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NOTE: Those releases noted with one asterisk were revised by Transmittal No. 4, dated 1-25-52; the release with two asterisks was revised by Section ID 5.1, dated 1-21-52.

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NOTE: Those releases noted with **one** asterisk were revised by Transmittal  
No. 4, dated 1-25-52; the release **with** two asterisks was revised by  
Section ID 5.1, dated 1-21-52.

Clearance of Operational Problems

Interim instructions for defense housing under Public Law 139 are being released to the field offices as rapidly as they can be cleared and reproduced. In an effort to expedite the provision of this needed housing, first emphasis has been given to the issuance of material that will permit the field offices to proceed. As a consequence, it is anticipated that instructions may not be sufficiently detailed nor sufficiently comprehensive to answer all the questions that may arise in the field.

Should questions arise which are not covered by the interim instructions or on which the field office director wishes clarification or modification of the instructions, he is to contact the Assistant Commissioner for Operations, who is authorized to act on such requests and make binding decisions in connection with specific problems. In discharge of this authority, the Assistant Commissioner for Operations shall consult the other Central Office staff divisions or units in the Administrator's office as in his discretion seems necessary.

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Description of Interim Instructions

1. Purpose. These Instructions, dealing with the Defense Housing Program, as authorized by Public Law 139 (82nd Congress) and by the delegations made to the PHA by the HHFA Administrator, are issued on an interim basis to fill an immediate and urgent need. As indicated in Section ID 1.1, they contain the essentials, but not necessarily all the details, for proceeding with the Defense Housing Program at this time. Following their further review and testing against actual early experience these Interim Instructions will be revised as necessary and reissued in permanent manual form.
2. Organization. Material for these Instructions is divided into the following parts:
  - Part 1 - Introductory Material
  - Part 2 - Programming and Project Numbering
  - Part 3 - Development
  - Part 4 - Operation
  - Part 5 - Provisions Common to Development and Operation
  - Part 6 - Fiscal Provisions Governing Development and Operation

Within each Part are individual releases each of which deals with a particular aspect of the broad subject covered by the Title of the Part. Releases are numbered consecutively in the upper right hand corner, for example, ID 1.1, ID 1.2, etc.; the letters ID identify the release as containing interim instructions for the Defense Program, the numeral to the left of the decimal identifies the Part, as listed above, to which it belongs, and the numeral to the right of the decimal identifies the individual section.

3. Distribution. In view of their interim nature, distribution of these Instructions within the PHA will be limited in quantity, and copies will be provided only to those Local Authorities participating in the Defense Housing Program.



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Public Law 139, Defense Housing and Community Facilities and Services Act of 1951

1. Scope of the Act. Public Law 139, 82nd Congress, is an Act to assist the provision of housing and community facilities and services required in connection with the national defense. It provides for both public and private defense housing and authorizes, subject to certain limitations, the Housing and Home Finance Administrator to provide housing needed for defense workers or military personnel or to extend assistance for the provision of, or to provide, community facilities or services required in connection with national defense activities in any area which the President has determined to be a critical defense housing area. Section ID 1.4 concerns the responsibility of the PHA in administering public Defense housing under Title III of this Act.
2. Obtaining Copies of the Act. PHA staff members and Local Authorities concerned with administering PL-139 who do not have the Act conveniently available for reference and who require access to the Act itself may order a copy by addressing a Form PHA-1668 to the Director, Office Services Branch, Longfellow Building, Washington 25, D. C.

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PHA Participation in the Defense Housing Program

1. Scope of PHA Authority

a. The PHA has been assigned the responsibility by the Administrator of the Housing and Home Finance Agency to administer all phases of the provisions of Title III of PL-139 with respect to programmed public defense housing.

b. Under Title III of PL-139 the PHA is concerned with provision of permanent housing and temporary housing of a mobile or portable character.

2. Delegation of Authority. The delegation of authority from the Administrator to the PHA Commissioner reads as follows:

"The Public Housing Commissioner is hereby authorized, subject to my supervision, to execute the powers and functions vested in me under the provisions of title III of Public Law 139, 82nd Congress, including the power to make findings and determinations thereunder, with respect to housing and to utilities at the site of, or in connection with, such housing. The Public Housing Commissioner is hereby further authorized to redelegate the authority delegated to him hereunder to such officers and employees of the Public Housing Administration as he may select.

"Any instrument executed by the Public Housing Commissioner, or by any officer or employee to whom the authority has been redelegated, purporting to convey any rights, title, or interest in or to real or personal property under the authority of this section, shall be conclusive evidence of the authority of such Commissioner, officer, or employee to act for the Housing and Home Finance Administrator in executing such instruments.

"Effective as of the 23d day of November 1951."

3. Specific Assignments to the PHA. Section ID 2.1 sets forth the procedure for specific program assignments to the PHA.

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Local Participation in PL 139 Program

1. Policy. When the PHA finds that the interest of economy and efficiency will best be served, a qualified Local Authority may be authorized to act as agent of the PHA for project development and to conduct project operation. The PHA will retain final control over the project, however, and will establish standard uniform procedures concerning such participation by Local Authorities. Where a Local Authority is not so authorized, it may nevertheless be consulted with respect to the selection of sites and employment of architects and engineers.
2. Assistance in Development
  - a. Authorization of a Local Authority to act as agent of the PHA for project development will be in the form of an Agency Development Agreement (Form PHA-2223), which provides, among other things, for the type of work to be performed by the Local Authority, the circumstances and conditions under which the Local Authority may enter into contracts on behalf of the PHA, the submission by the Local Authority of project budgets, and the reimbursement of the Local Authority by the PHA for certain "out-of-pocket" expenses.
  - b. It is contemplated that Local Authority assistance in the development stage will be provided by utilizing existing staff and facilities. Budget considerations prohibit reimbursement for any Local Authority expenditures except for incidental out-of-pocket expenses. For this reason, newly formed authorities or other Local Authorities which do not have existing staff and facilities which can be utilized in the PL-139 Program are precluded from assisting in the development stage except for consultation, advice, and "good offices." Further, Local Authorities will generally not be asked to assist in developing housing on military installations.
3. Assistance in Operation. Where a Local Authority assists in developing a PL-139 project it will usually be asked to assist in the operation of the project also, under a lease agreement as in the case of other Federal housing leased to Local Authorities. Policy determinations concerning Local Authority assistance in the operation of other PL-139 projects will be made when the need exists.

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Program Assignments

1. Purpose. This release establishes the procedure to be followed in the receipt and processing of program assignments made to the PHA in the Defense Housing Program.
2. Program Assignments to PHA. The Administrator's Office will make program assignments to the PHA under PL-139, through the issuance of an Assignment for Federal Construction, Form H-1061, signed by the Administrator. Reproduced copies of each assignment on Form H-1061 will be furnished to the PHA.
3. Receipt of Program Assignments and Distribution

a. Upon receipt in the PHA, all copies of the program assignment shall be forwarded to the Production and Document Control Branch. The copies of the form shall be countersigned on behalf of the Assistant Commissioner for Operations by the Director, Production and Document Control Branch, which will, in effect, reassign the program to the appropriate Field Office. One copy shall be returned to the Administrator's Office, and six copies shall be supplied to the Field Office. Distribution in the Central Office shall be made to the following:

Development Division  
Legal Division  
Management and Disposition Division  
Budget Branch  
Field Representative  
Fiscal Branch  
Labor Relations Branch  
Personal Property Branch  
Production and Document Control Branch  
Racial Relations Branch  
Statistics Branch  
Assignment Docket File

b. Upon receipt in the Field Office, the Production and Document Control Section shall record the action and make the following distribution:

Field Office Director  
Assistant Director for Development  
Assistant Director for Management and Disposition  
Personal Property Section  
Legal Section  
Assignment Docket File

NOTE: This Section supersedes Section ID 2.1 dated 12-18-51. It has been revised to give a current distribution list for Form H-1061 and to delete paragraph 5 which is now found in Section ID 3.1.

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Project Numbering Procedure

1. Purpose. This Section establishes the procedure for numbering projects developed in the Defense Housing Program of the PHA.
2. Responsibility for Identification of Projects. The Field Office to which each program assignment on Form H-1061, Assignment for Federal Construction, is reassigned by the Central Office is responsible for determining what projects are required to carry out such assignment and for properly identifying each such project, subject to the provisions of this Section.
3. Numbering Control. In assigning project numbers, the Field Office Production and Document Control Section shall establish and maintain appropriate control records. The Central Office Production and Document Control Branch shall assure that project numbers are assigned uniformly in accordance herewith and that the controls established by the Field Offices are adequate.
4. Composition of Project Numbers. Numbers to be assigned for projects developed under this program shall be composed of two parts, for example, PA 2D2.
  - a. The first part (i.e. PA) is the State abbreviation.
  - b. The second part (i.e., 2D2) consists of three components:
    - (1) Site Identification Number. The first number represents in numerical sequence, beginning with one, the order in which sites are selected in the State.
    - (2) Program Identification Letter. The letter "D" indicates the Defense Housing Program.
    - (3) Development Identification Number. The last number represents in numerical sequence, beginning with one, the order in which numbers are assigned to projects to be developed on any one site.
  - c. Thus, the example cited above PA 2D2, could be translated (in reverse order) as the second project developed in the Defense Housing Program on the second site selected in the State of Pennsylvania.
5. Detailed Explanation of Site Identification. Of particular importance in this numbering system is the use of the site as one of the major considerations in establishing project numbers. This approach has been taken in order to facilitate and simplify the maintenance of adequate land records. Since this represents a new concept in PHA numbering of projects, special emphasis is placed on this component of the project number. A site must be selected, therefore, before a project number can be assigned.

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- a. For numbering purposes a site shall consist of contiguous land, whether obtained all at one time or at one or more times.<sup>1/</sup> One site identification number shall be assigned regardless of the number of projects which may be developed on the site.
  - b. Where separate sites are selected under a program assignment, separate site identification numbers shall be used for each site.
  - c. In the case where additional housing is to be developed on a site which is contiguous to an existing defense housing project, the additional land shall be considered an extension of the previously acquired land and the site identification shall be the same. Thus, if an existing project were identified as NJ 2D1, the first additional housing on contiguous land would be numbered NJ 2D2, a third addition on contiguous land would be NJ 2D3, etc; only the number to the right of the letter D would change.
  - d. Where a project is to be developed on a connecting site and would be contiguous to two existing sites, the lower site identification number shall be assigned. For example, where projects TENN 4D1 and TENN 8D1 are involved, a new project connecting the two sites would be considered to be an extension of the site underlying TENN 4D1.

6. Detailed Explanation of Development Identification Number. The development identification number is the last consideration in establishing a project number.

- a. The first project to which a number is assigned on any one site shall be identified with development identification number one. Each additional project on the same site, including extensions of such site, shall be given the next higher number. (See examples below.)
- b. Under this procedure permanent, temporary, and trailer housing to be developed on one site shall be assigned different development numbers. Likewise, should housing of more than one accommodation type (i.e. family dwellings and dormitory units) be developed on the same site, different development numbers shall be assigned for each accommodation type, even though developed on the same site at the same time.
- c. Housing developed as separate undertakings which will be let under different construction contracts, shall be assigned separate development identification numbers even though they are developed on the same site and consist of the same accommodation and structural type.

<sup>1/</sup> If, under unusual circumstances, it is proposed to develop defense housing on scattered city building lots, as was done in a very few instances in the Lanham Act program, the Central Office Production and Document Control Branch should be consulted concerning site identification.

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7. Examples

a. If the first assignment to a locality in the State of Tennessee were for only one accommodation and structural type and it were determined to develop this housing on four sites, the project numbers should be TENN 1D1, 2D1, 3D1, and 4D1. Were all of this housing developed on one site the number would be TENN 1D1.

b. If the same first assignment were for housing of two accommodations or structural types, however, even though all developed on one site, it would constitute two projects; TENN 1D1 and 1D2.

c. A subsequent undertaking under a separate construction contract, even though located on the same site and of the same accommodation and structural type as one of the projects in paragraph 7b, above, would require a new number: TENN-1D3.

8. Consolidation of Land Records for Each Site. All land acquisition documents and other land records for developments on each site shall be maintained under one project number. The number to be used for this purpose shall be that of the No. 1 development identification number on each site, i.e., TENN 2D1. Where two or more projects are developed on one site, including extensions, this system will assure the consolidation of all such documents and records under the No. 1 development identification number without regard to type of housing, chronology of acquisition, or of additional projects developed on the site. Procedures covering the establishment and maintenance of land records will be published in appropriate Sections.



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Program Actions for Defense Housing Projects

1. Purpose. This Section establishes procedure to be followed in preparing and distributing Program Actions and revisions of Program Action for defense housing projects. Program Actions will record and disseminate, within the PHA and HHFA, descriptive information on projects as they are established, located, and numbered, and as changes occur thereafter.
2. Use of Program Action, Form HHFA-11-12. Under the Defense Housing Program, the Administrator assigns housing units and earmarks development funds to the PHA on Form H-1061, Assignment for Federal Construction. In many assignments, the number of dwellings assigned may be increased or decreased to permit development of the maximum number of units within the available funds. Depending upon site or other factors, such housing may be developed as one or more projects. Some assignments may provide for the reuse or conversion of existing housing. The Program Action, Form HHFA-11-12, shall be used to report such project details as the designation of the project number and location, the number and type of units, management agency, and related project characteristics.
3. Preparation and Distribution
  - a. Preparation and Execution. The Field Office is responsible for initiating Program Actions immediately upon tentative approval of site or receipt of a program assignment for reuse or conversion of existing war or other housing and whenever a change occurs in an item shown on an existing Program Action.
    - (1) When Projects are Established. Immediately following tentative approval of the site on which a project will be located or after receipt of each assignment providing for reuse or conversion of existing housing, the Project Planning Section shall prepare an appropriate Program Action. 1/
    - (2) When Changes Occur in Projects. Following the establishment of a project there may be instances when planning or other consideration will result in changes, particularly in the number of units to be developed. To make this current information available a

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- 1/ Prior to completion of development, the Project Planning Section shall obtain data concerning the management agency from the Management Section.

NOTE: This Section supersedes Section ID 2.3, dated 5-16-52. The principal revisions are in paragraphs 2, 3a, 4g, 4i, and 4k.

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revised Program Action shall be prepared whenever a change occurs affecting any item which is filled out on the form. Such action shall be initiated by the Project Planning Section when required prior to completion of development and by the Management Section when required after completion of development. 1/

(3) Number of Copies and Execution. Each Program Action shall be prepared in an original and one copy. These shall be routed through the appropriate Assistant Field Office Director to the Field Office Director for signature on both copies and then sent to the Production and Document Control Section.

b. Reproduction and Distribution

(1) The Production and Document Control Section shall have the Program Action reproduced, send the original and 11 copies to the Central Office Production and Document Control Branch, and distribute one copy to each of the following:

Project Planning Section  
Personal Property Section  
Production and Document Control Section  
Management Section  
Project Docket File (signed copy)

(2) On receipt in the Central Office of the original and 11 copies of the Program Action, the Production and Document Control Branch shall distribute one copy to each of the following:

Office of the Administrator  
Fiscal Branch  
Project Analysis Branch  
Appraisal Branch  
Budget Branch  
Management Operations Branch  
Statistics Branch  
Personnel Branch  
Personal Property Branch  
Production and Document Control Branch  
Taxation Branch  
Project Docket File (original)

4. Detailed Instructions for Filling Out Form HHFA-11-12. Change the title of the form by lining out the words "Public War Housing" and inserting

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- 1/ Prior to completion of development, the Project Planning Section shall obtain data concerning the management agency from the Management Section.
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"Defense Housing Program." Since the form was developed primarily for Lanham Act war housing, information for some items listed on the form is inapplicable or not required.

a. Locality. Enter the City (or other appropriate minor civil division or place name) and State where the project is located.

b. OA Serial No. Enter the OA serial No. shown in the upper left corner of the Administrator's Form H-1061, Assignment for Federal Construction; for example, H-1061-3, H-1061-7, etc.

c. PHA Serial No. Each Program Action shall be serially numbered in numerical sequence, the number to be preceded by the initial(s) of the City in which the Field Office is located; for example, A-1, A-2; NY-1, NY-2, etc.

d. Project Number. (Self-explanatory)

e. Last Serial Number and Date. Enter the Program Action serial number and date of the last Program Action issued for the project.

f. Action. Enter the kind of action; for example, new project established, change in project number, change in number or type of units, change in site.

g. Establishment Served. Enter the establishment served as shown in the Administrator's Form H-1061 under "Defense Activities To Be Served". If located on a military establishment, so state under "Additional Data".

h. No. of Units. (Self-explanatory)

i. Type. Enter the type, using the following abbreviations: "Tr" for trailers; "Temp" for temporary; "Perm" for permanent. Where a subtype is assigned on the Form H-1061, this shall also be entered in parentheses, thus: "(PFD)" for portable family dwelling; "(PFD)" for portable family dwelling; "(Rel)" for relocatable; "(Exp)" for experimental.

j. Construction. Enter the construction agency: PHA, LHA (enter name under "Additional Data"), or military establishment.

k. Management. Enter the management agency: PHA, LHA, military establishment or other. If other, specify.

l. Source of Funds. (Self-explanatory)

m. Additional Data. When appropriate, include an explanation of the reasons for action stated in Item "f"; for example, reasons for a change in site, explanation of reduction in or addition to the number of units, or other pertinent explanatory data and informative notes.

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Development Funds for Defense Housing (Public Law 139)

1. Purpose. This Section describes the manner in which the PHA will receive development funds for defense housing projects from the Office of the Administrator, and the procedure by which these funds are to be allotted for this program.
2. Funds from Office of the Administrator. Funds for the purpose of carrying out PL-139 functions will be transferred from the Office of the Administrator to the PHA from time to time in substantial lump sums. A basic reporting system will be developed whereby the PHA Fiscal Branch will submit to the Office of the Administrator a report designed to provide current information as to the status of the development funds. This report will be made as of the 15th and last day of each calendar month.
3. Assignment of Housing. Assignments will be made by the Office of the Administrator to the PHA covering the provision of housing by the PHA in designated critical defense housing areas. Field Offices will establish projects and project numbers from these assignments as provided in Part 2 of these instructions.
4. Allotment of Funds
  - a. Initial Allotment
    - (1) Upon receipt of its copy of the program assignment, the Budget Branch shall prepare an original and two copies of an initial allotment of funds, Form PHA-1070, Allotment Advice. The original shall be forwarded to the Fiscal Branch, one copy dispatched to the appropriate Field Office, and one copy retained by the Budget Branch.
    - (2) Initial funds shall be allotted on a \$50 per dwelling unit basis, but not less than \$1,000 for any one program assignment. The use of this initial allotment shall be limited to site selection and related activities. It must not be used for appraisal fees or the site purchase.
    - (3) The initial allotment of funds will be for the program assignment. Should only one project be developed under an assignment, the initial allotment will be transferred to the project account at the time the "program" stage Development Budget is approved. Should more than one project be developed from a single assignment, the initial allotment shall be proportionally reduced at the time the "program" stage Development Budgets are approved for the separate projects. All obligations incurred against the assignment allotment must be transferred to the project account by the Fiscal Branch when the assignment allotment is eliminated.

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- b. Subsequent Allotments. Allotments subsequent to the initial allotment shall be made to specific projects on the basis of the submission of Form PHA-2222, Development Budget, as outlined below. These project fund allotments will also be made in a similar manner by the Budget Branch on Form PHA-1070.
5. Use of Form PHA-2222. This Development Budget, Form PHA-2222, is to be used to request funds for project development on all defense housing projects. (For detailed instructions for the preparation of Form PHA-2222, see paragraph 15, below.)
6. Field Office Processing of Development Budget, Form PHA-2222. The Field Office Project Planning Section shall prepare an original and four copies of the Development Budget at the controlling stages established in paragraph 10 below. The submission shall be routed to the Field Office Director for approval. The Field Office Director shall sign the original and conform 4 copies 1/ and send them to the Field Office Production and Document Control Section. That Section shall record the documents and send them to the Central Office Production and Document Control Branch.
7. Central Office Processing of Development Budget and Allotment Advice
- a. Upon receipt of the original and four copies of the Development Budget, the Central Office Production and Document Control Branch shall record the documents and send one copy to the Budget Branch and the original and three copies to the Project Analysis Branch.
- b. The Project Analysis Branch shall review the documents for completeness, compliance with PHA development policies and standards, propriety of cost, and technical reviews of cost estimates. After completing its review, the Project Analysis Branch shall forward the original and three copies of the Development Budget to the Assistant Commissioner for Development for signature and then to the Budget Branch.
- c. Upon receipt of its copy of the Development Budget, the Budget Branch shall review the form for compliance with requirements relative to the maximum cost of dwelling units and availability of funds. When the original and three copies are received, the Director of the Budget Branch shall sign the form after assuring himself that no changes affecting budget considerations have been made in the Development Budget. Following his signature, the Budget Branch shall attach its copy of the Development Budget and send the entire submission to the Assistant Commissioner for Operations for securing the approval of the Commissioner. An original and one copy of an "Allotment Advice" shall accompany the Development Budget.
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1/ Development Budgets submitted at the project program stage shall be routed for Field Office and Central Office approval concurrently with the Project Program.

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d. The Assistant Commissioner for Operations will submit the Development Budget and the accompanying project program to the Commissioner for his approval. When the Assistant Commissioner for Operations has obtained the approval of the Commissioner the original of the Development Budget shall be sent to the Production and Document Control Branch. That Branch shall conform the copies and distribute the Development Budget and Allotment Advice as follows:

	<u>Development Budget</u>	<u>Allotment Advice</u>
Field Office	1 copy	1 copy
Development Division	1 copy	
Fiscal Branch	1 copy	Original
Budget Branch	1 copy	
Project Docket File	Original	

8. Field Office Receipt of Approved Documents. Upon receipt in the Field Office, the Production and Document Control Section shall record the documents and send the Development Budget and Allotment Advice to the Assistant Director for Development.
9. Reports on Delinquent Submittals. The Production and Document Control Branch shall make monthly reports to the Assistant Commissioner for Operations concerning delinquent submittals of Forms PHA-2222, and transmit a copy of each to the Budget and Project Analysis Branches. It shall also notify the Field Office Director of such delinquencies and request prompt action to correct the situation.
10. Controlling Stages
  - a. Development Budgets shall be submitted to the Central Office at four controlling stages: (1) "Project Program", (2) "Contract", (3) "Occupancy", and (4) "Final". Submittals shall be prompt, and not later than:
    - (1) "Project Program" Stage. -- At the same time as the submission of the Project Program.
    - (2) "Contract" Stage. -- Ten days after the effective date of the Notice to Proceed.
    - (3) "Occupancy" Stage. -- Ten days after the date on which substantially all units are reported as available for occupancy.
    - (4) "Final" Stage. -- To be submitted immediately following the liquidation of all obligations, either by disbursement, cancellation or reduction.

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d. "Project Program". The Field Office shall submit at the "Project Program" stage a Form PHA-2222 for the total estimated cost of the project at the same time as it submits the Project Program. The cost estimates shall be as realistic as possible and based on local conditions.

c. "Contract". At "Contract" stage, a Form PHA-2222 is to be prepared on the basis of contract awards and the Field Office estimate of all other cost items necessary to complete the project as planned. The amounts should include all necessary project facilities, even though separate contracts are to be let in the future for such work. Submittal of the Development Budget for this stage should not be delayed pending receipt of the contractor's cost breakdown.

d. "Occupancy". The Form PHA-2222 at this stage shall contain amounts sufficient to cover all contract awards and other obligations incurred, plus estimated amounts to cover all contractor's claims in amounts considered approvable, unresolved change orders, additional contracts, proceed orders, and other actual or estimated obligations required for completion of the project which may not have been documented, processed, and recorded.

e. "Final". The Form PHA-2222 at this stage shall establish the actual recorded total project development cost, and may be prepared only after all obligations have been liquidated, cancelled, or removed from the books of account. The Fiscal Branch shall furnish the Field Office with the actual cost as recorded in the development cost accounts. These amounts shall be distributed by a Field Office estimate to each Form PHA-2222 classification item.

11. Allotment of Funds for Trailer Projects. A special allotment of funds will be made for the purchase of trailers from the Central Office from a revolving fund. Such allotment will be made by the Budget Branch upon receipt of a request from the Development Branch showing appropriate breakdown of costs. This will include all trailers and under-carriages required. Forms PHA-2222 for trailer projects shall, however, include the cost of such units only when initially purchased. The cost of trailers will not be included when transferred from another project.

12. Reporting Obligations to the Fiscal Branch.

a. An obligation is defined as any action which commits the Government to make payment for materials, supplies, equipment, or services when delivered and accepted. Documents which establish such obligations must be submitted to the Central Office as promptly as possible. In the event obligations are incurred for which a definite amount is not readily determinable, an estimated amount shall be reported and set up subject to adjustment when a definite amount is known. In no event shall obligations be incurred without the issuance of proper contractual documents.

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b. No obligations shall be incurred which will cause the total latest approved allotment for the project to be exceeded.

13. Records by Fiscal Branch. The Central Office Fiscal Branch shall maintain overall project accounts. It shall also maintain cost distribution ledgers for selected items in the breakdown indicated on the Development Budget.

14. Field Office Cost Control Register.

a. The Field Office shall maintain Contract Register Sheets for each project which at all times will show the current status of all construction work and equipment required to complete the development of the project.

b. This record shall be used in conjunction with the latest approved Form PHA-2222 to insure that no obligations are incurred which will result in an overcommitment of allotted funds, and as a record to insure that all obligations are properly reported to the Fiscal Branch.

c. Detailed instructions regarding this register will be issued in the near future.

15. Preparation of Form PHA-2222

a. Sheet 1. The entries to be made on this sheet are as follows:

(1) Heading: Enter the information called for in this section. Indicate whether the Form PHA-2222 is Project Program, Contract, Occupancy, or Final, by inserting the figure 1 in the appropriate space under "Development Stage" for the initial Form PHA-2222 at each stage, and successive numbers to indicate revised Forms PHA-2222 in the same stage. Thus, "Contract 1" would indicate the initial "Contract" stage Form PHA-2222 for a project, and "Contract 2" would indicate the first revision to the initial "Contract" stage Form PHA-2222.

(2) Project Composition: This section is self-explanatory. The Series Number refers to DHT Series designated by the PHA.

(3) Dates: Subsequent to the preliminary Form PHA-2222, insert the dates for the bid opening, expiration of bid, and proceed order. Also insert construction time specified.

(4) Gross Floor Areas: The gross floor measured to the outside face of building lines, excluding outside stoops, steps, and terraces.

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- (5) Land: Enter the gross area (to the nearest hundredth of an acre) of real property acquired.
  - (6) Fuel Used: Insert types of fuel and energy used for space and water heating, cooking and refrigeration.
  - (7) Contractor and Amounts: Enter the name of contractor or contractors and the amounts of the respective contracts.
  - (8) Justification: Describe reasons for increases requested over the previous submittal.

b. Sheet 2 - Instructions and definitions relating to columns 1, 2, 3, 4, and 5:

Column 1 - (Previous Estimate, Per DU): Enter the per DU amounts shown in the current approved Form PHA-2222 by account sub-totals. This column to be filled in at all stages subsequent to the "Program" stage.

Column 2 - (Actual Cost): Enter all known costs such as items covered by contract, or otherwise obligated costs as carried on the books of account as of the last day of the month preceding preparation of form.

Column 3 - (Estimated Cost): Enter costs which are based on estimates or appraisals of all items remaining to be covered by contract or otherwise obligated.

Column 4: Enter in this column the sums of columns 2 and 3.

Column 5: Enter the per DU costs for each account total.

c. Instructions and Definitions Relating to the Various Cost Accounts:

Account 1410 - Overhead: Include only expenses incurred specifically in connection with this project. Local Authority general overhead expense shall not be included as a Development Cost.

Account 1430 - Planning:

Account 1430.1: Include cost of architectural and engineering services.

Account 1430.7: Include the inspection costs incurred by the Local Authority or architect.

Account 1430.19: Include cost of topography surveys, blue printing, etc. (Cont'd)

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Account 1430.30: Include cost of all supervision and inspection of the construction work at the project site by the PHA.

Account 1440 - Site Acquisition: Cost of realty purchased and the acquisition expense such as surveys, appraisals, commissioner, recording fees, etc.

Account 1450 - Site Improvements: Enter cost of all required items. Cost of work outside boundary lines of property shall not be included in this budget.

Account 1460 - Dwelling Construction: Enter cost of dwelling buildings, including mechanical and electrical trades within structure walls. Include cost of community laundries, if any.

Account 1465 - Dwelling Equipment: Enter the cost of moveable dwelling equipment, such as ranges, refrigerators, screens, shades, portable space heaters, etc.

Account 1470 - Non-Dwelling Construction: Enter the cost of management and maintenance building, including the plumbing, heating and electrical installations therein.

Account 1475 - Non-Dwelling Equipment: Enter cost of all management and maintenance equipment.

Contingency: Allow 5% at Program stage and 2% at Contract stage.

Cost of Dwelling Construction and Equipment Plus Contingency:  
Enter the estimated cost for each size of dwelling unit included in the project.

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Development Budget Revisions

1. Development budget revisions which are necessary due to small increases or decreases in development cost shall be prepared on Form PHA-2408, Budget Revision. Small increases or decreases shall mean any changes which do not exceed ten percent of the total development cost or \$50,000, whichever is smaller. Form PHA-2408 shall be prepared in an original and four copies. A separate submission shall be prepared for each (development) project.
2. Although this form was designed for other purposes, it shall be adapted for use on defense housing projects. The word "DEVELOPMENT" shall be inserted in the title of the form so as to read "DEVELOPMENT BUDGET REVISION". Parts I, Proposed Revision, and II, Justification, shall be appropriately filled out and Parts III, IV, and V shall be crossed out (See Exhibit 1). At the bottom of Part II, space shall be provided for Central Office concurrence and approval, as follows:

Concurred in:

Concurred in:

Approved:

\_\_\_\_\_  
Dir., Proj. Analysis Branch

\_\_\_\_\_  
Dir., Budget Branch

\_\_\_\_\_  
Asst. Commr. for Operations

The Assistant Commissioner for Operations is authorized to approve these budget revisions for the Commissioner.

3. The submission shall be routed to the Field Office Director for approval. After signing the original and conforming the four copies, the submission shall be sent to the Production and Document Control Section for recording and routing to the Central Office Production and Document Control Branch.
4. Upon receipt of the original and four copies of the Development Budget Revision, the Central Office Production and Document Control Branch shall record the documents and send one copy to the Budget Branch and the original and three copies to the Project Analysis Branch.
5. If the budget revision is satisfactory, the Director, Project Analysis Branch, shall sign the original, conform the copies, and transmit the entire submission to the Budget Branch.
6. Upon its receipt of the advance copy of the budget revision, the Budget Branch shall review the form as to availability of funds. When the original and three copies are received, the Director, Budget Branch, shall sign the original, attach the advance copy of the form, conform all copies, and send the entire submission to the Assistant Commissioner for Operations for approval.
7. Following the Assistant Commissioner for Operations' approval, the copies shall be conformed and the entire submission sent to the Production and

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Document Control Branch. That Branch shall distribute the development budget revision, as follows:

- 1 copy - Field Office
- 1 copy - Project Analysis Branch
- 1 copy - Fiscal Branch
- 1 copy - Budget Branch
- Original - Defense Project Docket File

8. The Budget Branch, upon receipt of the approved development budget revision, shall process an Allotment Advice, Form PHA-1070, sending the original and two copies of the Allotment Advice to the Fiscal Branch. After recording and stamping the Allotment Advice, the Fiscal Branch shall retain one copy, send the original to the Field Office and a copy to the Budget Branch.
9. Upon receipt of the Allotment Advice, the Field Office can, if an increase is involved, utilize the additional funds. When obligations are incurred under these additional funds, appropriate obligation documents shall be processed promptly. Conversely, when decreases are involved, the Field Office shall submit appropriate documents to reduce the obligations recorded on the books of account.
10. This supplement is not to be construed as a substitute for the regular procedure of submitting development budgets. Major increases or changes including deprogramming shall be documented by the submission of a fully completed revision of the Development Budget, Form PHA-2222.

Site Selection and Acquisition

1. Investigation of Available Sites. When a Field Office receives an assignment to provide housing for defense workers or military personnel, a Project Planner and Land Adviser shall proceed immediately to the critical defense housing area for the purpose of inspecting and investigating available sites suitable for the number and types of dwelling units programmed, and selecting the site which most nearly conforms to the standards for site selection. (See paragraphs on "The Site" in the Standards for Defense Housing which will be found in Part 3 of these instructions.) In addition to the criteria for site selection set forth in the Standards for Defense Housing, special consideration shall be given to the policy of the agency which provides that public defense housing under Public Law 139 shall be developed so that it can be readily made available for occupancy by any eligible defense worker, regardless of race, color, creed, or national origin.
2. Procurement and Use of Maps. Seven copies of a city or locality map should be obtained and all of the sites which are investigated should be outlined thereon. After all sites have been thoroughly investigated, the site selected shall be designated by the numeral "1", the second choice by the numeral "2", the third choice by the numeral "3", etc. Each map shall also show the location of schools, shopping facilities, playgrounds, and the fire station nearest to the selected site. A copy of the map shall be attached to each copy of the Site Selection Sheet together with a statement of the reasons for rejection of each alternate site.
3. Consultation with Local Agencies and Officials
  - a. The Project Planner and Land Adviser shall consult with local agencies and officials, and obtain their advice and assistance in connection with selection of a project site.
  - b. When the project is designated to serve specific industries or military installations the officials of such industries or commanding officers of such military installations shall be consulted relative to site location and other pertinent, related matters.
  - c. When the project is to be located on a military installation, the commanding officer thereof shall be consulted relative to site location, available utilities, schools, transportation, etc.; and his written approval of the site shall be obtained. *See Supplement 2 to this Section.*
  - d. Active Local Authorities (which are engaged in the development and management of public low-rent housing projects) will generally be requested to act as agent of the PHA in connection with site selection and other appropriate development activities under an Agency Development Agreement.

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If, however, the project is to be located on a military post, reservation, or installation, the Local Authority will not be a party to development activities, which will be conducted by the PHA Field Office. When the Local Authority is acting as agent of the PHA, its recommendation of the selected site shall be obtained in writing.

e. The selected site should be cleared informally with the Field Representative of the HHFA. *See Supplement 2 to this section.*

f. Zoning maps and ordinances affecting the site shall be obtained from city planning commissions or city attorneys.

g. Detailed pertinent information relating to utilities shall be obtained from the City Engineer or, if privately owned, from company officials.

h. School authorities shall be consulted for information regarding the class room capacity and present enrollment of schools in the vicinity of the selected site and the problems created by the influx of an additional number of children of school age. Any problems of transportation of school children shall be discussed and resolved.

i. Appropriate officials shall be consulted to ascertain the extent of municipal services such as police protection, fire protection, garbage and trash collection, maintenance of streets, snow removal, and any other municipal services afforded to property owners generally, which will be likewise furnished to occupants of the project and for which payments in lieu of taxes and special assessments will be made.

4. Land Adviser's Estimate of Cost of Site. When a site has been selected for submittal to the Field Office Director for approval, the Land Adviser shall make a sufficient investigation to arrive at an opinion as to the current market value of each parcel and the probable cost of the entire site. If any rights-of-way or easements are required, their location and extent shall be determined at the time of site selection and the cost of such rights-of-way or easements shall be included in the Land Adviser's estimate. Except in cases where the site is in an isolated locality where qualified fee appraisers are not available or where the value of the land is so low as not to justify the expense of fee appraisals, it will not be necessary for the Land Adviser to prepare a formal appraisal report. In exceptional cases where the Field Office Land Adviser's estimate will constitute the sole basis for establishing the purchase price, a formal appraisal by the Land Adviser will be necessary.

5. Preparation of Site Selection Sheet

a. When the Land Adviser and Project Planner have completed their investigation of available sites and their consultations with local agencies and officials and have determined which site most nearly conforms to the standards for site selection, they shall collaborate in the preparation of

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Insert Slip B. Insert "note" following paragraph 5 and substitute for present paragraph 6 of Section ID 3.2

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a Site Selection Sheet, using as a guide Form PHA-2220, which is not designed to be used as a fill-in form. All of the prescribed information and any other pertinent data shall be included. The Site Selection Sheet shall be prepared in an original and five copies, (six copies, if a Local Authority assists in the selection of a site) and to each shall be attached a map of the city or locality conforming to the instructions in paragraph 2 above and a statement of the reasons for rejection of each alternate site, identifying alternate sites by the numerals which appear on the map.

b. If it is necessary for the Land Adviser to remain in the locality to arrange for site acquisition, the Site Selection Sheet and attachments shall be prepared in the field in order that they may bear his signature before submittal to the Field Office Director for approval.

c. The selected site shall be recommended for approval by the signatures of the Project Planner, the Land Adviser, the Racial Relations Officer, (except for sites on military reservations), the Local Authority where it is cooperating in the selection of the site, and tentatively approved by the Field Office Director on the Site Selection Sheet. If any official dissents, a statement of his reasons, in lieu of his signature, shall be attached to the Site Selection Sheet.

d. Tentative approval of the site by the Field Office Director does not authorize acceptance of options or determination of the amounts to be deposited in condemnation actions. The acceptability of options and determination of deposits in condemnation proceedings is a joint function of the Central Office Land and Appraisal Branches. Options cannot be accepted or deposits made in condemnation proceedings until the Project Program and the Development Budget have been approved. (See Supplement 2 to this Section for additional instructions for preparation of the Site Selection Sheet.)

6. Field Office Processing. When the Field Office Director has tentatively approved the selection of the site, the original and all copies of the Site Selection Sheet including attachments to each shall be distributed by the Assistant Director for Development: one copy to the Defense Project Docket File; one copy to the Field Office Land Section; one copy to the Local Authority (if it is assisting in the development of the project); the original and three copies through the Field Office Production and Document Control Section to the Central Office Production and Document Control Branch. (See Supplement 2 to this Section for Central Office processing.)

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NOTE: These pages 3-7 supersede pages 3-7 of Section ID 3.2 dated 12-20-51. Paragraph 10 has been revised to provide for sending a revised number of copies of documents from the Field Office to the Production and Document Control Branch rather than the Land Branch; and for revised distribution of these documents within the Central Office. Paragraph 12 has been revised to provide for revised distribution of settlement documents.

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material, which shall be thoroughly checked for completeness by the Field Office Attorney and forwarded through the Central Office Production and Document Control Branch to the Land Branch:

- (1) Original and one copy of a memorandum of transmittal signed by the Field Office Director, and noted for completeness and accuracy by the Field Office Chief of the Land Section and Field Office Attorney, listing the parcels comprising the site, including any off-site easements or rights-of-way, and the option price recommended for acceptance or the amount recommended for deposit for parcels to be acquired by condemnation.
- (2) Three prints of the property line survey, certified to by the surveyor.
- (3) Two copies of the legal descriptions of the site and of each parcel, including off-site easements or rights-of-way, if any.
- (4) Two copies of the legal descriptions of each existing on-site easement or right-of-way, and a statement as to each easement or right-of-way as to whether it is to be acquired or the affected parcel is to be acquired subject thereto.
- (5) Three copies of each of the two separate and independent appraisal reports for each parcel comprising the site.
- (6) Four copies of each option obtained.
- (7) Four copies of the names and addresses of the land owners and the parties in possession of each parcel.
- (8) Two copies of the Land Adviser's record of attempted and unsuccessful negotiations as to each parcel recommended for acquisition by condemnation.

b. The above material shall be distributed by the Land Branch as follows:

- (1) Negotiated Cases. Upon approval by the Land Branch options shall be distributed in accordance with paragraph 11 below, and one copy of the memorandum of transmittal, two copies of the property line survey, one copy of each of the legal descriptions, all copies of each appraisal, three copies of names and addresses of owners, and one copy of the Land Adviser's record of negotiation shall be transmitted to the Legal Division. One copy of each of the above items (except appraisals) shall be transmitted to the Appraisal Branch.
- (2) Condemnation Cases. Where parts of sites or entire sites are recommended for condemnation all copies of all material, other

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than options, shall be transmitted to the Appraisal Branch. One copy of each item shall be retained by the Appraisal Branch, and all other copies as outlined above shall be attached to the recommendation for condemnation made by the Appraisal Branch to the Legal Division for the preparation of the necessary submittal to the Attorney General.

11. Acceptance and Processing of Options

a. The Director of the Land Branch will examine the options submitted by the Field Office and, if the prices quoted therein are fair and reasonable and are substantiated by the appraisals, he will, in consultation with the Appraisal Branch, accept the options on behalf of the PHA by executing the original and three copies of each. However, no options may be accepted, nor deposits in condemnation proceedings made, until after the Central Office has approved: (1) the site, (2) the Project Program, and (3) the Development Budget for the project.

b. Immediately following acceptance, all copies of each option shall be routed to the Production and Document Control Branch for numbering pursuant to Section ID 5.1 and for distribution: one copy to the Fiscal Branch; one copy to the Appraisal Branch; and two copies to the Field Office Production and Document Control Section which shall return one copy to the Land Section for delivery to the property owner and transmit one copy to the Field Office Attorney for rerouting to the Project Docket File.

12. Closing of Purchases, Recording of Deeds, Etc.

a. As soon as the Field Office Attorney receives the accepted options relating to parcels comprising all or part of the project site, he shall review the title information pertaining to such parcels to determine whether there are any special conditions to be performed on the part of the vendor and vendee or any objections to the title to be eliminated before title may vest.

b. He shall obtain all necessary curative data and determine the character and amount of the outstanding claims lawfully chargeable against each parcel. The Field Office Attorney shall agree with the vendors upon a date and place for closing the transactions and shall request the Deputy Comptroller for Fiscal Operations for disbursement of the purchase moneys. At the time of closing, the Field Office Attorney shall prepare in quadruplicate a Real Estate Settlement Sheet. The Field Office Attorney shall prepare and have the vendors execute the deeds, obtain releases of all leases and encumbrances, and see that all taxes and assessments are paid. When the title is satisfactory in all respects, he shall accept and record the deed; record all instruments releasing leases or encumbrances on the property; and obtain the continuation of the abstract and a final certificate of title showing that valid title is vested in the United States of America.

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c. Thereafter, he shall forward the documents listed below to the Field Office Production and Document Control Section for distribution as follows:

- (1) To the vendor one copy of the Real Estate Settlement Sheet.
- (2) To the Field Office Project Docket File one copy of the Real Estate Settlement Sheet.
- (3) To the Central Office Production and Document Control Branch the recorded deeds, releases, tax receipts, etc; title documents showing valid title in the Government; two copies of the Real Estate Settlement Sheet; and the Field Office Attorney's Opinion of Title.

d. The Central Office Production and Document Control Branch shall forward one copy of the Real Estate Settlement Sheet to the Appraisal Branch, and the remaining documents to the Legal Division.

13. Acquisition by Condemnation

a. Proceedings to acquire sites or any parcels within a site by condemnation shall not be instituted until an effort has been made to acquire the property by negotiation unless (1) there is doubt as to the identity of the owner; (2) there are a large number of persons with whom it will be necessary to negotiate; or (3) for other reasons the effort to acquire by negotiation would involve, in the judgment of the PHA Commissioner, acting under a delegation of authority by the Administrator of HHFA, such a delay in acquiring the property as to be contrary to the interest of national defense.

b. In order that there may be a record to justify the determination that condemnation is authorized under the provision of the law, the Land Adviser will keep and transmit to the Central Office Land Branch a record of his negotiations as to any parcels which are recommended by the Field Office for condemnation. This record shall include the dates and places of his meetings with the property owner, the maximum price at which he attempted to secure the option, the statement that the owner refused a firm and final offer, and the price demanded by the owner. The Land Adviser's recommendation to condemn any property will be concurred in by the Field Office Director after the Field Office Attorney has advised him that the facts that exist are sufficient under the law (P.L. 139, Sec. 305 (b)) to justify condemnation. The amount to be deposited in the Registry of the Court for condemnation proceedings will be determined by the Central Office Appraisal Branch in consultation with the Central Office Land Branch and shall be determined on the basis of a review of the appraisal reports. A copy of this report recommending condemnation shall be transmitted to the Commissioner for approval.

