitted to the Management by the Tenant as required by Section 1 (g) above, or if the Tenant fails to comply with any of the provisions of this lease, it shall be automatically terminated and the Management shall have the right immediately to reenter the premises and remove all persons therefrom, and the Tenant hereby expressly waives all notice required by law to terminate this lease and waives any and all legal proceedings to recover possession of said premises, and agrees that upon any such failure the Management may immediately reenter said premises and dispossess the Tenant without legal notice or the institution of any legal proceedings whatsoever.

5. Any notice required by law or otherwise will be sufficient if delivered to the Tenant personally or sent by mail to the premises or affixed to the door of the premises. Notice to the Management must be in writing and delivered to the Housing Manager personally at the Management Office.

6. The failure or omission of the Management to terminate this lease for any cause given above shall not destroy the right of the Management to do so later for similar or other causes.

This lease evidences the entire agreement between the Management and the Tenant and no changes shall be made except in writing.

_____ Housing Authority _____ Tenant

By: _____ Tenant

Lease executed on this _____ day of _____ 19__.

In the presence of: _____

1/ Note to Local Authorities: This paragraph should be revised in accordance with the actual utilities furnished to the Tenant by the Management.

FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY

ESTIMATE OF AVERAGE ANNUAL INCOME AND EXPENSE

Name of Local Authority _____

Development (Name and Number)	City and State	No. Units	
ITEMS	TOTAL PER YEAR	PER DWELLING PER MONTH	ADDITIONAL R.M. & R. AFTER 10 YEARS
Shelter Rent Schedule			
Utility Charge Schedule			
Total Dwelling Rent Schedule			
Less: Vacancy Loss			
Dwelling Rent Income			
Non-Dwelling Rent Schedule			
Less: Vacancy Loss			
Non-Dwelling Rent Income			
Other Income			
TOTAL OPERATING INCOME			
Project Office Salaries			
Central Office Salaries			
Legal, Fiscal & Other Fees			
Other Management Expense			
Total Management			
Janitorial Expense			
Exterminating			
Refuse Removal			
Watchman Expense			
Commercial Utilities			
Total Operating Services			
Water			
Electricity			
Gas			
Heating			
Sewerage Charges			
Total Dwelling Utilities			
Grounds			
Structure			
Painting and Decorating			
Plumbing and Gas System			
Electrical System			
Heating System			
Elevator System			
Ranges			
Refrigerators			
Other Equipment			
Total Repairs, Maint. & Repl.			
Community Activities			
Collection Losses			
Insurance			
Payment in Lieu of Taxes			
TOTAL OPERATING EXPENSE			
NET OPERATING INCOME			

Debt Service			% Of Development Cost
Less: Net Operating Income			
USHA Contribution Required			
Fixed Annual Contribution			
Estimated Development Cost Basis	Total \$ _____,	Per Dwelling \$ _____	

FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY
SUMMARY OF DATA USED IN PREPARING
ESTIMATE OF AVERAGE ANNUAL INCOME AND EXPENSE

(Date) _____

Development (Name and Number) _____

City and State _____

I No. of Units: Houses _____; Apartments _____; Flats _____; Total _____.

II Total Area of Grounds: _____,000 sq. ft.

III Type of Construction:

Exterior walls _____
Partitions _____
Roof _____
Floors _____
Heating installation _____

IV Degree of Tenant Maintenance proposed:

Janitorial _____
Grounds _____
Painting _____
Other _____

V Assumed basic rates of pay for Operation and Maintenance employees:

A. Unskilled laborer, \$ _____ per year, \$ _____ per hour.
B. Maintenance laborer, \$ _____ per year, \$ _____ per hour.
C. Maintenance mechanic, \$ _____ per year, \$ _____ per hour.

VI Utilities

A. Water
Proposed average consumption per family per day, _____ gallons
Average cost per 1,000 cubic feet, \$ _____

B. Electricity (Tenant consumption)
Check uses: Lighting _____; Cooking _____; Refrigeration _____; Ironing _____.
Estimated average monthly consumption per dwelling:
1 BR _____ KWH; 2 BR _____ KWH; 3 BR _____ KWH; 4 BR _____ KWH.
Estimated average cost per KWH (including demand charges) \$ _____.

C. Gas (Tenant consumption)
Check uses: Cooking _____; Refrigeration _____; Space Heating _____;
Water Heating _____.
Estimated average monthly consumption per dwelling:
1 BR _____ cu.ft.; 2 BR _____ cu.ft.; 3 BR _____ cu.ft.; 4 BR _____ cu.ft.
Estimated average cost per 1,000 cu.ft. \$ _____.
BTU content of gas _____.

D. Heating
Estimated cost of fuel: \$ _____ per (Ton of coal / Bbl. of fuel oil / 1,000 cu.ft. of gas)
Estimated total cost of operating labor per year: \$ _____.

VII Repairs, Maintenance and Replacements

A. Type of interior wall and ceiling paint _____
B. Plumbing and Gas System: Initial cost \$ _____
C. Electrical System: Initial cost \$ _____
D. Heating System: Initial cost \$ _____
E. Ranges: Type _____; Initial cost \$ _____
F. Refrigerators: Type _____; Initial cost \$ _____

VIII Remarks: _____

RESOLUTION NO. _____

RESOLUTION ESTABLISHING A BUDGET FOR

BE IT RESOLVED by the _____, in accordance with Section I of Resolution No. _____, that the following budgets are hereby adopted:

1. A budget for the Statutory Project composed of Developments Nos. _____, _____, and _____ for the period beginning _____ and ending _____.
2. Detailed operating budgets for Developments Nos. _____, _____, and _____ for the period beginning _____ and ending _____.

Copies of said budgets are attached hereto and made a part of this resolution.

Note - This form of resolution must be modified when it is not possible to submit the Budget for the Statutory Project at the same time as the operating budgets for the Developments. This situation will frequently occur prior to the end of the First Fiscal Year.

FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY

BUDGET FOR A STATUTORY PROJECT FOR PERIOD
TERMINATING AT END OF FIRST FISCAL YEAR

(Name of Local Authority)

(Nos. of Developments in Statutory Project) _____

(City and State) _____

From Bond Date _____, 194__ to Close of First Fiscal Year _____, 194__

NET OPERATING INCOME DURING INITIAL OPERATING PERIOD FOR ALL DEVELOPMENTS WHERE END OF INITIAL OPERATING PERIOD IS AFTER BOND DATE a/

Dev. No.	_____	194__	to	_____	194__	\$ _____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____

Total \$ _____

NET OPERATING INCOME AFTER END OF INITIAL OPERATING PERIOD b/

Dev. No.	_____	194__	to	_____	194__	\$ _____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____
"	"	_____	"	_____	194__	_____

Total \$ _____

FIRST USHA ANNUAL CONTRIBUTION c/

\$ _____

TOTAL OF ABOVE ITEMS

\$ _____

Deduct:

Debt Service d/ _____
Supplements Payments in Lieu of Taxes (if any) _____
10% of Charges to Tenants e/ _____

Total Deductions

BALANCE - ESTIMATED AMOUNT AVAILABLE FOR REDUCTION OF 2ND USHA ANNUAL CONTRIBUTION e/

\$ _____

a/ - Include only net income from Bond Date or beginning of Initial Operating Period (whichever is later) to the end of the Initial Operating Period. If a deficit for this period, do not show here since such deficits are charged to Development Cost.

b/ - If Bond Date falls after the end of the Initial Operating Period, do not include here any net income or deficit prior to Bond Date, since this budget begins only at Bond Date and any net income or deficit prior to Bond Date is credited or charged to Development Cost.

c/ - The latest approved minimum Development Cost times the Fixed Contribution Percentage.

d/ - The sum of (1) the latest approved minimum Development Cost excluding Capital Donations times the Bond Service Percentage (if the product so obtained is less than the Fixed Annual Contribution, include an amount equal to such Contribution); plus (2) the sum of the monthly deposits to the Series A Reserve Fund (if required) from the date of the Occupancy Notice to the end of the First Fiscal Year.

e/ - For Statutory Projects permanently financed under Form-USHA 700 dated 1-8-40 and 3-15-40 an amount equal to 10% of charges to tenants for dwellings during the current Fiscal Year.

NOTE: This budget form does not provide for the disposition of proceeds derived from the sale of Excess Land. When Excess Land is sold before the first Annual Contribution Date, specific information will be given as to the disposition of such funds.

17a. PREPARATION OF BUDGETS

Two types of budgets are to be submitted to the USHA, an operating budget for each development and a budget for the Statutory Project. (See p. for time of submission and period covered)

The Operating Budget (See USHA Form 848, p.) includes only operating income and operating expense and does not include Annual Contributions and Debt Service, which are indicated on the budget for the Statutory Project.

The purpose of the Budget for the Statutory Project is to determine (1) if the operating income budgeted from the developments in the Statutory Project will be sufficient with USHA-Annual Contributions to provide for Debt Service and (2) the amount which it is estimated will be available at the end of the Fiscal Year to reduce the Annual Contribution payable in the next Fiscal Year. This latter determination is required by Sec. 4.14(A) of the Terms, Covenants and Conditions.

Budgets for Statutory Projects are to be prepared on USHA Forms 935 and 936 (See page 95). The method of preparing these budgets is explained in the notes on these forms.

The purpose of the operating budget (with which the balance of this chapter is concerned) is to guide the staff responsible for the operation of a particular development, and to assist the local authority and its supervisory staff members in controlling and evaluating the work of its staff. In preparing the budget the two most important guides are past experience and future operating plans. There follows a brief discussion of each major account in the operating budget. For a detailed statement of the items included in each classification see the Accounts Manual, p.

Total Dwelling Rent Schedule: The estimated schedule for the period. If an annual reexamination of incomes has been made, this item should reflect the probable assignment of units to grades resulting from such reexamination and thus will differ from the amount in the estimate of Average Annual Income and Expense.

Dwelling Vacancy Loss: Even though all dwelling units are occupied, a small allowance should be included for vacancy loss. One per cent of the dwelling rent schedule is usually sufficient.

Non-Dwelling Rent Schedule: Income from this source should be estimated on a conservative basis using actual experience,

where available.

Non-Dwelling Rent Vacancy Loss: This should be based on actual experience, if available.

Other Income: Budget only items of appreciable amounts. The most common item to be included is charges to tenants for excess use of utilities and an estimate of this item can only be made when past operating experience is available.

Management Expense: For salaries the amount should represent the current salaries of the permanent staff plus, if required, any temporary help to be employed in the re-examination of tenant eligibility. For Legal, Fiscal and Other Fees and for Other Management Expense use the amount in the average annual estimate until experience is available. Other Management Expense includes the total for Informational Service Expense indicated in the Informational Expense Budget - See p.

Operating Services: In the absence of experience use the amount in the estimate of average annual income and expense.

Dwelling Utilities: In the absence of experience use the amount in the average annual estimate. If experience shows these amounts are being exceeded a realistic amount should be budgeted. See "Other Income."

Repairs, Maintenance and Replacements: In the absence of experience, it is necessary to use rather arbitrary amounts in preparing the first budget. After experience is available, consideration should be given to such experience and to plans for any repairs or replacements which it is considered will be necessary during the coming period. If full time maintenance men are employed, such planning will be especially helpful in arranging their work to secure the maximum production from such employees.

For "Grounds" use 2/3 of the average annual estimate in the absence of experience unless the maintenance will be taken care of by the construction contractor for part or all of the period.

For other items use the following proportions of the average annual estimate when experience is not available:

- Structures - One-third
- Painting and Decorating - One-fourth
- Plumbing and Gas System - One-half
- Electrical System - One-half
- Heating System - One-half
- Ranges - One-tenth
- Refrigerators - One-tenth
- Other Equipment - One-quarter

In budgeting "Other Equipment" consideration should be given to the fact that until the development fund is closed, the cost of

initial purchase of equipment is charged to development costs.

Community Activities: In the absence of experience, use the amount in the average annual estimate.

Collection Losses: One-half of one per cent of the Total Dwelling Rent Schedule is usually sufficient.

Insurance: In most cases, the actual cost of insurance is known at the time the first operating budget is prepared. Insurance is normally paid for in advance covering a period of one to five years. Include in the budget only the pro-rata portion for the period involved. Where mutual insurance is purchased, the estimated return premium should be deducted before the pro-ration is made.

Payments in Lieu of Taxes: In accordance with the Cooperation Agreement.

Reserved for RM&R: The amount allocated for RM&R as provided in the management resolution less the amount budgeted for Repairs, Maintenance and Replacements.

Reserved for V. & C. Losses: The amount allocated for vacancies and collection losses in the management resolution less the amounts budgeted for Dwelling Vacancy Loss and for Collection Losses.

The operating budget is to be broken down by quarterly periods. Unless experience indicates otherwise, it is recommended that no attempt be made to budget different amounts for different quarters except for dwelling rents, heating operation and grounds maintenance. Variation in dwelling rents between quarters can be anticipated if a reexamination of incomes has been made and it has been determined when rental adjustments will be made for families whose incomes have so changed as to require such adjustments. Heating operation and grounds maintenance costs vary with the seasons. See p. 54 (average annual estimates) for method of estimating quarterly amounts for heating operation.