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LIBRARY 602

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Sites for Trailer or Temporary Housing Projects on Military Installations

1. Selection of Site

a. Upon receipt of an assignment of a project to be constructed on a military installation the Field Office Director shall assign a Project Planner and Land Adviser to proceed to the installation and to consult and reach agreement with the Commanding Officer on matters relating to the selection of the site for the project.

b. The site selection sheet shall be prepared and distributed as prescribed in Section ID 3.2 and each copy forwarded to the Central Office shall be accompanied by a print or sketch of the selected site and a copy of a metes and bounds perimeter description of the site, together with the description of any rights-of-way required for installation of utilities. The Commanding Officer shall be requested to communicate immediately through proper channels to the Secretary of Defense his approval of the site for its intended use in order that a formal use permit may be obtained by the General Counsel of the PHA at the Washington level.

c. When the use permit has been obtained the Field Office Director will be so advised by telegram.

2. Surveys. The Commanding Officer shall be requested to supply to the PHA all surveying services required, including boundary line and topographic maps and a perimeter description conforming to standard PHA specifications, and to set corner monuments. If such services are not readily available, arrangements shall be made by the Land Adviser for the employment of a civilian surveyor as prescribed in Section ID 3.2.

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Preparation and Approval of Site Selection Sheet

1. Preparation. This paragraph supplements paragraph 5 of Section ID 3.2.
  - a. HHFA Clearance. Clearance with the HHFA Field Representative shall be stated on the Site Selection Sheet under the caption, List of Persons Consulted Locally (with Official Capacity). If this clearance includes any comment, (condition or reservation other than unqualified approval), it shall be set forth in the statement.
  - b. Military Installations. When identifying the installation to be served, under the caption "Plant or Installation Served," state whether it is an Army, Navy, Marine, or Air Force installation. If the project is to be located on a military reservation:
    - (1) A copy of the written approval by the commanding officer shall be attached to each copy of the Site Selection Sheet.
    - (2) Where any utility is to be supplied by or through the facilities of the military installation, explain the arrangements made with the commanding officer under the caption, "Utilities."
    - (3) The utilities layouts for each project (including all utilities on the site and, when necessary, utilities extensions which are off the site) must be checked and cleared with the Post Engineer, Public Works Officer, or other responsible post official with similar functions, before the drawings are released for bidding.
  - c. Extension of Utilities. When it is necessary to expend project development funds for extensions of utilities (sewer, water, electricity, gas) beyond project site boundaries, describe the off-site work, state the reasons why the extensions must be paid for with project funds, and give the estimated cost of the work involved. Project funds cannot be used to provide utilities which are larger than needed for the project.
  - d. Spaces for Central Office Action. Provide spaces on the Site Selection Sheet for Central Office action, immediately below the space for signature of the Field Office Director, as follows:

APPROVAL RECOMMENDED:

\_\_\_\_\_  
Director, Land Branch (date)  
\_\_\_\_\_  
Director, Proj. Anal. Branch

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NOTE: This Supplement supersedes Supplement 2 to Section ID 3.2, dated 1-23-52. It has been extensively revised and rewritten.

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SITE APPROVED:

Asst. Commissioner for Dev. (date)

2. Site Approval. This paragraph supplements paragraph 6 of Section ID 3.2.

a. Central Office Action. The Production and Document Control Branch will receive the original and three copies of the Site Selection Sheet (each including all attachments), hold two copies and

(1) If the site is on-post--route the original and one copy to the Project Analysis Branch, which shall make a quick review and coordinate reviews by others as needed, and prepare a memorandum or telegram to the Field Office, relative to PHA approval of the site. After recommendation signature by the Director, the original, with the memorandum or telegram shall be routed through the Deputy Assistant Commissioner to the Assistant Commissioner for Development for PHA approval of the site by signature, and return. The copy will be used to facilitate simultaneous reviews by other branches.

(2) If the site is off-post and is to be acquired--route the original to (a) Land Branch, for recommendation signature by the Director, and transmittal to (b) Project Analysis Branch, which shall make a quick review and coordinate reviews by others as needed, and prepare a memorandum or telegram to the Field Office, relative to PHA approval of the site, and route the original with the memorandum or telegram, through the Deputy Assistant Commissioner, to the Assistant Commissioner for Development for PHA approval of the site by signature and return. At the same time, route to the Project Analysis Branch one copy which will be used to facilitate simultaneous reviews by other branches.

(3) If the Site is a part of a Federally owned war housing (Lanham Act) project--The routing and processing will be the same as set forth in paragraph 2a(1) above.

b. Notification to Field Office

(1) After the site has been approved, the original Site Selection Sheet and the related memorandum or telegram shall be transmitted promptly by the Project Analysis Branch, to the Assistant Commissioner for Operations, for signature and dispatch of the memorandum or telegram, and transmittal of the original Site Selection Sheet to the Production and Document Control Branch.

(2) The memorandum or telegram, informing the Field Office concerning PHA approval of the site, will state Central Office qualifications,  
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INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

ID 3.2  
Supplement 2

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requirements, and recommendations, if any, relative to the selected site, and copies will be furnished (among others) to: the Production and Document Control Branch; Statistics Branch; Land Branch, Deputy Assistant Commissioner for War Emergency Housing, or Legal Division, as indicated; and Budget Branch.

c. Distribution. On receipt of the signed original, the Production and Document Control Branch shall route it to the Central Office Defense Project Docket File; conform the copies; route one copy through the Statistics Branch, to the Assistant Commissioner for Operations; and transmit a copy to the Deputy Assistant Commissioner for War Emergency Housing if the site is on-post or a part of a Federally owned war housing project, or to the Land Branch if the site is to be acquired.

Architect-Engineers' Services for Defense Housing Projects

1. General. This Section deals with (1) the selection of architect-engineers for defense housing projects (portable family dwelling and trailer), (2) the fees to be paid for architect-engineers' services, (3) the scope of those services, and (4) the use of the Architect-Engineer's Contract Form PHA-2219. The services of an architect-engineer shall be contracted for only when, after having ascertained the scope of the architectural and engineering services required for a specific project, the Field Office Director shall have determined that qualified PHA personnel is not available to perform those services.
2. Selection of Architect-Engineer
  - a. Field Office Director's Responsibility. The Field Office Director shall make the final decision regarding the selection of each architect-engineer. If a Local Authority is agent for the PHA, such Local Authority should nominate a panel of architect-engineers (preferably not less than three, presented in order of preference) from which the Field Office Director will make a selection.
  - b. Criteria for Selection of Architect-Engineer
    - (1) The architect-engineer selected may be either an architect or a civil engineer, or an architect and an engineer associated to perform the work. (The terms, "architect" and "engineer", as here used, refer to either an individual or a firm.) If the architect-engineer to be selected is an architect, the Field Office Director should ascertain in advance what civil engineer will perform the engineering services; if the architect-engineer is to be a civil engineer, the Field Office Director should ascertain what architect will perform the architectural services. In either case, there should be firm assurance of an equitable division of the fee (see paragraph 5).
    - (2) The architect-engineer shall be selected on the basis of professional competence, adequacy and availability of organization for expeditious performance of the work, knowledge of local conditions, and proximity of office to the location of the project.

(Cont'd)

NOTE: This Section supersedes Section ID 3.3, pages 1-4 dated 12-20-51 and pages 5-6 dated 6-11-52, and Supplement 1 to Section ID 3.3, dated 12-20-51. A new paragraph 2 has been added, paragraph 4 in the Section as issued 12-20-51 has been omitted and the text otherwise extensively revised.



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### 3. Scope of Architect-Engineers Services

#### a. Preparation of Drawings

(1) For portable family dwelling projects, standard working drawings dwelling buildings are furnished by the Government and the architect-engineer is required to add foundation details and otherwise adapt the drawings to the project.

(2) For trailer projects, the drawings and specifications prepared by the architect-engineer are not to cover trailers or equipment contained in trailers, but they must include details of trailer settings.

(3) Nondwelling buildings for defense housing projects consist generally of the following, with plans therefor furnished by the Government to the extent noted:

- (a) Management and maintenance buildings--diagrammatic plans furnished. (Included within maximum allowable fees)
- (b) Laundry buildings, each designed to serve approximately 50 dwelling units--working drawings furnished. (Included within maximum allowable fees) Note: When combination sink and tray is used in dwelling units in lieu of these laundry buildings, as permitted by revised Standards, the dwelling unit plans are to be modified accordingly and the laundry buildings omitted from the plans; the maximum allowable fees are not to be affected.
- (c) Central laundry building as permitted by Standards under certain conditions--no plans furnished. (Maximum allowable fees may be increased; see paragraph 5). Note: When such central laundry buildings are provided neither the group laundries (2) nor the combination sink and tray in dwelling units are to be included.
- (d) Tenant activity building, when and as permitted by Standards --diagrammatic plans furnished. (Maximum allowable fees may be increased; see paragraph 5).

(4) The architect-engineer is required to perform any necessary and additional service in completing the working drawings for all non-dwelling buildings programmed for the project.

#### b. Construction Supervision

Is to be handled directly by the Project Engineer. Since the architect-engineer's offices may not be in the locality of the project, his services during construction are limited mainly to any necessary drafting, checking of shop drawings, examination of samples, and other duties which can be

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performed in his own offices. (It may be necessary to ship samples, mail test reports, etc. to the architect-engineer.) However, the Project Engineer may at his discretion call upon the Architect-Engineer to visit the project at any time during construction to supply technical advise or render other service deemed necessary; the architect-engineer receives special compensation for such service.

c. Inspection personnel. It is contemplated that inspection personnel will be employed by the Local Authority when such Authority is engaged to act as agent of the PHA. Otherwise, the inspection personnel may be employed by the architect-engineer (on a reimbursable basis). In any event, the inspection personnel is to be under the control and direction of the Project Engineer.

4. Architect-Engineer's Contract Form. Form PHA-2219 shall be used for all architect-engineers' contracts in connection with defense housing projects. The form has been drafted to cover a variety of conditions and it should be checked carefully and all necessary insertions and deletions made to insure its being conformed fully to the project, with special attention to the following:

a. When the architect-engineer's office is not in the locality of the project, the following may be added to Section 12:

"It is understood that in rendering the services required under paragraphs a through f of this Section, the Architect-Engineer shall not be obligated to visit the Project site."

b. Also, in such instances, the following may be substituted for the last five words of Section 19:

"shall be so reimbursable only after the major construction contract for the Project has been awarded."

c. Moreover, in the event of the architect-engineer's office being comparatively distant from a very small project, the provision numbered "(3)" in Section 19 may be deleted. The Field Office Director may at his discretion make any of the changes above described in this paragraph 4a in utilizing the contract form for a specific project.

d. Delete one of the two alternative forms of Section 13.

e. For trailer projects the following clause, modified as may be necessary to fit special conditions, should be inserted in the contract section entitled "Changes":

"The drawings, specifications and other documents to be prepared by the Architect-Engineer under Sections 6 and 7 of this Contract

(Cont'd)

are not to cover trailers or equipment contained in trailers, but the working drawings and specifications shall cover trailer setting and shall otherwise, and in general accordance with the provisions of Section 7, provide for a complete trailer project designed to comply with the PHA standards therefor and to meet the approval of the Government."

(This insertion should obviate the need for any changes in Sections 6 and 7 to adapt them to trailer projects.)

- f. The last page of the contract is included in two forms--one to be used when the Field Office Director signs for the PHA, and the other when a Local Authority acts as agent for the agency.

#### 5. Fee Schedule

a. Field Office Directors are authorized to award contracts at fees not exceeding those derived (through interpolation as necessary) from the table following, provided, that if the architect-engineer is to prepare drawings and specifications for indoor tenant activity space or for a central laundry building for the project, the allowable fee may be increased equitably for such additional service but by no more than 4% of the estimated construction cost of such additional work. A higher fee than one determined as just described is allowable only upon the Field Office Director's furnishing the Central Office with justification therefor, and receiving Central Office approval. The fees given are for complete architectural and engineering services as required under the Architect-Engineer's Contract, Form PHA-2219.

<u>Number of Units</u>	<u>Fee for Portable Family Dwelling Projects</u>	<u>Fee for Trailer Projects</u>
10	\$1,200	\$1,000
25	2,100	1,700
50	3,500	2,800
100	5,500	4,400
200	9,000	7,200
500	17,000	13,500
1,000	24,500	19,500

- b. Notwithstanding the fact that Field Office Directors are authorized to select and retain architect-engineers on the basis of the foregoing criteria, it should be noted that the above fee schedule gives the maximum amounts which Field Office Directors are authorized to allow. It shall be the obligation of the Field Office Director in each case to negotiate with the architect-engineer tentatively selected in order to keep the fee as much below the maximum as may be consistent with local conditions, the complexity of the project, and other conditions which might affect the value of the services to be performed.

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- c. It is estimated that the division between the categories, "architectural" (including site planning) and "engineering", respectively, of the services normally required under the Architect-Engineer's Contract, is approximately as follows:

	<u>Architectural</u>	<u>Engineering</u>
Portable family dwelling projects	40%	60%
Trailer projects	25%	75%

6. Preparation and Execution of Contract. The following instructions shall be followed in the preparation and execution of copies of architect-engineers' contracts and amendments thereto.
- a. Local Authority Acts as Agent. If a Local Authority acts as agent of the PHA, the architect-engineer's contract and any amendments thereto shall be prepared in an original and five copies. All copies of the contract shall be executed by the Local Authority and the architect-engineer, subject to countersigned approval by the Field Office Director.
- b. Direct PHA Development. If a Local Authority is not involved and the PHA shall undertake direct project development, the architect-engineer's contract and any amendments thereto shall be prepared in an original and four copies. All copies of the contract shall be executed by the Field Office Director and the architect-engineer.
7. Numbering and Distribution of Contracts. Immediately following execution, the original and all executed copies of each architect-engineer's contract and of each amendment to such contracts shall be numbered by the Field Office Production and Document Control Section pursuant to Section ID 5.1. The original and one copy shall then be forwarded to the Central Office Production and Document Control Branch which shall forward the original to the Fiscal Branch and route the copy through the Technical Branch to the Central Office Defense Project Docket File. The other numbered copies shall be distributed by the Field Office Production and Document Control Section as follows:
- One to the Architect-Engineer.
- One to the Construction and Inspection Section (for delivery to the Project Engineer immediately upon entrance on duty).
- One to the Field Office Defense Project Docket File.
- One to the Local Authority (where a Local Authority acts as agent).

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8. Certificate and Release. The Field Office shall require the furnishing of an original (and voucher) and two executed copies of the certificate and release required under Section 20 of the architect-engineer's contract. Upon receipt in the Field Office, the Production and Document Control Section shall record the documents and distribute them as follows:

One copy to the Field Office Project Docket File.

Original (and voucher) and one copy to the Central Office Production and Document Control Branch for distribution:

Original (and voucher) to the Fiscal Branch

Copy (1) Technical Branch and  
(2) Central Office Project Docket File

9. Final Disposition of Architectural Tracings. When the original tracings of the working drawings, also new tracings made to cover change orders, have served their usefulness as instruments of construction, they, together with the specification stencils or master copies, shall be forwarded to the Field Office Production and Document Control Section for submittal to the Central Office Production and Document Control Branch which shall record receipt of the tracings and route them to the Central Office Project Docket File. Blueprint copies will be made available to Field Office upon request to the Office Services Branch.
10. Site Plans for Appraisal Branch Land Records. Upon conclusion of the construction work, the Field Office shall transmit to the Central Office Appraisal Branch one copy each of the project site plan(s), and the utility plans. On such plans there shall be noted the location data and records of changes required to be furnished by the contractor under Section 10, Division DHS 15, of Defense Housing Bulletin DH-2.
11. Interpretations. The Central Office Technical Branch, with the assistance of the Legal Division when points of law are involved, will supply requested interpretations of the architect-engineer's contract form and advise concerning its application under conditions not described in this Section.

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Standards for Defense Housing--Trailer Projects

1. Introduction

a. Scope. This Section contains the standards to be followed in site selection, site planning, and design of site improvements and of project buildings in the development of trailer projects pursuant to Title III of the Defense Housing and Community Facilities and Services Act of 1951 (Public Law 139). This Section does not include standards for the design of trailers (See "Specifications for Trailers"). Supplement 1 to this Section contains guides and recommendations related to these Standards.

b. Requirements. The planning and design of a trailer project shall be based on a program which establishes the number, type, and details of trailers and other essential structures and facilities. These Standards contain definite requirements, which experience has shown are essential to health, safety, and livability and to the economical design and development of trailer housing.

2. Codes and Regulations, Construction Methods

a. Health and Sanitation. All trailer housing and related facilities shall conform to the requirements of State and local laws, ordinances, and rules or regulations relating to health and sanitation; this is interpreted to be a requirement of the Act with particular reference to water supply, sewage disposal, plumbing, and refuse disposal. In the interest of economy and in recognition of the temporary character of a trailer project, reasonable interpretation of such laws and regulations should be sought in cases where these are believed to go beyond the necessities of decent and safe practices.

b. National Standards of Practice. If neither the governing codes and regulations nor these Standards are specific as to any detail of design or construction involved, recognized national standards of practice for the work in question shall be followed.

3. The Site

a. General. Primarily, the site must be well located in relation to the industry or other tenant employment which the project is intended  
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NOTE: This Section supersedes Section ID 3.4 dated 12-20-51. Also, this Section and a concurrent revision of Section ID 3.5 supersede Sections ID 3.10 dated 2-12-52 and ID 3.11 dated 2-26-52. The text has been revised extensively in form and content. This Section does not apply to other types of housing. For portable dwelling projects, see Section ID 3.5.

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to serve, either by close proximity or adequate public transportation. The temporary nature of these projects and the necessity for economy demand that the selection of expensive land or land that will be expensive to develop be avoided and, particularly, that parcels improved by existing structures of any material value or structures used for dwelling purposes not be included in the site. Furthermore, because of the urgency of the program it is necessary to consider only sites that are in a single or few ownerships and that may be acquired without extensive negotiations or other delays.

b. Municipal Facilities and Services, Including Streets and Utilities. The facilities and services listed below shall be available and adequate. Where any of the facilities or services are not immediately available or adequate, acquisition of the site shall not proceed until their provision is assured either under Title III of the Defense Housing and Community Facilities and Services Act of 1951, or otherwise:

- (1) Paved Street Access. Preferably bounding the site on at least one side.
- (2) Utility systems, including water, sewerage, and electricity, provided that under unusual conditions water supply and sewage disposal systems constructed and operated by the project will be permitted in case such works are of proved feasibility, will meet the approval of the authorities having jurisdiction, and can be provided without excessive cost.
- (3) Refuse collection and disposal.
- (4) Fire and police protection.
- (5) Elementary school facilities, within a reasonable distance, preferably one-half mile or less.

c. Physical Characteristics of Site

- (1) Health and Safety Hazards. The site, in so far as may be reasonably foreseen, shall be safe from flood or fire hazards and from chronic nuisances, such as noise, smoke, fumes, and odors or other harmful local health or safety hazards. Acquisition of a site that has ever been flooded shall not proceed unless adequate flood control measures subsequently have been carried out.
- (2) Topography. The topographical and soil conditions shall be favorable to site drainage, minimum grading, trailer placement, low maintenance costs, and livability.

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4. Site Planning

a. General. Requirements for the basic planning elements that influence the layout of the site are set forth in the following paragraphs. For economy and speed of construction the site layout shall conform as closely as practicable to the existing grades and other topographical dictates. In general, the layout and the clearing and construction operations shall be undertaken with the least possible disturbance of natural drainage ways, existing trees, and ground cover.

b. Density. To promote economy in the use of land and in site improvement cost and to conserve materials, the density, calculated on the basis of total acreage acquired, minus any areas to be reserved for on-site sewage disposal and water supply, shall be not less than 8 trailers per acre. This figure is low enough to permit an efficient layout of lots 35 x 50 feet, which are the largest lots cost limitations will allow and is more than ample for lots 25 x 50 feet, or 30 x 40 feet, which are the smallest lots considered livable.

c. Lot Size. Lot sizes shall be based on a minimum width of 25 feet (30 feet for lots at street intersections), and a maximum width of 35 feet. The lot depth, generally 50 feet, shall be so fixed that the lot area is not less than 1200 square feet nor more than 1750 square feet. Under some conditions lots 30 feet wide and 40 feet deep may be practicable.

d. Spacing of Trailers. The minimum spacings between trailers and between trailers and project buildings shall be:

Side-to-side ..... 15 feet    End-to-end ..... 10 feet

e. Streets, Parking, and Service Access

(1) General. Safety, economy, and convenience shall be a major consideration in the layout of streets, walks, and parking areas. Suitable vehicular access shall be provided for firefighting equipment, delivery of fuel, removal of refuse, and other necessary services. The project walk system shall include a walk from a street or parking area to one entrance of each trailer.

(2) Parking. Parking areas shall be planned on the basis of 100 per cent car ownership. No more of this area shall be surfaced during initial construction than may be reasonably determined to meet tenant needs, in general, from 50 to 75 per cent.

(3) Service Access. The maximum distance from a trailer entrance to a roadway or parking area, measured along an approach walk shall not exceed 200 feet, preferably 150 feet. If, however,

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local regulations or established services, particularly for oil delivery and refuse collection, require a lesser distance, such distance may control.

f. Service Structures

(1) Laundry Buildings. The site plan shall show the locations of laundry buildings together with sufficient yard space for outdoor drying. For detailed requirements and special conditions affecting the number, size, and maximum walking distance from trailers to laundry buildings, refer to "Laundry Facilities".

(2) Nondwelling Buildings. The site plan shall show the locations of management, maintenance, and tenant-activity buildings together with suitable service and parking areas. For detailed requirements and special conditions affecting the provision of nondwelling space, refer to "Nondwelling Facilities".

(3) Refuse Collection Stations. If local municipal or other services will not collect refuse directly from each trailer, collection stations shall be provided. Walking distances from trailers to stations, measured along established walks shall not exceed 200 feet, preferably 150 feet.

g. Outdoor Play and Recreation Areas. Outdoor areas shall be provided on projects of 50 or more trailers in accordance with the requirements below.

(1) Criteria for Areas for Pre-School Children. If a tenant-activity building is to be planned and constructed, a play area, specifically planned for the use of pre-school children, shall be located adjacent to the building.

(2) Criteria for Areas for School-Age Children and Adults. Recreation areas must be available conveniently near or within the project. On-site space shall be provided under the following conditions:

- (a) No recreation area is located within  $\frac{1}{2}$  mile of the project.
- (b) Existing recreation areas are reported by local recreation officials to be inadequate.
- (c) Existing adequate recreation areas conveniently near the site are separated from it by a recognized hazard, such as a heavy traffic street or highway or railroad at grade.

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(3) Minimum Areas

<u>Project Size</u> (number of Trailers)	50	100	200	300
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<u>Recreation Areas</u> (in square feet) for School-Age Children and Adults	13,750	47,500	57,000	66,500
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<u>Play Areas</u> (in square feet) for Pre-School Children	1,250	2,500	5,000	5,000
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- Notes: (1) Areas may deviate from the above by plus or minus 10 per cent.
- (2) Areas for projects of intermediate sizes shall be interpolated.
- (3) Areas for school-age children and adults on projects of more than 300 units shall be calculated at the rates of: 170 square feet per unit for 500 units, 145 square feet per unit for 750 units, and 130 square feet per unit for 1,000 units.
- (4) The maximum size of any area for pre-school children is 5,000 square feet. No play area for pre-school children is to be provided unless tenant activity building is provided.

5. Utilities

a. Water and Sewer. Water and sanitary sewer installations, including wells and subsurface sewage disposal systems where used, shall conform to applicable State and local laws and regulations. Each trailer shall be connected to the project water supply and sanitary sewerage systems. A hose bibb shall be set in the water connection to each trailer.

b. Electrical Work

(1) Distribution System and Exterior Lighting.

- (a) The design of the exterior or distribution system, when installed as a part of the general construction contract,
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shall be overhead and shall be governed by the applicable rules and regulations of the National Electrical Code and the National Electrical Safety Code.

(b) Street and other outside lighting shall be consistent with local regulations and practices or, if there are no local regulations, shall be fully adequate to afford safe visibility on dark nights. Street and yard lighting shall be controlled by a time switch.

(2) Interior Installation. The design of the interior installation shall be governed by the applicable rules and regulations of the National Electrical Code.

(a) Circuit Protection. Adequate overcurrent protection shall be provided in each project building and shall be fuses or circuit breaker equipment. Fuses shall be of the non-tamperable type.

(b) Control of Lighting. Lighting fixtures for project buildings shall be controlled by toggle switches.

c. Tenant Fuel Storage. One steel drum for oil storage (55 gallon nominal capacity) shall be furnished for each trailer and shall be connected to the heater.

## 6. Laundry Facilities

### a. General

(1) Standard laundry buildings shall be provided within a maximum walking distance of 400 feet from any trailer, measured along a convenient approach walk. In general, the ratio of laundry buildings to trailers shall be one building to no less than 35 trailers and no more than 50 trailers.

(2) One laundry building, however, may be provided for as many as 60 trailers provided that (a) the walking distance from the farthest trailer does not exceed 400 feet and (b) the standard building is increased in size by one panel and its facilities enlarged by the addition of one double compartment laundry tray, making a total of four laundry trays, or, if coin-operated machines are to be installed, by the addition of one machine, making a total of three coin machines and one laundry tray.

Note: Capacity of domestic water heating (storage and heater) may be proportioned from the recommendations given below in "Centralized Facilities" in the note under "New Facilities" for Military Posts.

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(3) Exceptions to the maximum walking distance are permissible if a central laundry building is provided under the conditions set forth under "Centralized Facilities".

(4) Outdoor drying yards shall be planned adjacent to each laundry building. The yards shall provide 6 to 8 feet of clothes line per trailer. Lines shall also be provided at each trailer at the rate of 50 feet of line for four sleeper trailers and 60 feet of line for six sleeper trailers.

b. Centralized Facilities. Centralized laundry facilities will be acceptable under the following conditions:

(1) On Military Posts

(a) Existing Facilities. Existing laundry facilities will be acceptable (i) if they are made available to tenants on an economical basis, (ii) if they are convenient, and (iii) if they are of adequate capacity or will be enlarged sufficiently to accommodate the tenants.

(b) New Facilities. If the Commanding Officer requests PHA to provide one central laundry building to be equipped and operated by a concessionaire, one such building may be designed and constructed. The general construction contract shall include the furnishing and connecting of space and water heating equipment and of an adequate number of double laundry trays for use by tenants without charge. All other equipment shall be provided by the concessionaire in sufficient quantity to assure adequate and satisfactory service at reasonable costs. The concessionaire shall be required to pay a suitable rental for the building and the costs of all utilities and services provided to him by the project management.

Note: As a general rule where automatic washers are to be provided, 6 washers per 100 trailers generally are considered adequate, together with two double compartment laundry trays. Under these conditions, water storage capacity based upon a  $1\frac{1}{2}$  hour peak load should be about 120 gallons and heater capacity about 150 gallons per hour for a 100° F water temperature rise.

(2) Off Military Posts. If the Field Office Director determines that one central laundry building will serve the project tenants better than several standard laundry buildings, he may authorize the planning of centralized facilities subject to the conditions of equipment and rental as stipulated for centralized facilities or Military Posts.

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NOTE: These pages 7 and 8 supersede pages 7 and 8 of ID 3.4, dated 9-2-52. Paragraph 8a has been revised.

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## 7. Nondwelling Facilities

a. Administration Building. Management and maintenance space shall be provided as shown by the diagrammatic plans on Sheet B, DHT-Series 1, Revised.

b. Tenant-Activity Building.

(1) Purpose. Indoor tenant-activity space shall be provided, under the conditions stated below, for multiple use, together with smaller rooms for some or all such special uses as clinics, day care, kitchen, toilets, and storage.

(2) Conditions. The provision of tenant-activity space is subject to the following conditions:

- (a) It must not constitute a duplication of existing facilities conveniently located, available, and adequate to the project as well as to other existing needs;
- (b) It must be included in the Project Program and Development Budget;
- (c) Its cost must be kept within the funds allotted for the project;
- (d) On military posts, it shall be provided either in an existing suitable structure, if available and if such use of the structure is approved by the Commanding Officer; or, in a specially constructed project building, subject to the above conditions.

c. Diagrammatic Plans. PHA diagrammatic plans, attached to the accompanying Supplement, illustrate the requirements for tenant activity space in projects of various sizes.

## 8. Miscellaneous Improvements

a. Fire Extinguishers. One 4 lb. dry chemical-type fire extinguisher, Underwriters' Laboratories, Inc. approved, shall be provided for each group of four trailers and for each laundry building, for use against Class "B" (oil, gasoline, grease, paint, etc.) fires. The extinguishers are to be secured with suitable mounting and housing located conveniently along the street for ready access together with instructions as to the type of fire for which the extinguishers are effective. The extinguishers should be mounted approximately five feet above the ground to be out of reach of children. See Supplement 1 for additional methods of fire protection.

b. Public Telephone. Locations for public telephone pay stations, in the ratio of one station to approximately 50 house trailers shall be fixed in accordance with the recommendations of the local telephone

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company. The stations shall be suitably lighted and accessible for day and night use.

Note: The standard Management and Maintenance Building provides a niche for one public telephone.

c. Street and Other Signs. All streets shall be clearly marked by street name posts. Traffic control and other directional signs, as required, shall be included.

d. Ground Cover. All disturbed land, except that occupied by trailers or buildings or areas otherwise surfaced, shall be planted with grass or other suitable ground cover.

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Guides and Recommended Practice for Design of Defense Housing--Trailer Projects

1. Introduction

a. Character of Trailer Housing. Trailers provide a special type of housing, which can be quickly installed and readily shifted from one location to another. Their mobility gives them a special place in the Defense Housing Program. Trailer projects are normally programmed for urgent occupancy needs where (1) the length of occupancy is expected to be relatively short or (2) the need is so pressing that it must be met before other types of housing can be made available. The utmost care, therefore, must be taken in site selection and in planning the site layout and the site improvements to facilitate expeditious construction, a minimum expenditure of materials and labor, and minimum construction of fixed facilities.

b. Scope of Planning Services. The foregoing standards for trailer defense housing (referred to herein as the Standards) establish the mandatory requirements for site selection, site planning, and the design of site improvements and of project buildings, pursuant to the Defense Housing and Community Facilities Act of 1951. This Supplement to the Standards contains guides and recommendations that experience has shown may assist in site selection, tend to improve the physical layout and livability of trailer projects and to assure economy in the design and construction of site improvements and project buildings.

c. Trailers and Their Equipment. The PHA normally purchases trailers directly from the manufacturer. The manufacturer supplies the trailer with all necessary equipment installed, such as plumbing, heating, electric lighting, and cooking, with furniture and built-in cabinets and with undercarriage, wheels, tires, and trestles for supporting the trailers in fixed positions on the site. For detailed requirements as to the design of trailers, refer to "Specifications for Trailers."

d. Site Construction Work. The site contractor places the trailers, which are delivered at the site by the manufacturer, and prepares them for occupancy. He further performs all site construction work required to complete the project, including grading, construction of roadways, walks and parking areas, installation and connection of utilities, construction of project buildings, and other miscellaneous improvements. This Supplement contains recommendations directed primarily toward the design of the work which the site contractor performs.

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NOTE: This Supplement supersedes Supplement I, ID 3.4, dated 12-20-51. Numerous changes have been made in form and wording.

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## 2. Site Selection

- a. Local Participation. Local planning agencies, municipal officials and others concerned, or in a position to render helpful information and advice, should be consulted.
- b. Physical Characteristics. Available improved property, such as land subdivisions without dwellings, should be considered, if its use will expedite project development, save materials, offer satisfactory living conditions, and meet other requirements. Sparsely wooded sites are preferred. The absence of porches or door hoods on trailers makes it important to select such sites, wherever practicable. Shade in the right place and amount favors livability. Favorable soil conditions are extremely important. Development costs rise sharply when site grades exceed 8% to 10% or when rock lies close to the surface.
- c. Utilities. Requirements as to the availability of water, sewerage, and electrical systems to the project site are covered by the Standards. In addition, it is desirable that the project be located adjacent to existing gas mains. (Notwithstanding the temporary nature of trailer projects, the use, where possible, of natural or manufactured gas for cooking should be considered.)
- d. Estimating Required Area
- (1) The total acreage required for a trailer project may be roughly estimated from the number of trailers programmed. The net area, in acres, required for development may be approximately determined by dividing the total number of trailers programmed by 20, if lots are to be 25 feet wide, or 16, if 35 feet wide. (The figures 20 and 16 respectively represent a reasonable average density of house trailers per net acre, including the necessary service roads, parking spaces at the rate of one car per trailer (100%) and space for laundry buildings and yards). To this net area it is necessary to add:
- (a) the estimated area required for recommended set-backs and protective areas (50 to 100 feet in depth, often running as high as 20 to 30 per cent of the net area);
  - (b) the area required, if any, for outdoor recreation;
  - (c) the area for management, maintenance, and tenant activity facilities, including related outdoor space;
  - (d) the area of any unbuildable portion of the site, unless included as boundary protection; and
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- (e) the area, if any, to be reserved for on-site sewage disposal and water supply.

(2) The resulting total area will be the approximate acreage required for project development. Note that this area must yield a density of at least 8 trailers per acre (see the Standards).

### 3. Site Planning

a. General. The basic objective of the site plan is to fix a pattern of trailer layout that will assure safe and livable housing, efficient land use and economical construction. Since the site plan determines to a large extent the cost of site improvements, a compact and orderly site plan correlated with site conditions, including existing streets and utilities, will tend to assure low development costs and conservation of materials. In most cases, a regular rectangular pattern, either in whole, or section by section, will yield the greatest economy in utility design. Where practicable, 6-sleeper trailers should be located adjacent to recreation areas or buffer strips.

#### b. Correlation of Site Layout With Topography and Proposed Utility Systems

(1) In trailer housing it is important to adjust trailers and streets to the ground carefully and economically and to preserve undisturbed as much of the natural ground surface as possible. For both reasons it is essential that the natural physical advantages of the site be observed and used to the greatest possible degree.

(2) The principal objective of preliminary site planning studies should be to correlate an efficient arrangement of lots and service elements (vehicular access, parking, walks, and laundry location) with (a) the physical features of the site and (b) tentative utility studies (water, sewer, storm drainage, and electrical distribution). Several schematic patterns of trailer lots and service elements (discussed below under "Diagrammatic Arrangements" should be tested for livability, economy, and adaptability to the ground surface before the general layout becomes fixed. On sites where the topography may vary considerably the use of more than one pattern often will be desirable.

(3) Existing swales and other natural drainageways should be left open. Often the latter may lend variety to an otherwise uniform layout and serve as tree reservations, passive play areas, and firebreaks.

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(4) Existing sound trees, 4 inches or more in diameter have a considerable use and livability value and insofar as practicable, should be adequately protected and effectively used in the design. Lots, trailer locations, and utility lines should be adjusted where necessary to permit designated trees to remain in place.

(5) The finished site plan should show existing contours and controlling finished grades. These should be spot elevations for roadways, ditches and walks, supplemented by proposed contours to indicate the extent of grading proposed. (see "Grading Plans" under "Site Grading and Drainage").

c. Diagrammatic Arrangements of Lots, Trailers, and Service Elements.

To facilitate preliminary site plan studies, a number of schematic patterns of lot and trailer arrangements, say in groups of 25 or 50, should be studied with particular reference to the slope of the ground, to service access, walking distance to laundry building, and economy in roadway and utility layout. Several diagrammatic patterns are appended to this Supplement as examples of arrangements that conform to the Standards and show variations in privacy, livability, efficiency of land use, and construction costs.

Diagram A shows an arrangement of lots, 25 x 50 feet, suitable for moderately sloping sites, say up to 3 or 5 per cent. The trailers are placed front-end to front-end with a common walk between them and with the entrance side of one facing the kitchen side of another. This arrangement favors tenant privacy and provides a convenient walk system and a logical grouping of rear yard and clothes drying areas. These elements tend to promote livability. Staggering of opposite rows of trailers within a block, thereby lengthening views from trailer windows, further improves tenant privacy and livability. The scheme permits efficient land use and economical site improvements, including a practical and economical system of water and sewer lines and of electrical distribution and connections.

Diagram B shows an arrangement of lots, 25 x 50 feet, with trailers all facing in the same direction. This arrangement assumes existing grades are sufficiently critical, that is, 4 or 5 per cent or more, to warrant placing all trailers heading uphill or with the entrance side uphill. Such sites may occasionally be unavoidable, but the Standards emphasize the importance of selecting sites that will be favorable to minimum grading, economical trailer placement, and tenant livability. The principal advantage of this scheme is that it permits placing trailers so that their entrance doors may be as close to the ground as possible thereby avoiding steps or reducing the number of steps required. This advantage, however, has to be weighed against (1) losses in general livability and appearance, due to maximum regimentation and to placing front ends of trailers so that

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the principal outlook from one is toward the rear end and service yard of another, (2) an increase in walk construction of approximately 20 per cent, and (3) an increase in land area of approximately 7 per cent, as compared with Scheme A. The cost of utility installations would be generally comparable to Scheme A.

Diagram C is a variation of Diagram A with the trailers so arranged that they form a rear service court partially screened from the front approach walks by the trailers themselves. This arrangement, as Diagram A, is suitable for moderately sloping sites. It favors appearance, livability, and convenient circulation to the laundry and to the parking area. It requires somewhat more land area and more walk construction than Diagram A, but the cost of utility installations would be generally comparable.

Diagram D shows a chevron pattern of trailer lots arranged about a combined service loop and roadway parking court. Lots for 4-sleeper trailers are 25 x 50 feet and for 6-sleeper trailers 35 x 50 feet. This arrangement affords street frontage to a majority of the trailers and permits service trucks to come and go without backing. However, since the scheme gives a density of 25 per cent less than Scheme A, requires one third more land and more than twice as much pavement it should be used only where ample land is available at low cost, where a very cheap type of pavement might be satisfactory, and where local regulations require a "through way" for service trucks. Costs of utilities would probably be higher than for any of the other diagrams shown.

Diagram E, F, G, and H are variations of the same general pattern with trailer lots grouped around an off-street parking court and served by a laundry located adjacent to a project street. Schemes E and F are based on lots 25 x 50 feet in size, Scheme G on chevron lots of 1250 square feet, and Scheme H on lots 35 x 50 feet. They are all suitable for moderately sloping land. All four schemes afford convenient circulation to the laundry and to the parking area. Schemes E, F, and G require somewhat more land area than Scheme A and consequently entail somewhat higher costs for land and site improvements, including utilities. Scheme H, because of the larger lot sizes, gives about 30 per cent less density than Scheme A and requires approximately 40 per cent more land. Site improvement costs and cost of utility installations will likewise be substantially higher.

d. Set-Backs and Buffer Strips. Set-backs from public streets and from adjacent buildable property should be great enough to afford protection from serious loss of livability and to provide an effective and useful buffer strip between the temporary project and any nearby permanent development. In general, set-backs of not less than 50 feet and, depending on local conditions, as much as 100 feet are recommended.

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e. Service Access

(1) Since the site plan fixes, to a large extent, the scheme of servicing a project, the controlling factors and decisions should be resolved in the early site planning stages. Servicing provisions of the site plan should be adequate and generally in line with local or municipal regulations and requirements. Wherever practicable, agreements should be made with local officials for the collection of refuse.

(2) Distance of street pavement from fuel storage tanks to be placed at each trailer should be checked for oil delivery service. Ordinarily the delivery limit from truck to storage tanks is usually between 100 and 200 feet less 10 feet for handling hose.

f. Street Plan and Cross Sections

(1) Plan. The street plan should require the minimum construction of pavement consistent with adequate servicing and parking. In general, access to the project, when possible, should be from secondary streets; more than one point of access is preferred, for safe and adequate traffic movement and for possible emergencies. A main traffic street forming a boundary of a project should be kept a freeway, when possible, by avoiding connections with the project. Streets traversing the project should be planned so as not to invite through vehicular traffic. Two-lane roads usually will be adequate for project streets.

(2) Sections

(a) Cross sections should be determined at an early stage of the site plan studies, since they fix the total street width and influence the spacing between trailer lots and the location of utility lines. Roadside ditches may require some 10 feet of street widths on one or both sides of the roadway.

(b) Recommended widths for roadway surfacing are:

Main access roads, excluding parking

Two lane, with wood curb . . . . . 18 feet  
Two lane, without curbs . . . . . 20 feet

Main access roads, including parking

These are computed on the basis of 10 feet for each traffic lane plus allowance for parking. Normal widths for two traffic lanes plus parking are:

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Parallel parking, one side . . . . .	26 feet
Parallel parking, both sides . . . . .	32 feet
Diagonal parking, 60 degree, one side . . . . .	36 feet
Diagonal parking, 60 degree, both sides . . . . .	52 feet
Perpendicular parking, one side . . . . .	40 feet
Perpendicular parking, both sides . . . . .	60 feet

To allow for car overhangs, edge of surfacing of roads or parking areas should be not less than 3' 0" from buildings, trees, walls, poles, or other obstructions, unless pronounced topographic or other special considerations may influence the prescribed clearance.

g. Parking Areas. Areas are required to be provided at the rate of one space for each trailer (100%). The planner should determine, on the basis of the most reliable information obtainable, how much of this area should be surfaced. It is suggested that 50 to 75 per cent of the total area should be surfaced in the initial construction. Parking space should be planned economically, whether in off-street courts or along project streets, to provide convenient vehicular and service access to the trailers. Parking space provided by widening project streets at frequent intervals, or by many access driveways to very small courts, should be avoided. Interruptions of this kind complicate drainage, add to construction costs, hinder traffic movement, and tend to be unsafe. Parking on dedicated streets is not considered good practice, even though permitted by local regulations, and should not be included in the calculation of space provided.

h. Walk Plan

(1) Emphasis should be placed on a logical system of main through walks. Walks or other paved routes should be provided from one entrance to each trailer to a refuse collection station. To promote safety, walks should be planned, wherever practicable, to avoid the necessity for steps. Walks with gradients as steep as 10 to 15 per cent are preferred to walks interrupted by steps or stepped ramps.

(2) Recommended walks widths are:

Collector walks: Normal standard . . . . . 4 feet  
Serving large area  
(approximately 100 trailers) . . . 5 feet  
Serving small area  
(approximately 25 trailers) . . . 3 feet

Entrance walks: From public walk to trailer door 2 feet  
At the main trailer entrance, the entrance  
walk should be expanded into a platform  
approximately 15 square feet in area. (Cont'd)

(3) Public walks should clear fixed objects, as poles, walls, trees, by two feet; entrance walks by one foot.

(4) Sidewalks may be placed on one side only of streets carrying general traffic where (a) pedestrian load on one side of street is very low, (b) road is short, and (c) topographic conditions are unfavorable to sidewalks on both sides.

(5) Sidewalks may be omitted on both sides of streets not carrying general traffic, if conditions similar to those stated in the preceding paragraph make it practicable.

#### 4. Site Grading and Drainage

a. Extent of Grading Work. Site grading should be limited generally to: (1) the shaping of roadways, parking areas, and roadside ditches, (2) the necessary levelling for and along buildings, refuse collection stations, and main walks, and (3) other changes essential to site drainage. Where at all feasible, other site areas should be left at existing grades.

b. Drainage. Storm water should be carried away in roadside ditches or existing water courses or swales to obviate the need for underground drains (other than culverts). Where there will be any concentration of flow, its amount should be calculated and drainageways provided accordingly.

c. Grading Plans. The site plan should show existing contours, finished grades for roadways, ditches and main walks, and floor elevations of any buildings. Spot elevations should be used to show required grades of surfacing, but finished grade contours are needed, in conjunction with existing contours, to indicate the extent of grading along roadways and elsewhere. The grade design, though comparatively simple, should be worked out carefully and completely. The plans should show sections of roadways, roadside ditches, swales, etc.

#### 5. Roadways and Parking Areas

a. The surfacing for roadways and parking areas should consist generally of a single course of dense-graded aggregate, with bituminous surface treatment. The choice of material, such as bank-run gravel, crusher-run stone, sand-clay, or slag, will depend on materials locally available and on soil and climatic conditions. Construction may usually be specified to conform to some city or state highway department specification, but the latter should be examined and exception taken to requirements inapplicable to the project work.

(Cont'd)

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b. Roadways should either drain to shallow, grassed roadside ditches or, if the surfacing is of durable material, such as crushed rock with bituminous surface treatment, storm water may be allowed to flow along the edge of the surfacing, confined by a plank curb or, preferably, by a low sodded earth bank. The construction of concrete curb or combined curb and gutter is unwarranted.

6. Walks

a. Walks should be of the least expensive type that will be reasonably satisfactory in service such as, for main walks, bituminous-treated gravel and for entrance walks, concrete stepping stones about 16" x 24" (laid to give 24-inch walk width) on 2' - 4" centers. The stepping stones can be fitted to the ground surface so as to permit cross drainage; they are useful in taking up gradients of up to 15%. Concrete walks, if considered necessary, should be of 2000-lb. concrete and the slab thickness should not exceed 3 inches. Walks of untreated aggregate which may track into trailers are not recommended.

b. Steps in walks are generally unsafe and should be avoided where practicable. A 10- to 15-per cent gradient is preferred to steps or stepped ramps. Where steps are unavoidable, especially on natural slopes, wood steps can be built above the slope without disturbing the existing ground cover, and wood hand rails provided.

7. Water Supply and Distribution

a. General. A water connection is required to each trailer and laundry building; further, yard hydrants may be needed for fire protection or other purposes, and water connections should be provided to refuse collection stations when and if sewer connections thereto are to be provided. (Such connections--sewer and water--are desirable when can washing will or should be performed at the collection stations.)

b. Source of Supply. The project water supply should be taken from and operating water works system, if possible. If and when an adequate supply from such source is not available, then (1) final choice of the site should be made only after obtaining a reliable favorable report on the feasibility of a special water supply development for the project, (2) the design of the supply works should be entrusted to a competent sanitary engineer, and (3) the plant should be able to supply up to at least 200 gallons of water per trailer per day, with some reserve storage and pumping capacity for fire protection.

c. Pipe Sizing

(1) The maximum domestic water supply demand can be approximated generally from the following table:

(Cont'd)

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<u>Number of Trailers</u>	<u>Gallons per Minute</u>	<u>Number of Trailers</u>	<u>Gallons per Minute</u>
1	7½	50	75
2	11	100	110
5	18	200	180
10	30	500	300
25	50		

(2) The preceding figures are adequate to cover the demand for laundries in the trailer groups, although some additional allowance may be advisable for yard hydrants, if provided.

(3) Water lines should be closely sized, on the basis of a residual pressure of approximately 20 p.s.i. at the trailer wall. Friction losses should be computed as for new pipe.

d. Layout

(1) Water lines, sewers also, should be planned so far as practicable in comparatively long straight lines to facilitate machine trenching and minimize hand trenching for service connections. Diagrammatic plans showing practical layouts of utilities--water, sewer, and electrical--for various arrangements of trailers are appended to this Supplement. Plan SE-1-(T) shows a utility layout for the arrangement of trailers that is most commonly used.

(2) Whatever layout be employed, it is essential (1) that the architect-engineer ascertain at the outset the exact positions where water and sewer connections must be made on the trailers to be furnished, (2) that the trenches be kept a safe distance from the trailer trestle supports, and (3) that water and sewer trenches be separated by some 5 feet or more of undisturbed earth.

(3) The drawings should show a large-scale dimensioned diagram giving the location of utility outlets for each type of trailer to be set.

e. Water Service to Trailers. Each water service must include a cut-off, a hose connection outside the trailer, and a flexible connection to the trailer water piping; moreover, the underground riser and the piping above ground must generally be protected against freezing. The drawings should show large scale details for the installation. Plan No. SE-4-(T) shows a scheme which, subject to variation in numerous details, can be developed to provide the requisite above-ground connections.

(Cont'd)

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f. Fire Protection

(1) The preceding paragraphs relate solely to domestic water supply. Insofar as practicable, and with close attention to costs, water supply facilities for fire protection should also be provided. When the project is served from a public water main, a fire hydrant or hydrants in a boundary street may suffice, or a small fire-main may be extended into the site. Trailer projects are considered to require less fire flow than low-density residential developments generally, and the temporary nature of trailer projects is a consideration. However, if the project adjoins a built-up section of the community, water supply facilities approximating those in the neighborhood may be required. In any event, it is advisable to consult with the local fire department.

(2) Where the above conditions cannot be met practicably, and in case of inadequate water supply for fire protection by regular fire fighting equipment or the unavailability of such equipment to the project (points on which the engineer will obviously obtain information at the outset), fire protection may be afforded by:

- (a) Yard hydrants on the domestic water supply lines, or
- (b) Extinguishers (Underwriters' Laboratories, Inc. approved) for use against Class "A" (wood, cloth, paper, rubbish, etc.) fires; or
- (c) Yard hydrants and such extinguishers.

Yard hydrants for the purpose should be at least one inch, and a hydrant should be located within about 150 feet of every trailer. Individual hose bibb connections required at each trailer are considered to afford a measure of firefighting facility, since there is being provided in the schedule of operating equipment 50 foot lengths of hose to be connected to each such hose bibb.

(3) Regardless of the method of protection as cited above (all suited against Class "A" fires), there must also be available the 4 lb. dry chemical type extinguishers for Class "B" fires as set forth hereinbefore under "Miscellaneous Improvements."

8. Sanitary Sewers

a. General. A sanitary sewer service is required to each trailer. While the sewer system should meet local health authority standards, it should, in view of the temporary nature of the installation, be designed for minimum cost, with regard to depth, materials, sizing, and appurtenances. Cleanouts should be used in lieu of manholes at the ends of laterals and at changes in direction in short lines. Incidentally, attention is directed to the inclusion of a cleanout at the sewer connection to each trailer. Manholes may be spaced up to 500 feet apart.

(Cont'd)

NOTE: These pages 11 and 12 supersede pages 11 and 12 of ID 3.4, Supplement 1, dated 9-2-52. Paragraph 7f(2) has been revised.

b. Sewer Sizing. Sizes of mains and laterals should be based on a maximum rate of flow of approximately 1,000 gallons per house trailer per day, minimum size of mains to be 8-inch, laterals 6-inch, individual trailer sewers 4-inch, and trailer connections 2-inch or 3-inch according to size of trailer outlet.

c. Sewer Layout. (Refer to "Water Layout" above.) Of the diagrammatic sewer layouts shown, Plan No. SE-2-(T) is suitable for ground with a pronounced slope. This is because, since trailer drains are located on the downhill side of the trailers, maximum headroom is available for above-ground sewer connections to the trailers. Moreover, trailer entrances, on the uphill side, are kept nearer to ground level.

d. Sewer Connections to Trailers

(1) The sewer to each trailer should terminate slightly above ground level just outside the trailer setting. At this point a cleanout should be provided and a flexible conduit extended to the trailer drain. Such a connection is illustrated on Plan No. SE-4-(T). Two conditions are shown: (1) that of the trailer drain located close to the trailer wall, and (2) the drain located some 3 feet inside the wall. The project drawings should show complete details of the sewer connections, which obviously should be without obstruction to passage of sewage.

(2) Since it is contemplated that plumbing fixtures in trailers for defense housing will be trapped and drainage systems vented, traps should not be necessary in trailer sewer connections, nor will it be necessary to provide special vents on the sewer laterals.

e. Sewage Disposal. Project sewage should, if possible, be disposed of through connection to a public sewerage system. No site without such facility should be selected for a trailer project until a favorable report on the disposal of sewage has been obtained from a competent sanitary engineer. Subsurface disposal should be employed only when percolation tests and local experience indicate definitely that the method should prove satisfactory; percolation should be one inch in not more than 30 minutes; ample space (including some reserve space) should be available for the tile beds, which should be located well apart from the trailer lots.

9. Storm Sewers. Storm water runoff will, as a rule, not be increased materially by project construction; if the site was free from flooding prior to construction, no underground drains, except roadway culverts, should be necessary.

10. Electric Services and Fuels

a. General. Information as to the electric service and fuels required for a project generally will be supplied at the time the project is programmed. Trailers ordinarily are equipped to use electricity and fuels as follows:

(1) Lighting. Electricity at 115 volts, single phase.

(2) Cooking. Liquefied petroleum gas apartment-type ranges with four top burners and a thermostatically controlled oven. (Some manufacturers supply twin gas containers each equipped with relief valve while others supply only one gas container.)

(Cont'd)

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- (3) Refrigeration. Electricity at 115 volts, single phase, with refrigerator of not less than six cubic feet capacity. (As an alternate, some manufacturers supply refrigerators operated by liquefied petroleum gas or other fuels when specified.)
  - (4) Domestic Hot Water. Electricity at 115 volts, single phase, with thermostatically controlled heater of not less than ten-gallon capacity for the 4-sleeper and 12-gallon capacity for the 6-sleeper trailer. (As an alternate, some manufacturers supply heaters operated by liquefied petroleum gas or other fuels when specified.)
  - (5) Space Heating. Oil fired circulator equipped with a motor-blower unit. (An oil tank is provided on the heater but an outside supply must be furnished.)

b. Purchase. Due to the temporary character of trailer housing, it will be necessary generally to purchase electricity (also natural or manufactured gas if and when used) at wholesale. However, if the utility company will make retail service available on an economical basis, such service generally will be preferable. Where both wholesale and retail service are available, the type of service selected shall be that which most nearly meets the objectives of the program. In making such a selection, consideration should be given, among other things, to:

- (1) the temporary character of the housing and the possibility of its removal for use elsewhere;
- (2) the amounts of, and the availability of critical materials, equipment and facilities required;
- (3) the time required to secure the materials and equipment and complete the utility installation with relation to the construction schedule and completion date of the project; and
- (4) the initial and operating costs of the feasible utility and fuel combinations.

## 11. Electrical Work

a. General. The minimum standards of design set forth in the National Electrical Code, National Electrical Safety Code, and the Underwriters' Laboratories Standards on Materials and Equipment, shall be the basis for design of interior and exterior electrical work.

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b. Interior Wiring

- (1) Trailers. The electrical work in trailers is required to be installed in accordance with the provisions of the current edition of the National Electrical Code--where such code is applicable. Such installation will tend to safeguard persons and trailers, and their contents, from electrical hazards arising from the use of electricity in trailers. Some change may be required in the installation of the service entrance cables to properly connect to distribution service.
- (2) Project Buildings. The type of building construction will determine the method of installation and type of equipment to be installed. For demountable type construction, (flat roof) light and receptacle outlets should be of surface type, not requiring use of outlet boxes, and wiring should be exposed; for all other types of construction the electrical wiring should be concealed in the ceiling, and concealed or exposed for exterior walls and partitions. For concealed work, outlet boxes, flush receptacles, and ceiling fixtures controlled by canopy type toggle switch with pull control or wall type toggle switch should be installed.
- (3) Insulation. Service entrance conductors exposed to weather should be type "SE"; exposed interior wiring to be type "R" or its equivalent.
- (4) Grounding. System grounding shall be not less than #8 connected to the nearest cold water piping. If cold water piping is not available, provide #6 conductor to driven ground. Driven ground should test not more than 25 ohms resistance.
- (5) Electrical Service Equipment. Service switching and protective devices should be mounted on the interior of each building. Protective devices should be fuses or circuit breakers at the option of the contractor.

c. Exterior Distribution. Standards for exterior distribution should be the same as for overhead electrical distribution set forth in Bulletin LR-8, Part II, dated 6-15-50, using a simple radial system of distribution, with the following variations:

- (1) Primary conductors of aluminum or steel (if available) may be used in place of copper except where the voltage drop will not provide for a minimum of 105 volts at the trailers. Allowable KVA loading for steel primary conductors are:

(Cont'd)

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<u>Size of Conductor</u>		<u>#8</u>	<u>#6</u>	<u>#4</u>
Single phase	2400 V	33	50	60
	4160 V	60	83	104
Three phase	2400/4160 V	100	133	180
	4160/7200 V	183	250	312

- (2) Secondary conductors and service drops should be weatherproof insulated. Secondary conductors of #8 should be satisfactory for a loading of 15 KVA or less; for loading of 25 KVA and 37.5 KVA, #6 should be satisfactory. Service drops should not be smaller than 2-#8 to each trailer and 3 - #8 to each project building.

(3) Street and Yard Lighting

(a) Only the minimum effective street lighting should be provided. This normally requires that at any point on any public thoroughfare, two street lights should be visible. In general, provide one street light at each street intersection within the project and one light for each 500 linear feet of street.

(b) Yard lighting is usually necessary to supplement street lighting; it should be effectively related to laundry buildings, existing trees, walks, and steps or ramps. Illumination should be of conservative intensity, but sufficiently distributed to eliminate dark areas, especially at steps. Yard lighting should be located on distribution poles or on project buildings.

(c) Control of project lighting should be through a time switch actuating contractors controlling not more than eight lights. Secondary conductors should not exceed #6; use #8 if voltage at furthest lamp is not less than 108 volts.

(d) Light fixtures should be of simple design, radial, or industrial steel reflectors for 200 watt lamp bulbs.

- (4) Transformer Sizing. Add load of 0.8 KW for electric water heater to be installed in each trailer unit, increasing transformer sizes accordingly.

d. Clearances at trailers and project buildings should be in accordance with the requirements of the National Electrical Code and the National Electrical Safety Code. Where necessary to obtain the required clearance, a support should be installed to permit proper clearances.

(Cont'd)

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12. Miscellaneous Improvements. The following is a list of improvements not all of which are needed for trailer projects. The project drawings and/or specifications should give the requirements for all such work as is considered necessary or advisable. The items noted are in addition to roadway construction, walks, utilities and appurtenances and other items previously discussed:

Trailer supports (wood trestles furnished by manufacturer)  
Oil drum and carriage  
Additional steps (e.g., concrete block) where needed at trailer entrances  
Small concrete slab at trailer entrance  
Street name posts  
Traffic control signs  
Trailer numbers  
Mail boxes  
Directional signs, to project "Office" and to "Laundry Buildings"  
Fire alarm boxes  
Clothesline supports (generally wood posts and cross-arms)  
Refuse collection stations (generally concrete slabs with or without fencing)  
Bumper logs at parking areas  
Roadway culverts; other drainage structures; foot bridges over ditches.

13. Administration Building

- a. Sheet B, DHT-Series 1 Revised, shows layouts for temporary structures for management and maintenance buildings.
- b. Heater rooms are designed for the use of oil or gas fuel.
- c. In all buildings, except Building A, the maintenance space is intended to accommodate the project service car. Should the space provided for maintenance prove to be inadequate when used for car storage, a separate inexpensive shelter shall be provided for that purpose.

14. Trailer Setting

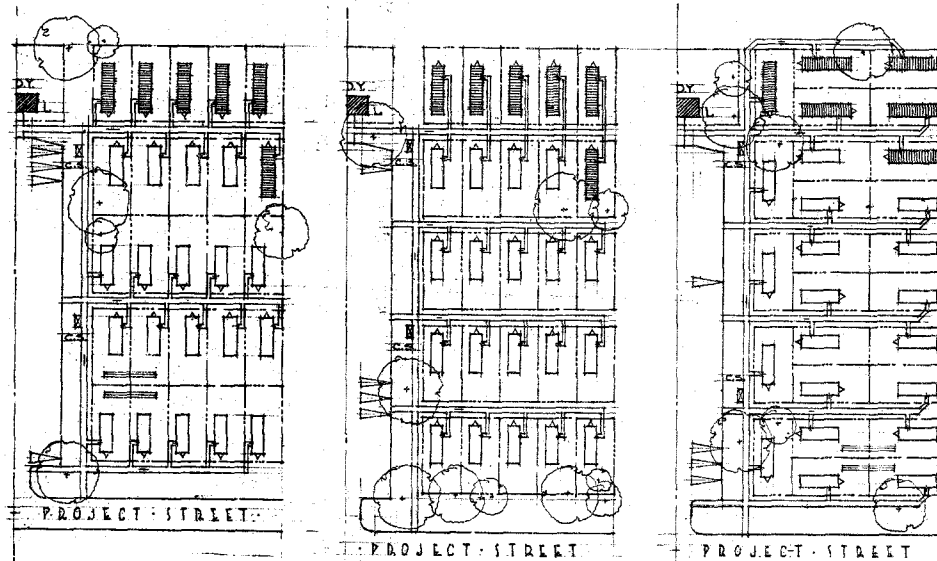
- a. The trailer should be set as low as practicable and with regard to number and riser height of entrance steps, the underside clearance necessary to make the sewer connection and the clearance between ground and underside of trailer. Keeping the trailer close to grade should obviate or at least minimize the provision of entrance steps additional to the step attached to the trailer. Concrete blocks can be used as additional steps, different block widths being utilized
- (Cont'd)

for variable riser heights. The flexible sewer connector requires slope and has bending radius limitations and moreover should enter the sewer above grade. The trailer body requires clearance above grade. Finally, with wheels removed and trailer in final position, the undercarriage relieved of load should clear grade by at least the thickness of any blocking under the brake drum.

b. Minimum criteria for setting trailers are as follows:

	<u>For 4-Sleeper Trailers</u>	<u>For 6-Sleeper Trailers</u>
At main trailer entrance	18 inches	18 inches
At side trailer adjacent to trailer sewer connection	18 inches	20 inches
At upper end of trailer on sloping ground	12 inches	14 inches

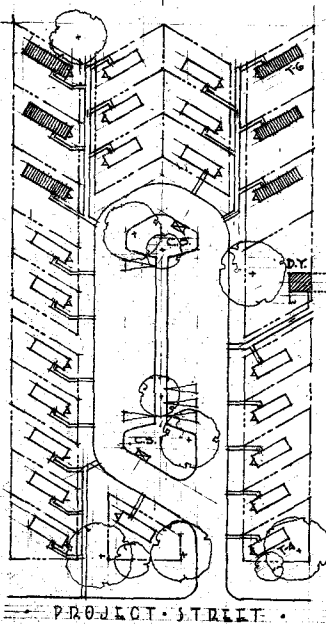
c. Where practicable, the drawings should show trailer floor elevations; otherwise, these will have to be worked out in the field. On flat sites, the setting of floor elevations should be relatively easy. On sloping sites, each trailer site will require individual attention "on the spot". In any event, the information for setting trailer floor elevations should be developed in detail so that the installation work can proceed expeditiously.



**A** EFFICIENT LAND USE.  
ECONOMICAL WALK SYSTEM  
AND UTILITY SERVICE... GOOD  
TENANT LIVABILITY.

**B** TRAILERS ALL FACING UPHILL  
TO REDUCE ENTRANCE STEPS  
FOR GRADES... 1%-5% OR MORE  
7% MORE LAND AND 20% MORE WALK.

**C** RELATIVELY GOOD LIVABILITY.  
CONVENIENT WALK SYSTEM  
AND SERVICE YARD GROUPING AND  
LESS REGIMENTED APPEARANCE.



LEGEND:

- TAF6 FOUR AND SIX SLEEPER TRAILERS.
- L LAUNDRY BUILDING... (SEE D.H.T. SERIES 1 REVISED SHEET NO.9)
- DY DRYING YARD.
- CS REFUSE COLLECTION STATION.
- TRAILER LOT LINES.
- ASSUMED EXISTING TREES.
- ELECTRIC
- SANITARY
- WATER
- FUEL TANK

NOTES:

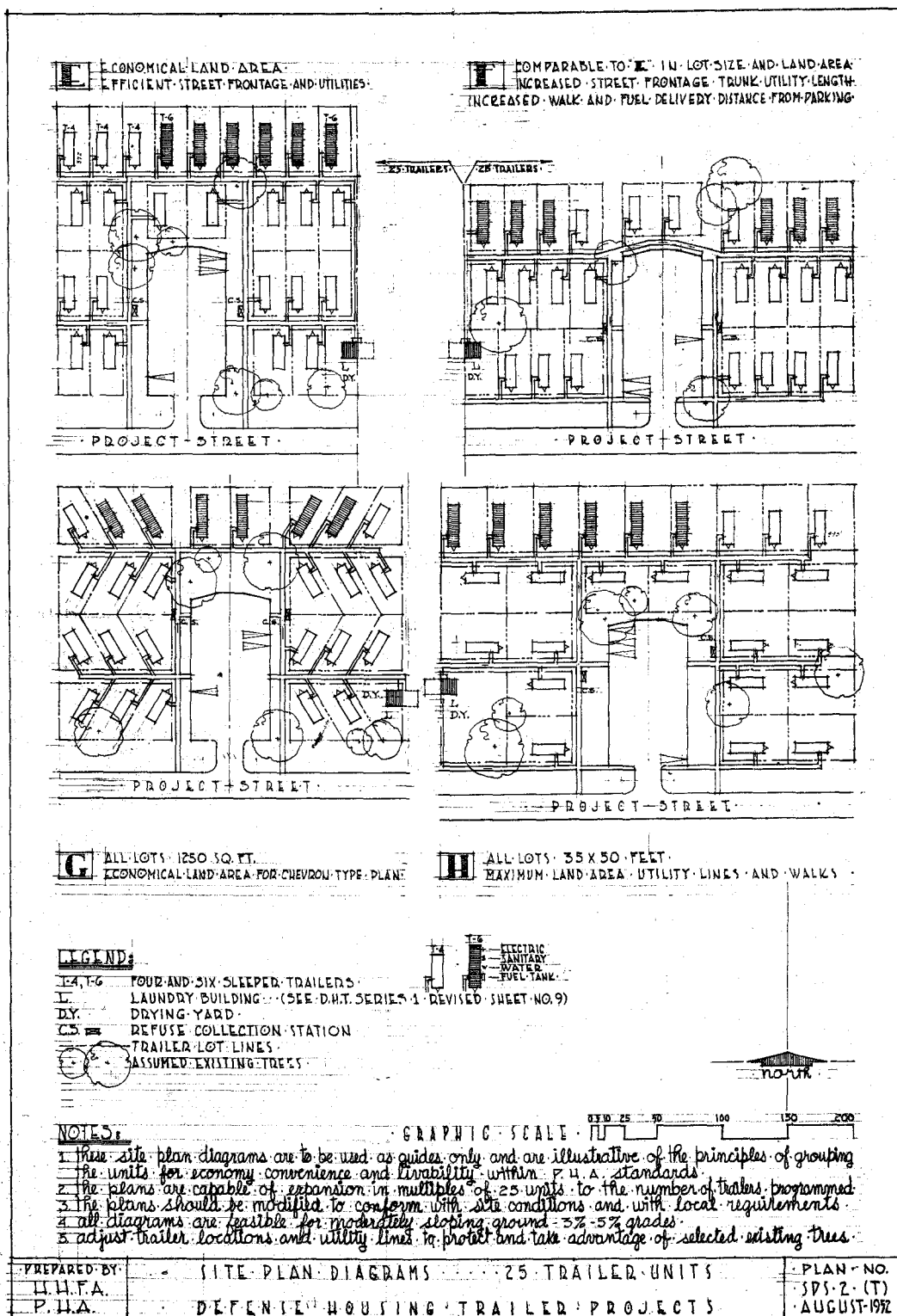
1. these site plan diagrams are to be used as guides only and are illustrative of the principles of grouping the units for economy, convenience and livability with in P. D. A. standards.
2. the plans are capable of expansion in multiples of 25 units to the number of trailers programmed.
3. the plans should be modified to conform with site conditions and with local requirements.
4. all diagrams are feasible for moderately sloping ground (3%-5%)... plan B for more steeply sloping sites.
5. adjust the general layout trailer locations and utility lines to protect and take advantage of selected existing trees.

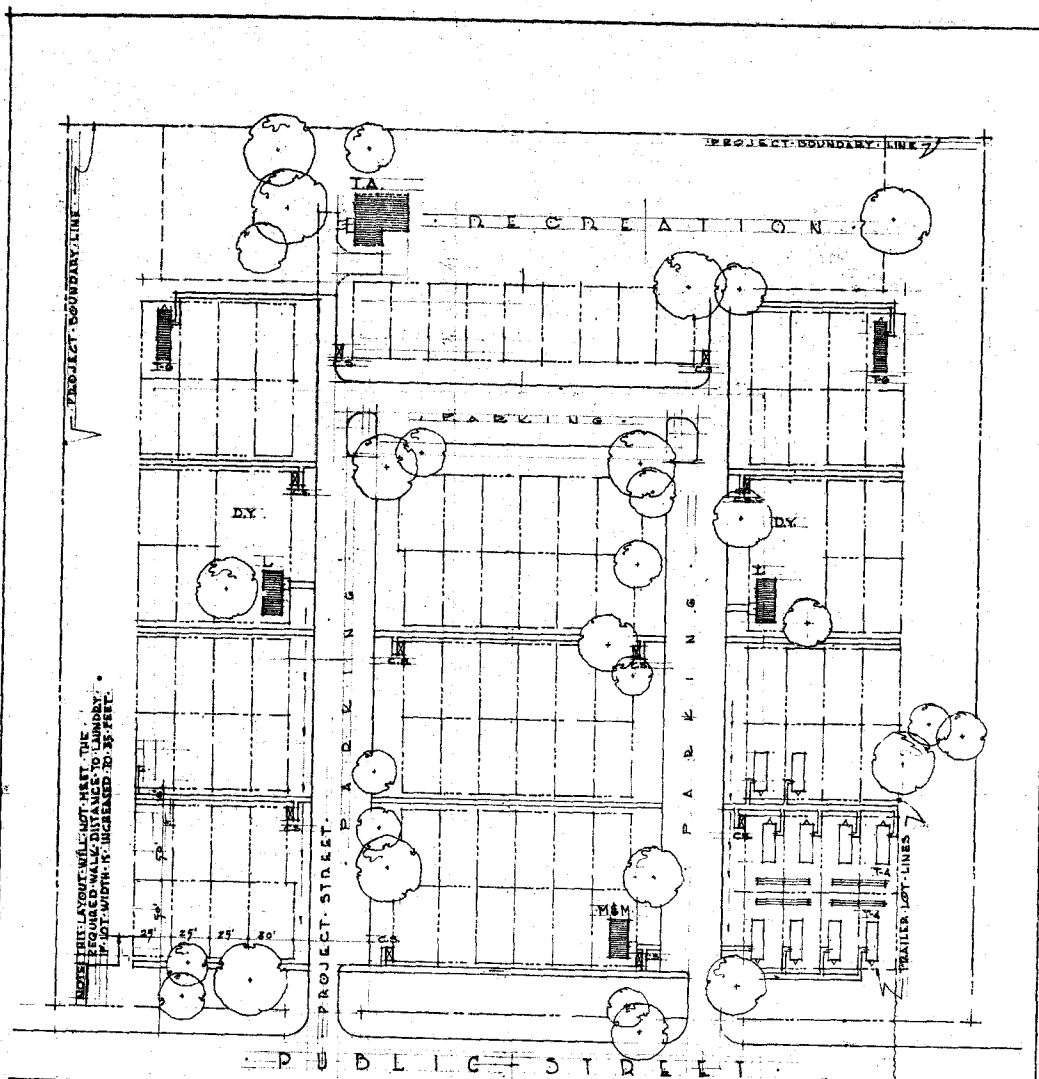
**D** 25% 35X70 FOOT LOTS FOR SIX  
SLEEPER TRAILERS... FOR LOCALITIES  
REQUIRING LOOP ROAD SERVICE AND IN AREAS WHERE LAND AND SUITABLE PAVING MATERIAL IS RELATIVELY INEXPENSIVE.

GRAPHIC SCALE: 0 10 20 30 40 50 60 70 80 90 100 150 200

PREPARED BY:	SITE PLAN DIAGRAMS	25 TRAILER UNITS	PLAN NO.
HHFA			SPS-1 (T)
PHA	DEFENSE HOUSING TRAILER PROJECTS		AUGUST 1952







**LEGEND:**

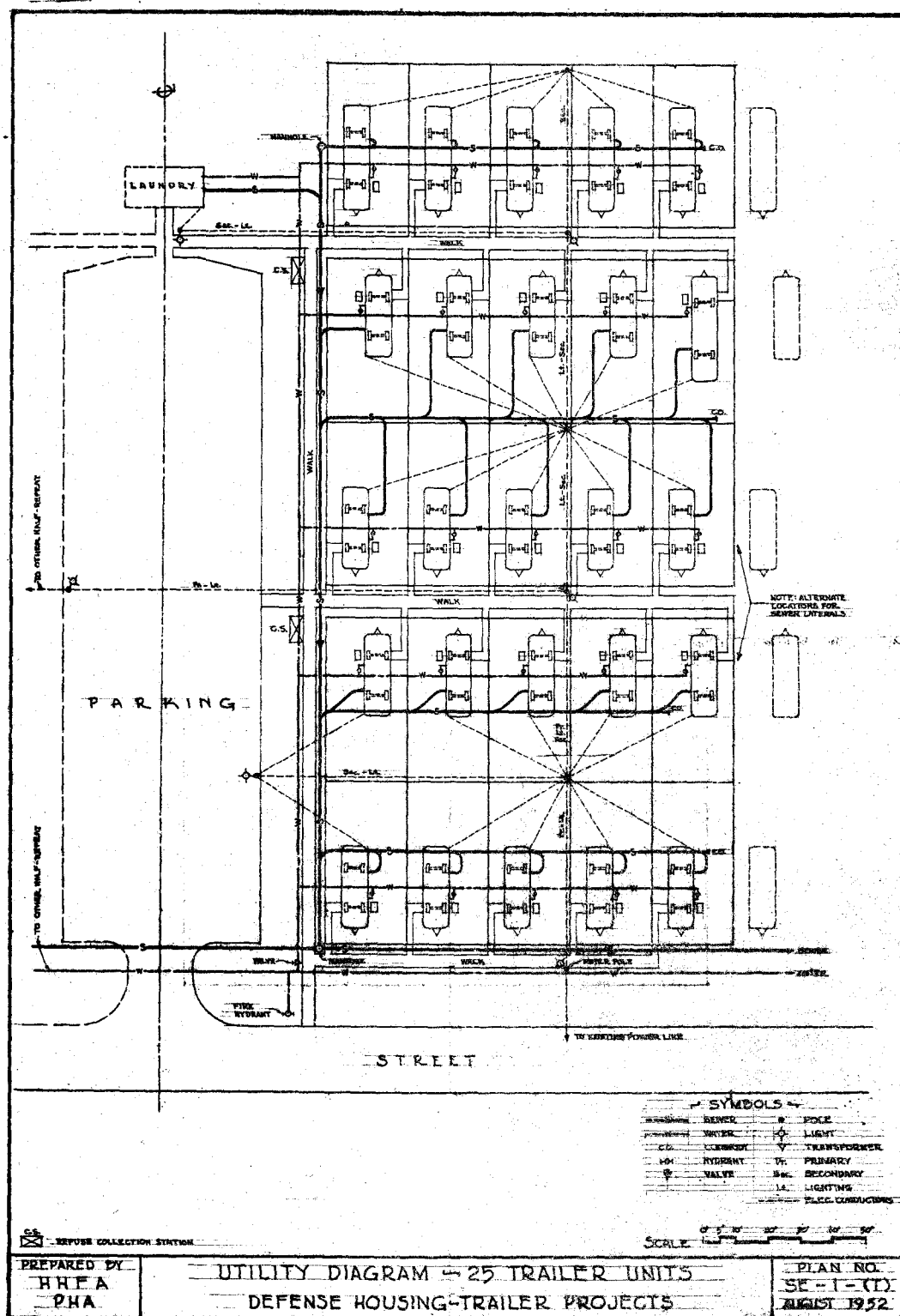
- 1-4, 1-6 FOUR AND SIX SLEEPER TRAILERS
- M&M MANAGEMENT MAINTENANCE BUILDING (SEE D.H.T. SERIES 1 REVISED SHEET B)
- L LAUNDRY BUILDING (SEE D.H.T. SERIES 1 REVISED SHEET NO. 9)
- DY DRYING YARD
- C.S. REFUSE COLLECTION STATION
- CL CLOTHESLINE
- PROJECT BOUNDARY LINE
- TRAILER LOT LINES
- TA TENTANT ACTIVITIES BUILDING AS AND IF REQUIRED SEE DIAGRAMMATIC PLAN

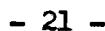
**NOTES:**

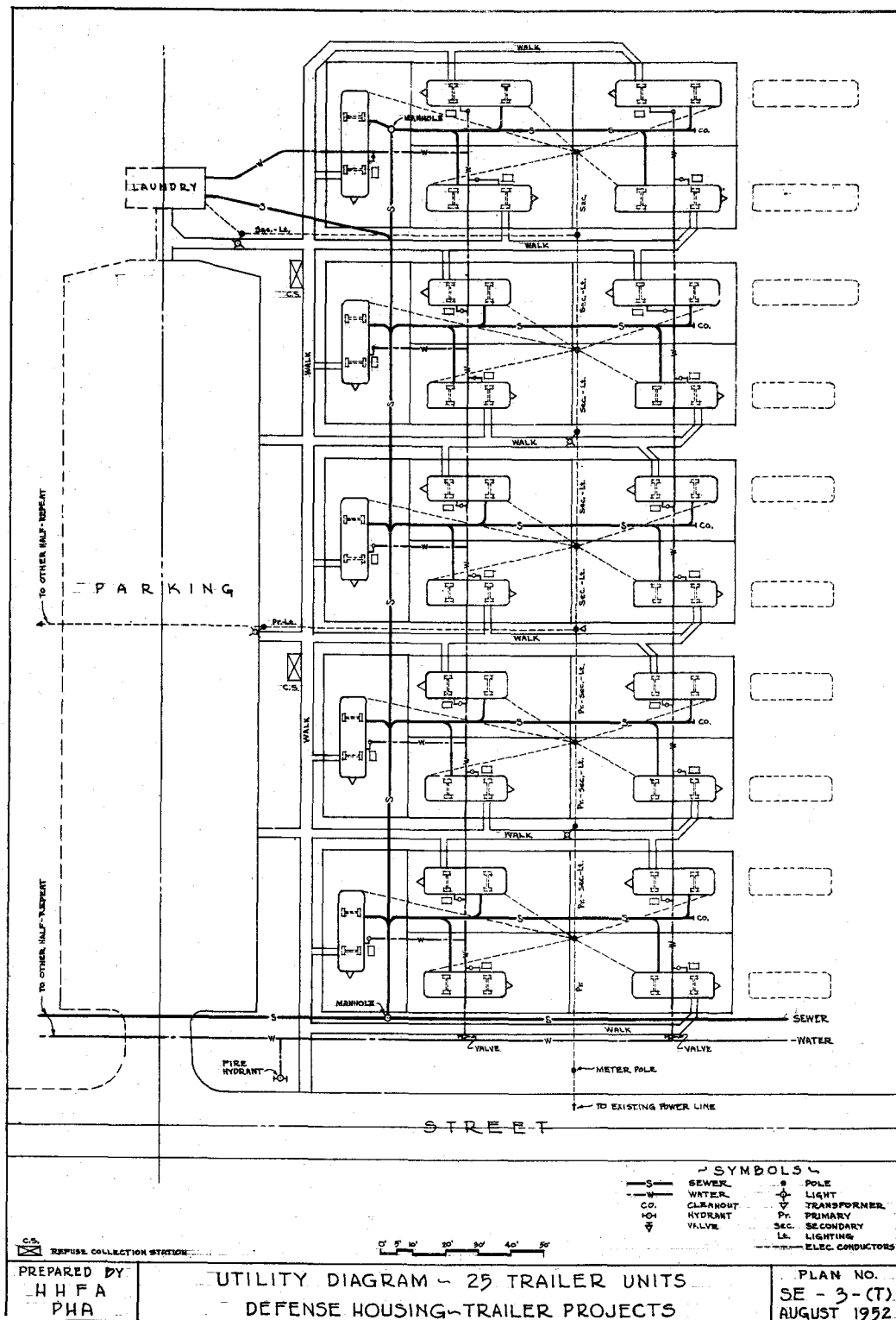
1. This general layout with trailers placed front end to front end is adaptable to moderately sloping ground under favorable conditions grades up to 3%.
2. The utility layout electrical service and direct water system is relatively orderly and economical.
3. Grouping of rear service areas provides good layout livability convenience and appearance.
4. Six sleeper trailers should be located as indicated on boundary lots. Preferable additional units great adjust layout trailer locations and utility lines to conform with site conditions. protect selected existing trees.

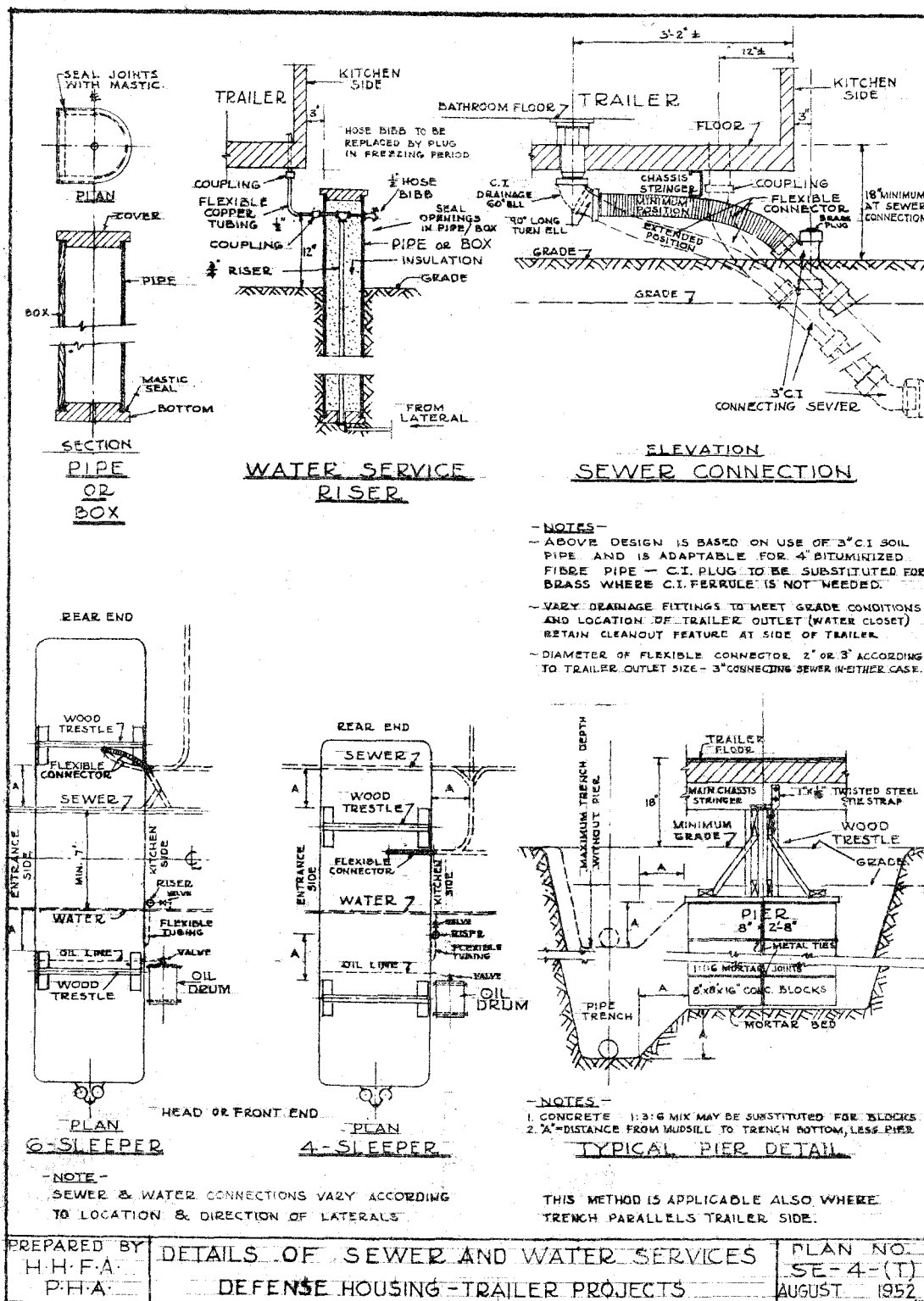
GRAPHIC SCALE: 0 20 40 60 80 100 120 140 160 180 200

PREPARED BY:	SITE PLAN DIAGRAM	100 TRAILER UNITS	PLAN NO.
HMFA	DEFENSE HOUSING TRAILER PROJECTS		SPS-3 (T)
PHA			AUGUST 1952









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Temporary Laundry Buildings--Defense Housing--Trailer Projects

The text quoted below was issued in circular form on January 25, 1952, to Central Office and Field Office officials. It is being reproduced without change in this Section of the Interim Instructions for Defense Housing in order to make reference to the Circular unnecessary.

"Plans for the laundry building are shown on Sheet No. 9 in Standard Plans DHT--Series 1, on which reference is made to Sheet 1-8 for details of construction.

"The superstructure construction shown for the laundry in those projects which use plans for DHT Series No. 1 is the same as that for the temporary dwelling units, and reasonably so since the contractor would not be required to set up any new jigs for this structure.

"In trailer projects the contractor, in those cases where a temporary building or buildings are required for laundries, shall follow the layout indicated on Sheet No. 9 but may be permitted to use either panel or conventional construction at his option; it is preferable, however, that the panel construction be described as the base specification with conventional as the option.

  
Assistant Commissioner"

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Standards for Defense Housing (TEMPORARY)--DHT Series 1 Revised, Portable Family Dwelling Projects

1. Introduction

a. Scope. This Section contains the standards to be followed in site selection, planning, and design of portable family dwellings pursuant to Title III of the "Defense Housing and Community Facilities and Services Act of 1951" (Public Law 139). Supplement 1 to this Section contains guides and recommendations related to these Standards.

b. Temporary Character of Housing. All temporary housing is required by the Act to be "of a mobile or portable character ... or otherwise constructed so as to be available for reuse at other locations." In fulfillment of this requirement the construction design of the housing units (Portable Family Dwellings) shall be such that the wall panels and other structural parts may be prefabricated, on or off-site, as required by the standard drawings referred to hereinafter.

c. Economy and Livability. To the fullest extent possible, temporary housing projects shall be so designed as to promote economy and avoid extravagance in all matters affecting costs, and to provide the best possible standards of livability in the circumstances.

2. Codes and Regulations. The housing and related facilities shall conform to the requirements of applicable state and local laws, ordinances, rules, or regulations relating to health and sanitation; this is interpreted to be a requirement of the Act with particular reference to water supply, sewage disposal, plumbing, and refuse disposal. In the interest of economy and in recognition of the temporary character of the housing, reasonable interpretation of such laws and regulations should be sought in cases where these are believed to go beyond the necessities of decent and safe practices.

3. The Site

a. General. Primarily, the site must be well located in relation to the industry or other tenant employment which the project is intended to serve, either by close proximity or adequate public transportation. The temporary character of these projects and the necessity for economy demand that the selection of expensive land, or land that will be

(Cont'd)

NOTE: This Section supersedes Section ID 3.5 dated 12-20-51. Also, this Section and a concurrent revision of Section ID 3.4 supersede Sections ID 3.10 dated 2-12-52 and ID 3.11 dated 2-26-52. The text has been revised extensively in form and content. This Section does not apply to other types of housing. For trailer projects, see Section ID 3.4.