The following is an excerpt from Chapter Six, 22. POLICIES FOR
ADMISSION OF TENANTS:

"22c. INCOME LIMITS

From the actual aggregate family income . . . , the following deductions are to be made in determining actual net family income:

- (a) Necessary amounts actually paid for the support of a person or persons who do not reside with the family but for whose support one or more of the members of the family is legally or morally responsible. Such payments shall be substantiated by documentary evidence, court order, or affidavits by both the donor and the recipient of such payments. No deductions may be made for the support of children away from home for purposes of normal and voluntary education.
- (b) Taxes and other deductions required by law to be made from wages, salaries, or other compensation for personal services, including social security taxes, payments to government retirement funds, pay roll taxes, and similar items.
- (c) Special occupational expenses necessary to employment but for which no reimbursement is made by the employer. In this category deduct such items as hire, purchase and laundry of uniforms, explosives of miners, auto expenses of salesmen during working hours, union dues, extra and unusual transportation expense. Also deduct reasonable expenses actually incurred for the care of pre-school children to permit the employment of a sole wage earner. Also deduct payments into pension funds, group health or insurance plans, which although not required by law, are mandatory upon the employee as a condition of employment. No deductions may be made, however, for any such payments which the employee makes voluntarily. Expenses incidental to a person's employment, but which are not directly related to the specific job are not included in this category, for example, usual transportation to and from place of employment, or the cost of hiring help to care for children to permit employment of a secondary wage earner.

No deductions may be made for any voluntary payments on insurance, payments on bills and garnishments, payments on installment purchases, the repayment of loans, or interest and finance charges on such items."

The following is an excerpt from Chapter VII, 36. OPERATION AND MAINTENANCE:

"36i. ALTERATIONS, ADDITIONS OR BETTERMENTS

After a development is in operation, the need for changes in, or additions to, the buildings, grounds, or equipment sometimes becomes apparent. Such alterations, additions, or betterments (provided they meet the test of necessity outlined below and have been approved by USHA) may be charged to development costs, if they occur prior to the issuance of the Physical Completion Notice (Section 1.04 of the Assistance Contract). Of course, such charges may not increase the development cost above the maximum set forth in the Bond Resolution of the local authority. After the issuance of this notice, costs are chargeable only to the administration fund.

Since the plans and specifications prepared are predicated upon a development appropriate for "low-rent housing" purposes and one which will be economical in administration (Section 2.02 of the Assistance Contract) normally there will be little necessity for alterations, additions, or betterments unless operation indicates that a change is essential to promote serviceability, efficiency, or economy.

In addition, the development cost limitations of the Act must not be circumvented by alterations, additions, or betterments.

RM&R reserve funds are available only for repairs, maintenance, renewals, and replacements (Section 4.05 of the Bond Resolution). Consequently a careful distinction must be made between alterations, additions, or betterments, and renewals or replacements. To avoid drawing elaborate technical distinctions between minor items of expense, the following schedule of costs in relation to development size has been established:

0 to 100 Units	\$ 150
101 to 300 "	300
301 to 600 "	500
601 to 1000 "	800
1001 to 1500 "	1200
1500 to -- "	2000

All costs below the amount set forth shall be considered expenses properly chargeable to RM&R. All costs in excess of these amounts shall be charged as RM&R items, or as alterations, additions, or betterments according to their nature. Occasionally there may be borderline situations, as the necessity for conversion of equipment to promote economy prior to the expiration of its useful life. Depending upon the relationship of the remaining useful life to the age of the equipment, this expenditure may be either a renewal or replacement, or an alteration or betterment. In such cases, unless it is clear that the change constitutes an alteration, betterment, or addition, the expense should be charged to the appropriate RM&R account.

Alterations, additions, or betterments which qualify under the above as proper administration fund expenses may be paid for out of operating income, provided the local authority has included an allowance for the expense in its budget (USHA-936) which has been approved by the USHA under the provisions of Section 4.17 D of the Assistance Contract. When major alterations are included in the budget, the budget should be accompanied with complete justification for the proposed expenditure.

If developments have been carefully planned and operating conditions carefully analyzed during the first fiscal year, there should be little need for improvement to provide additional amenities which will require payment out of administration funds. Improvements made to effect operating economies should produce sufficient additional net income to compensate for the cost of the improvement, well within its estimated useful life."

CHAPTER NINE - INSURANCE

47. INSURANCE COVERAGES REQUIRED OF LOCAL AUTHORITIES DURING OPERATION

The USHA is responsible under the United States Housing Act for making certain that all insurance coverages are obtained from financially responsible companies at the lowest possible cost. The negotiations conducted by the USHA in performing this function have shown that the published manual rates on insurance do not necessarily represent the lowest rates available for developments built with USHA aid.

USHA negotiations for more favorable rates on public liability insurance have resulted in a reduction of 50 percent in the published manual rates for owners', landlords' and tenants' public liability insurance of public housing. Because of the excellent experience thus far, the National Bureau of Casualty and Surety Underwriters in addition is modifying such reduced rates by the application of equity credits which still further lowers the cost of public liability insurance. Furthermore, certain casualty companies are offering percentage reductions in the reduced manual rates for public liability insurance. Substantial reductions in the cost of fire and supplemental insurance coverage for projects built under the USHA program have also been effected.

The cost of insurance coverages, particularly during the project operating period, directly affects expenses. In short, each dollar paid for insurance will usually make it necessary to increase subsidy by that amount. All possible savings, irrespective of how small, should be effected in every item connected with administration, including every type of insurance. Only in this way can maximum operating economies be obtained and subsidy be reduced to the lowest practicable level.

47a. OBTAINING INSURANCE BIDS

As already stated, drastic reductions have been effected in the cost of insurance on developments undertaken with USHA assistance. A local authority should be able to accomplish still further reductions by negotiating with representative insurance companies. The procedure by which the local authority can obtain the lowest available rates for insurance is as follows:

(1) To obtain competitive bids for each development from the various companies and insurance company groups.

(2) To analyze and evaluate the competitive bids.

(3) On the basis of this analysis of

competitive bids, to award the insurance to the financially sound company or company group which offers insurance at the lowest net cost.

In assisting local authorities in the preparation of Applications for Financial Assistance, Regional Project Advisers will have supplied certain estimates of insurance rates. In connection with these estimates, it should be noted that the data used in estimating fire and extended coverage rates are based upon general rates quoted by certain financially responsible assessable mutual, non-assessable mutual, and stock participating companies. The rates so computed and furnished may or may not constitute the lowest rates available to the local authority from financially responsible companies.

The application for financial assistance will include representations by the local authority to the effect:

(1) That, as soon as possible after the award of the principal construction contracts, the local authority will obtain firm insurance proposals from all financially responsible companies which have evidenced an interest in underwriting insurance on the developments; and

(2) That the local authority will place such insurance with financially responsible companies offering the lowest available rates therefor; provided that the local authority does not violate any state law in so placing such insurance.