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expensive to develop, be avoided and, particularly, that parcels improved by existing structures of any material value or structures used for dwelling purposes not be included in the site. Furthermore, because of the urgency of the program it is necessary to consider only sites that are in a single or few ownerships and that may be acquired without extensive negotiations or other delays.

b. Municipal Facilities and Services, Including Streets and Utilities. The facilities and services listed below shall be available and adequate. Where any of the facilities or services are not immediately available or adequate, acquisition of the site shall not proceed until their provision is assured either under Title III of the Defense Housing and Community Facilities and Services Act of 1951, or otherwise.

- (1) Paved street access, preferably bounding the site on at least one side.
- (2) Utility systems, including water, sewerage and electricity, provided that under unusual conditions water supply and sewage disposal systems constructed and operated by the project will be permitted in case such works are of proved feasibility, will meet the approval of the authorities having jurisdiction, and can be provided without excessive cost.
- (3) Refuse collection and disposal.
- (4) Fire and police protection.
- (5) Elementary school facilities, within a reasonable distance, preferably one-half mile or less.

c. Physical Characteristics of Site

- (1) Health and Safety Hazards. The site, in so far as may be reasonably foreseen, shall be safe from flood or fire hazards and from chronic nuisances, such as noise, smoke, fumes and odors, or other harmful local health or safety hazards. Acquisition of a site that has ever been flooded shall not proceed unless adequate flood control measures subsequently have been carried out.
- (2) Topography. The topographical and soil conditions shall be favorable to drainage, minimum grading, low maintenance costs, and livability.

4. Site Planning

- a. General. Mandatory requirements affecting the site plan and directed toward improving the quality of this important control plan, particularly
- (Cont'd)

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as to economy of construction and efficiency of land use, are stated in this Section. Other considerations, in the form of recommended criteria, are listed under Site Planning in the attached Supplement.

b. Dwelling Types. Dwellings shall be one-story detached or twin houses and shall follow standard plans furnished by the PHA designated as DHT-Series 1, Revised. The standard plans shall be used in accordance with the recommendations contained in the Supplement to these Standards.

c. Density Requirements

(1) These requirements are intended to promote economy in the use of land, in site improvement costs, and in the use of materials, and to maintain acceptable standards of livability.

(2) Minimum densities of dwelling units shall be 8 per acre, calculated on total acreage acquired, minus any areas to be reserved for on-site sewage disposal, water supply, and liquefied petroleum tanks. Where the irregular shape or difficult topography of an otherwise satisfactory site precludes efficient land use at this minimum, it may be relaxed by waiver when supported by appropriate substantiating evidence.

d. Land Use

(1) Existing site conditions shall be competently appraised. Determination of land uses, as recorded in the site plan, shall be efficiently resolved and well related to dominant site conditions.

(2) Complete and precise topographical information shall be used for these physical planning determinations. This information shall consist of all on-site surface and subsurface conditions, and all necessary and pertinent off-site information.

(3) The entire project area shall be clearly designated as to uses. This will require, among other designated uses, equitable assignment and sufficient definition of tenant yard space and other areas to be tenant maintained.

e. General Layout. For economy and speed of construction the site layout shall conform as closely as practicable to the existing grades and other topographical dictates. In general, the layout and the clearing and construction operations shall be undertaken with the least possible disturbance of natural cover and drainage. Existing streets and utilities shall be utilized to the fullest extent practicable.

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f. Building Arrangement(1) Spacing

(a) The required minimum spacing of buildings, in feet, shall be as follows:

<u>Building Relation</u>	<u>DHT Series 1, Revised</u> <u>Detached Type and Twins</u>
Parallel, front-to-front	40
Parallel, front-to-rear	35
Parallel, rear-to-rear	30
End-to-front	15
End-to-rear	15
End-to-end (at any point)	10
Corner-to-corner (if in rear-to-rear relationship)	15

(b) Distances between buildings, front-to-front or front-to-rear, may be reduced to not less than 30 feet, provided the space on the opposite side is increased proportionately.

(c) Distances between buildings and project boundary lines shall be not less than one-half the applicable basic distances given above, except in relation to dedicated right-of-way lines, in which case local regulations may control, and except as required by paragraph 4f(2), "Fire Protection Belts."

Note: In special cases, the above required minimum spacings may be reduced by as much as 10 per cent, provided that such reductions are not arbitrary, but are necessary because of some conditions inherent in the site, such as a limitation of land area or dimension, or in efficient use of odd shaped property.

(2) Fire Protection Belts. Because the above minimum spacings provide only partial protection against conflagration, fire protection belts shall be planned as follows:

(a) Around groups of dwellings having a maximum size of approximately 100 units (and 2 laundry buildings), a belt at least 80 feet in width, free from combustible construction and from planned space for tenant parking, shall be provided.

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- (b) At points where there is combustible construction on neighboring properties, similar belts shall be left between such construction and the project buildings; unless physical conditions make neighboring construction improbable, a belt at least 40 feet in width shall be preserved along all project boundaries.
  - (c) Administration (management-maintenance) and Tenant-activity buildings shall be protected by similar belts.

g. Streets, Parking, and Service Access

- (1) General. Safety, economy, and convenience shall be major considerations in the layout of streets, walks, and parking areas. Suitable vehicular access shall be provided for firefighting equipment, delivery of fuel, removal of refuse and other necessary services. The project walk system shall include a walk from a street or parking area to one entrance of each dwelling unit.
- (2) Parking. Parking areas shall be planned on the basis of 100% car ownership. No more of this area shall be surfaced during initial construction than may be reasonably determined to meet tenant needs, in general, from 50 to 75 per cent.
- (3) Service Access. The maximum distance from the entrance of each dwelling to a street or parking space, measured along an approach walk, shall not exceed 200 feet, preferably 150 feet. If, however, local regulations or established services, particularly for oil delivery and refuse collections, require a lesser distance, such distance may control.

h. Service Structures

- (1) Laundry Buildings. The site plan shall show the locations of laundry buildings together with sufficient yard space for outdoor drying. For detailed requirements and special conditions affecting the number, size, and maximum walking distance from trailers to laundry buildings, refer to "Laundry Facilities."
  - (2) Nondwelling Buildings. The site plan shall show the locations of management, maintenance, and tenant-activity buildings together with suitable service and parking areas. For detailed requirements and special conditions affecting the provision of nondwelling space, refer to "Nondwelling Facilities."
  - (3) Refuse Collection Stations. If local municipal or other services will not collect garbage and rubbish directly from each dwelling, refuse collection stations shall be provided. Walking distances from dwellings to such stations, measured along established walks, shall not exceed 200 feet, preferably 150 feet.
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- i. Outdoor Play and Recreation Areas. Outdoor areas shall be provided on projects of 50 or more dwelling units in accordance with the following requirements:

- (1) Criteria for Areas for Pre-School Children. If a tenant activity building is to be planned and constructed, a play area, specifically planned for the use of pre-school children, shall be located adjacent to the building.
- (2) Criteria for Areas for School-Age Children and Adults. Recreation areas must be available conveniently near or within the project. On-site space shall be provided under the following conditions:
  - (a) No recreation area is located within 1/2 mile of the project.
  - (b) Existing recreation areas are reported by local recreation officials to be inadequate.
  - (c) Existing adequate recreation areas conveniently near the site are separated from it by a recognized hazard, such as a heavy traffic street or highway or railroad at grade.

(3) Minimum Areas

<u>Project Size</u> (number of units)	50	100	200	300
<u>Recreation Areas</u> (in square feet) for School-Age Children and Adults	13,750	47,500	57,000	66,500
<u>Play Areas</u> (in square feet) for Pre-School Children	1,250	2,500	5,000	5,000

Notes: (1) Areas may deviate from the above by plus or minus 10 per cent.

(2) Areas for projects of intermediate sizes shall be interpolated.

(3) Area for school-age children and adults on projects of more than 300 units shall be calculated at the rates of: 170 square feet per unit for 500 units, 145 square feet per unit for 750 units, and 130 square feet per unit for 1,000 units.

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(4) The maximum size of any area for pre-school children is 5,000 square feet. No play area for pre-school children is to be provided unless a tenant activity building is provided.

5. Dwelling Units and Facilities

a. Dwelling Space Requirements. Spaces shall be as shown on the standard drawings without change or exception.

b. Facilities and Equipment

(1) Water Supply and Equipment. Cold and domestic hot water systems: Individual dwelling automatic storage water heaters.

(2) Drainage Piping. As shown on the standard drawings. (See also following paragraph 5c.)

(3) Lighting System and Fixtures. As shown on the standard drawings.

(4) Heating Equipment. Gas or oil-fired space heaters, sizes and location as shown on drawings (as qualified by notes to architect in Divisions 3, 4, 12, and 12a of the Specifications DHT Bulletin No. 2); forced warm air (oil or gas fired) in certain service buildings where indicated; an automatic fire extinguisher containing nontoxic mixture to be hung near each oil-fired space heater.

Note: Space heating shall not be installed in localities where the average mean January temperature for not less than a ten-year period (U. S. Weather Bureau Statistics) is 60° or above and where space heating facilities are not usually provided.

(5) Ventilating Equipment. Evaporative coolers for use in hot, dry climates; wall-type electric ventilators for warm, moist climates; circulating fans to improve heat distribution in extremely cold climates. (No such equipment shall be specified for any project unless and until: (a) the architect-engineer recommends its inclusion in the project and submits to the PHA Field Office complete justification therefor; (b) the Field Office forwards its recommendation in the matter to the Central Office, attention of the Assistant Commissioner of Development; and (c) the Central Office communicates its approval to the Field Office.)

(6) Bathroom Equipment. Water closet, lavatory, tub with shower head, and medicine cabinet.

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(7) Kitchen Equipment. Sink or combination sink and laundry trays range, refrigerator, work surfaces, and cabinets.

Note: Alternate plan shows combination sink and laundry tray fixture. For conditions under which this fixture may be used, see "Laundry Facilities". If the combination fixture is installed, the water heater shall be an automatic electric storage water heater and shall be located in the storage closet (see DHT --Series 1 Revised, Sheet 10).

(a) Flat-rim sink for counter top and cabinet installation.

(b) Cabinet work, shelving and similar equipment, as shown on the standard drawings.

(8) Screens. Insect screens shall be provided for all windows and all exterior doors.

c. Plumbing

(1) Unless permission is denied by the authority having jurisdiction (see paragraph on "Codes and Regulations", the drainage and venting shall conform to the requirements in the "Report of the Coordinating Committee for a National Plumbing Code" issued jointly by the U. S. Department of Commerce and the Housing and Home Finance Agency.<sup>1/</sup>

(2) Gas installation shall be designed to minimize the danger of mechanical damage and corrosive action.

d. Chimneys. Chimneys shall be of the suspended type and be suitable for all fuels, shall be installed with adequate clearance from combustible construction, and shall have the listing of the Underwriters Laboratories Inc., and be installed in accordance with their recommendations.

6. Utilities

a. Types. The utilities and fuels to be used shall generally be of the types set forth below:

(1) Lighting: electricity.

(2) Cooking: electricity or natural, manufactured or liquefied petroleum gas (either bulk or bottle).

(3) Refrigeration: electricity or gas.

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<sup>1/</sup> Supt. of Documents, Government Printing Office, Washington, D. C., 50 cents

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- (4) Domestic hot water: electricity or gas; generally the same fuel or energy selected for cooking should be used except as noted in paragraph 5b(7), above.

- (5) Space heating: oil or gas.

b. Selection. The utilities and fuels which most nearly meet the objectives of temporary defense housing shall be selected from those listed above. In making such a selection, consideration should be given, among other things, to:

- (1) the temporary nature of the housing and the possibility of its removal for use elsewhere;
- (2) the present availability of utilities and fuels;
- (3) the amounts of, and availability of, the critical materials, equipment, and facilities required;
- (4) the time required to secure the materials and equipment and complete the utility installation with relation to the construction schedule and completion date of the project; and
- (5) the initial and operating costs of the feasible utility and fuel combinations.

c. Purchase. Due to the temporary character of the housing, it will generally be necessary to purchase electricity and natural or manufactured gas at wholesale. However, if the utility will make retail service available on an economical basis, such service will generally be preferable. Where either wholesale or retail service is available, the type of service selected shall be that which most nearly meets the objectives of the program.

d. Water and Sewer. Water, sanitary sewer, and gas installations shall conform to sound engineering practice, and shall meet the approval of State or local authorities having jurisdiction. (See paragraph 2 on "Codes and Regulations.")

e. Electrical Work

(1) Distribution and Exterior Lighting

- (a) The **design** of the exterior or distribution system, when installed as a part of the general construction contract, shall be overhead and shall be governed by the applicable rules and regulations of the National Electrical Code and the National Electrical Safety Code.

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(b) Street and other outside lighting shall be consistent with local regulations and practices or, if there are no local regulations, shall be fully adequate to afford safe visibility on dark nights. Street and yard lighting shall be controlled by a time switch.

(2) Interior Installation. The design of the interior installation shall be governed by the applicable rules and regulations of the National Electrical Code.

(a) Circuit Protection. Adequate overcurrent protection shall be provided in each building and shall be fuses or circuit breaker equipment. Fuses shall be of the non-tamperable type.

(b) Control of Lighting. Lighting fixtures for project buildings shall be controlled by toggle switches. Lighting fixtures for dwelling unit buildings shall be pull chain controlled.

## 7. Laundry Facilities

### a. General

(1) Standard laundry buildings shall be provided within a maximum walking distance of 400 feet from any dwelling unit measured along a convenient approach walk. In general, the ratio of laundry buildings to dwelling units shall be one building to no less than 35 housing units and to not more than 50 dwelling units.

(2) One laundry building, however, may be provided for as many as 60 dwelling units provided (a) the walking distance from the farthest does not exceed 400 feet and (b) the standard building is increased in size by one panel and its facilities enlarged by the addition of one double compartment laundry tray, making a total of four laundry trays, or, if coin-operated machines are to be installed, by the addition of one machine, making a total of three coin machines and one laundry tray.

Note: Capacity of domestic water heating (storage and heater) may be proportioned from the recommendations given below in "Centralized Facilities" in the note under "New Facilities" for Military Posts.

(3) On Military Posts the standard laundry buildings may be omitted (a) if centralized facilities are made available under the conditions set forth below or (b) if the Commanding Officer determines that a combination sink and laundry tray in each dwelling unit is

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preferable to the facilities available in the standard laundry building. In the latter instance, however, suitable spaces for the standard laundry buildings shall be provided on the site plan, within the general requirements for locating such buildings, so that they may be constructed in the future if there is a tenant demand for them and if funds are available.

(4) Outdoor drying yards shall be planned adjacent to each laundry building. The yards shall provide 6 to 8 feet of clothes line per dwelling unit. Lines shall also be provided at each dwelling unit at the rate of 50 feet of line for the two bedroom units and 60 feet of line for the three bedroom units.

b. Centralized Facilities. Centralized laundry facilities will be acceptable under the following conditions:

(1) On Military Posts

(a) Existing Facilities. Existing laundry facilities will be acceptable (i) if they are made available to tenants on an economical basis, (ii) if they are convenient, and (iii) if they are of adequate capacity or will be enlarged sufficiently to accommodate the tenants.

(b) New Facilities. If the Commanding Officer requests the PHA to provide one central laundry building to be equipped and operated by a concessionaire, one such building may be designed and constructed. The general construction contract shall include the furnishing and connecting of space and water heating equipment and of an adequate number of double laundry trays for use by tenants without charge. All other equipment shall be provided by the concessionaire in sufficient quantity to assure adequate and satisfactory service at reasonable costs. The concessionaire shall be required to pay a suitable rental for the building and the costs of all utilities and services provided to him by the project management.

Note: As a general rule where automatic washers are to be provided, 6 washers per 100 dwelling units generally are considered adequate, together with two double compartment laundry trays. Under these conditions, water storage capacity based upon a 1½ hour peak load should be about 120 gallons and heater capacity about 150 gallons per hour for a 100°F water temperature rise.

(2) Off Military Posts. If the Field Office Director determines that one central laundry building will serve the project tenants better than several standard laundry buildings, he may authorize the planning of centralized facilities subject to the conditions of equipment and rental as stipulated for centralized facilities on Military Posts.

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8. Nondwelling Facilities

a. Administration Building. Management and maintenance space shall be provided as shown by the diagrammatic plans on Sheet B, DHT-Series 1.

b. Tenant-activity Building

(1) Purpose. Indoor tenant-activity space shall be provided under the conditions stated below, for multiple use, together with smaller rooms for some or all such special uses as clinics, day care, kitchen, toilets, and storage.

(2) Conditions. The provision of tenant-activity space is subject to the following conditions:

- (a) It must not constitute a duplication of such existing facilities conveniently located, available, and adequate to the project as well as to other existing needs;
- (b) It must be included in the Project Program and Development Budget;
- (c) Its cost must be kept within the funds allotted for the project.
- (d) On military posts, it shall be provided either in an existing suitable structure, if available and if such use of the structure is approved by the Commanding Officer; or, in a specially constructed project building, subject to the above conditions.

c. Diagrammatic Plans. PHA diagrammatic plans, attached to the accompanying Supplement, illustrate the requirements for tenant-activity space in projects of various sizes.

9. Miscellaneous Improvements

a. Public Telephones. Locations for public telephone pay stations, in the ratio of one station to approximately 50 dwelling units, shall be fixed in accordance with the recommendations of the local telephone company. The stations shall be suitably lighted and accessible for day and night use.

Note: The standard Management and Maintenance Building provides a niche for one public telephone.

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b. Street and Other Signs. All streets shall be clearly marked by street name posts. Traffic and other directional signs as required shall be included.

c. Planting. All disturbed land, except that occupied by buildings or areas otherwise surfaced, shall be finish graded and planted with grass or other suitable ground cover to protect the surface from erosion and to reduce maintenance work. A moderate number of trees, shrubs, and vines shall be planted to enhance the living environment and encourage tenant care and interest in the appearance of the project. The cost of finished grading, ground cover, and other planting required shall not exceed approximately sixty dollars per unit.

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Guides and Recommended Practice for Design of Defense Housing (TEMPORARY)--  
DHT--Series 1 Revised, Portable Family Dwelling Projects

1. Introduction. The foregoing standards for temporary defense housing (referred to herein as the Standards) establish the mandatory requirements for the design of portable family dwellings pursuant to Title III of the "Defense Housing and Community Facilities and Services Act of 1951", except trailer housing. This Supplement to the Standards contains guides and recommended practices in the design of projects of portable family dwellings.
2. Type of Housing To Be Used. Only one type of portable family dwelling unit will be used. It is identified as DHT--Series 1, Revised. This unit can be site or factory fabricated and used as a detached or twin unit. It is a modification of the compact portable family dwelling used during the latter part of World War II. Its chief advantages are: relatively low cost, simplicity of construction, and ease of erection, demounting, and re-erection. A large percentage of the panel units are readily interchangeable. Its livability is comparable to that of modern, well-equipped trailers, but it includes considerably more space and affords somewhat greater privacy. The unit can be assembled with two or three bedrooms; the combination living-room is the same length for the two and three bedroom units.
3. Site Selection
  - a. Local Participation. Local planning agencies, municipal officials and others concerned, or in a position to render helpful information and advice, should be consulted.
  - b. Tentative Site Layout. The site should not be selected without some reasonable valid advance check against its ready adaptability to all of the mandatory requirements set forth in the Standards. Particular attention should be given to the site planning requirements of the Standards, since most of the requirements therein depend for their efficient and economical attainment upon the physical characteristics of the site. The test should include at least the making of a tentative sketch of the site layout, and should extend to a study of grading and drainage problems. These problems are incident to very flat as well as steeply sloping sites. Unless it is absolutely unavoidable, no site should be selected which will require heavy cuts and fills either to obtain platform space for the buildings or to construct the roadways.

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NOTE: This Supplement supersedes Supplement 1 to Section ID 3.5 dated 12-20-51.

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c. Estimating Required Area. The estimated total acreage that must be acquired for planning a temporary housing project may be roughly calculated from the number of dwelling units programmed. The net area, in square feet, for development may be approximately determined by first calculating the number of square feet required per unit in a sample section of site plan, say 50 units, and then multiplying this figure by the scheduled number of units. The sample section should show the proposed buildings, with required spacings, and should include half of a main project street, the whole (or half) of any necessary service road ( as the pattern indicates) and parking space for 100 per cent car ownership. To this net area it is necessary to add:

- (1) the necessary area for fire protection belts;
- (2) the area required, if any, for outdoor recreation;
- (3) the area required for management and maintenance space, including related outdoor space;
- (4) the area of any unbuildable portion of the site, if any, unless it can be used as a part of the fire protection belts; and
- (5) the area, if any, to be reserved for on-site sewage disposal, water supply works, and liquefied petroleum tanks.

#### 4. Standard Plans and Specifications: Instructions for Their Use

a. Building Plans. Standard drawings, showing plans and details for the dwelling units, are furnished to the Architect-Engineer in the form of black line "originals" from which prints can be made. To complete the drawings, the foundation plans must be adapted to site conditions and the other plans must be modified by deletion or additions as necessary in each case. Comparatively few changes on the standard drawings should be required, but if any are made they should be clear as to intent and consistent throughout.

b. Specifications. Specifications entitled "Specifications for Trailer Projects and for Temporary Projects using DHT--Series 1, Revised, Standard Plans" are also furnished to the Architect-Engineer. They may be copied for reproduction, but they must be adapted by the Architect-Engineer to the specific project with which he is concerned. To a large extent literal use can be made of most of the material with only slight modification of the remainder. But this probability should not relieve the Architect-Engineer from the obligation to scrutinize every item with extreme care, to see that the final specification is well coordinated with the standard plans (as modified and completed), and that

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the end product is a competent instrument upon which competitive bids may be taken and from which the project can be properly constructed.

c. Site Layout, Utility, and Improvement Plans

(1) Sheet A is a guide to efficient site planning. The sketches are diagrammatic and only illustrate principles of planning that meet the Standards, particularly as regards building arrangement and street layout. These sketches are based on a bedroom distribution of 75% 2-bedroom and 25% 3-bedroom units, as has been frequently programmed.

(2) Sheet A should be replaced by a site plan for the development of the actual site. The site plan should indicate dimensioned locations of buildings and similar site improvements and should include a schedule showing the number and composition of buildings, total number of dwelling units and rooms, distribution of unit sizes (by number and percentage), room ratio, total land area acquired, density, and coverage.

(3) Other drawings usually will be needed to show utility layouts, topography and finished grades, and construction details for utilities, roads, walks, and other site improvements.

5. Site Planning

a. General

(1) The basic objective of the site plan is to fix a pattern of housing layout that will provide safe and livable housing and assure economical construction and maintenance in relation to particular site conditions. Economical construction refers particularly to conservation of materials. Safety means primarily protection against conflagration; livability in defense housing means convenience and efficiency in use; economical maintenance includes tenant as well as project costs.

(2) Economy must dominate the general layout and orderly convenience must be the keynote of the details. Broad, simple, and frankly practical site plans should be used. On sloping sites, a close adherence to the flow of the surface is the best kind of plan organization. Every effort should be extended to achieve a domestic scale. This is often diminished by long straight perspectives, unrelieved by trees, but a jumble of buildings, blocking views in every direction and giving no sense of functional arrangement is invariably depressing and often expensive.

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b. Relation of Site Layout to Topography

(1) General. In temporary housing it is important to adjust buildings and streets to the ground carefully and economically and to provide a soil surface for the finished project that is suitable to the needs and limitations of defense housing. For both reasons it is essential that the natural physical advantages of the site be preserved and used to the greatest possible degree.

(2) Grading. From the standpoints of both cost and speed of construction, heavy grading has no place in temporary defense housing. Grading should be minimized by attention to the following points:

- (a) Site Selection. The first way to reduce grading is to select a favorable site. Always estimate the grading factor in comparing sites.
- (b) Study of Topography. Fit the site plan to the topography. On sloping land do not try to force a plan that is suitable only to flat land.
- (c) Existing Grades. Leave the site at existing grades insofar as practicable. (See paragraph on Project Grade Design under Site Engineering.)

(3) Preservation of Existing Trees

(a) The limited amount of planting on defense housing projects gives added importance to the preservation of existing trees and other vegetation. These have value for both appearance and shade. The frequent occurrence of unnecessary removal of trees and ground cover emphasizes the need for improved procedure and control in order to assure conservation of valuable vegetation.

(b) Trees or vegetation areas to be saved should be marked on the ground, by the use of numbers or otherwise, and directions concerning them should be entered conspicuously on the site plan or other document which will bring the attention of construction contractors to them prior to site clearing operations. Locations of dwellings and utilities should be adjusted at time of staking, as necessary.

c. Density. Density cannot be standardized, but objectives to be attained through density control can be defined. High densities are used to obtain efficient use of limited sites, low-site improvement cost, reasonable use of critical materials, and low maintenance costs.

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Low density favors fire protection and livability inside and outside the dwelling units. Skillful site planning can attain a moderately high density without undue loss of low density advantages. The availability of ample land area, therefore, does not justify wide spacing of buildings, if such spacing increases use of site improvement materials and labor.

d. Spacing of Buildings. For economy of utilities on one side of the dwellings and better light, ventilation and privacy on the other, alternately narrower and wider spaces are ordinarily used. Required minimum spacings between buildings and for fire protection belts around groups of dwellings are set forth in the Standards.

e. Street Plan and Cross Sections

(1) The Plan

(a) Project streets should be as few as practicable, simple and direct in pattern and adapted to serve as the route of major utility lines. The super-block system, with differentiated traffic streets and service drives is often advantageous. The street plan should not invite a heavy load of non project traffic. Preferably there should be two junctions with existing public streets; connections with secondary streets are usually preferable to direct connections with main traffic highways, which lose efficiency through an increase of intersections.

(b) Fire protection facilities must be considered in determining locations of streets and must be checked with the proposed water distribution system before the site plan is fixed. Convenient access to the requisite number of fire hydrants must be provided.

(c) In superblock planning the loop or "U" service device is preferred to the dead-end drive, because the "U" plan combines convenience of circulation with protection from through traffic. Maximum lengths vary with such controlling conditions as population, pavement width, location of fire hydrants, and parking system.

(d) Under average conditions dead-end drives may extend 350 feet; "U" drives may be 700 feet deep. In a cul-de-sac, the turn may be "Y", "T", or circular, but no "back-out" drive, or cul-de-sac without a turn, should be more than 100 feet long from the curb of a two-lane street.

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(2) Cross Sections and Street Widths

(a) Street cross sections should be determined at an early stage of the site plan studies, since they fix the total street width and influence building spacing, yard plans, and utility locations.

(b) Recommended widths for roadway surfacing are:

Service Drives

One lane (for service only) . . . . . 10 feet  
Two lane (service and local traffic) . . . . 16 feet

Project Streets

These are computed on basis of 10 feet for each traffic lane plus allowance for parking. Normal widths are:

Two lanes, occasional parking only ..... 18 feet  
Same in regions of heavy snowfall ..... 20 feet  
Two lanes, with tenant car parking:  
    Parking parallel, one side ..... 26 feet  
    Parking parallel, both sides ..... 32 feet  
    Diagonal parking, 60°, one side ..... 36 feet  
    Diagonal parking, 60°, both sides ..... 52 feet  
    Perpendicular parking, one side ..... 40 feet  
    Perpendicular parking, both sides ..... 60 feet

(3) One-Lane Service Drives

(a) These, preferably of hard-surfaced pavement and designed to furnish accommodation for pedestrians and for the flow of surface water, should be used only when parking space is so located that tenant cars will not normally make use of the drives. Preferably the drives should connect two-lane streets, be visible end to end, not over 700 feet long, and have at least one passing place (pavement widened to 15 feet for at least 30 feet plus tapers), if over 400 feet long.

(b) In special cases, one-lane drives may be used in loops and cul-de-sacs, if tenant cars do not use them for access to parking. In one-lane loop drives, the head of the loop should be widened to two lanes; spurs to permit turning at points of bending are desirable. A triple loop (four parallel drives jointed by a two-lane head drive) is convenient, whereas

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a combination of three lanes does not give service circulation without doubling back. One-lane service drives of complicated plan should be used sparingly with ample provision for turning and passing.

f. Parking Areas. Areas are required to be provided at the rate of one space for each dwelling unit. The planner should determine, on the basis of the most reliable information obtainable, how much of this area should be paved. It is suggested that 50 to 75 per cent of the total area should be paved in the initial construction. Parking space should be planned economically, whether in off-street courts or by widening project streets, to provide convenient vehicular and service access to the dwelling units. Parking space provided by widening project streets at frequent intervals, or by many access driveways to very small courts, should be avoided. Interruptions of this kind complicate drainage, add to construction costs, hinder traffic movement, and tend to be unsafe. Parking on dedicated streets is not considered good practice, even though permitted by local regulations, and should not be included in the calculation of space provided.

g. Walk Plan

(1) Emphasis should be placed on a logical system of main through walks. A single system of walks should serve dwelling entrances--the front, and only, entrance to portable family dwelling units. The scheme of circulation and servicing normally should not require walks through spaces between ends of buildings or other walks for casual convenience. To promote safety, walks should be planned, wherever practicable, to avoid the necessity for steps. Walks with gradients as steep as 10 to 15 per cent are preferred to walks interrupted by steps or stepped ramps.

(2) Recommended walk widths are:

<u>Collector Walks</u> :	Normal standard .....	4 feet
	Serving large area	
	(approximately 100 dwellings) .....	5 feet
	Serving small area	
	(approximately 25 dwellings) .....	3 feet
<u>Entrance Walks</u>	to dwellings .....	2 feet

(3) Public walks should clear fixed objects, as poles, walls, trees, by not less than two feet; entrance walks by one foot.

(4) Sidewalks may be placed on one side only of streets carrying general traffic where pedestrian load on one side of street is very low, the road is short, and topographic conditions are unfavorable to sidewalks on both sides.

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(5) Sidewalks may be omitted on both sides of streets not carrying general traffic, if conditions similar to those stated in the preceding paragraph make it practicable.

h. Service Arrangements and Details

(1) General. Since the site plan fixes, to a large extent, the scheme of servicing a project, service requirements should be known and correlated with other general layout factors in the early site planning stages. Service arrangements must be adequate and should be generally in line with local or municipal regulations and requirements. Where practicable, agreements should be made with local officials for collection of garbage and rubbish.

(2) Oil Storage and Delivery. Where oil is to be used, oil storage drum should be placed at each dwelling. Distance of street pavement from locations for oil storage drums should be checked for oil delivery service. Ordinarily the delivery limit from truck to storage drum tank is between 100 and 200 feet, less 10 feet for handling hose.

Note: The group plans shown on Sheet A of the standard plans, DHT-Series 1, Revised, are based on locating a drum at each dwelling or on the use of gas.

(3) Tenant Service Yards. Yards may be of small area but should be compactly and efficiently planned; gradients should be moderate but sufficient for quick surface drainage; some space should be available for tenant planting, particularly for purposes of screening and enclosure; a reasonable amount of paving near the dwelling entrance should be provided.

(4) Laundry Drying. The Standards require clothes lines at each dwelling unit. Normally, one wood post (round cedar post is usually cheapest with hook or wood pin should be placed in each yard; additional hooks located in house wall. A heavy post may serve two units.

i. Planting

(1) This work shall be limited to planting required to protect the project site from wind and water erosion and by judicious use of trees, shrub and vine planting, to enhance the livability and appearance of the units as well as encourage tenant care and interest in the project. All disturbed land (including disturbed or trampled areas, outside the contract limits, resulting from the contractor's work) which is not to be otherwise surfaced should be planted with grass or other suitable ground cover. The minimum amount of topsoil

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(or of subsoil conditioning) necessary for an adequate cover should be specified. Off-site topsoil should not be brought in, except in unusual circumstances. Existing topsoil should not be stripped and replaced in shallow fills over graded areas to form a seed bed, except when such a measure is the most economical means of establishing a ground cover.

(2) Sodding permits early use of land and reduces maintenance costs. The expense of sodding should be considered carefully in comparison with other measures. Sod strips around seeded areas are sometimes a good compromise.

(3) Steep banks should be planted with inexpensive vines or shrubs to prevent erosion and avoid need for hand mowing. The space between plants should be seeded with rye grass, timothy or sweet clover to hold the soil until plants are established.

#### 6.S Site Engineering

a. General. Bulletin No. LR-4, "Site Engineering," is generally applicable to portable-family-dwelling projects, but with the exceptions outlined below and with attention given to the special recommendations noted. Each of the ten parts of Bulletin LR-4 is considered separately.

##### b. Part I--Project Grade Design

(1) Preserve existing ground cover wherever possible, especially on slopes, by endeavoring to confine grading to areas to be surfaced and, if and as necessary, to areas close to and under buildings. With the generally contemplated wood-framed floors in temporary housing, the existing ground surface under buildings will preferably be left undisturbed, except for (a) foundations and utility connections, (b) cutting to provide the required clearance between floor girders and the ground, and (c) cutting or filling necessary to provide positive drainage of the ground surface under buildings. There is no objection to some surface water passing under buildings, but there must be no depressions in which water can collect. However, where skirting is to be provided, the ground surface must be graded to divert the surface flow away from and around the buildings.

(2) Provide for overall site drainage mainly by swales and roadside ditches. Use culverts where needed but avoid other underground drains. Where there will be any concentration of flow, its amount should be calculated and drainageways provided accordingly.

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(3) The site plan should show existing contours, finished grades for roadways, ditches and main walks, and floor elevations of buildings. Spot elevations should be used to show required grades of surfacing, but finished grade contours are needed, in conjunction with existing contours, to indicate the extent of grading along roadways and elsewhere. The grade design, though comparatively simple, except where skirting is to be provided around buildings, should be worked out carefully and completely. The plans should show sections of roadways, roadside ditches, swales, etc.

c. Part II--Roadway and Parking Area Pavements

(1) Wherever space permits and soil erosion can be controlled, use roadways with grassed or gravelled shoulders and shallow roadside ditches, in preference to roadways with curbs. The construction of concrete curb or combined curb and gutter should be avoided in portable family dwelling projects.

(2) Specify an economical type of locally used surfacing--generally stabilized gravel, slag or crushed rock base, with bituminous surface treatment.

d. Part III--Recreation Area Surfacing. Where possible, keep recreation areas at existing grades so that the natural ground cover will obviate the need for any surfacing.

e. Part IV--Walks

(1) Where concrete walks are necessary, elsewhere than in city streets, specify a 3-inch slab and, generally, 2,000-lb. concrete. However, use a more economical material if practicable, e.g., light bituminous surfacing on stabilized gravel. Concrete stepping stones, useful in taking up moderately steep gradients and easily fitted to existing grades, may be used for dwelling entrance walks.

(2) Avoid steps in walks. A 10 to 15 per cent gradient is generally preferable to steps or stepped ramps.

f. Part V--Spray Pool Design. (Not applicable to Defense Housing).

g. Part VI--Miscellaneous Site Improvements. The drawings should show complete details of miscellaneous items such as:

(1) Street name posts and any necessary traffic control signs.

(2) Refuse collection stations (generally concrete slabs with or without fencing)

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- (3) Clothes line supports (wood posts and cross arms or rails) at:
    - (a) each dwelling (see "Service Arrangements and Details" under "Site Planning", in this Supplement)
    - (b) laundries (see Standards)
  - (4) Fences (wood): Provide only where essential.
  - (5) Oil drum and carriage, where oil is used for space heating.
  - (6) Fire alarm boxes if required.
  - (7) Bumper logs at parking areas.
  - (8) Roadway culverts and other drainage structures.

h. Part VII--Water Distribution

- (1) Domestic water supply piping should be sized for: (a) a residual pressure of 20 p.s.i. at the building wall, taking into account the available pressure at the point of supply, (b) friction losses as for new pipe, and (c) maximum demands as follows:

<u>Number of DU's</u>	<u>With Flush Tanks</u>	<u>With Flush Valves</u>
1 . . . . .	7½ GPM . . . . .	28 GPM
2 . . . . .	11 " . . . . .	35 "
5 . . . . .	18 " . . . . .	45 "
10 . . . . .	30 " . . . . .	55 "
25 . . . . .	50 " . . . . .	75 "
50 . . . . .	75 " . . . . .	90 "
100 . . . . .	110 " . . . . .	125 "
200 . . . . .	180 " . . . . .	200 "
500 . . . . .	300 " . . . . .	300 "

- (2) Water supply for fire protection should, with the limitation noted below, be provided as follows:

- (a) Fire flow at any hydrant: 500 GPM with 10 p.s.i. residual pressure.
- (b) Total fire flow: 2000 GPM for 1000 DU's, 1500 GPM for 500 DU's, 1000 GPM for 250 or less DU's (the latter except when only one fire hydrant is required in the project.)

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- (c) Hydrant spacing: One fire hydrant for each 140,000 sq. ft., or fraction thereof, of project area served; 500 feet maximum hose length for engine streams.
  - (d) Conformance with these recommendations may not be justifiable in the case of a small project remotely located or having its own water supply development, or when for other reasons the cost of such fire protection facilities would be extraordinarily high.
- (3) Water line materials should be the most available and economical for their purpose—generally galvanized steel for domestic supply lines and cement-asbestos or cast iron for fire mains.

i. Part VIII--Gas Distribution. The text of this part of Bulletin No. LR-4 is directly applicable to defense housing except as regards precautions to be taken against the corrosion of underground piping. Pipe coating must be considered generally unnecessary for gas distribution lines in temporary projects. Cathodic protection is likewise unnecessary although in soils known to be quite corrosive, the gas system may be insulated, jumper wires provided, etc., to facilitate the possible later provision of cathodic protection.

j. Part IX--Sanitary Sewer Design

(1) Design for positively minimum cost, with regard to depth, materials, sewer sizing, and appurtenances. Use clean-outs in lieu of manholes at ends of lines and at main junctions and changes in direction. Manholes may be spaced 500 feet. Avoid specifying cast iron soil pipe where nonferrous material may possibly be used.

(2) Size sewers for a maximum flow, with sewers flowing full, of approximately 250 gallons daily per capita, using 6 inch pipe generally for laterals and 4-inch for house connections.

k. Part X--Storm Sewer Design. Provide storm sewers only to the extent (if any) clearly necessary to prevent site flooding and serious erosion. Design storm sewers, if required, generally for a rainfall rate only about 1/2 to 2/3 of that locally used for such design in permanent projects..

7. Plumbing and Gas Piping

a. Water and gas services should each have a shut-off valve in an accessible location.

b. Copper tubing, Type "L", may be used for all interior water piping; galvanized steel may be used where characteristics of the water supply permit its use.

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c. Gas service connections should rise above the outside grade before entering the space under a building when skirting is used. Likewise, in slab-on-ground construction, service connection should rise above outside grade and enter above floor line. Piping exposed to outside air should be insulated in climates where the air temperature may fall below the dew point temperature of the gas. Under above conditions, trench housing gas piping should be vented directly before service enters building.

8. Heating and Heating Equipment

a. Space heaters should be the circulator type, jacketed, and free-standing. In locating heaters every precaution must be taken to avoid fire hazards. Safe distances from combustible construction near which such equipment can be placed are shown below:

<u>Equipment</u>	<u>Measured From:</u>	<u>Distance Required</u> <u>Combustible Construction</u>	
		<u>A</u> <u>1/</u>	<u>B</u> <u>2/</u>
Oil	Casing	4"	12"
	Smoke pipe	9"	18"
Gas	Casing	4"	12"
	Ferrous metal vent	2"	6"

b. Oil no heavier than No. 1 distillate should be used for oil heaters.

c. Only one flue need be used for both space and domestic water heating equipment.

9. Household Equipment

a. General

(1) The type of equipment to be selected for cooking, refrigeration, and water heating will depend upon the utility selection. Equipment should be arranged as shown on drawings with ranges away from windows and water heaters outside of bathrooms.

(Cont'd)

1/ Column A: Minimum distance required where combustible construction is protected with 28 gauge sheet metal, supported on 1" noncombustible spacers and extending from joist 2" above floor to 2" underneath ceiling.

2/ Column B: Minimum clearance where no protection is provided.

(2) Gas-fired equipment should have the approval of the American Gas Association. Electrical equipment should have the approval of the Underwriters Laboratories.

b. Ranges

(1) Equipment should be of a standard make, with all parts easily replaced and should be of the "apartment type" with three top burners and oven for electric ranges, and four top burners and oven for gas ranges.

(2) The dimensions for equipment listed in the table below are maximum overall sizes of standard types of regularly manufactured equipment.

<u>Type</u>	<u>Width</u>	<u>Height to Cooking Top</u>	<u>Depth (Excluding Handles)</u>	<u>Structural Requirements</u>
Electric	23"	36"	26"	(Elec. Wiring)
Gas	22"	36"	25"	(Piping, no flues)

c. Refrigerators

(1) Capacity. Refrigerator capacity of 6 cubic feet is recommended to serve the requirements of all families. Refrigerators should be of standard manufacture, similar to "builder's model type" (stripped as used in both private and low-rent housing projects, to meet basic necessities and without affecting the normal amenities of large families.

(2) Dimensions

(a) The dimensions for both gas and electric refrigerators listed in table are maximum overall sizes of standard types of regularly manufactured equipment.

<u>Type</u>	<u>Size</u>	<u>Width</u>	<u>Height</u>	<u>Depth</u>
Electric	6	25"	56"	29"
Gas	6	25"	56"	30"

(b) For each electric refrigerator, the electric receptacle outlet should be located adjacent thereto to allow proper use with other appliances.

(c) For each gas refrigerator, the gas outlet should not serve any other gas fired equipment.

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d. Water Heaters

(1) General. Water heaters located within the dwelling unit should be similar to the type of equipment usually installed in permanent housing.

(2) Types. The following types of individual domestic water heaters are considered satisfactory for use, subject to selection of utilities.

(a) Gas--Automatic storage type, pilot operated; tanks completely insulated; 30-gallon.

(b) Electric--Automatic storage type, controlled by two electrical elements (immersed or band type); tank completely insulated; 30-gallon minimum.

10. Electrical Work

a. General. The minimum standards of design set forth in the National Electrical Code, National Electrical Safety Code and the Underwriters' Laboratories Standards on Materials and Equipment, shall be the basis for design of interior and exterior electrical work.

b. Interior Wiring. Since the choice of fuel or energy for utility services (cooking, refrigeration, and water heating) has considerable bearing on the electrical design, it is essential that the energy requirements be known at an early stage. The method of selecting fuels and energy is discussed in the Standards.

(1) Outlets and Circuiting. Locate outlets, controls, and panels as shown on standard plans. Light and receptacle outlets should be of the surface type not requiring use of outlet boxes with wiring exposed. For concealed work outlet boxes, flush receptacles and ceiling fixtures controlled by canopy or wall type toggle switch with pull control should be installed.

(2) Feeders. Size of feeders depend on load, distance of run, type of insulation, and method of installation. Wherever practical, arrange for service to center of building (center of load) and continue with service entrance cable on exterior of building. At each dwelling unit tap service entrance cable and extend to each dwelling unit service panel, service entrance conductors to be not less than #6, 2 or 3 conductor.

(3) Insulation. Service entrance conductors exposed to weather should be type "SE"; exposed interior wiring should be type "R" or its equivalent.

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(4) Grounding. System grounding should be not less than #8 connected to the nearest cold water piping. If cold water piping is not available, provide #6 conductor to driven ground, testing not more than 25 ohms resistance.

(5) Electrical Service Equipment. Service switching and protective devices should be mounted on the interior of each individual dwelling unit. Protective devices should be fuses or circuit breakers at the option of the contractor.

c. Exterior Distribution and Lighting. Standards for exterior distribution should be the same as for overhead electrical distribution set forth in Bulletin LR-8, Part II, dated 6-15-50, using a simple radial system of distribution, with the following variations:

(1) Street and Yard Lighting

(a) Only the minimum effective street lighting should be provided. This normally requires that at any point on any public thoroughfare two street lights should be visible. In general, provide one street light at each street intersection within the project and one light for each 500 linear feet of street. As a rule no street lighting should be provided for boundary streets.

(b) Yard lighting is usually necessary to supplement street lighting; it should be effectively related to laundry buildings, existing trees, walks, and steps or ramps. Illumination should be of conservative intensity, but sufficiently distributed to eliminate dark areas, especially at steps. Yard lighting should be located on distribution poles or on project buildings.

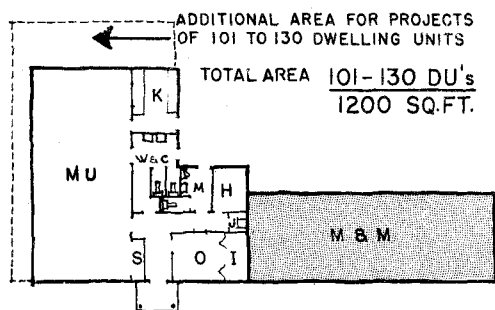
(c) Where practicable, locate lights on project distribution poles except that, where secondary extensions to street and/or yard lights are required, the lights should be mounted on poles with extension of not more than 150 feet. Secondary conductors should be not less than #8 WP conductors, nor exceed #6, to maintain minimum voltage of 108 at furthestmost lamp. Wiring to light (on pole) should be not less than #10 WP conductors.

(d) Control of street and yard lighting should be through a time switch actuating contactors: controlling not more than eight lights. Light fixture should be of the simple radial or industrial steel reflector type with 200 watt lamp bulbs.

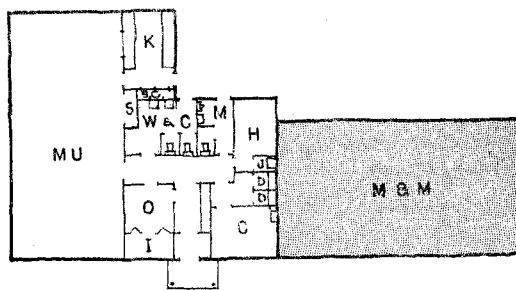
(2) Transformer Sizing. Add a load of 0.8 KW for each dwelling unit when electric water heaters are to be installed, increasing transformer sizes accordingly.

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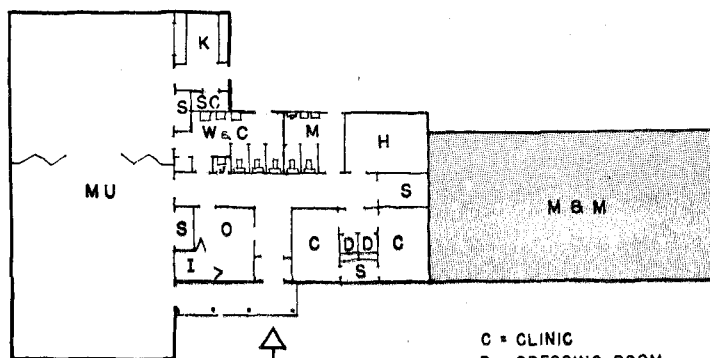
INTERIM INSTRUCTIONS FOR DEFENSE HOUSING



50-100 DU's  
1000 SQ.FT.

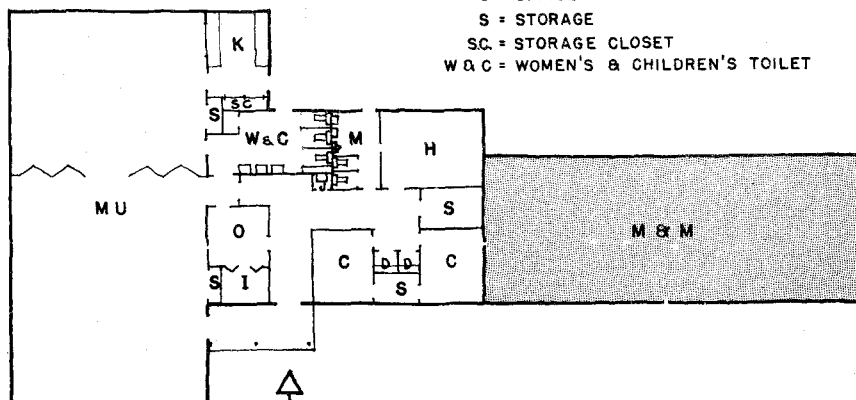


131-200 DU's  
1500 SQ.FT.



201-300 DU's  
2500 SQ.FT.

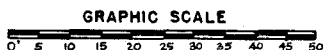
- C = CLINIC
- D = DRESSING ROOM
- H = HEATER ROOM
- I = ISOLATION
- J = JANITORS CLOS.
- K = KITCHEN
- M = MENS TOILET
- M.U. = MULTIPLE USE (INCL. CHILD CARE)
- O = OFFICE
- S = STORAGE
- SC = STORAGE CLOSET
- W & C = WOMEN'S & CHILDREN'S TOILET



301-400 DU's  
3500 SQ.FT.

NOTE  
M & M BUILDINGS MAY BE ATTACHED AS  
SHOWN OR COMPLETELY SEPARATED FROM  
THE TENANT ACTIVITIES BUILDING.  
FOR PLANS OF M & M BUILDINGS SEE DHT-  
SERIES I, SHEET "B".

WHEN M & M BUILDING IS ATTACHED TO THE  
TENANT ACTIVITIES BUILDING THE HEATER  
ROOM OF THE LATTER MAY SERVE BOTH BUILDINGS



HHFA PHA	TENANT ACTIVITIES BUILDINGS FOR TEMPORARY & TRAILER DEFENSE HOUSING PROJECTS	TECHNICAL BRANCH 2-1-52
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NOTE: This Exhibit 1 to Section ID 3.5, Supplement 1, supersedes Exhibit 1 to Section ID 3.10, dated 2-12-52.

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Breakdown of Construction Contract Price, Forms PHA-1000a and 1000b

1. Purpose. This Section sets forth the requirements for preparation, submittal, approval, and distribution of the contractor's breakdown of his contract price.
2. Contract Requirements. The contract requires the contractor to submit and obtain approval of an itemized breakdown of his contract price immediately after execution of the contract, and before any partial payment may be made.
3. Preliminary Submittal. At the time the Notice to Proceed is issued, the Field Office shall furnish each prime contractor Forms PHA-1000a and b, together with a copy of Exhibits 1 and 2 to this Section, and require a prompt submittal of two pencil copies of his proposed breakdown for review.
4. Field Office Action
  - a. The Construction Chief shall carefully check the pencil copy for proper listing, completeness of component elements, accuracy of entries in columns 3, 4, 5, 6, and 7 of the form, and particularly for an unbalanced breakdown to guard against excess payments in the early stages of the work and insufficient funds remaining at the end to cover punch list items and final clean-up. Itemization must be in sufficient detail to enable intelligent check of monthly estimates and unhesitant certification thereto. Avoid "Per Bldg." or "Lump Sum" items if not workable.
  - b. Defense housing contracts are subject to termination for the convenience of the Government. Consequently, excessive overpayment to the contractor at any uncompleted stage of the work may complicate the process of settlement and must be guarded against.
  - c. On the final sheet of the breakdown shall appear the several amounts allocated to each of the five accounts totaling the contract price, as determined by the Construction Chief assisted by the Contractor.
  - d. The Construction Chief shall return one pencil copy to the Contractor by letter stating what changes, if any, shall be made to meet approval, and requesting submittal of a typed original and not fewer than four copies for processing.
5. Approval. When the Construction Chief is satisfied that the breakdown is acceptable he shall sign all copies in the space provided and transmit them to the Contracting Officer who, if he approves, shall sign all copies, which shall then be sent to the Production and Document Control Section for record and distribution.

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6. Distribution. The Production and Document Control Section shall make distribution as follows:
- a. The original and one copy to the Central Office Production and Document Control Branch which shall transmit the original to the Fiscal Branch and route the copy to:
    - (1) Construction Branch
    - (2) Defense Docket File.
  - b. One copy to the contractor.
  - c. One copy routed to:
    - (1) Construction Chief
    - (2) Field Office Defense Docket File.
  - d. One copy to the Project Engineer.

INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

MASTER LIST

<u>Item No.</u>	<u>Division of Work</u>	<u>Item No.</u>	<u>Division of Work</u>
1	Bond	35	Plumbing
2	General Conditions	36	Heating
3	Demolition & Clearing	37	Ventilating System
	<u>Structures</u>	38	Electrical
4	General Excavation	39	Elevators
5	Footing Excavation	40	Elevator Enclosures - metal
6	Backfill	41	Incinerators - masonry & parts
7	Foundation Piles & Caissons	42	(Other)
8	Concrete Foundations	43	(Other)
9	Concrete Superstructures		<u>Site Improvements</u>
10	Reinforcing Steel		
11	Waterproofing & Dampproofing	44	Retaining Walls
12	Spandrel Waterproofing	45	Storm Sewers
13	Structural Steel	46	Sanitary Sewers
14	Masonry	47	Water Distribution System
15	Stonework	48	Gas Distribution System
16	Miscellaneous & Ornamental Metal	49	Electrical Distribution System
17	Metal Windows	50	Street & Yard Lighting
18	Roofing	51	Fire & Police Alarm System
19	Sheet Metal	52	Fire Protection System
20	Rough Carpentry	53	Street Work
21	Metal Bucks	54	Yard Work
22	Caulking	55	Lawns & Planting
23	Weatherstripping	56	(Other)
24	Lath & Plastering		<u>Equipment</u>
25	Stucco		
26	Finish Carpentry	57	Shades & Drapery Rods
27	Finish Hardware	58	Ranges
28	Glass & Glazing	59	Refrigerators
29	Metal Doors	60	Kitchen Cabinets & Work Tables
30	Metal Base & Trim	61	Laundry Equipment
31	Toilet Partitions	62	(Other)
32	Floors		
33	Painting & Decorating	63	<u>Final Clean-up</u>
34	Screens		



Directions for Preparation of Form PHA-1000a and PHA-1000b

1. Heading. Enter all identifying data required at the head of Forms PHA-1000a and PHA-1000b.
2. Adaptation of Form. Amend the caption of Form PHA-1000a by deleting the words "for Local Authority" in the 4th space at the right; inserting "Construction Chief" in the title space immediately below; and inserting "Contracting Officer" in the last title space on the right.
3. Columns 1 and 2. In column 1, enter the item numbers starting with No. 1, and in column 2 enter each Principal Division of Work incorporated in the contract work.
  - a. Master List. The Master List (Exhibit 1) contains the basic items into which any construction may be subdivided for the purpose of preparing the Construction Progress Schedule and the Periodical Estimates for Partial Payments. Only those items shall be selected which apply to the particular contract. To insure uniformity, no change shall be made in the item numbers.
  - b. Items Subdivided. In the contractor's breakdown, against which all periodical estimates will be checked prior to payment, each major item must be subdivided into smaller components to the extent necessary to insure a realistic basis for checking the value of work in place.
4. Column 3. Enter the total quantity for each sub-item of each Principal Division of Work listed in the breakdown.
5. Column 4. Enter the unit of measure for each sub-item of work opposite the quantities described in Column 3, such as, "sq. ft.," "cu. yd.," "Tons," "lbs.," "lumber per M/BM," "brickwork per M," etc., applicable to the particular sub-item.
6. Column 5. Enter the "In-Place" unit price for each sub-item of work.
7. Column 6. Enter the amount of each sub-item obtained by multiplying the quantities in column 3 by the corresponding unit prices in column 5.
8. Column 7. Enter the amount of Principal Item only, obtained by adding amount of all sub-items of each Principal Division of Work listed in column 6. Continue with the breakdown on Form PHA-1000b.
9. "Schedule of Amounts for Contract Payments." This Schedule shall be signed and dated, in the space provided at the bottom of each sheet of the form, by the individual who prepared the breakdown for the Contractor.
10. Number of Copies. In final form the original and as many copies as the PHA may require shall be furnished, each signed by a responsible official of the contractor in the space provided in the caption of Sheet 1.

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Construction Progress Schedule, Form PHA-372

1. Purpose. Construction Progress Schedule, Form PHA-372, is a specimen issued to guide the contractor in preparing in charted form his plan of the sequence and progress of the various divisions of his contract work from the start to completion of construction. This Section sets forth the requirements for preparation, review, approval, and distribution of this Progress Schedule.
2. Preparation, Submittal, and Check
  - a. Promptly after execution of a prime contract the Construction Chief shall furnish the contractor with one copy of specimen Form PHA-372 together with a copy of Exhibit 1 to this Section. If more than one project is covered by a single prime contract a separate Schedule is required for each project.
  - b. The contractor shall prepare a pencil tracing and submit it (or two prints) for preliminary review to the Construction Chief who shall check it for proper coordination of the principal divisions of work, the time allocated for each, and proper balance as a whole. Any schedule that indicates progress which is not within reasonable range of the following check points shall be considered unsatisfactory:

<u>% of</u> <u>Contract Time</u>	<u>% of</u> <u>Accumulated Progress</u>
0	0
10	2
20	8
30	20
40	37
50	57
60	75
70	89
80	96
90	99
100	100

- c. After checking, the Construction Chief shall return the tracing (or one print) to the contractor, advising him what changes, if any, must be made before inking in and approval, and require resubmittal of the inked tracing for PHA signatures.
  3. Approval and Distribution. When the Construction Chief is satisfied that the Schedule is realistic he shall approve in the space provided,  
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return the tracing to the contractor, and require that he furnish not less than three white prints which the Production and Document Control Section shall distribute as follows:

- a. One copy routed to (1) Assistant Director for Development and (2) Construction Chief.
- b. One copy to the Project Engineer.
- c. One copy to the Central Office Production and Document Control Branch for transmittal to the Construction Branch.

4. Action by Project Engineer

- a. Scheduled Progress Curve. On his copy of the approved Progress Schedule the Project Engineer shall plot a solid line curve of scheduled progress, using the values for "Accumulated Scheduled Progress" as ordinates at the end of each month, and the scale graduated in 10% increments at the right-hand margin of the chart.
  - b. Actual Progress Curve. In like manner, he shall plot a dotted line curve of actual progress as the work progresses, representing the values of work completed to date, determined as a percent obtained by dividing the amount shown on line 8 of each Periodical Estimate, Form PHA-1001 (June 1951), by the amount shown on line 4.
  - c. Maintaining Schedule. Whenever actual progress falls behind scheduled progress for causes which are inexcusable under the contract the Project Engineer shall, by letter, insist upon remedial action by the contractor. Provided the facts will firmly support such statement, he shall warn the contractor of the liability for assessment of liquidated damages for delay. Inefficient organization, ineffective superintendence, failure to coordinate properly the work of the various trades, and the ordinary inclement weather common to the locality are not excusable, and no time extension may be granted for these causes. Failure to secure timely material deliveries or lack of manpower are excusable but only provided the facts show no negligence on the part of the contractor. The Government is entitled to strict application of the principles and timely notification set forth in Article 9 of the Contract.
  - d. Report to Field Office. When a lagging contractor through fault or negligence persistently fails to improve progress, the Project Engineer shall refer the matter to the Field Office Director for such action against the contractor and his surety as the Contracting Officer may deem appropriate.
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Directions for Preparation of Construction Progress Schedule

1. Use of Form. Form PHA-372 is a specimen only; it is not to be filled out, but using it as a guide the contractor shall prepare his schedule on tracing paper (or cloth) in pencil for initial submission to the Field Office Construction Chief.
2. Adaptation of Form. Make the following changes in the form:
  - a. At top of sheet, in the center, change the words "(Name of Local Authority)" to "(Name of Owner)" and print on the line the words "Public Housing Administration." Beneath this, print the city and state in which is located the PHA Field Office with which the contractor deals.
  - b. At the bottom of the form, omit the approval space for Local Authority. On the other approval space print the title "Construction Chief" in lieu of "PHA Project Engineer."
  - c. Do not change the "Submitted By" spaces for the contractor.
3. Required Information. All required information shall be entered throughout the schedule.
4. Heading of Form. General information required in the heading is obtained from the contract documents. Enter the branch of work awarded the contractor; the contract time in calendar days; the starting and completion dates established by the Notice to Proceed; and the contract price.
5. Breakdown Headings. The entries for columns 1, 2, and 3 shall be taken from columns 1, 2, and 7 of the contractor's approved breakdown of his contract price (Forms PHA-1000a and b). Enter the principal divisions of work only; do not enter subdivisions. In case of question as to numbers and classifications, refer to the Master List.
6. Columns 3 and 4. Each principal division of work represents a portion of the total contract. In column 4 enter the percentages of the total contract amount which each item represents. These percentages may be obtained by dividing the money value of each item by the total amount of the contract. Compute to the nearest hundredth of one percent. At the bottom of columns 3 and 4, enter the totals. The total of column 3 must equal the contract price, and that of column 4, 100.00%.
7. Year and Month. At the top of the Schedule, space is provided for inserting the "Year" and "Month" to identify the times during which the principal divisions of work are to be performed.

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- a. Year. Enter the year when the Notice to Proceed was issued (for example, "1952"). If the starting date of the contract is such that the time assigned for completion will be carried into a succeeding year, two yearly designations will be shown, each centered over the applicable spread of time for each year.
- b. Month. The body of the Schedule is divided into columns 5, 6, 7, 8, 9, 10, etc., each representing a period of one month, and each column is sub-divided into quarter-months. Starting in column 5 with the month stated in the Notice to Proceed, enter at the top of each column the successive months corresponding to the spread of contract time.
8. Bar Chart. The horizontal space opposite each principal division of work extending through the monthly columns is divided into upper and lower sections. Pin point the anticipated starting and completion dates of each division in the upper sections and connect the two points by solid, heavy horizontal lines or bars to indicate the time period during which each division of work will be performed. An anticipated, complete shutdown at some stage in the work of a division because of adverse seasonal weather, or otherwise, as may occur in road work, excavation (grading), etc., is readily shown by breaking a bar into sections with an open gap between. Bars will start in column 5 for those divisions of work first scheduled to begin, followed by bars for the other divisions in logical order and time. The bar chart must be realistic.
9. Width of Schedule. The Schedule should contain monthly columns to cover the active period of the contract, with extra columns to provide for possible overruns in contract time.
10. Partial Occupancy. Where the contract provides for partial occupancy at stated intervals, vertical lines shall be drawn at the appropriate date locations, labeled "Partial Occupancy," with the exact date and number of units to be ready shown.
11. Computation of Monthly Values of Work in Place
- a. In each monthly column enter on each bar (or fraction thereof if occurring in a monthly period at the beginning or end of a bar) the dollar value, or the percent value of the increment of work of that principal division anticipated to be put in place during that interval of time. This shall be the contractor's best estimate, and he may assume either a uniform or a variable rate of progress for the divisions of work, provided one method only is used for the entire chart. The sum of such entries horizontally across each bar, if stated in dollars, must equal the amount shown in column 3 for that division of work. If stated in percentages the sum must equal 100. Omit cents, or fractions of a percent.

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b. Items not involving materials, such as bond, excavation, etc., shall be included, but stored materials not yet installed shall not be included.

c. If stated in dollars, add these monthly values in each column and enter the totals at the bottom on the line provided for "Anticipated Monthly Value of Work in Place." Omit cents.

d. If stated in percentages, these monthly values, before adding, must first be converted to dollars by multiplying those shown on each bar by the amount stated in column 3 for that bar. (Use a separate work sheet for these computations and enter only the dollar totals on the schedule as required in paragraph 11c above.)

e. The horizontal total of the monthly dollars shown for "Anticipated Monthly Value of Work in Place" must equal the contract price.

12. Accumulated Scheduled Progress--Percent

a. Entries on this line shall show, in percentage of total completion, the cumulative stage of progress reached at the end of each monthly interval. It is generally sufficient to state progress to the nearest tenth of one percent, but for very large contracts it may be advisable to extend computations to the nearest hundredth.

b. The entry for column 5 shall be the anticipated monthly dollar value of work in place at the close of the first month divided by the contract price.

c. The entry for column 6 shall be the sum of the anticipated monthly dollar values of work in place for columns 5 and 6 divided by the contract price.

d. Enter in column 7 the percentage computed similarly, using the sum of dollar values of work in place for columns 5, 6, and 7. Continue in this manner for the succeeding monthly columns until 100% is reached in the final column.

13. Submission for Approval and Printing. Enter the contractor's name, the signature and title of the employee who prepared the chart, and the date in the space provided, and send either the tracing or two prints to the Field Office, attention Construction Chief, for review. Upon its return, make the changes required, if any, ink in the tracing, and forward it to the Construction Chief for signature of approval. After return of the approved tracing, furnish without delay as many white prints as required.

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Construction Subcontracts

1. Purpose. This Section sets forth the conditions, authority, and procedure for approval of subcontractors.
2. Conditions. The contract requires that the contractor may not award work to a subcontractor without prior written approval of the Contracting Officer, that no subcontractor may perform work on the site until he has been approved, and that no contractual relationship is established between the Government and the subcontractor by such approval. The form of subcontract used is not of interest to the Government; it must, however, contain those provisions which the contract requires be included.
3. Authority to Approve or Reject. The Project Engineer is authorized to act for the Contracting Officer in approving or rejecting (see paragraphs 5 and 6 of this Section) a subcontractor.
4. Submission of Requests.
  - a. The Project Engineer shall require each prime contractor to submit a written request for approval of each proposed subcontractor which shall state the firm name, home office address, the scope of work, work recently performed and for whom, the values thereof, and such other information as may be necessary to establish qualified experience in the specialty. The amount and terms of payment should be stated.
  - b. Each request shall be in duplicate and accompanied by the original of the proposed subcontractor's noncollusive affidavit in the form stipulated in the General Conditions.
  - c. To avoid claims by prime contractors for delay, the Project Engineer shall take prompt action on these requests. A separate letter shall be issued for each request.
5. Approval. Except as provided in paragraph 7, below, when the Project Engineer is satisfied that approval is warranted, he shall issue it, concluding his letter to the Contractor with a paragraph reading:

"This approval shall in nowise create any contractual relation between the Government and this subcontractor, nor relieve you from responsibility for full compliance with contract requirements."
6. Rejections. No subcontractor shall be rejected except for cause, such as previous fraud, violations of Federal statutes, or similar valid reasons which are justified and can be sustained in case of controversy. Before issuing any letter of rejection, the Project Engineer shall refer the matter to the Contracting Officer for instructions.

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7. Specialty Work by Prime Contractor. When the Project Engineer receives a prime contractor's request that he be allowed to perform a specialty work usually subcontracted for, (see "SUBCONTRACTS" in General Conditions) it shall be referred to the Contracting Officer for instructions before any action is taken.
8. Report--Form PHA-371. Immediately upon approving a subcontractor the Project Engineer shall prepare a report on Form PHA-371. The space marked "Appr'd by Local Authority" shall be changed to read "App'd by Project Engineer". Distribution shall be as stated below.
9. Distribution. Form PHA-371 shall be marked for the recipient at top, stapled on top of the other papers which are to accompany it (if any), and distributed by the Project Engineer without transmittal memorandum as follows:

Item	Construction Chief Field Office	Construction Branch Central Office	Project File
PHA-371 (marked)	Orig.	Copy	Copy
Contractor's Request	Orig.	---	Copy
Subcontractor's Affidavit	Orig.	---	---
P.E.'s Reply	Copy	---	Copy



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### Construction Payrolls

1. Purpose. This Section outlines the procedure and describes the forms to be used in connection with payment of contractors' and subcontractors' employees, and sets forth the prescribed course of action with respect to the enforcement of labor provisions during construction of a project.

2. Payroll Forms. The following forms shall be used:

PHA-282 Certificate from Contract Appointing Officer or  
Employee to Supervise Payment of Employees

HHFA-1 Weekly Payroll

3. Supply of Forms

a. The initial supply of forms will be furnished to the Project Engineer automatically by the Central (or Field) Office. Additional supplies should be requisitioned from the Office Services Branch in the usual manner.

b. The Project Engineer shall maintain in his office a sufficient supply of these forms to meet the needs of the contractor and his subcontractors.

c. The Project Engineer shall issue a working supply of these forms from time to time to the prime contractor's superintendent in such quantity as to prevent delay in submission of the completed payrolls on the 7th day following the payment of wages, as stipulated in the Contract. (See General Conditions.)

4. Form PHA-282

a. The Project Engineer shall require that there be attached to each copy of the first payroll submitted by each employer a copy of Form PHA-282 executed by the employer evidencing the appointment of the person he has authorized to supervise payment of wages to his employees.

b. Should the paymaster be changed, a new Form PHA-282 must accompany the first payroll which the new paymaster supervises.

5. Form HHFA-1

a. The Project Engineer shall require the prime contractor to adhere to the terms of his contract by submitting, no later than seven days after the payment of wages, the original and one copy of his completed payroll and those of his subcontractors, properly summarized and notarized. Only legible copies are acceptable.

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b. The contractor should be furnished a copy of Exhibit 1 to this Section to assist him in the proper preparation of payrolls.

6. Contractor's Option in Special Cases. Where more than one project is covered by a single prime contract the Project Engineer shall advise the Contractor that he and his subcontractors, as they may choose collectively, may each submit consolidated payrolls, summaries, and affidavits covering all projects or a separate set for each project. The method chosen shall be adopted by all and no change shall be permitted during the life of the contract.

7. Audit by Project Engineer

a. The Project Engineer is primarily responsible for detecting non-compliances with respect to labor classifications, apprenticeship agreements, hours of work, wage rates and all other labor provisions of the contract. He is fully responsible for detecting arithmetical mistakes.

b. Upon receipt of the payrolls from the contractor, the Project Engineer shall conduct an audit of each. He shall accept the information given by the employers in columns 1, 2, 3, 4, 5 and 9 of Form HHFA-1 as factual except for checking column 4 for proper classifications and improper ratio of apprentices to mechanics. He shall verify the accuracy of extensions in columns 6 and beyond, of all additions, and of the Classification Summary.

c. If any mistakes, or labor noncompliances are found the payroll shall not be returned to the contractor but shall be distributed and filed "as-is." Appropriate notation shall be made in the block provided for "Remarks" (on the final sheet only of the payroll involved) and the Project Engineer shall, by letter, require the prime contractor to have correction made promptly. Such letter shall be prepared in an original and three copies (or four copies if the noncompliance involves possible racial discrimination), the copies distributed as follows (for "Anti-Kickback" Act violations see paragraph 11 below):

One copy to Field Office Labor Relations Officer  
One copy to Director, Labor Relations Branch, Central Office  
One copy to Project Engineer  
One copy to Field Office Racial Relations Officer (if possible racial noncompliance is involved).

d. The Project Engineer shall require the contractor to make corrections on subsequent payrolls, or, if extensive, prepare a supplementary payroll processed in the same manner as a regular payroll.

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e. If the contractor delays unreasonably in having corrections made, he shall be advised that since he is not abiding by the terms and conditions of his contract the Project Engineer and the Contracting Officer are in no position to execute the certificate on the back of Form PHA-1001 authorizing payment to the contractor.

8. Certification. When the Project Engineer has conducted a satisfactory audit and assured himself that the affidavits required of the employers are properly executed he shall, on all copies of the final sheets of each payroll, execute the Certificate at the bottom of Form HHFA-1. If any labor noncompliance exists, the instructions of footnote 1 on the form shall be followed (arithmetical errors are not considered labor noncompliances). Notation of such noncompliances shall be repeated on each succeeding weekly payroll final sheet until corrected.
9. Unclaimed Wages. If the amount of unclaimed wages stated in any of various payroll affidavits grows to an amount appearing unreasonable to the Project Engineer, he shall satisfy himself that the employer involved is making due effort to find and pay the unpaid employees.
10. Review by Labor and Racial Relations Officers. While the Project Engineer, being on the site, is primarily responsible for detecting infractions of labor provisions, it also is a function of the Labor Relations Officer assigned by the Labor Relations Branch and of the Field Office Racial Relations Officer to visit the project periodically for the purpose of reviewing the labor situation. The Labor Relations Officer shall review for compliance with the provisions of the contract concerning hours of work, wage rates, kickbacks, classification of labor, qualifications for employment, overtime compensation, convict labor, collective bargaining, health and safety measures, nonracial discrimination in employment, proper posting of wage rates, and related labor matters, and the Racial Relations Officer shall review for specific compliance with the racial nondiscrimination clause in employment. The Project Engineer shall cooperate with these officers by making available to them copies of payrolls, copies of pertinent correspondence, reports, specifications, lists of labor classifications, wage rates, and such other data as will assist them in making complete reviews of labor employment on the project.
11. Violation of "Anti-Kickback" Act. If a violation of the "Anti-Kickback" Act is discovered, the Project Engineer shall call it to the attention of the Field Office Labor Relations Officer, who shall conduct the investigation and report his findings to the Director of the Labor Relations Branch. Additional copies of the Labor Relations Officer's report shall be distributed as follows:

One copy to the Field Office Assistant Director for Development,  
for transmittal to the Construction Chief

One copy to the Project Engineer

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12. Posting Wage Rates. The Project Engineer shall assure himself that the classifications and authorized wage rates therefor embodied in the contract are posted by the contractor in a conspicuous place on the site for the benefit of all employees, as required by the contract.
13. Distribution of Payroll Documents. Upon completing his review and audit of the payrolls, the Project Engineer shall assemble all those relating to each week's payroll into sets and distribute them promptly, as follows:

The complete set of originals to the Field Office Labor Relations Officer for review, retention and file.

One complete set to project file.

14. Preservation of Records. Both sets of the contractors' payrolls shall be preserved intact by the PHA and safely stored for a period of three (3) years after completion of the work, or as much longer as may be required. They shall be identified in filing by project number and so stored as to be made readily available if occasion arises. Before ultimate disposal after the 3-year period inquiry shall be made of the Central Office as to whether the need exists for further retention.

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Directions for Preparation of Payrolls on Form HHFA-1, Weekly Payroll

1. Caption. In the upper left-hand block, immediately beneath the word "PAYROLL" (bold type), type the Owner's name -- "PUBLIC HOUSING ADMINISTRATION." Repeat this (without address) in the appropriate space at the right. Enter all other identifying data called for by the caption. Each employer shall number his payrolls consecutively from No. 1 on, as submitted (i.e., no payroll required nor number used for any inactive weekly pay period of total unemployment).
2. Corrections. Any corrections or erasures shall be initialed by the paymaster currently authorized on Form PHA-282 to supervise payment of employees.
3. Column 1. Enter the social security number of each person on the payroll.
4. Column 2. Anticipate the maximum number of employees in each occupation and reserve sufficient tally numbers in each occupation for all additional workers who may be employed. In this column, enter the tally (or badge) number of each employee on the payroll. To the right of the tally number, indicate Negro employees by the letter "N."
5. Column 3. Enter the name of the employee.
6. Column 4. The occupation titles shall conform to the schedule contained in the prime contractor's construction contract. The administrative, superintendent, clerical, and watchmen forces shall be entered first in order. The skilled occupations shall be entered next, followed by the semi-skilled and unskilled occupations, for example:

Skilled:	Bricklayers	(including foremen)	
	Carpenters	( " " )	
	Plumbers	( " " )	etc.

Semi-Skilled:	Electricians' Helpers	
	Carpenters' Helpers	
	Plumbers' Apprentices	etc.

Unskilled:	Common Labor
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7. Columns 5, 6, 7, and 8. The hours worked shall be indicated for each employee entered on the payroll. A single numbered line which is deep enough for two single-spaced typewritten lines shall be used for each employee. The straight time and rate in all instances shall be written on the line. When an employee works overtime, the overtime and rate shall be written immediately above the straight time. The wage rates

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shall be not less than those required for the classes of work performed. (See Special Conditions.) Enter the total amount earned in Column 8.

8. Column 9. Enter the total number of withholding exemptions claimed for Federal income tax purposes by each employee.
  9. Columns 10 to 14. For the conditions and standards under which permissible payroll deductions may be made, reference should be made to current regulations promulgated from time to time by the United States Secretary of Labor, or under applicable State law. These columns are self-explanatory.
  10. Column 15. Enter the difference between Columns 8 and 14.
  11. Totals. Enter the totals of Columns 6, 8, and 10 to 15 inclusive, at bottom of sheet. Enter also the number of "Total Employees," and of "Total Negro Employees."
  12. Forwarding. Where the payroll of any employer extends to more than one sheet, all totals at the bottom of Sheet No. 1 shall be carried forward to the top of Sheet No. 2, and this forwarding continued cumulatively on any succeeding sheets, so that the totals at the bottom of the final sheet represent the grand totals of the employer's full payroll for the week.
  13. Summary, Affidavit, and Certificate, on Form HHFA-1. Form HHFA-1 is printed on both sides. The back is designed to provide space for a Summary, the employer's "Anti-Kickback" Affidavit, the Certificate of the Project Engineer, and the Government's notations of labor noncompliances. The back of the final sheet only of each payroll will be used for this purpose.
  14. Classification Summary. This is a breakdown of the entire payroll. The entries for totals must agree with the totals at the bottom of the other side of this final sheet. The entries for Negroes will show what portion of each total is applicable to Negro employees only.
  15. Affidavit. This shall be executed on all copies of the final sheet by the person currently authorized by the employer (on Form PHA-282) to supervise payment of employees.
  16. U.S. Department of Labor Requirement. When especially notified by the Government, the Contractor will submit to the Project Engineer an extra (third) copy of the final sheet only of his payroll and of those of each of his subcontractors, on Form HHFA-1, fully complete and notarized, for transmittal to the U.S. Department of Labor.
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Construction Completion Report

1. Purpose. This Section sets forth the type of report to be prepared and submitted upon completion of the project. What is desired is a commentary on project construction which will be helpful to the Central and Field Offices.
2. Preparation. After the entire project is substantially complete, the Project Engineer shall prepare a memorandum, addressed to the Field Office Assistant Director for Development, in an original and three copies.
3. Subject Matter. The report shall be in narrative form, shall summarize construction and completion results, and shall include the following information:
  - a. General statement commenting upon the performance of the contractor(s), specifying the good and bad features in the methods of operation adopted during construction; and
  - b. In the interest of future work, a statement of good and bad features in respect to planning and design, developed from a study of the project. A considered analysis of the points noted should be presented, bearing in mind that constructive criticism is of great value. Reference should be made to any outstanding difficulties encountered during construction due to site planning, designing, engineering, or detailing, or resulting from particular specifications or materials, or in the construction of utilities. Such analyses should include comments or recommendations with respect to site drainage, fire or safety hazards, or any items which it is believed will contribute to unsatisfactory conditions or results from the standpoint of utility or maintenance.
4. Distribution. The Project Engineer shall retain one copy in the project files and transmit the others:
  - a. Original to the Field Office, Assistant Director for Development, for review and routing to: (1) Project Planning Section, (2) Technical Section, and (3) Construction and Inspection Section for retention.
  - b. Two copies to the Central Office, Project Analysis Branch, for review and routing: one copy through the Technical Branch to the Construction Branch for retention, and the other copy to the Operations Division for retention.

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Utility Selection and Contracts

1. Purpose. This Section covers the furnishing of water, light, refrigeration, cooking, domestic hot water, space heating, and sewage disposal for defense housing.
2. Responsibility
  - a. It shall be the responsibility of the Field Office to provide or make provision for the furnishing of suitable utilities and fuels to each defense housing project established in its territory.
  - b. The Utilities Section of the Field Office shall be directly responsible for selecting, contracting for the purchase of service, and coordinating the installation of utilities and fuels at defense housing projects. Among other things, it shall:
    - (1) Recommend the utility and fuel combination to be installed at a defense housing project to the Assistant Director for Development after investigation and consultation;
    - (2) Initiate, negotiate, supervise the preparation of, and obtain the execution of all contracts necessary for the purchase or supply of the utilities, fuels, and services listed in No. 1 above; and
    - (3) Coordinate the installation of the facilities and the provision of all utilities, fuels, and services for each defense housing project.
  - c. The Field Office may obtain assistance from the Central Office upon request.
3. Selection of Utility Suppliers. The Utilities Section of the Field Office shall make a study and determination, where necessary or applicable, as to whether electricity, gas, water, sewage disposal, etc., are to be secured from systems, if any, supplying the general public in the area of the proposed project or directly from the military or industrial facility for which the housing is being installed when such service is available.

NOTE: This Section ID 3.6 supersedes Section ID 3.6, dated 12-20-51. It has been revised to conform with Section ID 4.2, dated 5-26-52, references to permanent defense housing have been eliminated, and minor revisions have been made throughout.

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#### 4. Utilities and Fuels To Be Used

##### a. Trailer Housing.

(1) Trailers will be purchased complete with utility equipment which will be specified in each trailer project program; usually, the trailers purchased will require energy and fuels as follows:

- (a) Lighting - Electricity at 115 volts, single phase.
- (b) Refrigeration - Electricity.
- (c) Cooking - Liquefied Petroleum Gas. Gas containers are usually furnished by the manufacturer.
- (d) Domestic Hot Water - Electricity
- (e) Space Heating - Fuel Oil. A small oil tank is supplied with the heater but an outside supply connected with the trailer must be provided.

(2) The program may be changed from time to time to provide other combinations of utilities.

##### b. Temporary Housing.

(1) Temporary projects shall be provided with utilities and fuels as set forth herewith:

- (a) Lighting - Electricity.
- (b) Refrigeration - Electricity or natural, manufactured or liquefied petroleum gas (both bulk and bottle).
- (c) Cooking - Electricity or gas.
- (d) Domestic Hot Water - Individual dwelling heaters using electricity or gas. (Generally the same energy or fuel selected for cooking should be used; but see Section ID 3.5, Supplement 1.)
- (e) Space Heating - Oil or gas fired space heater.

(2) The utilities and fuels listed above shall be installed and used for temporary housing only in the combinations listed below except with express authorization of the Central Office:

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<u>Comb.</u>	<u>Lighting</u>	<u>Refrigeration</u>	<u>Cooking</u>	<u>D. H. W.</u>	<u>Space Heating</u>
(a)	Electric	Electric	Electric	Electric	Oil
(b)	Electric	Electric	Gas	Gas	Gas
(c)	Electric	Electric	Gas	Gas	Oil
(d)	Electric	Gas	Gas	Gas	Oil
(e)	Electric	Gas	Gas	Gas	Gas

c. Natural gas shall not be selected as the fuel for space heating in those areas where there are restrictions in effect prohibiting the taking on of additional space heating load of the type proposed.

d. Generally, the same utility combination used for dwelling units shall be used for offices, maintenance, and community laundry buildings except that electric water heating shall not be installed for community laundry buildings.

5. Retail and Wholesale Service. For trailers and temporary housing electricity, gas, oil, and water should be purchased on a retail basis where it can be done on an economical basis. However, due to the temporary nature of the housing, wholesale purchases of electricity, gas, and water will usually be desirable or necessary.

6. Selection of Utility Combination

a. In selecting the utility combination to be installed in temporary housing, consideration should be given to all the conditions and factors involved such as:

- (1) The practice in the community for similar housing;
- (2) The present availability of utilities and fuels;
- (3) The amounts of, and availability of the critical materials, equipment and facilities required;
- (4) The time required to secure the materials and equipment and complete the utility installation with relation to the construction schedule and completion date of the project;
- (5) The initial and monthly costs of the feasible utility and fuel combinations;
- (6) The amenities which will be provided.

b. After the feasible utility combinations have been determined in accordance with the criteria set out above, an estimate of the costs involved in each feasible utility combination shall be made using Form PHA-1994, Comparative Analysis of Utility Costs, in accordance with the methods provided therein.

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c. Data as to the initial and monthly costs, including the utility and fuel consumptions for various conditions, will be found in Exhibit 1 and in PHA Bulletin LR-11, Selection of Utilities. The information contained in Bulletin LR-11 should be adjusted, where desirable or necessary, to reflect the conditions which are expected to exist at the defense housing project.

d. For the purpose of making the Comparative Analysis of Utility Costs, the estimated service life of trailers and temporary housing may be taken as fifteen (15) and twenty (20) years respectively as provided by Section ID 4.2 unless conditions exist which may make a different estimate of service life more realistic. In each case, the most realistic estimate of service life possible should be used.

e. Interest upon the estimated initial cost of the utility facilities included in the Analysis should be calculated at two and one-half (2.5) per cent annually instead of two (2.0) per cent as provided in Part A Form PHA-1994. The interest rate actually used in the calculations should be shown on the form.

f. The Comparative Analysis of Utility Costs, Form PHA-1994, should reflect the estimated net salvage (gross salvage value less cost of removal).

g. After consideration of the criteria listed and the cost data developed as set out above, the utility combination which most nearly meets the objectives of the housing and is most advantageous to the Government shall be selected for the project.

7. Justification and Documentation of Utility Selection

a. A justification and documentation, including a copy of the Comparative Analysis of Utility Costs, Form PHA-1994, showing the utility combination recommended and a summary of the reasons therefor, together with similar data as to the costs involved in the retail and wholesale purchase of water service, shall be prepared by the Field Office Utilities Section.

b. After the Field Office Director, or the Assistant Director for Development, has approved the utility combination to be installed at the proposed project, one copy of the documents showing such approval and the justification for the utility combination selection shall be forwarded to the Utilities Section, Technical Branch, of the Central Office and one copy retained in the Field Office file.

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8. Authorization To Use Utility Combination Other Than Those Listed

a. Where conditions are such that it is necessary to use a utility combination not listed above, authorization to do so must first be secured from the Central Office. Any communication to the Central Office requesting permission to use a different utility combination from those listed shall state:

- (1) The utility combination proposed to be used;
- (2) The reasons why none of the combinations shown above is considered suitable for the particular project; and
- (3) The advantages of, or reasons for, selecting the utility combination proposed; and
- (4) Where pertinent, the relative costs of the utility combinations involved.

b. The Central Office will expedite the handling of requests from the Field Office for authorization to use other utility combinations.

9. Payments to Utilities for "Off-Site" and "On-Site" Utilities

a. It may be necessary in some instances for the Government to pay or deposit substantial sums with utility companies to cover the costs, either whole or in part, of extending utility facilities to the project site or to the dwelling units located thereon.

b. Where payments or deposits of this type are necessary, every effort should be made to keep them to a minimum and to secure the most favorable firm agreements for the refund of any such payments or deposits.

c. Most utilities are familiar with refunding agreements as many Government agencies entered into such agreements with utilities during World War II for installations to facilities where:

- (1) The Government advanced the money necessary for the extension of utility facilities to the project site without interest;
- (2) Title to the facilities was in the utility;
- (3) The utility agreed to refund the Government monthly, an amount equivalent to ten (10) per cent (sometimes as high as 25 or 50%) of the revenue received each month until such time as the payment or deposit was repaid in full but not exceeding a ten (10) year period.

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10. Contracts for the Purchase of Utilities and Fuels

- a. Pending the issuance of standard contract forms, contracts for the purchase of utilities and fuels for defense housing projects, where necessary, shall be entered into directly by PHA on the forms used for the purchase of utilities and fuels for new low-rent projects revised or modified where necessary to fit the conditions.
- b. Where utility services are to be purchased from another Government agency, purchases by PHA shall generally be at cost as provided by Section 686 of Title 31 of the U. S. Code, 1940 Edition.
- c. The execution, number of copies required and distribution of copies of contracts for the purchase of utilities and fuels and services for defense housing projects shall be in accordance with current instructions for such matters for Lanham Act war housing as contained in Section 3643:8 and 3643:9 of the Manual of Policy and Procedure.