As soon as practicable after USHA approval of final plans and specifications, the local authority should secure proposals and quotations from all companies and types of companies which have evidenced an interest in underwriting insurance on its completed developments. In this connection attention is called to the fact that some local authorities have delayed obtaining proposals until long past this stage. It is essential that such bids be obtained as soon as plans and specifications have been approved. They can then be used in preparing Form USHA-460 and will indicate the lowest insurance costs to be used in working out the Management Program. Each interested company should be invited to inspect the plans and specifications and to make a firm proposal upon the basis of this inspection, giving the cost for one-, three-, or five-year periods, and stating, if it is a dividend-paying company, the anticipated dividend together with the anticipated net premium based upon the past experience of the dividend-paying company. A statement of the dividend record should also be secured from dividend-paying companies.

The local authority should arrange to secure the competitive bids and within a reasonable time after the receipt of the insurance proposals, to evaluate them (in the manner suggested in the Section below).

The question as to whether only sealed bids should be accepted should be considered by the local authority. The USHA has no requirements with respect to sealed bids on insurance coverages and this question should, accordingly, be determined in each instance by the local authority.

47b. EVALUATION OF INSURANCE BIDS

Upon receipt of the competitive bids, the local authority should proceed to analyze and evaluate them. In evaluating bids the local authority should, of course, give adequate weight to the differences in practices of the different types of insurance companies.

There are two main types of insurance companies. One type comprises the "dividend-paying" companies. This group of companies charges a gross deposit premium and pays dividends to policyholders on this premium at the end of the policy period. Policyholders in some dividend-paying companies are subject to assessments if assessments prove necessary. However, an examination of the record of dividend-paying companies will disclose that leading companies in the dividend-paying group have never levied assessments upon their policyholders, and have never failed to pay a substantial dividend to their policyholders. The dividend payments of each of the leading companies of this type have also tended to be substantially uniform in amount.

The second main type of insurance companies comprises the "fixed-premium" companies. The companies in this group charge a fixed premium and pay no dividend thereon to policyholders. On the other hand, the standard policy forms of companies in this group do not permit assessments to be levied upon policyholders.

As stated above, dividend-paying companies charge a deposit premium and the net premium charged by such companies should be determined by subtracting the anticipated dividend from the deposit premium. For purposes of initial bid evaluation in cases where the deposit premium charged by a dividend-paying company is greater than the premium charged by a fixed-premium company, interest at not exceeding four per cent per annum should be computed on the difference between the deposit premium and the fixed premium, and added to the anticipated net premium charged by the dividend-paying company. This procedure will assure a fair basis of comparison between fixed premiums and deposit premiums for the policy period.

47c. SUBMITTAL OF PROPOSALS TO USHA

After receipt and evaluation of competitive bids, the local authority is to prepare and submit to the USHA two complete copies of Insurance Information, Form USHA-460.

The information submitted on this form is particularly important to the USHA staff members since it supplies the basis for working out an insurance program with the local authority. The attention of the local authority is invited to the fact that this form calls for separate information for each type of construction on separate sheets. The above described procedure should also be followed sixty days prior to the renewal of expiring insurance contracts.

47d. SPECIFIC COVERAGES REQUIRED

As soon as the development (or a portion thereof) has been finally accepted by the local authority and taken over for occupancy, the following coverages should be placed in force:

Fire and Extended Coverage. The local authority is to carry fire, lightning, wind-storm, cyclone, tornado and hail, explosion (including pressure containers other than steam), riot or riot attending a strike (including physical damage therefrom), aircraft, vehicle, and smoke damage insurance on all buildings together with their additions and extensions as well as on furniture, fixtures, equipment, and supplies belonging to the assured and located at the project. The above supplemental coverages should be obtained by attachment to the fire policy of Extended Coverage Endorsement No. 4 or its equivalent. Hot water tanks at various locations on the project premises are covered under Endorsement No. 4.

In States and Territories particularly susceptible to earthquake, insurance against damage by earthquake shall also be carried.

The policy is to be written:

(a) Blanket covering all property of assured located at the project under one item.

(b) Without a pro-rate distribution clause.

(c) In an amount equal to at least 80 per cent of the insurable value.

(d) Without a coinsurance clause or with an amount of insurance clause in lieu of a coinsurance clause. An amount of insurance clause reads as follows: "In consideration of the reduced rate and/or form under which this policy is written, it is expressly stipulated and made a condition of this contract that in event of loss this company shall be liable for no greater proportion thereof than the amount hereby insured bears to _____, nor for more than the proportion which this policy bears to the total insurance thereon." The amount of the policy is to be inserted in the blank space.

FEDERAL WORKS AGENCY
UNITED STATES HOUSING AUTHORITY
INSURANCE INFORMATION

Date _____

Project No. _____ No. D.U. _____ No. Rooms _____

Name _____ Location _____

FIRE AND EXTENDED COVERAGE

EXTERIOR WALLS:
(Give thickness, material and construction)
Load Bearing _____ Non-Bearing _____

FLOORING SYSTEM:
(Give thickness, material and construction)

INTERIOR PARTITIONS:
(Give thickness, material and construction)

First Floor
Second Floor

WALLS BETWEEN UNITS:
(Give thickness, material and construction)

Third Floor

FIRE WALLS:
(Give thickness, material and construction)

ROOF:

Pitched or flat

A. Are firewalls built from ground?

Framing Material

B. To underside of roof sheathing?

Sheathing

C. Or inches above roof.

Covering

D. Openings, if any.

TOP CEILING:
(Give thickness, material and construction)

NO. OF BLDGS	NO. OF UNITS PER BLDG.				INDICATE NO. UNITS BETWEEN FIRE WALLS AS (2-4-2)
	1 STORY	2 STORY	3 STORY	() STORY	

COMPUTATION OF INSURABLE VALUE *

ACCOUNT NO. 1430.1 (Architects Fees)
Include 30% of Fee \$ _____
ACCOUNT NO. 1460 TOTAL \$ _____

DEDUCT:
A. FOUNDATIONS: Cost below level of ground or where there is a basement, cost below the lowest basement floor (Estimate) \$ _____
B. EXCAVATIONS: (Entire Cost) _____
C. UNDERGROUND WORK:
25% of Cost of Plumbing _____
20% of Cost of Heating _____
25% of Cost of Electrical _____
INSURABLE VALUE \$ _____

*In computing the Insurable Value use latest anticipated cost shown on Form USHA 213, Analysis of Expenditures and Budget Control Statement.

INSTRUCTIONS

Prepare separate fire and extended coverage information for each type of construction.
List each type of building separately and mark those without basements (X). Indicate buildings with group heating plants in basement (H).