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ENERGY AND FUEL REQUIREMENTS FOR DEFENSE HOUSING

1. Purpose

This Exhibit supplies information concerning the use of PHA Bulletin LR-11, Selection of Utilities, for the purpose of estimating the energy and fuel requirements for defense housing. Reference is made to the Bulletin for more complete information as this Exhibit refers only to those specific parts of the Bulletin which are applicable to defense housing.

2. Electrical Requirements

a. Lighting, Refrigeration, and Cooking. Electrical requirements for lighting, refrigeration, and cooking may be obtained from Part II, page 4, paragraph 3a(1) of Bulletin LR-11.

(1) Trailers. Use values for 1-Bedroom units, wholesale purchase, no checkmetering, unless otherwise indicated.

(2) Temporary Dwellings. Use values for the proper size dwelling, wholesale purchase, no checkmetering, unless otherwise indicated.

b. Domestic Hot Water. Electrical requirements for domestic hot water may be determined from Part II, page 7, paragraph 3b(1) of Bulletin LR-11. For trailers, use a hot water consumption of thirty six (36) gallons per dwelling unit per day with a demand of .8 KW per heater.

c. Blower Operation. The consumption for the small blowers in trailer furnaces may be considered as included in lighting.

d. Street and Area Lighting. Street and area lighting may be taken as five (5) kwh per dwelling unit per month.

e. Project Use. An average monthly consumption of six (6) kwh per dwelling unit may be used.

f. Distribution Loss. Where electricity is purchased at wholesale, consumptions should be increased 5% to cover distribution losses in the project owned system.

3. Gas Requirements

a. Refrigeration and Cooking. Gas requirements for refrigeration and cooking may be determined from Part II, page 10, paragraph 4a of Bulletin LR-11.

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(1) Trailers. Use values for 1-Bedroom units, retail purchase, unless otherwise indicated.

(2) Temporary Dwellings. Use values for the proper size dwelling, wholesale purchase, no checkmetering unless otherwise indicated.

b. Domestic Hot Water. Gas requirements for domestic hot water may be determined from Part II, page 11, paragraph 4b of Bulletin LR-11. For trailers, use a hot water consumption of thirty six (36) gallons per dwelling unit per day.

c. Distribution Loss. Where gas is purchased at wholesale, consumptions should be increased three per cent (3%) to cover distribution losses in the project owned system.

4. Fuel Requirements for Space Heating. Fuel for space heating may be estimated by use of the formula Part II, page 12, paragraph 6a(1) of Bulletin LR-11. The following values of EDR per dwelling unit may be used in applying the formula:

<u>Design Temperature</u>	20°	15°	10°	5°	0°	-5°	-10°	-15°	-20°
a. <u>Trailers</u>									
Four Sleeper	38	39	41	44	48	52	56	62	70
Six Sleeper	48	50	53	57	61	66	72	80	89
b. <u>DHT-Series 1 Dwellings</u>									
2 Bedroom	81	90	98	106	114	122	130 <sup>1/</sup>	138 <sup>1/</sup>	147 <sup>1/</sup>
3 Bedroom	110	122	133	144	155	165	176 <sup>1/</sup>	187 <sup>1/</sup>	199 <sup>1/</sup>

5. Water Requirements

a. Culinary and Other Household Uses. The quantity of water necessary for use within dwellings varies widely between localities, depending chiefly on climatic conditions, type of dwelling, and habits of occupants. Requirements generally fall within the limits of 80 to 200 gallons per dwelling per day. In the absence of a basis for comparison the average may be taken as 140 gallons per dwelling per day. Where "desert" coolers are justified and are used, additional consumption usually runs about 200 gallons per day per cooler.

b. Irrigation and Care of Grounds. The project requirements for water outside of dwellings will depend primarily on the extent of areas planted to lawns and shrubbery and on climatic conditions. Consumption varies from a negligible quantity in regions of high rainfall to 120 gallons per dwelling per day in the more arid zones. In the absence of specific data for comparison the average may be taken at 60 gallons per dwelling per day.

<sup>1/</sup> Based on installation of storm sash.

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### Construction Contract Changes

1. Purpose. This Section defines the terms and documents used and prescribes the procedures to be followed to accomplish and record changes in contract requirements.
2. Definitions
  - a. Change. A variation made in contract requirements. It may affect one trade or branch of the work or more. It may or may not affect the contract price or time.
  - b. Change Item. Any construction matter originating with either party to the contract which might possibly result in a change. The term is applied immediately upon conception of the idea and is applicable to all records and action pertinent to its progress from the start to final disposition by change order or by complete abandonment.
  - c. Item Number. The permanent number assigned to each change item on a particular project for identification in all records. If a change item affects more than one prime contract the same item number will be used in the records of all prime contracts affected by such change item.
  - d. Change Order. The written agreement executed by both parties to the contract formalizing and defining in particular the desired change, bringing it within the scope of the contract, and establishing the consideration therefor.
  - e. Proceed Order. The written order to the contractor executed by the Contracting Officer directing a change subject to later adjustment of the contract price and time.
  - f. Change Order Drawing. A revision of the contract drawings used to clarify detail of the desired change issued only when essential. It bears a date, project number, and the item number of the document which it supplements.
  - g. Stop Order. An order to the contractor over the signature of the Contracting Officer directing suspension of work on a specified portion or all of the work. It remains in effect until lifted by a written "Order to Resume Work."
  - h. Modification Authority. An order to the contractor over the signature of the Contracting Officer directing a minor adjustment in the plans or specifications at no change in contract price or contract time.

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### 3. Serial Numbering

a. All changes must be identified by an item number which shall appear upon all Change and Proceed Orders and upon all related correspondence. Three categories of consecutive serial numbers shall be utilized, namely: for Items, for Change Orders, and for Proceed Orders, each commencing with number 1. Change and Proceed Order numbers shall bear an alphabetical classification prefix. The prefix "G" shall be used for each general construction contract, including all subcontract work thereunder. Where mechanical and other specialty work has been awarded under separate prime contracts the prefix used shall be, for example, "D" for demolition, "P" for plumbing, "H" for heating, "E" for electrical, "L" for landscaping, etc. Item numbers shall not bear such prefix since an item number designates a single change which, in many instances, will affect more than one prime contract. The chain of serial numbers shall not be broken and all numbers must be accounted for. A revised Change or Proceed Order shall carry the same item number as the original order which it supersedes, but with the notation "Revised" affixed to the order number. Numbers used on an order which has been revoked prior to performance of work on the intended change shall not be reused on any other change. It is recognized that the three categories of serial numbers will diverge so that, at some time, it may be found that a change, under a general contract for example, will be designated "Item No. 14, Proceed Order No. G-6, Change Order No. G-35."

b. Where a single contract covers more than one project the numbering systems (and the issuance of orders) shall be separate for each project, as though there were separate contracts.

c. An item number identifies a project change. It shall appear upon all orders, correspondence and drawings related to such change.

### 4. Forms To Be Used. To maintain uniformity the following Exhibits to this Section shall be the forms used:

#### a. Change Orders

Exhibit 1 - If no Proceed Order is necessary and the contract time is not changed.

Exhibit 2 - If no Proceed Order is necessary and the contract time is left open for later consideration.

Exhibit 3 - If only the contract time is involved.

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- Exhibit 4 - To annul an existing Change Order and issue a revised Order in lieu thereof.
  - Exhibit 5 - If a Proceed Order has been issued and the contract time is not changed.
  - Exhibit 7 - Form of signatures.

b. Proceed Orders

- Exhibit 6 - (Note alternative limiting cost provisions.)
- Exhibit 7 - Form of signatures.

c. Modification Authority

Exhibit 8

5. Application of Methods. In ordering changes preference shall be given to reaching a firm and equitable agreement with the contractor prior to issuance of the order.
- a. If such agreement is reached, and unit prices established under the contract are not involved, the change shall be ordered under Method (1).
  - b. If quantities are agreed upon in advance, and unit prices already established under the contract are applicable, the change shall be ordered under Method (2).
  - c. If either the extent of the work or the precise terms of the change cannot be predetermined, the change must then be ordered under Method (3). The Proceed Order must state a limiting dollar amount beyond which the order is not valid. When it appears that the equitable cost will exceed this amount, a second Proceed Order shall be issued under Method (3) limiting validity to the additional amount estimated necessary to complete the change. The subsequent Change Order shall pick up both Proceed Orders.
  - d. If established unit prices will be involved in the final price adjustment of a change initiated under a Proceed Order, it shall be stated that the change is ordered under "Methods (2) and (3)" to point out that such unit prices will control where applicable.

(NOTE: Exhibits 4 and 5 are written on the basis of no change in contract time. If, in either case, adjustment of time is left open for later consideration, follow Exhibit 2 commencing with "THE CONTRACT PRICE IS . . ." down through Condition "D".)

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e. For any change ordered by the Proceed Order method the Project Engineer is responsible for keeping accurate records on the job--daily, if necessary--of all quantities, time, material, and other allowable items as a basis for checking the contractor's itemized proposal to be submitted upon completion of the change.

f. Each Proceed Order, unless canceled or annulled by a Revised Proceed Order, must be covered by a Change Order (Exhibit 5). Under certain circumstances, a Change Order may pick up more than one Proceed Order (see paragraphs 5c and 8).

6. Alternative Time Provisions in Change Orders

a. The reference to time adjustment in a Change Order shall not be overlooked. Where it has been determined that no extension of time is justified, the Change Order shall contain the statement "The Contract Time Is Not Changed."

b. If the contractor refuses to accept a Change Order containing the provision that the contract time is not changed, the order shall contain Condition "D" (Exhibit 2).

7. Authority To Execute Restricted. Change Orders, Proceed Orders, Modification Authorities and Stop Orders shall be executed and issued to contractors only by persons to whom Contracting Officer powers have been delegated by the head of the department. Such powers may not be redelegated to Project Engineers or to other Government representatives. The Contracting Officer must obtain prior approval from the Central Office, in each case, for any order which:

a. Is contrary to any specific conditions imposed by the Central Office.

b. Will bring the total development cost to an amount greater than that established in the latest approved Development Budget.

8. Interrelated Changes. Changes covering closely related items must be processed by a single Change Order covering all work involved, except that orders for changes such as latent soil conditions may be restricted to conveniently limited areas so that payment upon completion of the work performed in any one month may be made without undue delay to the contractor. (A Change Order may pick up more than one Proceed Order provided the work covered is related.)

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9. Modification Authority

a. Governing Principles. A necessary minor field adjustment in the plans or specifications in order to meet an unforeseen job condition expeditiously, and with no change in contract time, may be treated as a modification. Care must be exercised in shifting partitions, door locations, door swings and the like so as not to impair serviceability of the space, prevent efficient furniture arrangement, interfere with ready access to equipment, or increase maintenance costs. If the value of any item added, or deducted, is measurable, treatment shall be by Change Order, regardless of the fact that additions and deductions may add up to no change in contract price.

b. Form To Be Used. Modification Authorities shall be issued in the form of Exhibit 8.

10. Stop Orders. Issuance of a Stop Order--especially one that suspends all work--creates a situation which may put the contractor to extra expense and, since the only remedy under the contract is a time extension, he may press a claim for extra expense and/or damages in the courts. It is imperative, therefore, that no Stop Order be issued except under circumstances which permit a no less drastic solution of the problem. If, however, it becomes necessary in the opinion of the Contracting Officer to consider such action, the facts of the matter and the probable consequences shall be thoroughly explored with the assistance of the Field Office Attorney, and his advice and clearance obtained before issuance.

a. A Stop Order shall be prepared in the same number of copies as for a Proceed Order and processed in the same manner, except for the required signature of the Field Office Attorney, before being signed by the Contracting Officer. A telegraphic Stop Order shall be confirmed by a formal Stop Order prepared and processed as above noted.

b. When a Stop Order is lifted, it shall be done by a formal "Order to Resume Work," prepared and processed in the same manner as prescribed for a Stop Order.

11. Changes Necessitated by Job Conditions. When it appears to the Project Engineer that job conditions will necessitate a change in contract requirements, he shall immediately report the details, scope, justification, and his recommendation for solution of the problem and estimate of cost to the Construction Chief for review in the Field Office and action by the Contracting Officer.

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12. Contractor's Proposal

a. The office originating the Change Order shall see that the contractor's proposal, satisfactorily itemized, all copies signed, is in hand prior to preparing the order. Care shall be taken to see that, if a net extra, the percentages for combined overhead and profit are applied to the net additional cost and not to gross extra cost, and that no item stipulated to be included in such percentages is charged for separately in addition.

b. The attention of all personnel concerned is directed to the fact that the language of the contract uses the words "not to exceed" in stating percentages to be allowed for overhead and profit combined. The limits given are maximum but not mandatory. In each case, due consideration shall be given to the merits and lesser percentages allowed where the maximum is not justifiable.

13. Change Order Drawing. Whenever it is necessary to supplement a Change or Proceed Order by a drawing, it shall be incorporated in the order by positive identification and reference. The drawing shall bear a date, project number, and item number as minimum requirements for identification. Care shall be taken that the drawing is not faulty with respect to any unchanged work shown thereon. Instances have occurred where extension of wall and partition lines, for example, failed to show required windows and doors and, as a consequence, they were omitted by the contractor.

14. Justification for Change. Each Change or Proceed Order must be accompanied by a statement in justification therefor, signed by the person making it. Ordinarily, this statement can be satisfactorily covered in item "d" of the "Report on Proposed Change." It may be brief, provided it fully explains for the record the circumstances which make the change necessary and, if time is extended, clearly shows full support for extending time for completion of the entire contract. If the statement is lengthy, it may appear on an attached sheet and the entry for item "d" will read "See Justification Attached." (For Change Orders extending time only, such statement becomes the Contracting Officer's Findings of Fact.)

15. Preparation of Orders

a. Where Prepared. As a general rule, Change and Proceed orders and Modification Authorities will be prepared in the office of the Construction Chief. However, if it will expedite matters, and provided stenographic services are available to the Project Engineer, any such order may be prepared by him at the discretion of the Construction Chief. Stop Orders and Orders to Resume Work shall be prepared in the Field Office.

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b. Description of Change. The change to be made shall be described in reasonable detail in language capable of only one interpretation so there can be no doubt of what is intended. If new work is ordered for which no provision appears in the Specifications, a detailed specification establishing the requirements must either be written into the order or on an attached sheet properly identified and incorporated by reference. The use of such phrases such as "In lieu of . . . substitute . . . " serves to identify both the work changed and that which replaces it.

c. Continuity. Where an order extends to more than one page, care shall be taken that the continuity from one page to the next is clearly evident. A page containing nothing but signatures is prohibited.

d. Genuine Signatures. The signatures on the originals and first three copies of all orders, reports, and other documents in multiple-copy use in Change Order procedure, where signatures are required, shall be genuine, except that all copies of the contractor's proposal shall be signed by him. Additional copies of these documents may bear genuine or conformed signatures at the discretion of the Field Office.

e. Minimum Number of Copies. For Government use, the minimum number of copies required is given in the table following. Additional copies, as needed, may be prepared:

Contractor's Proposal . . . . .	Original and 6 copies
Change Order . . . . .	" " 6 "
Change Order Drawing . . . . .	7 copies
Specifications (if separate). . . . .	Original and 6 copies
Proceed Order . . . . .	" " 4 "
Report on Proposed Change . . . . .	" " 3 "
Justification (if separate) . . . . .	" " 3 "
Modification Authority. . . . .	" " 4 "
Contracting Officer's Findings of Fact . . . . .	" " 3 "
Stop Order: Order to Resume Work. . . . .	" " 4 "
Form PHA-354. . . . .	" " 1 copy

16. Arrangement for Processing. Each contract may require a different arrangement for processing orders depending upon the relative proximity of the Field Office, contractor's office, Project Engineer's office and whom the contractor authorizes to sign for him. The Construction Chief shall determine whether the Field Office will deal directly with the contractor or through the Project Engineer in the matter of processing. The objective is to secure the most direct

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channel for the flow of documents. The instructions herein are written for an end result; the Construction Chief shall devise the best method of obtaining it. Continuous liaison shall be maintained between the Construction Chief and the Project Engineer in the matter of changes so that no action at cross purposes occurs. Both must be currently and fully informed.

17. Processing Change Orders

a. Marking Copies--Attachments. When typed, the originating office shall mark distribution on the upper right-hand corner in accordance with the following table:

Original	marked	Contractor
1st copy	"	Fiscal Branch
2nd copy	"	Construction Chief
3rd copy	"	Construction Branch
4th copy	"	Project Engineer
Other copies	"	As needed

The arrangement of originals and carbon copies of the order and its attachments, preparatory to obtaining the contractor's signature, shall be as shown in paragraph 26, Filing Check List, excepting items coded "r", "j" and "354" which are not prepared until after such signature has been obtained.

b. Contractor's Signature. The contractor shall receive the original and first three copies, unsigned, with proper attachments (plus a fourth copy for his reference during further processing), with the request that he sign the original and first three copies and return them. Meanwhile, the originating office retains the other copies.

c. Next Step. The originating office shall prepare the Report on Proposed Change (see paragraph 25) under cover of which the order is transmitted to the Contracting Officer for review and his signature, and shall, to the extent they are available, assemble the additional attachments required for internal use in the agency, attach them to the proper copies of the order (see Filing Check List, paragraph 26), and see that the original and all marked copies of the order reach the Construction Chief for further processing.

d. Project Engineer's Responsibility. The Project Engineer's signature is required on an order covering a change which originated upon his recommendation, or on an order in connection with which he has been assigned the responsibility of verifying quantities, prices,

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checking the contractor's proposal, or for other pertinent matters with which he is best familiar. The Project Engineer is not required to sign as recommending any order originating without his knowledge except when assigned the responsibilities stated above.

e. Originals, Copies, and Attachments. Regardless of in what office the order is prepared, the Construction Chief shall see that the arrangement of originals, copies and attachments, conforms to that shown in the Filing Check List of paragraph 26 before processing.

f. Action by Interested Sections. Provided the order does not require prior Central Office approval or, if so, it has been obtained, when the Construction Chief is satisfied that the documents are in order he shall sign and route only the original and first three copies through each interested Section for review and signature, to the Contracting Officer, retaining other copies to be conformed later. This transmittal shall be under cover of the Report on Proposed Change, the original of which shall be attached to the copy of the order marked "Construction Chief".

g. Action for Central Office Approval. When prior Central Office approval is required (see paragraph 7), before the order is prepared the Contracting Officer shall request approval, by memorandum, from the Assistant Commissioner for Operations. As minimum requirements the memorandum shall state:

- (1) Change Item No.
- (2) All reasons for believing the change is justified.
- (3) Price adjustment.
- (4) Time adjustment.
- (5) Contingency funds available for proposed work, after providing for all other necessary development work.
- (6) A quotation of the exact language to be used in describing the change.
- (7) The concurrence of all interested Field Office Sections.

Upon receipt, the Operations Division shall route the request to the Project Analysis Branch for review and preparation of a reply to be signed by the Assistant Commissioner for Operations. If reply is not made by mail, it shall be confirmed by mail. In the Central Office the correspondence pertinent to this action shall be filed in the Defense Docket file. If approval is granted, the Field Office shall prepare and process the order as prescribed herein, except that copies of the memorandum requesting Central Office approval and the reply thereto shall be made in the Field Office and treated as item "j" (Justification) in the Filing Check List of paragraph 26.

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h. Execution by Contracting Officer. If the Contracting Officer is satisfied as to the propriety of the change and equity of the terms of the order, he shall sign the original and first three copies and return them to the Construction Chief. If he is not satisfied, he shall mark the order "Disapproved" and communicate his reasons to the Construction Chief with instructions as to further action to be taken, if any.

i. Field Office Distribution. Upon receipt of an executed order from the Contracting Officer, the Construction Chief shall (1) conform all other copies, (2) transmit the original to the contractor, (3) transmit the Project Engineer's copy to him, (4) forward the copy marked "Construction Chief" to the Docket File, and (5) forward the copies marked for the Fiscal and Construction Branches to the Production and Document Control Section for recording and transmittal to the Central Office Production and Document Control Branch.

j. Central Office Action and Distribution. Upon receipt, the Production and Document Control Branch shall check the copies and attachments against the Filing Check List of paragraph 26, obtain any missing document or replacement for one incompletely or improperly signed, and distribute them as follows:

- (1) The copy so marked to the Fiscal Branch for retention.
- (2) The copy so marked to the Construction Branch for its review and transmittal to the Defense Docket file.

18. Proceed Orders--Stop Orders

a. Processing. The same pattern shall be followed as that prescribed above for Change Orders except that, since the contractor's signature is not required, the preliminary steps to obtain his signature will be eliminated, i.e., the action of paragraph 17b only is omitted.

b. Distribution. The provisions of paragraphs 17i and 17j shall govern.

19. Modification Authorities

a. Processing. The same pattern shall be followed as that prescribed above for Proceed Orders.

b. Distribution. After return to the Construction Chief of the executed original and first three copies, he shall conform all other copies and make distribution direct. This eliminates handling by the Production and Document Control Section and Branch.

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20. Cost Limitations. Under no circumstances shall a Change or Proceed Order be issued which will increase the development cost of the project to an amount in excess of that established in the latest approved Development Budget without first referring the matter to the Assistant Commissioner for Operations for consideration and decision.
21. Control of Contract Changes. Although some changes in the work may be considered desirable, changes should be restricted to items where the need or the result accomplished is essential and can be adequately justified. It is vitally important that the Contracting Officer keeps currently informed concerning the cumulative cost of all changes, authorized and pending, in order to avoid commitments in excess of the latest approved Development Budget.
22. Change Order Register. The Construction Chief shall maintain a register of all Change Items, Proceed Orders, and Change Orders for each construction contract and be prepared to report currently to the Contracting Officer when called upon. This register may be kept in any convenient manner provided the desired information can be drawn from it readily. The Change Order Register described in Section 216.15 of the Low-Rent Housing Manual is suggested as reference material.
23. Change in Obligation--Form PHA-354. This form shall be prepared in the Field Office under instructions issued by the Fiscal Branch. One is required each time a Change Order makes a change in obligation. The original shall be attached to the copy of the order marked for Fiscal Branch. If the Field Office desires notice of validation a carbon copy shall accompany the original for signature and prompt return by the Fiscal Branch. This form is not required for Proceed Orders.
24. Extensions of Contract Time
- a. General Governing Principles. An extension of contract time is the equivalent of paying the contractor an additional sum of money since, in the final accounting, the construction period is lengthened but the contractor is relieved from payment of the commensurate amount of liquidated damages. An extension of time is justified only when the facts show that the time for completion of the contract work as a whole has been or will be prolonged. To be rightly granted, the cause and effect of the delay must be well supported by the facts, which facts must show that the cause was unforeseeable, beyond the control of the contractor, and without fault or negligence on his part. In addition, timely requests are required of the contractor for time extensions. Contractors will generally request time extensions upon slight provocation but experience shows that many changes, or extra

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work, can be performed without delaying effect upon overall progress, and some one change may even be of such nature as to entitle the Government to a reduced time for completion.

b. Contracting Officer's Responsibility. The Contracting Officer is responsible for assessing liquidated damages against the contractor for inexcusable delays and shall enforce this vested right of the Government. He shall also grant such time extensions as are fully justifiable under all the contract terms. He shall make and issue the Findings of Fact required under the "Delays-Damages" clause of the contract.

c. Timely Filing, Etc. To receive consideration the contractor's request for time extension must be in writing and filed within 10 days from the beginning of the alleged cause of delay. It need be no more than a brief notice identifying the cause and extent of the delay. It may be filed with either the Project Engineer or the Field Office. Since the time of filing is highly important, the date of receipt shall be stamped on it. If not timely filed, the Contracting Officer may consider it before the date of final settlement of the contract only after obtaining the approval of the Head of the Department.

d. General Classifications. Time extension matters fall into the two general classes following, distinguished by the cause, alleged or determined:

Class I - Those arising because of changed or extra work, including work necessitated by unforeseen physical site conditions.

Class II - Those due to other causes.

e. Class I Claims. A change in the work may not in every case justify a time extension. It may cause a delay in certain individual portions of the work, but the contractor may employ additional men, or it may be performed concurrently with unchanged work, or for some other reason it may not prolong the contract work as a whole, particularly when the order is given before the job has reached the finishing stages. It may also be performed wholly or partly during a period when other causes are delaying progress. On the other hand, it may be of such nature and ordered under such circumstances that delay of the entire work is a foregone conclusion or can reasonably be foreseen in the minds of prudent persons. Careful analysis shall be made of all pertinent facts before a decision is reached on Class I claims. Where it is clear that a time extension is fully justified, it may be granted in the related Change Order upon agreement with the contractor, if the Contracting Officer deems it desirable.

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f. Class II Claims. These claims are generally brought under the provisions of the "Delays-Damages" clause in the contract. However, when a Change Order containing the provision that the contract time is not changed is refused by the contractor because of that statement and one containing "Condition D" is used, the contractor's refusal constitutes a claim for a time extension and automatically places it in Class II. The Contracting Officer should acknowledge but not dispose of Class II claims until completion of the contract work at which time a careful analysis shall be made and all such claims considered together to bring out exactly in what manner and to what extent each alleged cause of delay did or did not affect the overall time of completion. The effect of events not used by the contractor as a basis for his claims shall also be studied. The minimizing effect of concurrent delays occasioned by different causes shall be taken into account, as shall also any time extension previously granted for any reason. PHA officials or personnel may not in any way assist the contractor in perfecting a claim. This intimate study of Class II claims shall be the responsibility of the Construction Chief who shall assemble all pertinent facts and, with the advice and concurrence of the Legal Section, make his recommendation to the Contracting Officer for review and decision.

g. Project Engineer's Record

(1) Change Order Work. Comparison with other things and with one another of the calendar periods during which the contractor performs work under Change Orders has a strong bearing on the conclusions reached by the Contracting Officer on claims for time extensions. Consequently, the Project Engineer shall record in his Daily Diary the exact date when the contractor started on, and the date he actually completed the work under each Change or Proceed Order. He shall be prepared, when called upon, to make a consolidated report to the Construction Chief, at or near the end of project construction, giving the information in three columns, headed "C/O No.", "Work Started", "Work Completed", respectively.

(2) Partial Completions. If the contract calls for completions by specific groups within successive stipulated times (this may be dwelling units, or buildings, or blocks, or areas, etc.) prior to the completion date of the entire contract, the Project Engineer shall note in his Daily Diary the exact date when the final unit of the first group was completed and ready for occupancy (all group utilities available); and similarly for all subsequent groups stipulated. A group is not finished until the final unit of whatever composes the group is finished. If completion of such group

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is not reached by the stipulated date (or such date as has been extended by authorized time extension), he shall note how many units of the group were completed on that date. This information is necessary in making a factual determination of liability for liquidated damages. At the time he makes this entry in his Diary the Project Engineer shall report the event to the Construction Chief by memorandum, with a copy to the Director, Construction Branch, Central Office. Note that this date of finishing a stipulated group may not always coincide with the date of acceptance stated in a Memorandum of Acceptance for Occupancy since the latter frequently includes fractions of a group called for by the contract.

h. Time-Delay Chart. Where the causes of delay are numerous, or so interwoven as to make it difficult to analyze fairly the contractor's claims for time extensions, a Time-Delay Chart should be prepared showing all causes of delay (whether or not claimed by the contractor) and their extent. From this, overlapping may be seen readily, and both positive and negative influence of all causes upon overall performance can be brought to light graphically. The Construction Chief shall be responsible for having such chart prepared.

i. Liquidated Damages for Delayed Partial Completions. Where the contract calls for partial completions by specific groups on stipulated dates prior to the date of full completion, the problem of liquidated damages requires special study. Excusable delays, or certain changes ordered may effect all of these groups, or one only, or some and not others, or none of them. It may so happen that an order for a change in the work and granting an extension of time because of it is inadvertently so worded as to waive liquidated damages for which the contractor actually is liable. Extreme care must be taken to see that this does not happen. The language of the order should be explicit, where there is need for it, in distinguishing for what portion of the work the time is extended--or, if more feasible, for what portion of the work the time is not extended. Modification of the form of paragraph 1 of Exhibit 3 (or of other exhibits) may be necessary. A Memorandum of Acceptance for Occupancy terminates the extent of potential liquidated damages for the group involved on the take-over date stated therein. Liquidated damages, when warranted at all, are assessable for whatever number of the group should have been but are not completed in accordance with the contract terms on the date of take-over.

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j. Effect of Acceptances for Occupancy. When successive groups of units are taken over under Memoranda of Acceptance for Occupancy, and such groups are identical in number with those stipulated in the contract for the partial completions, there is no particular problem in determining whether or not liquidated damages are assessable. However, the contract provides that the Government may take over units ready for occupancy in any number and it is when such numbers do not match the stipulated partial completions that the problem becomes complicated. Exhibit 9 illustrates a specimen case, but it is to be noted that it assumes that no extensions of time have been granted. If any have been allowed that affect a group previous to take-over, the case is further complicated and must be given the most careful study.

k. Change Orders Issued Late in Work. Occasionally Change Orders which may involve extra work and/or a change in work already completed, but the performance of which presents no serious obstacle to occupancy and use of the project, are issued late in the construction period, even after initial occupancy. In all instances such Change Orders must be carefully scrutinized to see that the work required is of a type which may properly be handled as a Change Order, as contrasted with the use of a Change Order form for work which is properly the subject matter of a new contract which should be executed only after competition as required by law. Provided the change in work is the proper subject of a Change Order, its effect on the contract work should be realistically evaluated. Notwithstanding the fact that such order may prolong the life of the contract as a whole, it may happen that the change in no way affects the contractor's performance of work already completed and on which liquidated damages may have accrued for inexcusable delays. In such a case, extreme care shall be taken that the language of the order does not relieve the contractor from paying compensation rightfully due the Government. Modification of the exhibit forms shall be made to set forth exactly what is justifiable with respect to time extensions.

Administrative officials are cautioned that no new order to change or to perform extra work may be issued after the work has been completed to the point when the Certificate of Construction, Part I, should be prepared (whether in fact it is so prepared or not). Delay in preparing the Certificate of Completion for such purpose is prohibited. All Change Orders issued after 80% completion of the project shall receive special scrutiny by the Field Office Attorney to see that the subject matter of the change is proper

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for inclusion in a Change Order and is not something which must be a separate contract, or which should be a separate Contract because its inclusion as a Change Order would prejudice the Government's rights to Liquidated Damages.

1. Unusually Severe Weather. No extension of time may be granted because of normal and seasonal rain, snow or other kinds of weather reasonably foreseeable in the locality of the project--even floods. The Government takes the position that comparison will be made with weather records of the vicinity for the past five years as a basis for determining abnormality.

m. Reaching Agreement With Contractor. While the Contracting Officer has the power under the "Delays-Damages" provision of the contract to determine the equitable time extension irrespective of whether the contractor agrees, he should, nevertheless, endeavor to obtain the contractor's concurrence prior to issuance of the Change Order and thus avoid a dispute which might delay final settlement or lead eventually to court action. This is not to say, however, that the Government's factual position should in any way be compromised.

n. Findings of Fact. Each Change Order granting an extension of time in response to a claim brought by the contractor under the "Delays-Damages" clause of the contract must be supported by the Contracting Officer's Findings of Fact. The Construction Chief is responsible for assembling and integrating the data, reports, charts, records, and facts upon which such Findings will be based, and reporting thereon to the Contracting Officer. The Construction Chief shall prepare the Findings under the instructions of the Contracting Officer.

o. Legal Clearance. Each Change Order which grants an extension of time for any reason must receive legal clearance which shall be evidenced by the signature of the Field Office Attorney on the order prior to presentation to the Contracting Officer for execution.

25. Report on Proposed Change. Each Change or Proceed order requires a "Report on Proposed Change" covering transmittal of the order to the Contracting Officer for his signature, typed in memorandum form on Government Office Memorandum stationery. This report shall be prepared and signed by the Construction Chief or the Project Engineer depending upon in which office the order was prepared (see paragraph 15a). The signature on the original and first three copies shall be genuine, but may be conformed on additional copies. For distribution of the original and carbon copies refer to coded item "r" in the Filing Check List, paragraph 26. The report shall cover the subjects illustrated below:

(Cont'd)

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4-17-53

## INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

ID 3.66

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TO: \_\_\_\_\_, Contracting Officer (DATE) \_\_\_\_\_, 19\_\_\_\_.

FROM: \_\_\_\_\_, (Construction Chief) (Project Engineer) PHA

SUBJECT: Report on Proposed Change--Item No.\_\_\_\_\_, Project No.\_\_\_\_\_

- a. Transmitting original and first three copies of (Change) (Proceed) Order No.\_\_\_\_\_, including contractor's proposal dated \_\_\_\_\_ attached.
- b. No. of dwelling units in project: \_\_\_\_\_.
- c. Scope and significance of change.
- d. Justification.
- e. First suggested by \_\_\_\_\_.
- f. Contractor's attitude is \_\_\_\_\_.
- g. Refer to Specs., Div. \_\_\_\_\_; Drawing(s) No.(s) \_\_\_\_\_.
- h. Other work items affected are \_\_\_\_\_.
- i. Unusual conditions are \_\_\_\_\_ (if none, so state).
- j. Change Order Drawing (No.\_\_\_\_\_ is attached) (is unnecessary).
- k. As-Built drawings (will) (will not) be necessary.
- l. Cost (Increase) (Decrease) \$ \_\_\_\_\_ (or is not changed).  
(Maximum cost limit if a Proceed Order)
- m. Time is (extended) (reduced) \_\_\_\_\_ calendar days (not changed).
- n. Remarks.
- o. Recommendation.

\_\_\_\_\_  
(signature)  
Title \_\_\_\_\_

\*\*\*\*\*

(Cont'd)



26. Filing Check List. This list is to guide those who assemble, handle, or distribute the documents used in processing construction contract changes. By coding, it shows the particular arrangements of papers--originals, carbon copies and attachments--which should appear in the respective files after final distribution. Characters in ( ) denote the originals.

CODE

Orders	C - Change Order for a change in the work
	P - Proceed Order
	M - Modification Authority
	S - Stop Order; Order to Resume Work
	T - Change Order for extension of time only
Attachments	b - Contractor's Proposal
	d - Change Order Drawing, if used
	sp - Change Order Specification, if separate
	r - Report on Proposed Change
	j - Justification, if separate
	354 - Form PHA-354
	f - Contracting Officer's Findings of Fact

ARRANGEMENT

File	: Change	: Proceed	: Modification	: Stop	: Change
	: Order	: Order	: Authority	: Order	: Order
	: (work)	: Order	: Authority	: Order	: (time)
Contractor	: (C)-b-d	: (P)-d-(sp)	: (M)	: (S)	: (T)
	: (sp)	:	:	:	:
Fiscal	: C-(b)-d-sp	: P-r-j	: M	: S	: T-r-f
Branch	: r-j-(354)	:	:	:	:
F.O. Docket	: C-b-d-sp	: P-d-sp	: M	: S	:
File - via	: (r)-(j)	: (r)-(j)	:	:	: T-(r)-(f)
Constn. Chf.	:	:	:	:	:
C.O. Docket	: C-b-d-sp	: P-d-sp	: M	: S	: T-r-f
File - via	: r-j	: r-j	:	:	:
Constn. Br.	:	:	:	:	:
Project	: C-b-d-sp	: P-d-sp	: M	: S	: T-r-f
Engineer	: r-j	: r-j	:	:	:

(Cont'd)

(Name of Contractor) \_\_\_\_\_ (Date) \_\_\_\_\_ Project No. \_\_\_\_\_  
(Number and Street) \_\_\_\_\_ ITEM NO. \_\_\_\_\_  
(City and State) \_\_\_\_\_ CHANGE ORDER NO. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_,  
for construction of Defense Housing Project No. \_\_\_\_\_, located  
at \_\_\_\_\_, the following change is ordered  
under the provisions of Section \_\_\_\_\_, and Method ( ) of the General Con-  
ditions:

(Indent concise and accurate description of change. Identify positively  
any applicable drawing or specification)

Subject to conditions hereinafter set forth, an equitable adjustment of the  
contract price and the contract time is established, as follows:

THE CONTRACT PRICE IS (INCREASED) (DECREASED) \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ / 100 DOLLARS (\$ \_\_\_\_\_)  
AND THE CONTRACT TIME IS NOT CHANGED. The above amount is subdivided as  
follows:

\$ _____	ADDED TO (DEDUCTED FROM)	Onsite Site Improvements
\$ _____	" "	Offsite Site Improvements
\$ _____	" "	Dwelling Construction
\$ _____	" "	Dwelling Equipment
\$ _____	" "	Nondwelling Construction
\$ _____	" "	Nondwelling Equipment
\$ _____	" "	Trailer Mounting and Servicing

The conditions hereinbefore referred to are as follows:

- The aforementioned change and work affected thereby are subject to all  
contract stipulations and covenants;
- The rights of the United States of America are not prejudiced; and
- All claims against the United States of America which are incidental to  
or as a consequence of the aforementioned change are satisfied.

..... (signatures - see Exhibit 7) .....

(Date)

(Name of Contractor)  
(Number and Street)  
(City and State)

Project No. \_\_\_\_\_  
ITEM NO. \_\_\_\_\_

CHANGE ORDER NO. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_,  
for construction of Defense Housing Project No. \_\_\_\_\_, located  
at \_\_\_\_\_, the following change is ordered  
under the provisions of Section \_\_\_\_\_, and Method ( ) of the General Con-  
ditions:

(Indent concise and accurate description of change. Identify positively  
any applicable drawing or specification)

Subject to conditions hereinafter set forth, an equitable adjustment of the  
contract price is established, as follows:

THE CONTRACT PRICE IS (INCREASED) (DECREASED) \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_/ 100 DOLLARS (\$ \_\_\_\_\_).  
The above amount is subdivided as follows:

\$ _____	ADDED TO (DEDUCTED FROM)	Onsite Site Improvements
\$ _____	" "	Offsite Site Improvements
\$ _____	" "	Dwelling Construction
\$ _____	" "	Dwelling Equipment
\$ _____	" "	Nondwelling Construction
\$ _____	" "	Nondwelling Equipment
\$ _____	" "	Trailer Mounting and Servicing

The conditions hereinbefore referred to are as follows:

- A. The aforementioned change and work affected thereby are subject to all contract stipulations and covenants;
- B. The rights of the United States of America are not prejudiced;
- C. All claims against the United States of America which are incidental to or as a consequence of the aforementioned change, except claims for extensions of contract time, are satisfied; and
- D. An equitable adjustment of the contract time on account of the aforementioned change will be treated separately and determined by the Contracting Officer. Therefore, the issuance and acceptance of this Change Order will not prejudice any claim for extension of time due to the aforementioned change which may be made by you in accordance with the terms of the contract.

..... (signatures - see Exhibit 7) .....

-----  
(Date)

(Name of Contractor)  
(Number and Street)  
(City and State)

CHANGE ORDER NO. \_\_\_\_\_

Project No. \_\_\_\_\_  
ITEM No. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_, for  
construction of Defense Housing Project No. \_\_\_\_\_, located at  
\_\_\_\_\_

1. The completion of the work has been delayed by reason of:

(a) ..... (concise and complete statement  
covering nature and duration of delay);

and

2. It has been satisfactorily determined that:

(a) the delay was due to unforeseeable causes beyond your  
control and without your fault or negligence; and

(b) notice of the cause of delay was given within the  
time and in the manner prescribed by the contract.

Subject to conditions hereinafter set forth, an equitable adjustment of the  
contract time is established, as follows:

THE CONTRACT TIME IS EXTENDED (     ) CALENDAR DAYS.

The conditions hereinbefore referred to are as follows:

- A. The aforementioned adjustment of contract time is subject to all  
contract stipulations and covenants;
- B. The rights of the United States of America are not prejudiced; and
- C. All claims against the United States of America which are incidental  
to or as a consequence of the aforementioned delay are satisfied.

..... (signatures - see Exhibit 7) .....

-----  
(Date) \_\_\_\_\_

(Name of Contractor)  
(Number and Street)  
(City and State)

Project No. \_\_\_\_\_  
ITEM NO. \_\_\_\_\_

CHANGE ORDER NO. \_\_\_\_\_ REVISED

Gentlemen:

Change Order No. \_\_\_\_\_, dated \_\_\_\_\_, authorizing a certain change in connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_, for construction of Defense Housing Project No. \_\_\_\_\_ is hereby annulled. In lieu thereof, the following change is ordered under the provision of Section \_\_\_\_\_, and Method ( ) of the General Conditions:

(Indent concise and accurate description of change. Identify positively any applicable drawing or specification.)

Subject to conditions hereinafter set forth, an equitable adjustment of the contract price and the contract time is established, as follows:

THE CONTRACT PRICE IS (INCREASED) (DECREASED) \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_/100 DOLLARS (\$ \_\_\_\_\_)  
AND THE CONTRACT TIME IS NOT CHANGED. The above amount is subdivided as follows:

\$ _____	ADDED TO (DEDUCTED FROM)	Onsite Site Improvements
\$ _____	" "	Offsite Site Improvements
\$ _____	" "	Dwelling Construction
\$ _____	" "	Dwelling Equipment
\$ _____	" "	Nondwelling Construction
\$ _____	" "	Nondwelling Equipment
\$ _____	" "	Trailer Mounting and Servicing

The conditions hereinbefore referred to are as follows:

- The aforementioned change and work affected thereby are subject to all contract stipulations and covenants;
- The rights of the United States of America are not prejudiced; and
- All claims against the United States of America which are incidental to or as a consequence of the aforementioned change are satisfied.

..... (signatures - see Exhibit 7) .....

INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

ID 3.66  
Exhibit 5

(Date) \_\_\_\_\_

(Name of Contractor)  
(Number and Street)  
(City and State)

Project No. \_\_\_\_\_  
ITEM NO. \_\_\_\_\_

CHANGE ORDER NO. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_, for construction of Defense Housing Project No. \_\_\_\_\_, located at \_\_\_\_\_, Proceed Order No. \_\_\_\_\_, dated \_\_\_\_\_, authorized a change under the provisions of Section \_\_\_\_\_ and Method ( ) of the General Conditions, more particularly described as follows:

(Indent concise and accurate description of change as actually performed. Identify positively any applicable drawing or specification.)

Subject to conditions hereinafter set forth, an equitable adjustment of the contract price and the contract time is established, as follows:

THE CONTRACT PRICE IS (INCREASED) (DECREASED) \_\_\_\_\_ and \_\_\_\_\_/100 DOLLARS (\$ \_\_\_\_\_) AND THE CONTRACT TIME IS NOT CHANGED. The above amount is subdivided as follows:

\$ _____	ADDED TO (DEDUCTED FROM)	Onsite Site Improvements
\$ _____	" "	Offsite Site Improvements
\$ _____	" "	Dwelling Construction
\$ _____	" "	Dwelling Equipment
\$ _____	" "	Nondwelling Construction
\$ _____	" "	Nondwelling Equipment
\$ _____	" "	Trailer Mounting and Servicing

The conditions hereinabove referred to are as follows:

- The aforementioned change and work affected thereby are subject to all contract stipulations and covenants;
- The rights of the United States of America are not prejudiced; and
- All claims against the United States of America which are incidental to or as a consequence of the aforementioned change are satisfied.

..... (signatures - see Exhibit 7) .....

-----  
(Date) \_\_\_\_\_

(Name of Contractor)  
(Number and Street)  
(City and State)

Project No. \_\_\_\_\_  
ITEM NO. \_\_\_\_\_

PROCEED ORDER NO. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_, for construction of Defense Housing Project No. \_\_\_\_\_, located at \_\_\_\_\_, and subject to (a) all contract stipulations and covenants, and (b) an equitable adjustment of the contract price and contract time, the following change is ordered under the provisions of Section \_\_\_\_\_ and Method ( ) of the General Conditions:

(Indent concise and accurate description of change. Identify positively any applicable drawing or specification.)

It is requested that your itemized proposal applicable to said change be submitted in an original and six signed copies from within \_\_\_\_\_ days after completion of the change ordered herein.