BOILER EXPLOSION

Type of Boiler (Hot Water or Steam) _____
Central heating Plant _____ Number of Boilers _____ Pressure _____
Group Heating Plants _____ No. _____ Square Feet Heating Surface Per Boiler _____
Space Heaters _____ Fuel _____
Approximate Value of Heating Plant (Building and Equipment) \$ _____
If system is composed of group heating plants, give average value of largest plant. If plant is located in basement of dwelling building, include value of dwelling area above plant.

PUBLIC LIABILITY

- A. NO. OF DW. UNITS: Give total number in single houses, row houses and flats having private or semi-private outside entrances.
- B. AREA: Give square feet of floor area of all floors in buildings or sections of buildings between solid party walls containing three dwelling units served by a common outside entrance.
- C. AREA: Give square feet of floor area of all floors in buildings or sections of buildings between solid party walls containing four dwelling units served by a common outside entrance.
- NOTE: D, E, and F apply only to buildings having five or more dwelling units served by a common entrance.
- D. AREA: Give square feet of floor area of all floors, computed from the exterior dimensions of the outside walls. EXCLUDE areas of basements, heating plants and maintenance shops.
- E. AREA: Give square feet of the following basement areas: Laundries and drying rooms, social rooms, management rooms, perambulator rooms, and hallways to these spaces.
- F. FRONTAGE: Give linear feet of frontage of property line abutting all streets and public highways of final project site. If both sides of street are within the site, frontage on both sides shall be included in above. (Do not include any frontage on alleys, service drives, or private drives except where sidewalks exist on both sides or where the principal entrances to buildings is from such alley or drive.
- G. VACANT: Give length of property line as above for all parks, playgrounds and undeveloped vacant areas included in the site but reserved for future development.

TABULATION OF PROPOSALS RECEIVED								
FIRE AND EXTENDED COVERAGE (EARTHQUAKE IF NEEDED) SHOW SEPARATELY								
COMPANY	AMOUNT OF COVERAGE	TERM	BASIS OF PROPOSAL			INITIAL PREMIUM	ESTIMATED DIVIDEND	NET PREMIUM
			NO CO-INSURANCE RESTRICTIONS	AMOUNT OF INSURANCE CLAUSE	CO-INSURANCE CLAUSE (%)			

PUBLIC LIABILITY									
COMPANY	FRONTAGE	VACANT	TOTAL AREA	NO. OF UNITS	UNIT RATE	TERM	INITIAL PREMIUM*	ESTIMATED DIVIDEND	NET PREMIUM

* Here set forth the initial deposit or fixed premium for the term of the proposed policy. If no dividends are payable on the initial premium indicate by inserting word "None" under column "Estimated Dividend." If dividends are payable on the initial premium complete the columns entitled "Estimated Dividend" and "Net Premium." If additional space is needed to tabulate proposals received, set forth tabulations on separate sheets.

BY _____

_____ (Title)

(e) Without a deductible or franchise clause in the fire or supplemental contract.

(f) Naming as assureds the local authority and the USHA for the account of whom it may concern as their interest may appear.

(g) With the usual foundation exclusion clause.

(h) To provide that the property covered thereby may remain vacant or unoccupied as occasion or necessity may require.

(i) With a Civil Authority clause.

(j) With a Fallen Building Clause waiver.

(k) With a loss payable clause reading as follows: "It is understood and agreed that all checks issued by the company in payment of losses shall, if the damage exceeds \$250, be made payable to the (local housing authority) and the United States Housing Authority. It is further agreed that checks in payment of damage not exceeding \$250 shall name as payee the (local housing authority) only."

(l) With permission for other insurance, for buildings to stand on ground not owned by the assured in fee simple, and for the interest of the assured to be other than unconditional or sole ownership.

(m) With permission to keep and use any and all materials usual and incidental to the business or occupancy.

(n) With permission to make additions, extensions, alterations and repairs.

(o) Subject to pro-rata cancellation until approved by the United States Housing Authority.

In computing the "Insurable Value" required by Form USHA-460, Insurance Information, referred to below for fire and extended coverage insurance, the local authority is to use the latest "anticipated cost" for the items specified in the example given below.

This latest "anticipated cost" will be the cost set forth for these items in Column (9) of the most current "Analysis of Expenditures and Budget Control Statement" (Form USHA-213). For purposes of the computation, the deductions indicated in the table are to be made from the latest "anticipated cost" of the items specified. The proper percentage of the total "Insurable Value" obtained by the method outlined in the table is to be applied in arriving at the amount of insurance to be carried.

Workmen's Compensation Insurance. The local authority is to carry workmen's compensation insurance on all its officers and employees under one policy, the coverage to conform to applicable State laws.

In States having no workmen's compensation laws, employers' liability insurance with not less than 10/20 thousand dollar limits shall be carried and in States where employees cannot be brought within the scope of existing workmen's compensation laws such other insurance, acceptable to the USHA and the local authority, which is deemed necessary for the protection of employees should be carried. The insurance is to be carried on all staff members including temporary office, and maintenance personnel whether employed on a temporary or permanent basis. All employees other than officers and clerical office employees should be rated under Workmen's Compensation Manual Code, "Buildings-Operation or Owner or Lessee - Including Care, Custody, and Maintenance of Premises."

Owners', Landlords', and Tenants' Public Liability. The local authority is to carry owners', landlords', and tenants' public liability insurance with recommended limits of not less than 50/100 thousand dollars against claims arising from accidents resulting in bodily injury or death, by reason of the use, operation, maintenance, ownership, or control of the project.

The policy should be written:

(a) Blanket describing project by name and number.

EXAMPLE OF COMPUTATION OF "INSURABLE VALUE" FOR FIRE AND EXTENDED COVERAGE INSURANCE

1. Account No. 1430.0 (Architects' fees).....	\$ 45,000	
Deduct 70%	31,500	\$13,500
2. Account No. 1460 - (Superstructure).....	593,000	
Deduct:		
A. Foundations:		
1. Cost below level of ground (Estimate) or		
2. Where there is a basement, cost below the lowest		
basement floor (Estimate).....	\$17,650	
B. Excavations: Entire cost.....	29,650	
C. Plumbing: 25% for underground work	23,700	71,000
3. Account No. 1460 - (Heating)	69,000	522,000
Deduct 20% for underground work	13,800	55,200
4. Account No. 1460 - (Electrical)	30,000	
Deduct 25% for underground work	7,500	22,500
5. Add all other No. 1460 Accounts		6,700
Total Insurable Value		\$619,900

(b) Naming Executive Officers and Directors as additional assureds.

(c) With an endorsement reading as follows: "It is agreed that the Company shall not contend in the event of a litigated claim, that the named assureds are not liable in tort by virtue of the fact that they are governmental instrumentalities or public bodies."

(d) With an "extraordinary alterations and repairs" endorsement for work performed by employees of the assured.

(e) For a three-year term.

(f) Covering motor driven or animal drawn vehicles on the premises.

(g) With an Errors and Omissions clause.

Automobile Bodily Injury and Property Damage. If automobiles are owned by the local authority, public liability insurance with recommended limits of not less than 50/100 thousand dollars, and property damage insurance with a minimum of \$5,000, are to be carried.

A blanket employers' non-ownership liability insurance policy with recommended limits of not less than 50/100 thousand dollars, and property damage insurance with a minimum of \$5,000, should be carried on privately owned automobiles operated in the business of the local authority by officers or employees.

The policy should be endorsed as follows:

- (1) "It is agreed that the Company shall not contend, in the event of a litigated claim, that the named assureds are not liable in tort by virtue of the fact that they are governmental instrumentalities or public bodies."
- (2) "In consideration of the premium at which this policy is written, it is hereby understood and agreed that the premium charged is a flat charge, any reference in the policy to the contrary notwithstanding."

This coverage should be obtained even though the local authority does not authorize the use of privately owned automobiles because the local authority may be held responsible for accidents in the event of unauthorized use.

The premium for this protection is based on Class I and Class II drivers. Generally local authority employees are Class II drivers, since their use of motor vehicles is limited and incidental to their employment. Only tenant selection personnel who are required to use automobiles are Class I drivers. In securing blanket coverage it may be necessary to include one Class I driver.

Boiler Insurance. For all developments where steam boilers are installed, the local authority is to carry boiler insurance against property damage only. Such insurance shall protect the local authority

against damage arising out of explosion, collapse, or rupture of boilers. (Coverage for pressure piping, tanks, cracking, furnace explosion, and expediting is not recommended by the USHA. Personal injury coverage will be provided in the local authority's public liability and/or workmen's compensation policies. Hot water boilers should not be covered under a boiler policy since they are covered under extended coverage endorsement No. 4 attached to the fire policy. Furnace explosion, pressure vessels and tanks are also covered under this endorsement.) This coverage entitles the assured to boiler inspections. The insurance company carrying the boiler policy should be instructed to submit to the local authority sufficient copies of all inspection reports to enable the local authority to submit three copies thereof to the USHA.

The amount of boiler insurance coverage required may be determined roughly by applying the following percentages to the approximate value of the heating plant which is shown under the "Boiler Explosion Section" of Form USHA-460. In no event should such coverage exceed \$100,000. The decision as to the amount of boiler insurance to be purchased is, of course, the responsibility of the local authority.

Percentage for low pressure steam boilers (i.e. 15 lbs. or under).

If the central plant is in a separate building, coverage is to be obtained for 50 per cent of the total value of the plant (building and equipment).

If group heating plants are in separate buildings, coverage is to be obtained for 75 per cent of the plant (building and equipment) having the greatest value.

If group heating plants are located in the basements of dwelling buildings, coverage is to be obtained for 75 per cent of the total value of the plant having the greatest value and 75 per cent of the value of the dwelling units adjacent to one plant.

Percentage for high pressure steam boilers (i.e., over 15 lbs.).

If the plants contain high pressure boilers, the amount of coverage specified above is to be increased by 50 per cent.

Burglary and Robbery. Inside robbery insurance in adequate amounts is to be carried. The inside robbery (holdup) portion of the policy covers loss by robbery of money or securities belonging to the local authority from any part of the project premises and damage to the premises, furniture, fixtures, equipment, safe and vault caused by robbery or attempted robbery or by vandalism or malicious mischief. For the purpose of the policy, robbery is defined as the taking of money or securities by putting the custodian thereof in fear of physical violence.

If rent collections are kept on the

premises over night, the local authority is to carry burglary insurance in adequate amounts to protect management funds pending the transfer of such funds to the depository. If rental collections are not retained on the premises over night, the local authority need not carry burglary insurance. The burglary (safe) portion of the policy covers loss by burglary of money and securities from within the safe and damage to the premises, furniture, fixtures, equipment, safe and vault caused by burglary or attempted burglary or by vandalism or malicious mischief. For the purpose of the policy, burglary is defined as the taking of money or securities by forcible entry into the locked safe which leaves marks of such forcible entry on the exterior of the safe.

The USHA recommends that the local authority procure for each rental office a burglar-proof chest of "H" classification. This safe should bear the Underwriters Laboratory's approval.

CHEST SPECIFICATIONS

Type. Chests shall bear S.M.H.A. and Underwriters Laboratories Inspected Relocking Device Labels. The chests shall qualify for "H" Bank Burglary and "E" Mercantile Burglary Classification and be equipped with a relocking device.

Material. The material used shall be burglar-resistive solid steel. Where case hardened steel is used it shall be case hardened to a depth of approximately one-eighth of an inch (1/8") but in no case less than one-sixteenth of an inch (1/16"). The steel shall be free from cracks, blowholes or other defects.

Body Construction. The body of the chest shall be cylindrical and of one piece. The thickness of the walls thereof shall be not less than one inch (1"). The chest shall contain an inner compartment formed by a partition forming an integral part of the body. The partition shall be provided with a slot approximately 5/8" high and 4" wide. This slot shall be located above the inner door. The back of the slot shall be baffled so as to be "fish proof" unless the construction of the slot itself renders it fish-proof and makes the use of baffle unnecessary. The partition shall also contain a coin slot large enough to permit the deposit of rolled half dollars. The dimensions of inner compartment shall be not less than nine inches (9") in diameter, and 8 1/2" deep, clear behind the lock. The outer compartment shall be not less than three inches (3") deep clear of the lock. The lugs in the door opening of the body which engage with the lugs on the door shall be at least three (3) in number and shall be cast integrally with the body. These lugs shall project at least one-half inch (1/2") into the opening and shall be not less than one-half inch (1/2") in thickness. They shall be sufficient length so that the combined engagement of these lugs with those of the door shall be not less than 40% of the door circumference. The clear opening into the chest shall

be not less than five and one-half inches (5 1/2") in diameter, or so constructed as to make the inner compartment conveniently accessible.