1/ This Proceed Order is not valid for any amount exceeding \$\_\_\_\_\_.  
(This Proceed Order is not valid for a credit less than \$\_\_\_\_\_.)

The above amount is subdivided as follows:

\$_____	ADDED TO (DEDUCTED FROM)	Onsite Site Improvements
\$_____	" "	Offsite Site Improvements
\$_____	" "	Dwelling Construction
\$_____	" "	Dwelling Equipment
\$_____	" "	Nondwelling Construction
\$_____	" "	Nondwelling Equipment
\$_____	" "	Trailer Mounting and Servicing

. . . . . (signatures - see Exhibit 7) . . . . .

1/ Insert the limiting amount in round figures. Type one line only. The first line is applicable to extras; the second line, to credits.

-----

FORM OF SIGNATURES

(For Change Orders)

..... (body of Change Order) .....

RECOMMENDED:

THE UNITED STATES OF AMERICA

Project Engineer

By

Contracting Officer

Date

Date

Chief, Const. & Insp. Section

ACCEPTED:

(name of contractor)

Date

By

Title

Title

Date

Date

Title

Date

(For Proceed Orders)

..... (body of Proceed Order) .....

RECOMMENDED:

THE UNITED STATES OF AMERICA

Project Engineer

By

Contracting Officer

Date

Date

Chief, Const. & Insp. Section

Date

Title

Date



INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

HHFA  
PHA  
4-17-53

(PHA Letterhead)

Date \_\_\_\_\_

Project No. \_\_\_\_\_

(Name of Contractor)  
(Number and Street)  
(City and State)

MODIFICATION AUTHORITY NO. \_\_\_\_\_

Gentlemen:

In connection with Contract No. \_\_\_\_\_, dated \_\_\_\_\_, for construction of  
Defense Housing Project No. \_\_\_\_\_, located at \_\_\_\_\_,  
you are instructed to modify the \_\_\_\_\_ (plans) \_\_\_\_\_ (specifications),  
by making the following change(s):

(Indent concise and accurate description of modification, including  
reference to any pertinent drawing or specification)

The modification directed herein is ordered in the interest of the United States of America to effect an improvement in the Project and is ordered with the understanding that (1) no change in the contract price or contract time is authorized; (2) it is subject to all contract stipulations and covenants; and (3) it is without prejudice to any and all rights of the United States of America under the Contract and Bonds.

Your proceeding to perform this modification shall constitute your acceptance thereof under the conditions stated herein. If you do not so accept, you shall notify the Contracting Officer to that effect within ten (10) days after receipt by you of this letter and you shall not proceed with this modification.

THE UNITED STATES OF AMERICA

By \_\_\_\_\_  
Contracting Officer

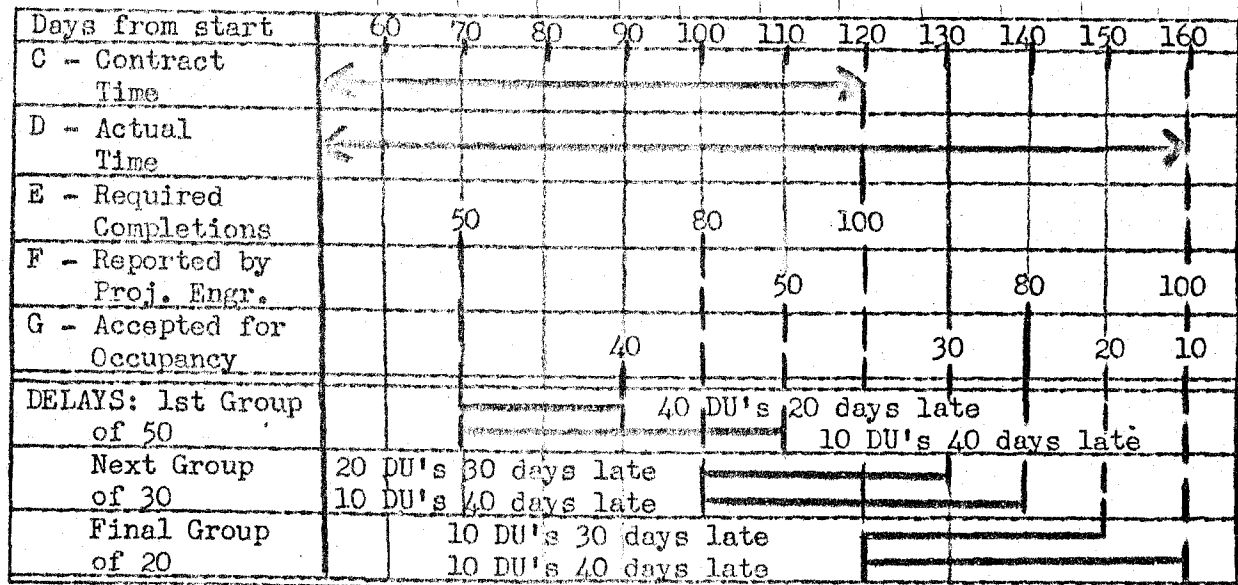
LIQUIDATED DAMAGES - PARTIAL OCCUPANCY

Illustration of Method of Determining Contractor's Liability

ASSUMPTIONS

- A - No time extensions affecting partial occupancy have been allowed.
- B - Project contains 100 DU's, plus other work.
- C - Contract time, 120 calendar days.
- D - Actual performance completed in 160 days.
- E - Contract required partial completions of:
  - Not less than 50 DU's in 70 days
  - A cumulative total of 80 " " 100 "
  - All 100 " " 120 "
- F - Project Engineer reported group completions of:
  - the 50th DU on the 110th day
  - " 80th " " " 140th "
  - " 100th " " " 160th "
- G - Memoranda of Acceptance for Occupancy document acceptances of:
  - 40 DU's on the 90th day
  - 30 " " " 130th day
  - 20 " " " 150th day
  - 10 " " " 160th day
- H - Stipulated liquidated damages are \$1.00 per DU per day.
- I - Liquidated damages for all the balance of the work, including Landscaping, are excluded from this illustration and should be considered separately.

TIME-EVENT CHART



COMPUTATION:

40 x 20	800 unit-days
10 x 40	400 "
20 x 30	600 "
10 x 40	400 "
10 x 30	300 "
10 x 40	400 "

2900 x \$1 equals \$2900 assessable.

THE  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20535

TO : DIRECTOR, FBI (100-442100)

FROM : SAC, NEW YORK (100-100000)

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Surveys, Appraisals, and Title Information

1. Preliminary Arrangements. When a defense housing site has been selected and pending approval of the site by the Field Office Director, the Land Adviser shall remain in the locality for the purpose of interviewing surveyors, appraisers, and title companies and obtaining proposals for the services which will be required to expedite acquisition of the site.
2. Selection of Surveyor
  - a. The Land Adviser shall confer with licensed surveyors in the locality and after full discussion of the services required under the Proposal for Survey, Form PHA-2225, shall obtain proposals in quadruplicate. If the number of licensed surveyors who are qualified to perform the survey work is limited, each available surveyor should be given an opportunity to submit a proposal. In localities where it is impractical to interview all of the surveyors who are available, proposals should be solicited from at least three qualified and responsible firms or individuals. The reasonableness of proposed fees shall be determined on the basis of the time and personnel required to complete the work according to specifications appended to the form of proposal. The Field Office Director shall accept the proposal which quotes the lowest fee for the work, provided such fee is reasonable and the surveyor is prepared to do the work expeditiously.
  - b. Where the project is to be located on a military installation and the PHA's rights under a permit to be granted by the military establishment, it will not be necessary to obtain title information, appraisals, and possibly some of the survey or engineering work ordinarily required. On such projects the extent of the survey and engineering work should be determined on the basis of material available from the military establishment and the contract modified to meet the needs of each particular situation.
  - c. The tracings required by paragraph 9 of Form PHA-2225 to be prepared by the surveyor for property line maps shall be forwarded without folding to the Central Office Appraisal Branch. (However, the tracings may be rolled around a substantial mailing tube.)
3. Selection of Appraisers. The Land Adviser shall be responsible for the selection of two appraisers to furnish independent appraisals of the properties comprising the site. The appraisers must be experienced in real estate valuation and, in order to be available as witnesses in condemnation proceedings, must be capable of qualifying as "experts" by personal knowledge of prices paid for properties similar to those comprising the site and adjacent thereto. The Land Adviser will interview local appraisers and shall select the two persons who are best qualified

(Cont'd)

NOTE: This Section supersedes Section ID 3.7 dated 12-21-51. The form number in paragraph 2a has been corrected to PHA-2225 and paragraph 2c has been added.

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and most capable of submitting an intelligible and complete appraisal report. If competent appraisers are not to be found in the immediate locality, proposals may be obtained from appraisers in adjacent communities. Proposals shall be obtained in quadruplicate on Proposal for Appraisals, Form PHA -2227. Fees for appraisals shall be agreed upon between the Land Adviser and the selected appraisers, with due consideration to the number and type of properties comprising the site.

4. Selection of Title Company or Attorney to Furnish Title Information  
The Field Office Attorney will be responsible for the determination of the acceptability of the abstract or title company which proposes to furnish title evidence. Such determination shall be made after consultation with the United States Attorney and his concurrence. The Land Adviser may, at the request of the Field Office Attorney, initially contact the abstract or title company for the purpose of obtaining a Proposal for Furnishing Title Information, Form PHA-2224, reciting the services which the company is equipped to render and the fees therefor. If an acceptable title or abstract company is not available and it is necessary to employ the services of a local attorney, the Field Office Attorney shall obtain from the United States Attorney his recommendation of a competent and reputable local attorney whose services are acceptable to the Department of Justice. In contracting with an attorney Form PHA-2224 shall be used. Proposals for Furnishing Title Information shall be obtained in quadruplicate. (See Supplement 1 to this Section for fuller instructions concerning title information.)
  5. Acceptance of Proposals. When the Field Office Director has tentatively approved the selected site and accepted the proposals of the surveyor, appraisers, and title company, he shall immediately notify them to proceed with the work required under their respective contracts.
  6. Processing Contracts. All copies of the accepted proposals shall be forwarded to the Field Office Production and Document Control Section for numbering pursuant to Section ID 5.1 and for distribution: one copy to the contractor; one copy to the Field Office Defense Project Docket File; the original and one copy to the Central Office Production and Document Control Branch for routing the original to the Fiscal Branch and the copy through the Land Branch to the Central Office Defense Project Docket File.
  7. Approval of Services and Payment. The Field Office Land and Legal Sections shall review all services performed and material furnished by the surveyor, appraisers, and title company or attorney under their respective contracts and shall not approve vouchers submitted by the contracting parties unless the services and material are satisfactory and in compliance with the contracts and specifications. Vouchers, when approved, shall be forwarded to the Central Office, Deputy Comptroller for Fiscal Operations.
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Detailed Instructions for Obtaining Title Information1. Proposal for Furnishing Title Information

a. After the site has been selected, the Field Office Attorney, with the assistance of the Land Adviser, will make arrangements for obtaining title information. This information must be in such form as to apprise the Field Office of the ownership of interests in the land for purposes of negotiation and closing, and to constitute the basis of a final title opinion of the Attorney General after title has vested in the United States. For this purpose, Form PHA-2224, Proposal for Furnishing Title Information is to be used as a Guide. It is so drafted that proposals for abstracts of title or certificates of title may be obtained. Either type of title evidence is acceptable to the Department of Justice, for purposes of the final opinion of the Attorney General. This proposal shall be designed to obtain preliminary title evidence in the form of an abstract or an extension of an existing abstract, or a preliminary title report showing the names and addresses of the persons having or claiming an interest in each parcel of land and the nature of such interest. The time for delivery of such preliminary evidence must be inserted in Paragraph 2. The proposal shall require the abstractor to inform the Government of any changes in the title up to the time of closing and to furnish a continuation of the abstract to a date subsequent to vesting of title in the United States or a Certificate of Title dated subsequent to such vesting.

b. The guide form includes provisions for all types and combinations of types of title information. The Field Office Attorney shall adapt this form to the circumstances of each land acquisition, taking into consideration the type of title information generally available in the area and other local conditions.

2. Obtaining Title Evidence From Landowners. On preliminary examination of the site, the Land Adviser will endeavor to obtain from the landowners any title evidence in the above mentioned forms which they may have in their possession. Where such evidence can be obtained from the owners, the contract for title information should be based on a continuation of such existing title evidence.

3. Special Requirements for Obtaining Proposals

a. Competitive proposals for title information will be obtained in accordance with Section 3709 of the Revised Statutes. A Standard Form 1036 will be prepared to support each such contract and will show the extent of compliance with the law. If, under one of the exceptions to R.S. 3709, competitive bidding is not required, the S.F. 1036 will clearly show the basis for such determination.

(Cont'd)

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b. When possible, proposals should be obtained from title companies, abstracters or attorneys approved by the Department of Justice, a list of which will be furnished to each Field Office. This does not, however, preclude the employment of firms or attorneys not on such list. If the proposal which is most advantageous to the Government is received from a firm or attorney not on that list, the Field Office Attorney will advise the General Counsel by memorandum, describing briefly the qualifications, organization and title plant, financial responsibility, and reputation in the community of such firm or attorney. The General Counsel will informally obtain the advice of the Department of Justice, and immediately relay such information to the Field Office Attorney.

4. Review and Approval of Proposals.

a. The Field Office Attorney, in collaboration with the Land Adviser, will review the proposals for title information and prepare, for the signature of the Field Office Director, the acceptance of the proposal which is most advantageous to the Government. The Field Office Attorney will enter in the acceptance the combination of items of services (selected from paragraph 5). The evidence of title which is more acceptable or economical shall be utilized. Unless the Field Office Attorney considers the title questionable, certificates of title, when obtainable, should be considered as being preferable to abstracts. The proposal of the lowest responsible bidder for the most acceptable form of title evidence shall be accepted. No proposal shall be accepted, by signature and date, until after acquisition of the site has been approved by the Central Office.

b. It should be noted that title insurance, in lieu of a Certificate of Title, is not acceptable to the Department of Justice for purposes of the final opinion of the Attorney General. However, in some jurisdictions it may be impossible to obtain a Certificate of Title without also purchasing title insurance. In such cases, if the Field Office Attorney finds that the cost is not unreasonable, title insurance may be purchased if necessary, in order to obtain a Certificate of Title. If the cost of title insurance is found to be unreasonable another method of securing evidence of title should be used, pursuant to the foregoing provisions of this Supplement.

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Development Progress Register and Reporting

1. Purpose. This section prescribes the system to be followed in each Field Office in reporting progress during the programming, pre-construction, and construction phases of the Defense Housing Program. This system provides for the preparation and submission of a Development Progress Register, form PHA-2231, and for establishing and maintenance of and for reporting on a Development Progress Control Chart, form PHA-2232.
2. Development Progress Register, Form PHA-2231
  - a. Preparation and Submittal. A new Register shall be established each week by the Field Office Production and Document Control Section, to report all activity occurring during the reporting period. It shall be prepared in triplicate; one copy shall be retained by the Field Office Production and Document Control Section and the other two forwarded to the Central Office Production and Document Control Branch, which shall forward one copy to the Statistics Branch. The Register shall be mailed before the close of business on Friday of each week, using air mail special delivery when necessary to insure its receipt in the Central Office Monday morning. It should never be included in the bulk mail from the Field Office to the Central Office. When no reportable items have occurred during the week, the Register shall be mailed with the statement "No activity during the week."
  - b. Cut-Off Time. This report shall include all activity occurring before 4:00 p.m., local time, Friday. All activity occurring after the cut-off hour shall be included on the report for the following week. If Friday is a holiday, the report shall be prepared and mailed on the preceding work day.
  - c. Coverage. The data indicated on the Register shall be reported for each project in the Defense Housing Program which is not yet under construction.
  - d. Detailed Instructions. Explain all revisions or rescissions of data reported on earlier registers. There must be an entry on the Register to correspond to each entry or change on the Development Progress Control Chart (form PHA-2232) in columns 7, 9, 13, 15, 17 and 19 with respect to actuals. Detailed instructions for filling in each column follow:  
  
Column 1, Location. Enter here the state and minor civil division in which the proposed project is to be located. Where a program assignment has been made for a defense locality, the exact location of the project may be a place name other than that of the defense locality.  
  
Column 2, Project Number. Where a project number has been assigned, enter it here.

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Column 3, Structure Type. Enter the type of structure, using the standard abbreviation forms:

Trailer	-	Tr
Temporary	-	T
Permanent	-	P

Column 4, Action Date. Enter the date of the latest action (set forth in columns 5 through 10) occasioning the entry of this project on the Development Progress Register. Use a numerical entry, separating the month from the day of the month by a hyphen with the month preceding the hyphen and the day following. Thus, January 25 would be 1-25.

Columns 5 - 10, Status and Number of Units. Columns 5, 6, 7, 8, 9 and 10 correspond respectively with columns 7, 9, 13, 15, 17 and 19 of the Development Progress Control Chart (Form PHA-2232). Whenever an entry or a change is made in the actuals shown in these columns on the Development Progress Control Chart, a corresponding entry should be made on the Development Progress Register (form PHA-2231.) The entry to be made in the column shall be the number of units currently planned for the project.

### 3. Development Progress Control Chart, Form PHA-2232

a. Establishing the Chart. The Field Office Production and Document Control Section shall be responsible for establishing and maintaining the Development Progress Control Chart, which shall be used to record and compare the scheduled and actual progress of projects under development. This comparison will serve as the basis for speeding up actions when they lag, and will permit the preparation of forecasts of accomplishment during the development phases of projects in the Defense Housing Program.

b. Maintaining the Chart and Reporting to the Central Office. The Chart shall be maintained in an original only. At the end of the weekly reporting period defined in paragraph 2, above, the Chart shall be reproduced (reduced to 12 x 16) and five copies shall be sent to the Central Office Production and Document Control Branch. That Branch shall route one copy to the Assistant Commissioner for Development, one copy to the Assistant Commissioner for Management and Disposition, and distribute the remaining copies in the Operations Division.

c. Source of Scheduled Dates. Where sites for projects will be located on military reservations certain columns on the Chart will be inapplicable. In such instances, place the letters INA in the scheduled and actual portions of the appropriate columns.

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(1) Pre-Construction. The Project Planning Section shall be responsible for providing scheduled dates to be recorded on the Charts. The dates to be recorded shall consist of the month and day; for example, 12-27.

(2) Construction. The percent scheduled to be completed shall be obtained from Section C, line s of the Construction Report, form PHA-377.

d. Source of Actual Information

(1) Programming and Pre-Construction Phases. Actual information for these sections of the Chart shall be obtained from the various documents received in the Production and Document Control Section (see paragraph 3f below). The dates in the Pre-construction portion of the Chart shall be recorded at the bottom of each column.

(2) Construction Phase. Actual percentages of completion shall be taken from Section C, line s of the Construction Report, form PHA-377.

e. Bar Lines

(1) Pre-Construction. The spaces in the center of each line shall serve as two bar lines to be extended each week to indicate scheduled and actual accomplishment. These bar lines, when filled in, will provide a visual aid in identifying the progress of the project. As a further visual aid, scheduled and actual accomplishment for the current reporting period shall be shown on the bar lines in crosshatch form; the crosshatches shall be filled in solid before entries for the next week are started.

(2) Construction. The spaces in the center of each line shall serve as two bar lines to be extended each week to indicate the scheduled and actual percentages of completion.

f. Explanation of Columns

Column 1: Enter the total number of units as shown in form H-1061, Assignment for Federal Construction, followed by Tr for Trailer, T for Temporary or P for Permanent.

Column 2: Enter the date of the Administrator's signature shown on the form H-1061.

Column 3: Enter the area as shown on Form H-1061 leaving sufficient space between assignments for projects initiated under each program assignment. When more than one project will be

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developed, indent and enter on separate lines the minor civil division in which the projects are to be located; progress shall be followed on these project lines. When the entire program assignment will be developed as one project, the assignment line shall be used; indent and place immediately under the area within the same line the minor civil division, if any.

- Column 4: Enter the project number assigned to the project by the Field Office.
- Column 5: Enter the number of units to be developed, followed by Tr for Trailer, T for Temporary, or P for Permanent.
- Column 6: This column indicates the scheduled and actual portion of the project lines.
- Column 7: Enter the date the Site Selection Sheet, form PHA-2220 was approved by the Field Office Director.
- Column 8: Enter the date the Project Program, form PHA-2221, was submitted to the Central Office.
- Column 9: Enter the date the Project Program form PHA-2221, was approved by the Central Office.
- Column 10: Enter the date the last of the following surveys was completed: a. Boundary line, b. Topographic, c. Perimeter description, and d. Parcel map.
- Column 11: Enter the date the appraisal of the site was completed.
- Column 12: Enter the date option negotiations were completed or terminated.
- Column 13: Enter the date land was purchased or Declaration of Taking filed.
- Column 14: Enter the date the Field Office Director signed the Approval Sheet indicating approval of Final Plans and Specifications.
- Column 15: Enter the date bids were advertised.
- Column 16: Enter the date bids were opened.
- Column 17: Enter the date of the initial form CMP-13, Authorized Construction and Allotment of Controlled Materials.

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- Column 18: Enter the date the Field Office Director awarded or authorized the award of the main construction contract.
- Column 19: Enter the effective date of the Notice to Proceed issued to the main construction contractor.
- Column 20: Enter the number of calendar days in the main construction contract.
- Column 21: Enter the estimated date by which construction work excluding landscaping will be completed. This date will be established by starting with the effective date of the Notice to Proceed and adding the number of calendar days in the contract. The date in this column shall be changed to reflect any approved Change Orders granting extensions in contract time.
- Column 22: S means Scheduled and A means Actual.
- Column 23: This space in the center of each line (opposite S and A) shall serve as two bar lines to be extended each reporting period to indicate the scheduled and actual percentage of completion. These percentages will be obtained from Section C, line s, of the Construction Report, form PHA-377.
- Column 24: Enter the date the first unit in the project was made available for occupancy as reported on form PHA-377, under Heading I, Status of Dwelling Units.
- Column 25: Enter reasons for delay or lack of activity.
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Development Schedules for Defense Housing

1. Schedules. Time schedules, Form PHA-2237 for trailer projects, Form PHA-2235 for temporary projects and Form PHA-2236 for permanent projects, have been prepared for use by Field Offices in scheduling development of defense housing projects. The periods for over-all time and for the various significant steps in the three principal stages (Programming, Pre-Construction, and Construction), are considered to represent reasonably attainable accomplishment, on the average, for all projects. Emphasis has been placed on the availability (initial and complete) of units for occupancy, as being the direct objective of assignment and development, rather than on the completion of contract construction work, since such work frequently runs on for extended periods due to "Punch List" and other relatively minor items of work which are required for final completion.
2. Factors Involved in Scheduling. It is recognized that there are a number of factors and conditions which affect scheduling and production in development operations, particularly in connection with construction operations. Some of these are: difficulty in selecting a site; necessary change in site after selection; availability of Local Authority assistance; degree of local cooperation; seasonal conditions as they affect construction operations; efficient, well-equipped general contractors (or the opposite); latent subsoil conditions, unusual weather conditions; size of project; topography of site, etc. To the extent that project conditions are known, or can be anticipated or expected, schedules can be somewhat extended or reduced, to the extent that, on the average for all projects assigned to the Field Office, overruns will be balanced by underruns. Accomplishment, as compared with schedules, will be measured on the same averaged basis. Pending the accumulation of experience in the development of defense projects, it is believed that these schedules represent realistic time periods, and accomplishment which is possible of attainment based on averages. If experience indicates that adjustments in these Schedules should be made, it is contemplated that they will be appropriately revised.
3. Preparation of Time Schedule Summary. In connection with the preparation of each Project Program, the Project Planner shall prepare a Project Development Time Schedule, Form PHA-2240, with due regard for schedules which have been prepared for other projects, so that the average time for development for all projects being developed by the Field Office will not exceed the time established by the applicable Development Schedule, Form PHA-2235, 2236 or 2237. Each Project Development Schedule shall be prepared on Form PHA-2240, in a sufficient number of copies to provide for distribution as follows:

One copy retained by the Project Planner.

One copy for the Assistant Director for Development.

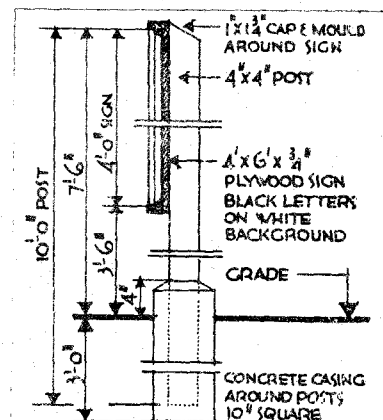
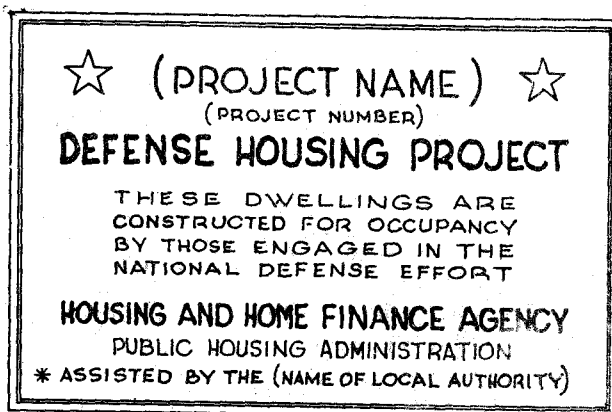
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One copy for the Production and Document Control Section.  
One copy to be attached to each copy of the Project Program.  
One copy to the Central Office Production and Document Control  
Branch for recording, and retransmittal to the Statistics  
Branch.

Project Signs

1. Number and Location. Generally, one sign for identification should be sufficient for each defense housing project. It should normally be placed at the principal entrance to the project. If two or more signs are considered essential by the Field Office, the locations are to be indicated to the general construction contractor by the Project Engineer.
2. Construction and Lettering. The size, construction, lettering and maintenance of such signs, as illustrated in the drawing below, is set forth in Section 4, SIGNS, of the SPECIAL CONDITIONS, Defense Housing Bulletin No. DH-1, Construction Contract Documents, and the number of signs must be stated in the Construction Contract Documents.
3. Use After Completion of Construction. Project signs are to be left in place and in good condition at completion of project construction for continuing use in connection with management and operation of the project.



\* NOTE - OMIT THIS LINE IF NO LOCAL AUTHORITY IS ASSISTING UNDER AN AGENCY DEVELOPMENT AGREEMENT, AND SUBSTITUTE 5 SMALL STARS: ★★★★★

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Project Program

1. Nature of Project Program. The Project Program establishes the various elements and characteristics of the project and is, in effect, a synopsis of the project on paper. It serves as a guide (together with PHA Standards, standard drawings, guide specifications, contract documents, etc.) for use by the architect-engineer in preparing the drawings, specifications, and contract documents for the project, and provides a concise permanent record of the significant determinations made in establishing project design and construction.
2. Preparation of Project Program
  - a. Promptly following the prerequisite tentative approval of the project site by the Field Office Director (see Section ID 3.2) the Project Planner to whom the project has been assigned shall prepare a Project Program using Form PHA-2221 as a guide. The Project Program may be prepared in the field or in the Field Office during a conference of the interested parties, whichever method will achieve completion in the shortest possible time and involve minimum expense.
  - b. The Project Planner shall be responsible for coordinating the activities of the following in developing the Project Program:
    - (1) Field Office Technical Section and other Sections as required.
    - (2) The Local Authority, if any, assisting in project development under an Agency Development Agreement.
    - (3) The commanding officer of the military reservation, if the project is to be located on a military reservation.
  - c. The Project Program shall be typewritten on thin, extra-legal size paper in an original and six copies. If a Local Authority is assisting or if the project is to be located on a military reservation, an extra copy shall be prepared.
  - d. When the Project Program is completed, the Project Planner shall prepare a Project Program Approval Sheet, Form PHA-2253, in an original and five copies.
3. Field Office Review and Approval
  - a. Promptly after completion of the Project Program, the Project Planner shall coordinate quick Field Office reviews by staff members who represent the major interests involved. These will usually include representatives of the Technical, Construction and Inspection, Land (if land is to be acquired), and Utilities Sections, and, if any racial factors are involved, the Racial Relations Officer. These reviews will deal primarily with  
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observance of established PHA Standards, statutory requirements, cost factors, observance of local codes and ordinances if required, site planning, site improvements, local conditions, project design and construction, materials, selection of utilities, outline specifications, etc. If preparation of the Program has been adequate and comprehensive, these reviews should be made quickly, and few if any revisions or changes will be required. The Project Program Approval Sheet shall be signed by each reviewer and any recommendations for revisions of the Project Program shall be made by memorandum to the Project Planner.

b. The Project Planner shall assemble the review memoranda and discuss them with the Assistant Director for Development who will determine the revisions to be made. Following such determination, requisite changes shall be made in the original and all copies of the Project Program, by the Project Planner.

c. The Project Planner shall assemble the Project Program and all requisite attachments into sets as follows, which sets shall be numbered in numerical sequence:

Sets		1	2	3	4	5	6	7	8 1/
Project Program, PHA-2221	Original	1	1	1	1	1	1	1	1
Transmittal Memo	Orig.		1	1	1				
Development Budget, PHA-2222	2/								
Proj. Dev. Time Schedule, PHA-2240	Original	1	1	1	1	1	1	1	1
Preliminary Site Plan	1	1	1	1	1	1	1	1	1
Zoning Regulations and Map (if any)	1	1							
Local Building Code (if any)	1	1							
Preliminary Plans (Permanent projects only)	1	1	1	1	1	1	1	1	1
Project Program Approval Sheet, PHA-2253	Original	1	1	1	1	1			

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- 1/ This set is to be assembled only if a Local Authority is assisting or if the project is to be located on a military reservation.
- 2/ The Development Budget in an original and four copies shall be put in a separate folder and transmitted with Set No. 1.

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d. The Assistant Director for Development shall transmit to the Field Office Director Set 1 with an explanatory note setting forth special problems, if any, and resolution of comments by reviewers. The Field Office Director shall review this presentation and, if the Project Program is approvable, indicate Field Office approval by signature and date on the original Project Program Approval Sheet. Signatures and dates shall be conformed on all other copies. Field Office approval is tentative, and subject to the Commissioner's final approval, in connection with: approval of the Project Program; the Development Budget (see Section ID 3.1); and acceptance of options covering parcels comprising the site (see Section ID 3.2), if the site is to be acquired by purchase or condemnation.

4. Submittal to Central Office. Sets 1, 3, 4, and 5 of the Project Program, each bound in a folder with all requisite attachments, as approved by the Field Office Director, with the transmittal memorandum, shall be sent promptly to the Central Office Production and Document Control Branch.

5. Central Office Review and Approval.

a. Promptly after receipt and recording, the Production and Document Control Branch shall send Set 5 to the Assistant Commissioner for Operations, and Sets 1, 3, and 4 to the Project Analysis Branch. (For distribution and processing of the Development Budget, see Section ID 3.1.)

b. On receipt, the Project Analysis Branch shall attach its copy of the Site Selection Sheet (previously received; see Section ID 3.2) to Set 1, and use that copy for its reviews and for development clearance. Two methods of review will be utilized: (1) Where a preliminary review indicates no special problems, or only minor ones, the Project Program will be reviewed jointly (at a called meeting) by representatives of the Project Analysis and Technical Branches, together with representatives of other Branches where specific problems indicate the need; written summary of the determinations made will be used as the basis of a memorandum or telegram to the Field Office. (2) If the preliminary review discloses special problems of relative importance Set 3 will be sent to the Technical Branch for review and for memorandum comments in duplicate to the Project Analysis Branch. Set 4 will be similarly transmitted to the Housing Facilities Branch, or other Branches as may be indicated, for similar action.

c. The Project Analysis Branch shall review the Project Program and all attachments for completeness and adequacy; sound project planning considerations; compliance with PHA policy and requirements; statutory considerations; use of materials; off-site utilities; health and safety factors; necessary clearance with HHFA Field Representative; proper relationship to the defense military installation or industry to be served; etc. At the same time, the Development Budget will be reviewed and processed in conformity with the provisions of Section ID 3.1.

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d. If unqualified approval is recommended to the Commissioner, a telegram or memorandum, from the Assistant Commissioner for Operations to the Field Office Director, shall be prepared by the Project Analysis Branch, and attached to Set 1. If, based on reviews, it is necessary to require any revision of the Project Program, or make suggestions for changes or betterments to the Field Office, a telegram or memorandum listing all pertinent comments shall be similarly prepared and attached.

e. The Project Analysis Branch shall obtain the development approval signatures on the Project Program Approval Sheet, and deliver Set 1, with the telegram or memorandum to the Field Office, to the Assistant Commissioner for Operations, for approval and transmittal of Set No. 1 (but not the telegram or memorandum) to the Commissioner, for his approval by signature.

f. Following approval by the Commissioner, the Assistant Commissioner for Operations will sign and dispatch the telegram or memorandum to the Field Office, and send the approved Project Program to the Production and Document Control Branch, for recording and retransmittal to the Project Docket File.

g. It is to be noted that the established PHA time schedule for defense housing provides about one week, on the average, for the coordinated approval of the Project Program and Development Budget.

6. Field Office Distribution of Project Program. The Field Office Project Planning Section will revise the copies which were held pending Central Office approval, to reflect qualifications and comments, if any, and distribute them as follows:

Set 2 - to the Field Office Project Docket File.

Set 6 - retained by the Project Planning Section.

Set 7 - to the architect-engineer, through the Local Authority or the Project Planner.

Set 8 - to the Local Authority, if assisting in project development under an Agency Agreement or to the commanding officer, if the project is to be located on a military reservation. If Set No. 8 is not needed for a Local Authority or a commanding officer, it should not be prepared.

7. Revisions After Central Office Approval. If, after the Project Program has been approved by the Commissioner, any revisions are found to be necessary and approvable by the Field Office, they shall be effected as follows:

a. Revisions of a relatively minor nature, which are approved by the Field Office Director and have no significant effect on project development cost or design, may be made without Central Office

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approval. However, full information, in each case, shall be sent promptly to the Central Office Project Analysis Branch.

- b. Revisions which constitute a substantial change in the Project Program, or have a significant effect on cost or design, shall be sent, with the approval of the Field Office Director, to the Central Office Production and Document Control Branch. Central Office processing will be in general conformity with the provisions of paragraph 5 above, and Central Office determinations on all proposed changes will be sent to the Field Office by the Assistant Commissioner for Operations. All approved changes shall be made promptly in all copies of the Project Program in the Central Office and Field Office, and in the copies in the possession of the Local Authority, architect-engineer, and commanding officer, as the case may be, by the incorporation or transmittal of revised sheets or statements covering revisions.

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Project Construction Photographs

1. Photographs Required. Although no provision for project construction photographs for defense housing projects was made in Bulletin No. DH-1, Construction Contract Documents, it has been determined that such photographs should be provided for record purposes.
  2. Type and Number
    - a. Accordingly (until the requirement can be incorporated in Construction Contract Documents), photographs shall be obtained by the Project Engineer from the general contractor for each defense project, as follows:
      - (1) Two different, general views of the project, taken when the work is about half completed.
      - (2) Four views, taken when the work has been substantially completed; two of these should show the general characteristics of the project, the others should show details of the project dwelling units and site improvements.
    - b. The Project Engineer shall instruct the contractor when to take these photographs. Since the number of views is limited, camera positions should be carefully selected by the Project Engineer in collaboration with the photographer. Elevated positions, if available, are preferable.
  3. Change Orders. This additional construction contract requirement, for all going contracts, shall be accomplished in each case by lump-sum Change Orders, which shall cover general requirements as to size, titles, photographer's name and address, etc., in conformity with Section 13 of the Special Conditions, on revised page 67 of Bulletin No. DH-1, Construction Contract Documents for defense housing projects. The contractor shall deliver the negatives and three prints of each view to the Project Engineer, who shall make direct distribution as follows:
    - a. The negatives and one print of each view to the Central Office Project Analysis Branch, for review and customary routing through the Construction and Technical Branches, and other reviewers to the Photographic Library.
    - b. One print of each view to the Field Office Construction and Inspection Section, for review and customary routing through other reviewers to the Field Office files.
    - c. Retain one print of each view for the project file.
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4. Contingency Funds to be Used. Since the cost of such photographs involves a relatively small amount for each project, the necessary funds to cover the Change Order can be obtained from the Contingency Account in the Development Budget.
  5. Include Photographs in Future Contracts. To the greatest extent possible, the new Section 13, PROJECT PHOTOGRAPHS, shall be incorporated in the SPECIAL CONDITIONS of the Construction Contract Documents. (See revised page 67 of Bulletin No. DH-1, Construction Contract Documents.)

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Construction Report, Form PHA-377

1. Purpose

- a. This Section contains instructions to the PHA Project Engineer on how to prepare the Construction Report, Form PHA-377. This Report is a summary of construction activities and related matters, and is to be prepared once every two weeks during the entire construction period, for the information of interested members of the Field Office and Central Office staffs. It also provides the means for transmitting certain construction site employment data to the U. S. Department of Labor. All of the information called for must be furnished as accurately as possible.
- b. Paragraph 2, below, contains general instructions on when to prepare the Report and how to number it. Paragraph 3 tells how many copies to prepare and where to send them. Paragraphs 4 through 18 instruct the Project Engineer how to make the detailed entries on the Report.
- c. For trailer projects note the special instructions contained in paragraph 14.

2. General Instructions

- a. Reporting Periods. The Project Engineer shall prepare and mail his first Report at the close of business on the first Friday following his entrance on duty on the project (without waiting for a full two-week period to elapse). The date and time of his arrival shall be stated under heading M. Thereafter he shall prepare and mail his reports at the close of business every second Friday on the established biweekly reporting schedule furnished by the Field Office. If Friday is a holiday the reporting period will end the last work day preceding Friday.
- b. Numbering. Each Report shall be numbered serially, starting with No. 1, and continuing in numerical sequence until all project contract construction work is complete. The words "Final Report" shall appear on the last Report under the serial number.
- c. Late Reporting
- (1) If the Project Engineer is on duty on the ending date of a reporting period he shall submit a Report on that date with all available information current. To do this he must begin assembling information in advance of that date. If it is impossible to get all information called for he shall prepare the Report as completely as possible, including a statement of the reasons for omitting the missing information, and shall send the missing data on a supplementary Report as soon as possible, numbering it the same as the original report and inserting the word "Supplementary" under the number.

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(2) If the Project Engineer is on leave on the ending date of a reporting period, he shall prepare his Report the day he comes back to work. He shall insert after "Period Ended" the date when the Report was due; insert the actual date of preparation at the bottom of page 2, and explain under Heading M why the Report is late.

(3) If the Project Engineer is on leave on the ending date of a reporting period and does not return until Thursday or Friday of the second week of the next reporting period it is more important for him to work on the new Report than on the old one. Therefore he shall prepare the new Report and number it with the same number it would have had if he had not skipped one. Under the number he shall insert the words "Report No. \_\_\_ omitted" and insert an appropriate explanation under Heading M. As soon as possible he shall prepare the missing report as instructed above.

d. Scope of Reporting

(1) Except as provided in paragraph 15b, below, a separate Report shall be submitted each time for each project, even though two or more projects may be covered by a single construction contract. Even if the work of mechanical or other trades was awarded separately a single Report covering the entire project shall be submitted. But if the project is being developed as a succession of individual areas a separate Report shall be prepared for each area and the area shall be designated below the project number on each page of each report.

(2) If separate contracts have been awarded for demolition, or foundations, or both, prior to award of the main construction contract, on Report No. 1 pick up the status of the work done and in progress under such preliminary contracts and continue the reporting on a project basis in the manner provided for prime contracts under paragraph 5 below.

3. Distribution. The Project Engineer shall prepare an original and five copies eliminating any pre-marking for distribution. He shall distribute them direct as follows:

- a. The original to the Field Office P&DC Section for recording and routing: (1) Construction Chief, (2) Management Operations Officer, and (3) Development Defense Docket file.
- b. Four copies to Production and Document Control Branch, Public Housing Administration, Longfellow Building, Washington 25, D. C., which shall distribute them as follows:

(Cont'd)



INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

ID 3.60

- (1) One copy to Operations Division.
- (2) One copy to Construction Branch for review and routing through Racial Relations Branch to Defense Docket file.
- (3) One copy to Statistics Branch.
- (4) One copy to Bureau of Labor Statistics.

c. One copy to Project Engineer's file.

4. Identifying Data at Top of Report

a. Enter Serial Number (see paragraphs 2b, 2c(1) and 2c(3) above); Period Ended; Project Name; Location; Project No.

b. For the purpose of this report Defense housing types are considered as falling into four general classes:

- |                     |   |
|---------------------|---|
| Trailers            | - (new or reuse)                              |
| Temporary Portables | - (prefabricated from PHA designs)            |
| Relocatables        | - (prefabricated from manufacturers' designs) |
| Conversions         | - (re-use of existing housing)                |

c. Enter the general type and follow with brief detail such as:

- (1) For trailers show if new or repaired; show how many 4-sleeper, how many 6-sleeper, and state source, such as: "Transferred from Project No. \_\_\_\_\_, (location) \_\_\_\_\_;" or "Re-use in place on site of Project No. \_\_\_\_\_, (location) \_\_\_\_\_."
- (2) For temporary portables show how many 2-BR and how many 3-BR units; state material for piers.
- (3) For relocatables give data as in (2) above; add data such as "wood stud walls, wood ext. siding, built-up roof; dry wall interior."
- (4) For conversions give bedroom data, material and type of foundations, other data as in (3) above, and state source, such as: "Demounted and moved from Project No. \_\_\_\_\_, (location) \_\_\_\_\_;" or "Re-use in place on site of Project No. \_\_\_\_\_, (location) \_\_\_\_\_."

(NOTE: Understandable abbreviations are permissible to save space.)

d. If a Local Authority is assisting enter its name. Otherwise, enter the PHA Field Office having jurisdiction.

e. Enter Number of Buildings (dwelling buildings only, do not include administration, maintenance, or other general purpose buildings); enter No. of DU's.

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f. Repeat Report No., Period Ended, and Project No. at top of Page 2.

5. Heading A. Contract Data

a. Prime Contractors. Do not list subcontractors. Arrange prime contractors in the order of award. If separate awards were made for such branches as plumbing, heating, electrical work, and the like (as required by some State laws), list each prime contractor. If separate contracts were awarded for lawns and planting or other work these contractors also are considered prime contractors and should, therefore, be listed. If additional space is required continue under Heading M. For temporary portables or Relocatables, as soon as the subcontractor for prefabrication is approved, state on the first report following only, "Prefabrication by (firm name), (town), (state)."

b. Division of Work. Enter all divisions or branches of the work awarded to each of the prime contractors listed.

c. Contract Amount. Type the word "Adjusted" above the caption. For each contract enter to the nearest dollar the contract amount as adjusted by all change orders formally approved as of the reporting date.

d. Adjusted Value Work in Place. Take each contractor's latest periodical estimate for partial payment for total value of work in place; estimate the additional value of work performed through the end of the period covered by the Report; add these two amounts and enter the total. Show the value to the nearest dollar.

e. Contract Starting Date. Enter the effective date shown in the Notice to Proceed for each of the contractors listed. Repeat in each succeeding report.

f. Contract Time--Days. Enter the Contract Time (in calendar days) as specified in the contract exclusive of Landscaping. If the contract time is subsequently changed by a Change Order show the adjusted contract time, but only after the Change Order has been approved.

6. Heading B. Supervision and Inspection

a. Accurate Reporting Required. The Project Engineer shall take particular care to see that the data entered reflects the exact status of job inspection as it has been conducted during the two-week reporting period. Any change occurring since the preceding report must be clearly indicated. Titles do not give the specific information required; duty assignments do. Obscure terms, such as "Architect's Inspector" fail to show what he inspects. The purpose of the data entered under this Heading is to show what is being inspected and the extent of coverage and what is not being given attention. It is assumed that a "Clerk of the Works" gives overall inspection.