Outer Door. The door shall have a minimum solid thickness of one and one-half inches (1 1/2") exclusive of bolt work and lock mechanism. The surfaces of the beveled edges of the door and door-jamb shall be polished and fitted for a distance of not less than one and one-half inches (1 1/2") from the outer surface of the door so that when the door is in a locked position a feeler gauge of no greater thickness than .004 of an inch can be introduced at any point. The door shall be equipped with an approved combination lock having at least three (3) key changeable tumblers. A key and instructions for changing the combination shall be supplied with each chest. The lock mechanism shall be protected by a drill-proof plate located between the lock and the door. The lock spindle shall be shouldered, of such design and so placed in the door that it can neither be pulled out or driven in. The spindle shall be made drill-proof and shall be fitted into the door with the smallest practicable clearance so as to safeguard against the introduction of liquid explosives. The lock shall be so constructed that it must be in full locking position before the tumblers can be disarranged. The door shall be equipped with an approved relocking device. The lock and boltwork shall be covered by a removable plate so as to prevent interference with the proper operation of, or damage to, the lock or boltwork by the contents of the chest coming in contact therewith. This plate shall be drilled so as to permit the introduction of the key for changing the combination without removing the plate.

Inner Door. The inner partition shall have a door permitting a clear opening to the inner compartment of not less than four inches (4"). The inner door shall be equipped with an approved two-key lock of changeable key type, certified pick-proof. This door shall also be equipped with relocking device.

Concrete Block. The chest shall be embedded horizontally in a steel encased reinforced concrete block. The block shall be of sufficient size to allow not less than three inches (3") of concrete at any one point of the chest and the outside shell of the block. The minimum total weight shall be not less than 1,000 pounds.

Finish. The outside of the chest body shall be cleaned and painted with rust preventative paint before encasing in concrete. Steel cladding shall be carefully cleaned to remove all foreign substances, oil or grease and rust spots, and then finished in green. Door jamb in body, the jamb of the door, the face of the door and all other parts shall be properly finished. The inside of the chest shall be carefully cleaned and given two coats of white hard drying paint.

The above described safe, or burglarproof chest entitles the local authority to secure

this coverage at the lowest possible rate and the savings accomplished will offset the cost of the safe in a very short time.

The policy is to be written:

- (a) To cover all developments under one policy.
- (b) To cover the premises rather than specific buildings.
- (c) On the standard bank form at bank rates.
- (d) For a three-year term.

Money abstracted by stealthy seizure (theft) from a cash drawer is not covered under the standard bank form of burglary and robbery policy. The theft of equipment is also beyond the scope of this policy. Similarly, loss of money by burglary from any part of the premises other than the locked safe is not covered on the standard bank form of policy. The local authority is to provide administrative safeguards against losses of the character described in this subparagraph (c) and is to make certain that any funds collected and retained on the premises over night are kept in the safe.

Outside Robbery. The actual transfer of funds by management personnel may be protected by outside robbery (messenger) insurance, which is not afforded by the standard bank form of burglary and robbery policy. This coverage is provided, however, on a messenger and paymaster robbery form. The local authority may find it possible to secure free police escort service which will reduce the cost of the messenger insurance. Armored car service may be substituted for outside robbery insurance where the amounts to be transferred and the time saved or hazard involved so warrant. The USHA has prepared a standardized form of armored car service contract designed to secure the broadest service at a minimum cost.

The attention of local authorities is also invited to the fact that in some cities bank depositaries render free pick-up service for their depositors.

Fidelity Bond. When a development goes into operation the local authority is to bond all office and central office personnel in positions which involve the handling of funds either full or part time. The penalty of the bonds should be fixed only after a study has been made of the amounts which may be handled by such employees during a given period. To avoid the unnecessary bonding of employees, the handling of funds should be restricted to as few employees as possible.

Standard Bond Form USHA 874, which gives protection during both the construction and operating periods and also provides for the substitution of alternates without additional charge should be used. The established rate is \$2.50 per \$1,000 and the minimum

bond \$1,000.

The bond on form USHA 874 carried during the development period should be continued into the operating period and the positions in which are vested possession, custody, or control of funds or property added in amounts ranging between \$1,000 and \$10,000. Such positions would be bookkeeper, collector, cashier, etc. When the development program of a local authority is substantially completed, the coverage for the positions of check signer and countersigner should be reduced to amounts ranging between \$5,000 and \$25,000.

Insurance Coverages on Special Items of Work. The local authority is to require each contractor performing (1) repair, replacement, alteration, or betterment work or (2) work required by guaranty clauses or performance bonds to submit evidence of adequate workmen's compensation and public liability insurance coverages before beginning performances of the work.

Special Provisions as to Policies and Coverages for the Operating Period. All fire and supplemental, workmen's compensation, public liability, and boiler policies shall bear an endorsement providing that the policy may not be canceled without 10 days' prior notice to the assured.

A certified duplicate copy of each policy procured by the local housing authority should be forwarded to the USHA 30 days prior to the effective date. A "certified duplicate copy" of a policy is an exact copy of the original containing all its terms and conditions and all endorsements attached thereto, and bearing a certification by an authorized representative of the company that the copy is an exact duplicate of the original. All policies or binders should be made subject to pro rata cancellation until approved by the USHA.

The local authority may procure, with the approval of the USHA, any other insurance coverages that the local authority deems necessary.

The USHA reserves the right to pass upon all insurance policies and bonds obtained by the local authority for compliance with the terms of the contracts between the local authority and the USHA. However, the failure of the USHA to examine any policy, or to call attention to any needed corrections or changes therein, does not relieve the local authority from its duty to comply with the terms of its contracts with the USHA.

47e. INSTRUCTIONS AS TO SUBMITTAL OF REPORTS

Reporting Fire and Extended Coverage, Earthquake and Boiler Explosion Losses. When a loss occurs two copies of the report of damage should be submitted to the USHA together with two copies of all correspondence to insurance carriers. The report should include the following:

(1) The location, date, hour, and cause of the damage.

(2) The extent of the damage.

(3) The estimated cost to make complete restoration.

47f. LOSSES UNDER \$250

The check from the carrier in payment of losses of \$250 or less should not include the USHA as payee and should not be submitted to the USHA for endorsement. When the restoration has been completed and a check in payment received from the insurance carrier two copies of the following are to be submitted to the USHA:

(1) Certification that the property has been restored to its condition prior to the damage.

(2) Statement of the actual cost of repair, and the amount of the check from insurance carrier.

47g. LOSSES OVER \$250

The check from the insurance carrier in payment of losses which exceed \$250 shall name the Local Housing Authority and the USHA as payees and is to be submitted to the USHA for endorsement, together with two copies each of certification of restoration and the statement of the actual cost of repairs.

Each check in payment of loss should be deposited to the account from which the money was withdrawn to cover the cost of restoration.

In the event of extensive property damage, please refer to Sections 4.07 and 6.03 of the Terms, Covenants, and Conditions.

Reporting Public Liability Accidents or Claims. In the event of an accident, two copies of the notice and reports to the carrier should be forwarded to the USHA. Should any claim, notice, summons, or other process in suit ensue as a result of an accident, two copies of each should be furnished to the USHA. In case of personal injuries sustained as a result of fire or boiler explosion, the accident should be reported to the public liability carrier as above. Form USHA-511 is to be used in reporting all accidents to the company and to the USHA.

These reports will enable the USHA to obtain data to formulate recommendations with respect to safety factors that may prove helpful to local authorities and also will aid the USHA in conducting rate negotiations with respect to public liability insurance.

Other Insurance Reports. Two copies of every report in connection with loss, damage, or accident made to carriers under any other form of coverage should be forwarded to the USHA.

USHA REQUIREMENTS IN CHAPTER NINE

XXIV. OBTAIN FROM FINANCIALLY RESPONSIBLE COMPANIES AS SOON AS PRACTICABLE AFTER THE AWARD OF THE MAIN CONSTRUCTION CONTRACT ESTIMATES OF INSURANCE COVERAGE. SUBMIT TO USHA FORM 460. PLACE INSURANCE COVERAGE AT LOWEST POSSIBLE COST WITH APPROVAL OF USHA ON ACCEPTANCE OF DEVELOPMENT.

XXV. THE FOLLOWING REPORTS SHALL BE SUBMITTED TO THE APPROPRIATE REGIONAL OFFICE OF USHA:

1. PUBLIC LIABILITY, ACCIDENTS OR CLAIMS SHALL BE REPORTED ON FORM USHA 511.
2. COPIES OF EVERY REPORT IN CONNECTION WITH LOSS OR DAMAGE MADE TO CARRIERS.
3. COPIES OF BOILER INSURANCE INSPECTION REPORTS.

See p.273 for USHA-511.

**REPORT OF ACCIDENT
UNITED STATES HOUSING AUTHORITY**

And / or

Local Housing Authority

Project Name and Location

City and State

TO

Date _____

Company _____

Policy No. _____

INSTRUCTIONS	<p>(1) IN CASE OF SERIOUS OR FATAL ACCIDENT, TELEPHONE OR TELEGRAPH LOCAL ADJUSTER OR INSURANCE CO.</p> <p>(2) PREPARE 5 COPIES OF THIS REPORT FOR ALL ACCIDENTS INVOLVING PERSONAL INJURY TO PERSONS OTHER THAN PROJECT EMPLOYEES.</p> <p>(3) ROUTE COPIES AS FOLLOWS: ORIGINAL TO LOCAL ADJUSTER OR INSURANCE COMPANY, 3 COPIES TO USHA REGIONAL DIRECTOR, ATTENTION MANAGEMENT SUPERVISOR, 1 COPY TO YOUR FILES.</p> <p>ATTENTION REGIONAL DIRECTOR: FORWARD 2 COPIES OF THE REPORT IMMEDIATELY TO THE WASHINGTON OFFICE.</p>
TIME AND PLACE	<p>DATE AND HOUR OF ACCIDENT:</p> <p>EXACT LOCATION OF ACCIDENT:</p>
INJURED PERSON	<p>NAME: APPARENT AGE:</p> <p>FULL ADDRESS: MARRIED: SINGLE:</p> <p>OCCUPATION:</p> <p>BY WHOM EMPLOYED:</p>
INJURIES	<p>NATURE AND EXTENT.</p> <p>NAME AND ADDRESS OF ATTENDING PHYSICIAN:</p> <p>WHERE WAS INJURED PERSON TAKEN AFTER ACCIDENT? BY WHOM?</p> <p>PROBABLE DURATION OF DISABILITY</p>
DESCRIPTION OF ACCIDENT	<p>GIVE A COMPLETE ACCOUNT OF THE ACCIDENT, CAUSE AND HOW IT HAPPENED</p> <p>NOTE:</p> <ol style="list-style-type: none"> DESCRIBE SPECIFICALLY WHAT PERSON WAS DOING WHEN HURT. WAS HE ALONE. WAS HE ENGAGED IN SUPERVISED OR UNSUPERVISED ACTIVITY? INCLUDE A SPECIFIC DESCRIPTION OF THE PHYSICAL CONDITIONS AT THE SCENE, I.E., IF ON STAIRS GIVE HEIGHT OF RISER AND WIDTH OF TREAD, TYPE OF TREAD AND RAIL, LIGHTING CONDITIONS, ETC.
WITNESSES	<p>NAMES AND ADDRESSES:</p> <p>WHAT STATEMENT DID INJURED PERSON MAKE AS TO THE ACCIDENT AND WHO HEARD IT?</p>

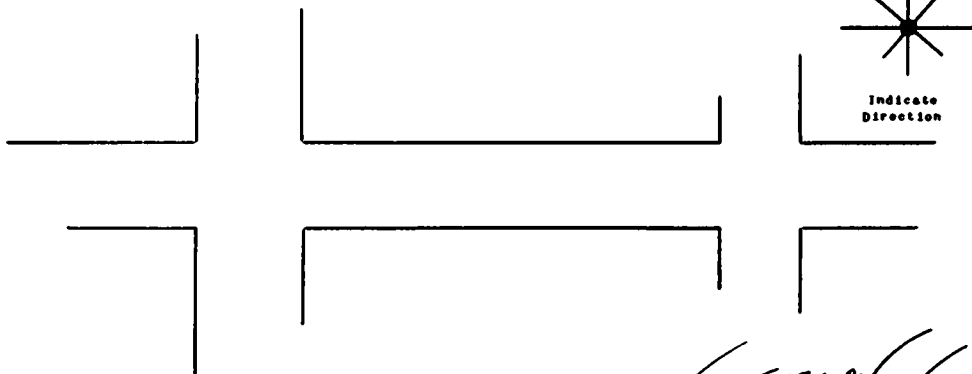
A SKETCH WILL FURTHER CLARIFY YOUR DESCRIPTION OF THE ACCIDENT - USE SPACE ON OTHER SIDE.

REPORTED BY:

Federal Works Agency
United States Housing Authority

USE THIS SPACE FOR SKETCHING PHYSICAL CONDITIONS ATTENDING THE ACCIDENT. SHOW LOCATIONS OF EQUIPMENT, STRUCTURAL PARTS OR APPURTENANCES INVOLVED. GIVE DIMENSIONS.

LOCATE OUTDOOR ACCIDENTS ON THIS SKETCH



INSTRUCTIONS AND EXAMPLE

1. NAME INTERSECTING STREETS
2. DRAW AND NAME ANY STREETS OR DRIVES NOT PROVIDED FOR IN SKETCH ABOVE
3. INDICATE POSITION OF BUILDINGS, PARKING SPACE OR OBJECTS INVOLVED IN RELATION TO STREETS AND DRIVES
4. INDICATE POSITION AND DIRECTION OF MOVING OBJECTS OR VEHICLES INVOLVED
5. MARK LOCATION OF ACCIDENT WITH +