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b. Column 1. Type in the active duty assignments, with alphabetical prefixes for reference notes starting with "Project Engineer," followed by "Stenographer" (if any), and continue with the inspection assignments serving Government interests regardless of by whom paid. The terms used will be selected from "Clerk of the Works," "Buildings," "Plbg. & Htg.," "Electrical," "Utilities," "Streets & Walks," "Landscaping." Name any unusual additional specialty covered. Omit duties for which no assignment has been made. Omit contractor's employees. Show a combination assignment on one line.

c. Columns 2 and 3. Opposite each of the duty assignments entered show by numerals the number of persons performing the duty and the time classification. (Do not use an "X"). When a person serves part time elsewhere state below where the other part of his time is spent using the alphabetical prefix for identification. Where an item, such as "Electrical," has no field coverage but actually is being taken care of by a Field Office specialist making periodic visits to the job, enter "F.O." in column 3.

d. Quality of Inspection- Adequacy. Point out any lack of training, experience or physical condition in any inspector which impairs his ability to carry out his assignment effectively. Note absences on leave. If need for enlargement (or reduction) of the staff is anticipated, state in what respect and the probable date.

e. Employment. Indicate PHA employees by placing an asterisk (\*) after the numeral entered for them in column 2 or 3. It will be understood that other employees are provided by the Architect-Engineer, on a reimbursable basis, although they are administratively responsible to the Project Engineer.

f. Examples for Guidance. The following are given as specimens:

#### EXAMPLE I

: 1	: 2	: 3	: 1	: 2	: 3	:
:	: FULL	: PART	:	: FULL	: PART	:
: DUTY	: TIME	: TIME	: DUTY	: TIME	: TIME	:
: a-Project Engineer	: 1*	:	: e-Electrical	:	: F.O.	:
: b-Stenographer	: 1*	:	: f-Utilities	: 1	:	:
: c-Buildings	: 2	:	:	:	:	:
: d-Plbg. & Htg.	: 1	: 1	:	:	:	:
: Force is adequate and competent. c-One man on sick leave 3/17 thru						
: 3/20. c-One man covers Streets & Walks. d-Part time man added 3/28,						
: divides time with OKIA-1-1. Can drop f about May 1.						
:	:	:	:	:	:	:

(Cont'd)

EXAMPLE II

: a-Project Engineer :	:	1*	:	:	:	:
: b-Clerk of Works :	:	1	:	:	:	:
: c-Plbg. & Util. :	:	1	:	:	:	:
: d-Plbg. & Htg. :	:	1	:	:	:	:
: a-Divides time with OHIO-1-D-1 & 2-D-1. b-Covers Buildings, and :						
: Streets & Walks. c-Should be switched to full time until Utilities :						
: are in. Force competent; adequate except as noted. Will require :						
: full time man for Bldgs. about 6/16. c&d-divide time with private :						
: work but alternate on this job. :						

7. Heading C. Status of Work

a. Progress by Items. Landscaping is incompatible with other contract items in computations of construction progress and will be excluded in computations for entries of scheduled and actual progress. However, Landscaping scheduled and actual progress shall be reported on separately on line "q," enclosed in parentheses ( ) to indicate its exclusion. Supply contract items (trailers, desert coolers, etc.) will also be excluded in these computations since the report concerns itself only with the setting in place of such items. Fit every other part of the project work (rough and finished) into one or another of items a to p inclusive (except for very unusual items in which case item r will be included). Include mechanical work awarded separately under prime contracts. Items f, g, h, i, r, and s are explained below; the others are self-explanatory. Make entries in whole numbers--no decimals.

b. Item f. Determine the percentages for item f (Superstructures) on the basis of all work on the buildings, both structural and architectural, rough and finished, interior and exterior, occurring above the top of the foundation walls, specified to be performed through progressive stages until the last item such as installation of finish hardware or touch-up painting is complete but excluding any work properly contained in items g to r inclusive. Depending upon the design "Superstructures" may include as many as 20 to 30 separate items of rough and finished work combined, and in total may represent between 60% and 75% of the dollar amount of the entire general construction contract except in trailer projects.

c. Items g, h, and i. Compute the percentages for Item g (Plumbing), Item h (Heating), and Item i (Electrical work), in buildings on the basis of all rough and finished work required and specified from basement to roof.

d. Item r. Include only unusual work otherwise not provided for in the listing. When used type in the item.

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e. Per Cent--Scheduled. In column (a) enter the percentage of progress scheduled to be reached on the date of the Report for each item. Enter "None" for any item which by the design of the project will not be required. Reflect the effect of approved changes in contract time in those items affected by such changes including "Project as a whole." The schedule must be related to Form PHA-372, Construction Progress Schedule.

f. Per Cent--Actual. In column (b), from actual field inspection of the work, enter the percentage of completion of each item as of the reporting date. Include values of completed and acceptable assemblies of items such as roof trusses or plumbing stacks performed by job forces prior to actual erection.

g. Explanation Required. When there is a substantial variation between the percentages shown in columns (a) and (b) for any item explain under Heading L, Construction Delays.

h. Item s. Provided the progress curve on Form PHA-372 has been plotted excluding the effect of Landscaping read the entry for column (a) directly from this curve, as of the date of the report, and as amended by approved extensions of time. (If necessary re-plot the curve to exclude Landscaping before taking this reading). Obtain the entry for column (b) by applying the actual percent of completion for each item of Form PHA-372 to the money value of the item, adding the amounts so computed, and dividing the sum by the adjusted contract price, excluding Landscaping in these computations. Give consideration to the cost effect of approved change orders upon the internal items.

i. Progress by Buildings. This part of Heading C is designed to describe progress on the dwelling buildings only by three progressive steps. Opposite each item specified enter the number of buildings for which at the date of the report work has not been started; secondly, the number in progress; and lastly, the number completed. Even though materials for a given building may have been distributed preparatory to installation, consider such a building as "not started" until the work of installation has actually commenced. The horizontal addition of the figures entered on any line shall equal the total number of dwelling buildings shown in the caption of the Report. For any inapplicable item write "None" in the item column and dash marks in columns (a), (b), and (c). For all applicable columns there must appear either a "0" or a numeral in each of the three progress columns. Report on dwelling buildings only.

8. Heading D, Status of Off-Site Utilities. This includes the off-site utility items necessary for the project regardless of whether such work is performed by a contractor, the city, a public utility company, or others. Estimate the percentage of physical completion separately for each item. The term

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"Other" provides space for reporting unusual work (such as "sewage treatment plant," "pumping station," or the like). Type in the appropriate designation. Where a listed item is not required for the project enter "None" on that line.

9. Heading E, Project Facilities. Report the percentages of physical completion and make as accurate a forecast as possible of the probable completion date. This forecast is important to the Field Office Management Section to provide ample time in which to make its necessary preliminary and final arrangements. Where a listed item is not included in the project enter "None" on that line.
10. Heading F, Delivery Status of Equipment. The purpose of this heading is to record the presence at the site or in local storage of the exact number of equipment items which are (or can be) installed to make dwelling units ready for occupancy, regardless of whether procured under a construction or a separate equipment contract. Show only the number of items of equipment which are in acceptable condition and can be used. Report cumulative totals including items in those portions of the project turned over for partial occupancy. Note that this item has a direct bearing on the dwelling units reported on under Heading H. Where a listed item is not required for the project, write "None" on that line. (See paragraph 14f for trailer projects).
11. Heading G, Inspection Forecast. The purpose of this forecast is to provide the Central and Field Offices with accurate information for planning itineraries of traveling inspectors who may participate in the inspections indicated.
  - a. Report inspection forecast dates as soon as, but not before, work on the first group of units to be occupied has advanced to the stage where the date when PHA inspectors should arrive at the site can be estimated with reasonable accuracy. Make the forecasts not less than four weeks (two reporting periods) in advance and earlier if reasonable accuracy is assured.
  - b. On line a in column 1, enter the number of dwelling units which will comprise the first group anticipated to be ready for final inspection and acceptance; and in column 2, enter the date when final inspection may be made on this group.
  - c. Disregarding intervening groups enter on line b similar data for the final group which will be turned over.
  - d. If there are any boilers which require testing enter "boiler test" on line c. Under column 2 insert the date when the boilers will be ready for testing.

(Cont'd)

e. On line d in column 2 enter the date when the project as a whole, exclusive of lawns and planting, may be ready for final inspection.

f. Forecasts may be revised in succeeding reports in the light of better information on the status of the groups.

g. The term "Final" as used on lines a and b under this heading refers to the final inspection made by the PHA of the dwelling units to clear all noncompliances prior to acceptance by the Government for occupancy. Partial occupancy of a project will occur in most instances.

h. Forecasts should reflect those dates when all work will have been brought to a stage to make the units suitable for occupancy, including equipment in operating condition, and when the punch list items will have been corrected for the major part.

12. Heading H, Dwelling Unit Availability Forecast. The primary objective in project construction is the completion of dwelling units ready for occupancy. When ready, the operating management organization must be prepared to function. Procedures must be set up and personnel employed and trained in advance. Ample time for this must be allowed, but an excess involves financial loss. Therefore, this forecast of availability must be a well-considered opinion, reached after consultation with the Contractor, and must be current as of the date of the report. The Roman numerals do not necessarily indicate areas or blocks as shown on the site plan but may be groups of units irrespective of location. In some cases the "Scheduled" entries may be taken from the "Time for Completion" clause in the contract. Once groupings have been established adhere to them in succeeding reports. The spaces provided permit two typed lines in each box; on the top dotted line show a date, on the lower the number of units for that date.

a. Box 1. Scheduled Date and DUs. Opposite Box 1 and under the heading "Initial Units Available" enter the date and the number of dwelling units scheduled for occupancy on that date. Under the heading "Additional Units Available (Cumulative)" five columns are provided captioned by Roman numerals I to V inclusive. In column I enter the succeeding date and the cumulative number of units scheduled for that date. For example, if the entry for "Initial Units" is 10, and 16 additional DUs are scheduled for availability on the succeeding date, enter 26 in Column I. In Column II enter the sum of Column I and the number of units next scheduled for occupancy. Continue in this cumulative manner until all scheduled groups are accounted for.

b. Box 2, Forecast Date and DUs. Opposite Box 2 and under the heading "Initial Units Available" enter the date and number of dwelling units which will be (or have been) made first available. Continue the forecast on a

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cumulative basis in a manner similar to that outlined for Box 1. Predictions shall be reviewed on each reporting date and changed if need be to reflect the effect of current conditions.

c. All Units Available. Make the entries under this heading coincide with the dates and numbers of dwelling units shown for the final groups recorded in Boxes 1 and 2. The entries must also equal the total number of dwelling units in the project.

13. Heading I. Status of Dwelling Units

a. Line 1. Enter the number of dwelling units completed and ready for occupancy within the current two-week period covered by the Report.

b. Line 2. Enter the total number of dwelling units completed and ready for occupancy to date.

14. For Trailer Projects. The following differences and changes when reporting on trailer projects are mandatory:

a. Caption

(1) Enter "Trailers" for Type of Construction, adding the number and purpose of conventional buildings, if any, in terms such as "Trailers - 1 ADM, 1RM building."

(2) For Number of Buildings enter the total number of trailers of all types. For No. of Bu's enter the number of house trailers. Conventional Buildings will be covered under Heading E.

b. Heading A. Enter the data pertaining to the trailer supply contract, obtaining it from the Field Office if necessary.

c. Heading C.1. Disregard lines f, g, h and i. Mark line r "Trailers." Percent of actual completion reported on line r shall be based only on trailers placed in final position, including all types. Report Landscaping on line q, enclosing entries in parentheses (), but exclude it from computations for entries on line s. Also exclude the amounts of supply contracts.

d. Heading C.2. No report required; leave blank.

e. Heading E. Report on structures other than trailers. Type in if not printed on the form.

f. Heading F. Disregard lines a, b, and c. Mark line d "Trailers." Report shall be cumulative to date and shall include all types, and both those placed in final position and those delivered but not yet placed, but shall not include any in unusable condition.

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g. Headings G, H, and I. Bear in mind that Heading G is the forecast of an inspection as to readiness for occupancy. A group of trailers lacking utility services for tenants is not eligible for consideration. The utility situation likewise affects reporting under the forecast of Heading H and all data for Heading I.

h. Remainder of Form PHA-377. No changes are to be made.

15. Heading J. Construction Site Employment Data

a. Monthly Reporting. This heading is required to be filled out once each month only. It is almost universal practice for contractors to close their payrolls as of Wednesday nights and pay off on Fridays. For this reason, and to allow at least nine days to elapse from the last payroll period ending in the preceding month, enter this information on the first report following the first Wednesday of each month. The number of payrolls reported on may be four or five depending on the number of pay periods which end in the month reported upon. State the number of pay periods and month in the spaces provided.

b. Two Projects Under One Contract. If two or more projects are covered under a single contract or a single set of contracts, fill in the total figures for all projects on the Form PHA-377 which covers any one of the projects, and state on the Form that Heading J "includes Project(s) No.(s) \_\_\_\_\_." Under Heading J for the other projects insert no figures but include a cross reference: "Data included in Report for Project No. \_\_\_\_\_."

c. Lines 1, 2, 3, and 4. The horizontal addition of the figures across any line for columns (b), (c), and (d) must equal the "Total" shown in column (a). Use whole numbers, omitting fractions of hours and ignoring cents in the amounts. The average number employed per week shall be the average number of names appearing on prime contractors' and subcontractors' payrolls.

d. Line 5. Do not take the data for line 5 from all payrolls of the preceding month but take it from the last payroll only of that group. If no Negroes are employed in a skilled trade reported on enter "0" in column (b) for such trade in lieu of creating uncertainty by leaving it blank. Do not fail to fill in line 5.

e. Lack of Data for Heading J Not To Delay Report. Obtain from the Contractor the information necessary to furnish the data required in this section without waiting for the receipt of formal certified payrolls if they are delayed. However, if there is a valid reason for delay in obtaining this information, do not delay the Report but mail it out when due including across the spaces under Heading J a statement of the reason. As

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soon as the delayed information is assembled enter it on a Page 2 of Form PHA-377, across the top of which type "Supplementary Report, Site Employment Data"; put the same serial number on it as was on the original Report, mark each copy for whom intended, and mail without transmittal memorandum. If a serious error has been discovered in data previously submitted submit a similar supplementary report.

f. Caution. Construction Site Employment Data shall represent the totals obtained from the summation of all payrolls of all prime contractors and all their subcontractors.

16. Heading K. Average Effective Employment. This is intended to show the approximate size of the productive force in all trades employed by all employers on the project during each week of the reporting period. It will indicate if the manpower furnished is adequate; it can show over-staffing or understaffing. Enter the average of the daily total of workers classified as foremen and under, checked in each day, holidays excluded. If bad weather prevents work or causes layoffs, count the men who would have worked except for the bad weather. For example, assuming one holiday and rain part-time another day:

	Mon.	Tues. (Holiday)	Wed. (Rain P.M.)	Thurs.	Fri.	Average for Week
Foremen	5	0	6	6	6	
Mechanics	56	0	65	75	80	
Laborers & Others	54	0	58	64	62	
	115	0	129*	145	148	134**

\* 129 checked in; 121 laid off, but all 129 are counted.

\*\* Entry for Week is 134.

Fill out Heading K on each report (not just once a month). The information is readily obtainable from the Contractor each week without waiting for the formal payrolls.

17. Heading L. Construction Delays. Statements must be clear and concise. The information may prove of inestimable value in the event of disputes, claims, or litigation, which may arise long after the delay has occurred. Elaboration is not necessary but brevity at the expense of clarity will fail to achieve the required purpose. The space provided is believed to be sufficient but if not, continue under Heading M. Note delays of such character as may require a special report by memorandum. For example:

"Painters" strike June 16; settled June 26; see memorandum dated 6-27-52. Delayed all work Block IV eleven days."

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18. Heading M. Narrative Report, Special Circumstances, and Notes

a. This space is for the Project Engineer's conversational answer to the question "What has happened on the project since the last Report was filed?". It is intended that Heading M, when read from the first Report to the last, will give the reader a condensed but reasonably comprehensive history of the entire operation in general terms as viewed through the eyes of the Project Engineer. A well-kept Daily Diary is essential as a basic source of information. Minute detail is not required but no item of general importance in the overall story of the project as it progresses will be omitted. Do not repeat here information which can be gathered from the tabular data shown elsewhere in the Report. As an "on-the-spot" and "at-the-time" record of project happenings the Construction Report is generally accepted as evidence in the courts and may prove of great value to the Government in case of litigation, provided it exhibits conscientious preparation. The Project Engineer is encouraged to state his opinions on the conduct of the work and like matters but is cautioned that any critical statement must contain the factual reasons upon which it is based and be supported by project records. Ill-advised or casual statements which cannot be supported by facts reflect against the maker and reduce the value of the Report as a whole.

b. Reporting under this Heading shall include, but not necessarily be restricted to, what is outlined herein. Any matter of historical importance to the project record deserves mention. For positive identification references to individuals should be by name, title and organizational connection.

c. On the first Report only, following the date of the event, enter:

- (1) The main office address of each prime contractor as awards are made.
- (2) The date on which each prime contractor starts work at the project site.

d. Enter the name and title of each official visitor and the date of his visit as these visits are made.

e. Record the date each important test is passed, particularly tests required by the specifications. Indicate if partial or final.

f. Failure to show the status of continuing matters will be one cause for requiring a revised Report. The Project Engineer shall review past Reports for any matter which was not concluded, pick up the story and continue it until a conclusion is reached, the date and manner of which shall be stated.

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g. Form PHA-377 is a reporting form and shall not be used as a medium for correspondence. Any matter requiring action shall be covered in a memorandum. However, this does not bar mention of the item or reference by date to the memorandum and such mention shall be made.

h. Record here any additional part-time assignment to another project as received. Record any termination of such duty.

i. If, before the project is physically complete (excluding Landscaping), the Project Engineer is separated or re-assigned elsewhere, he shall record such fact and the effective date on his last Report, but shall not mark it "Final." If re-assigned, state where.

19. Signature. Type name at the bottom and sign the original and all copies of the Report. Insert the date of signing.

20. The Field Office Construction Chief shall arrange for uninterrupted continuance of reporting on form PHA-377 if the Project Engineer is on a protracted absence from the project, or if relieved from duty thereon, at any time prior to physical completion (excluding Landscaping).

End of Month Postal Card Report on Dwelling Units, Form PHA-2187

1. Purpose. This End of Month Report on the status of dwelling units will present data covering construction progress on dwelling units for information and recording by the Central Office Statistics Branch. (This data is supplementary to that contained in the Construction Report, Form PHA-377.)
2. Subject of Report. This report concerns dwelling units only. On a trailer project, general purpose trailers for community use will be excluded and only house trailers will be reported upon.
3. Preparation and Mailing. The Project Engineer shall prepare this report once each month on penalty indicia, preaddressed postal cards, Form PHA-2187, furnished by the Office Services Branch, Central Office, following the detailed instructions in paragraph 4 below, and mail it to the Director of Statistics, Public Housing Administration, Washington 25, D.C. If the month ends on a non-workday the report shall be mailed on the last preceding workday. Cards from projects west of the Mississippi River shall be marked "VIA AIR MAIL" and have 4¢ in postage stamps affixed. Cards from other projects require no postage and shall be placed in regular mail. Data shall be current as of the mailing date, and in the following form: (striking out the words "by Local Authority"):

PHA-2187

June 1951

(Location: City and State)

(Date)

(Project Name)

(Project Number)

Work NOT STARTED on DUs

END OF MONTH

Work PROGRESSING on DUs

REPORT NO. \_\_\_\_\_

Work COMPLETED on \_\_\_\_\_ DUs

TOTAL DUs

ACCEPTED FOR OCCUPANCY ~~by Local Authority~~DUs, (Date)(Signed)

Project Engineer

4. Detailed Instructions. Enter "Location: City and State," "Date," "Project Name," "Project Number," and "End of Month Report No."

(Cont'd)

a. Work NOT STARTED. Enter the number of dwelling units on which work has not been started. This means that, until such time as work has originated on the building proper, no work has been performed on dwelling units. Clearing the site, rough grading, installation of underground utilities, and operations which apply to the site in general are not considered the start of work on dwelling units. Trailers are NOT STARTED until placed in final position.

b. Work PROGRESSING. Enter the number of dwelling units on which work has been started and continue reporting units in this category until they have been completed according to contract. Trailers in final position are PROGRESSING until final in-place check and inspection is made of them, and remain so until put in good order, with no parts missing, and utilities to serve them are available.

c. Work COMPLETED. Enter the number of dwelling units on which all work has been completed according to contract. Completed units are those made ready for occupancy, including the installation in working order of sewers, water, gas, electric wiring and distribution, walks, streets, etc., as well as such safety devices and tenant facilities as are specified in the contract. Trailers otherwise acceptable for occupancy are not to be reported COMPLETED until all utility services are available to the group of trailers involved.

d. TOTAL. Enter the total number of dwelling units covered by the contract and changes thereto. The sum of the three entries above must agree with this total.

e. ACCEPTED FOR OCCUPANCY. Enter the total number of dwelling units that have been accepted to date by the Government for occupancy, and the date on which the last group was accepted. This number can never be greater than the total reported completed. Number of dwelling units reported completed must be in agreement with that reported in item I, "Status of Dwelling Units" on the Construction Report (PHA-377). The End of the Month Report should never show fewer units completed than was reported on the Construction Report (377) immediately preceding it unless a correction is necessary.

f. Signature. Do not fail to sign the report.

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Federal Specifications and Other Standards

1. Purpose. This Section sets forth the need for and the method of obtaining supplemental specifications, codes, and other standards which may be made contract requirements by reference in the Technical Specifications.
2. Uniform Package. In general, the referenced items which will exercise certain controls over the work will be Federal and A.S.T.M. Specifications; the National Electrical Code and other codes; Standards of the U. S. Department of Commerce; Standards of the American Gas and other Associations; and grading rules of various Lumber Associations. In many cases, however, such references relate to the physical or chemical properties of materials produced, manufactured, or fabricated for use in construction and will obviously be of no benefit to the field inspection staff since compliance can be determined only by laboratory tests. A uniform package has been prepared containing the items listed in Exhibit 1 to this Section which the PHA has found, from experience, to comprise most of the references generally used that can be put to practical use by the Project Engineer on the site of the work. Since this is an average list, many items may not be needed for a given project, but its primary needs are covered.
3. Requisition Required. If he has not been supplied previously with these supplemental specifications, the Project Engineer shall requisition one "Uniform Package of Federal and Other Specifications" on Form PHA-60. (Only one such package will be issued to him regardless of the number of projects to which he is or may be assigned.)
4. Additional Items. After receiving the uniform package and checking its contents against project requirements, if the Project Engineer deems it necessary to obtain additional referenced items not included in the package, he shall requisition one copy of each on Form PHA-60.
5. Care and Disposition. Items thus obtained on requisition are Government property provided for the information and convenience of the Project Engineer during construction, and shall be handled with care to avoid mutilation. Upon completion of the work, all such issues shall be sent to the Field Office, for use on other projects.
6. Local Ordinances and Codes. Where the contract refers to local ordinances or codes, they shall not be requisitioned. If the Project Engineer finds that their use is essential on the project, he shall procure a copy of the pertinent passages for use on the project.

FEDERAL SPECIFICATIONS

(Lower case terminal letters, denoting revisions, are omitted in this listing)

P-W-151	Floor wax (for asphalt tile)	TT-E-543	Enamel undercoat
P-W-158	Floor wax (for wood floors)	TT-F-336	Paste, wood filler
		TT-O-364	Linseed oil, boiled
R-P-381	Coal tar pitch	TT-O-369	Linseed oil, raw
		TT-P-21	Cement-water paint
W-O-821	Outlet boxes	TT-P-25	Exterior primer
W-P-146	Panel boards (fused)	TT-P-51	Interior flat paint
W-R-151	Receptacles	TT-P-56	Primer-sealer
W-S-893	Snap switches	TT-P-61	Black paint
W-S-896	Snap switches	TT-P-86	Red lead paint
		TT-P-88	Resin-base paint
DD-G-451	Flat glass	TT-P-102	Paint
		TT-P-103	Paint
FF-H-106	Hardware, locks & trim	TT-P-104	Paint
FF-H-111	Hardware, shelf & misc.	TT-P-146	Varnish-base paint
FF-H-116	Hardware, hinges	TT-P-381	Pigment-in-oil colors
FF-H-121	Hardware, door closers	TT-P-641	Primer (for galv. iron)
FF-H-136	Hardware, W C stall	TT-P-781	Putty (metal sash)
FF-P-101	Padlocks	TT-P-791	Putty (wood sash)
		TT-S-176	Floor sealer
		TT-S-706	Exterior oil stain
HH-C-561	Corkboard insulation	TT-S-711	Interior Wood stain
HH-F-182	Asbestos felt	TT-T-291	Paint Thinner
HH-F-185	Asbestos felt	TT-V-71	Interior varnish
HH-F-191	Asphalt felt	TT-V-81	Varnish mixer
HH-F-201	Tar felt	TT-V-121	Spar varnish
HH-I-521	Insulation, mineral wool	TT-W-251	White lead-in-oil
HH-I-528	Insulation, cotton	TT-Z-301	Zinc oxide-in-oil
HH-I-551	Insulation, glass		
HH-I-571	Insulation, wood-fiber	UU-P-31	Paper (general)
		UU-P-147	Building paper
MM-L-736	Lumber, hardwood		
MM-L-751	Lumber, softwood	WW-C-566	Flexible steel conduit
		WW-C-571	Rigid conduit, enameled
RR-C-451	Screen wire cloth	WW-C-581	Rigid conduit, galvanized
RR-F-191	Chain link fence	WW-N-351	Pipe nipples
		WW-P-401	C.I. soil pipe
SS-A-666	Asphalt	WW-P-406	Steel pipe
SS-P-351	Asbestos-cement pipe	WW-P-421	C.I. water pipe
SS-P-431	Gypsum board	WW-P-441	W.I. pipe
SS-R-521	Asphalt shingles & roofing	WW-P-491	Drainage fittings
SS-R-531	Precast concrete roof slabs	WW-P-501	C.I. fittings
SS-S-291	Asbestos-cement shingles	WW-P-521	Malleable iron fittings
SS-S-346	Asbestos-cement siding	WW-P-541	Plumbing fixtures
SS-S-451	Slate roofing	WW-P-542	Plumbing fixtures
SS-T-306	Asphalt Tile	WW-T-806	Metal tubing, electrical

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FEDERAL SPECIFICATIONS (Cont'd)

TT-C-598	Calking compounds	CCC-C-521	Shade cloth
TT-D-651	Liquid paint drier		
TT-E-506	Interior enamel, gloss	DDD-S-251	Window Shades, rollers
TT-E-508	Interior enamel, semi-gloss		
LLL-F-311	Fiber board, hard-pressed	LLL-L-351	Battleship linoleum
LLL-F-321	Fiber board, insulating	LLL-L-359	Inlaid linoleum
LLL-F-471	Felt-back floor covering	LLL-L-367	Linoleum (general)

A.S.T.M. STANDARD SPECIFICATIONS

(Year of issuance, such as "-1948", is omitted in this listing)

C4	Drain tile		
C13	Clay pipe		
C14	Concrete pipe	C75	Concrete sewer pipe
C33	Concrete aggregates	C90	Concrete units
C34	Clay tile	C129	Concrete units
C35	Sand	C144	Aggregates for mortar
C52	Gypsum tile	C145	Concrete units
C56	Clay tile	C200	Clay sewer pipe
C62	Brick	C212	Clay facing units

DEPARTMENT OF COMMERCE

Commercial Standards

CS-27	Mirrors
CS-31	Wood shingles
CS-35	Hardwood plywood
CS-45	Douglas fir plywood
CS-73	Stock wood doors
CS-89	Hardwood stair treads & risers
CS-91	Fir entrance doors
CS-120	Ponderosa pine doors
CS-138	Wire insect screening
CS-163	Ponderosa pine windows

Simplified Practice Recommendations

SR-16	Lumber
SR-61	Ceramic tile
SR-225	Asphalt tile

AMERICAN STANDARDS ASSOCIATION SPECIFICATIONS

ASA 05.1 Poles

CODES

National Electrical Code  
National Electrical Safety Code

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Construction Completion, Acceptance, and Contract Settlement

1. Purpose. This Section prescribes procedures for acceptance of, and payment for construction contract work after final inspection, and sets forth the conditions of acceptance, the completion documents required, and the manner of their preparation and use in processing contract settlement. It is not applicable to supply contracts, nor to Management operations.
2. Delay To Be Avoided
  - a. In General. All matters involved in the acceptance of, and settlement for, contract work shall be conducted with the utmost dispatch at all stages so as not to delay closing out the contract and paying the contractor.
  - b. Absence of Project Engineer. This Section assigns certain duties to the Project Engineer, especially in the initial stages. If he is absent at the time they should be performed the Construction Chief shall make the necessary arrangements to prevent delay from this cause.
3. Review of Contract Work. Prior to final acceptance of work performed under each prime construction contract and preparation of completion documents in connection therewith, the Project Engineer shall review the contract and the work and records, and assemble complete and current factual data for use in contract settlement. He shall note the conditions of final acceptance, correction of defects, and proposed monetizing of noncompliances, giving particular attention to the following:
  - a. Change Orders. Disposition or status of all pending (incomplete or unexecuted) Change Orders, including contract time extensions, and monetization of noncompliances if involved.
  - b. Pending Claims. Balance due under the contract and any other pending claims of record.
  - c. Bonds and Guaranties. Any undelivered or outstanding certificates, bonds, warranties, or guaranties, required by the contract.
  - d. Punch List Items. Complete record of all remaining incomplete or unsatisfactory items of contract work.
  - e. Other Contingencies. Facts relating to any overrun in contract time, amount of liquidated damages if involved, and any other items requiring disposition prior to final settlement.

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4. Conditions of Final Acceptance

a. Acceptance shall be given "subject to all contract stipulations and covenants," and issued with reasonable promptness under a Memorandum of Acceptance for Occupancy. If, for any reason, there appears a probability of undue delay in effecting an acceptance of the work, including dilatory performance by the contractor on Punch-List items, the Construction Chief shall investigate and resolve the problem promptly.

b. Final acceptance of the work shall not be given until:

- (1) All contract items have been completed and cleared;
- (2) All serious defects in the work have been corrected;
- (3) All required tests have been satisfactorily passed; and
- (4) The contractor has furnished all required certificates, bonds, warranties, guaranties, etc., in satisfactory form. (For distribution of these see paragraph 19 below.)

5. Correction of Serious Defects. Construction work which does not comply with contract requirements and would result in conditions hazardous to human life or property, excessive maintenance, or prejudicial to the interests of the Government must be corrected. In all such cases sufficient funds shall be withheld from the Contractor to cover fully the cost of proper reconstruction of the faulty work. Immediate written notice shall be served on the Contractor (in accordance with contract provisions) directing him to correct the improper work. If he does not comply promptly he shall be placed on notice by the Project Engineer that the Government has the right under the contract terms to have the necessary corrective work done for his account and the Project Engineer shall refer the matter to the Contracting Officer for appropriate action.

6. Monetized Noncompliances

a. Construction contracts provide for deductions from the contract price where it is deemed inexpedient to require the Contractor to correct minor items of work injured or not performed in accordance with the contract. This procedure is highly unsatisfactory, however, and the Project Engineer should bear in mind that the need for using this provision can be avoided by careful, competent inspection during performance of the work. Noncompliances should be detected and corrections made at the time when they occur.

b. Should the Contracting Officer deem it inexpedient to require correction of such minor items, however, an equitable adjustment of the contract price shall be made by change order.

7. Time Extensions--Liquidated Damages--Legal Clearance. Attention is directed to the provisions of the contract for liquidated damages for delay. Contractors' requests for extensions of time should be processed

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in strict accordance with the provisions of the contract. No Certificate of Completion, Consolidated or Part II, shall be issued until the matter of delay in completion is resolved by assessment of liquidated damages or extension of time. The amount of potential liquidated damages, whether or not covered by requests for extensions of time, shall be taken into consideration in determining the retention referred to in paragraphs 8b and 12b hereof. All questions of extension of the contract time or assessment of liquidated damages should be cleared with the Field Office Attorney and clearance should be evidenced by his surname. For general principles to be considered in applying the provisions of the contract to contractors' claims for extensions of time, refer to the Low-Rent Housing Manual, paragraph 15 of Section 216.15, paragraph 10 of Section 216.15A, and Section 216.16.

8. Conditions of Final Payment

a. Final payment to a contractor for the work performed under a prime contract shall not be made until:

- (1) All conditions of acceptance, as set forth in paragraph 4 above have been satisfied,
- (2) The Contractor has furnished a satisfactory Certificate and Release,
- (3) The disposition and formal documentation within the PHA of all open items has been concluded, and
- (4) The Certificate of Completion (either Consolidated or Part II, whichever is appropriate) has been approved by the PHA Field Office Director or his authorized representative.

b. If all conditions of final acceptance have been met, but one or more claims appear in the Contractor's Certificate and Release, there shall be withheld from payment of the undisputed balance due a token amount of not less than \$100 and the contract thus kept open until final administrative action within the PHA has been taken on all such claims.

9. Separate Prime Contracts. If the work on a project has been divided among several prime contractors, by areas or by trades, it will generally be found that the work of some will be completed ahead of others. The work of each prime contractor should be reviewed, accepted, and payment made therefor as rapidly as each meets the conditions set forth herein and the documents can be processed. Separate contract settlement documents shall be prepared for each prime contractor.

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10. Contract Settlement Documents

a. Documents Required. When either the Consolidated or Part I form of the Certificate of Completion is used, the six documents listed below are required. When the Part II form is used, only items (1) and (2) are necessary. (With Part II, however, there shall be furnished such additional supporting papers as may be required by the Fiscal Branch upon its specific request in each instance.)

- (1) Certificate of Completion
- (2) Contractor's Voucher, Standard Form 1034
- (3) Periodical Estimate for Partial Payment, Form PHA-1001
- (4) Schedule of Change Orders
- (5) Contractor's Certificate and Release
- (6) Project Engineer's Report on Claims, if any (see paragraph 14 below)

b. Number of Copies. All contract settlement documents shall be prepared in not less than an original and four copies of each.

c. Executed and Conformed Copies. The signatures on the original and first four copies of each contract settlement document must be genuine (except on the contractor's voucher which is signed on the original only). Additional copies, as needed, may be conformed.

11. Contractor's Certificate and Release (Exhibit 1)

a. Preparation. Upon completion of a prime construction contract the Project Engineer shall notify the Contractor to prepare and submit his Certificate and Release, each copy signed and notarized, in the form of Exhibit 1.

b. Review. The Project Engineer shall check this document for compliance with the prescribed form and the accuracy of such statements as he can verify from his records, and shall require correction if necessary. The sum stated in paragraph 1 shall be the undisputed amount admittedly due and payable as determined by consultation and agreement between the contractor and the Project Engineer prior to preparation of the document. Those items, if any, claimed due by the Contractor but disputed by the Government shall appear in paragraph 2.

c. Amended Release. Aside and apart from the additional releases referred to in paragraph 5 of Exhibit 1, the Contractor may wish to file an entire "Amended Certificate and Release" subsequent to submittal of the original. This will be valid only if (1) the claimed balance due is not greater than the amount named in the original; (2) no new claims appear; and (3) the amount of any claim shown on the original is not increased. If such amended release is submitted the original release shall not be relinquished nor destroyed, but shall be filed with the other contract settlement documents.

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d. New Claims. If a claim appears in the Release for which no previous notice has been received from the contractor it shall be treated as a claim filed under the "Disputes" clause of the contract with the date of the claim taken as the date of receipt of the Release.

12. Certificate of Completion. Three types of forms are provided; the type to be used depends upon the particular situation as explained below and in paragraph 13 following.

a. Consolidated Form (Exhibit 2). This form certifies to the full and satisfactory completion of all contract work and fulfillment of all contract obligations. Its use is indicated when all open matters can be readily adjusted within a brief period of time, after which the form can be issued and final settlement effected.

b. Part I Form (Exhibit 3). This form (and its companion, Part II) is for use when open matters postpone final settlement but where a withholding of the entire retention accumulated from the monthly partial payments would work an undue hardship on the Contractor and it would not be harmful to the Government's interests to release a substantial portion of this retention. It is an interim document, testifying to no more than substantial completion, and providing background for a partial, but not a final payment. The dollar amount withheld must be realistic in the light of estimated costs of completing corrections and omissions in accordance with contract requirements.

c. Part II Form (Exhibit 4). In every case where a Part I form has been issued it must be followed by the Part II form in order to close out the contract.

d. Schedule of Change Orders. Paragraph 4 of the Certificate of Completion, Consolidated or Part I form, shall be supported by a list of approved Change Orders, prepared by the Project Engineer, showing the same information as is called for by columns (1), (2), (3), and (5) of Form PHA-1002.

e. Certificate and Release. The Contractor's Certificate and Release shall accompany the Consolidated or the Part I form of the Certificate of Completion.

f. Approval of Final Voucher. The signature of approval on the Contractor's voucher which accompanies either the Consolidated or Part II form of the Certificate of Completion must be that of the Contracting Officer or his duly authorized representative in the Field Office. The Project Engineer is not authorized to approve this final voucher.

13. Issuance of Certificate of Completion. After satisfying himself that the status of the contract work under a prime contract is such that this document may be issued, and the contractor's Certificate and

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Release has been received, the Project Engineer shall prepare a Certificate of Completion, observing carefully the conditions set forth herein which govern the type of form to be used.

a. Consolidated Form. This form shall be used when there are no outstanding items, such as:

- (1) Claims asserted in the Contractor's Certificate and Release upon which final action has not been taken;
- (2) Incomplete or unsatisfactory items of contract work, including unfinished punch list items;
- (3) Overrun in contract time not cleared by authorized extensions or by assessment of liquidated damages;
- (4) Pending, incomplete, or unapproved Change Orders;
- (5) Nonsubmittal of any required certificates, bonds, warranties or guaranties; or
- (6) Other pending items requiring adjudication before final settlement can be made under the Contract.

b. Certificate of Completion--Part I. If the contract work is substantially completed, but a few items remain, including any open claim, or including uncompleted lawns and planting work which must wait for seasonal opportunity, all of which must be disposed of prior to final settlement, the Project Engineer shall disregard the Consolidated form and prepare a Certificate of Completion--Part I, on which all outstanding items must be listed.

c. Certificate of Completion--Part II. Immediately upon completion or equitable disposition of all the open items or claims which have been listed in Part I, the Project Engineer shall prepare a Certificate of Completion--Part II testifying to the fulfillment of all contract obligations.

d. Form of Signatures. Exhibit 5 shows the prescribed form of signatures for Certificates of Completion. The signature space for the Deputy Comptroller for Fiscal Operations is not required on a Part I form, but is mandatory on the Consolidated and Part II forms.

e. Special Cases. Where more than one project is covered by a single contract and substantial completion of one project occurs considerably earlier than that of the other, no Part I should be issued until the entire contract is substantially complete. At that time, if a Part I

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is issued, paragraph 4 of Exhibit 3 must be modified to show a listing of Change Order numbers for each project separately. If no Part I is issued and the Consolidated form is used, a similar modification must be made in paragraph 4 of Exhibit 2.

14. Project Engineer's Report on Claims

a. Since exceptions listed in a Contractor's Certificate and Release generally include matters of a controversial nature which were not fully resolved during construction, and may ultimately result in litigation, the Project Engineer shall carefully analyze each exception, if any, listed therein while conditions and facts are current, and records are readily available. He shall prepare a complete report regarding each such claim, as follows:

- (1) List and discuss each claim item separately, identifying it to correspond with its designation in the Certificate and Release stating briefly all the facts known to him pertaining to the item.
- (2) Comment briefly on the history of the claim.
- (3) Support each discussion by an accurate list of all pertinent correspondence, telephone conversation transcripts, diary entries, or other records. For each item in this list, state the index number of the file folder where it may be found in the project files, the date, and a brief identification of the subject matter.

b. This report on claims shall be prepared in not less than five-copy form, preferably on legal size paper, all dated and signed by the Project Engineer, and one copy shall be attached to each set of contract settlement documents before forwarding to the Field Office.

15. Processing by Project Engineer. When the Project Engineer is satisfied that the contract settlement documents are in order he shall assemble one set of originals of each document and four sets of copies, sign all copies of the Certificate of Completion and forward all five sets to the Construction Chief for further processing and approval.

16. Processing by Field Office. When the Construction Chief is satisfied that the documents are correct he shall sign all copies of the Certificate of Completion and forward the five sets to the Labor Relations Officer for his signature of concurrence and transmittal to the Field Office Director for approval and distribution.

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17. Distribution. Upon approval by the Field Office Director, or his duly authorized representative for the purpose, of the contractor's voucher and the Certificate of Completion (and Form PHA-1001, when included) the original set and four sets of copies of the contract settlement documents (see paragraph 10 above), bearing genuine signatures, shall be forwarded to the Production and Document Control Section for distribution as prescribed below; (note that distribution varies depending upon which form of the Certificate of Completion is used):

a. When Part I Form Is Used

(1) The original and two sets to the Central Office Production and Document Control Branch which shall transmit the original and one set to the Fiscal Branch and route one set to (a) Construction Branch and (b) Defense Docket File;

(2) One set routed to (a) Construction Chief and (b) Field Office Defense Docket File; and

(3) One set to the Project Engineer (or project file if the Project Engineer is no longer on duty).

b. When Consolidated or Part II Form Is Used

(1) The Production and Document Control Section shall forward the original and four sets to the Central Office Production and Document Control Branch for transmittal of the entire package to the Fiscal Branch for further action and the return by Fiscal, after its processing, of three sets for final distribution.

(2) Upon return of three sets from the Fiscal Branch, the Production and Document Control Branch shall make final distribution as follows:

(a) One set routed to (1) Construction Branch and (2) Docket File.

(b) Two sets transmitted back to the Field Office Production and Document Control Section for distribution as set forth in paragraphs 17a(2) and (3) above.

18. Processing by Fiscal Branch

a. After processing payment under the Part I form, the Fiscal Branch shall advise the Field Office Construction Chief the total amount paid the contractor to date (for use in preparing the Part II form).

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b. Upon receipt of the Consolidated or Part II form, the Fiscal Branch shall verify the statement of account as it appears in the Certificate of Completion and, if found correct, secure the signature of the Deputy Comptroller for Fiscal Operations on all copies, retain the original and one set for its own purposes, process payment to the contractor, and return three sets to the Production and Document Control Branch for final distribution.

c. If the statement of account is incorrect, such correction will be made by the Fiscal Branch as can be made with propriety or, if any document must be rewritten, the Fiscal Branch will obtain it by direct correspondence with the Field Office Director. Upon correction, procedure will continue as provided in paragraph 18b above.

19. Transfer of Documents to Management Organization. The Construction Chief shall be responsible for the assembly of all required certificates, bonds, affidavits, warranties, guaranties, etc., called for by the contract documents, As-Built Drawings, One-Line Feeder Diagram, etc., and one set of plans, specifications and addenda, and their transfer to the appropriate management organization, preferably in one package. He shall obtain a clear receipt in duplicate for these documents, file one copy in the Field Office Defense Docket File, and forward the other by memorandum to the Construction Branch, Central Office, for review and filing in the Central Office Defense Docket File.

FORM OF CONTRACTOR'S CERTIFICATE AND RELEASE

CERTIFICATE AND RELEASE

FROM : \_\_\_\_\_ (Name of Contractor)  
TO : \_\_\_\_\_ THE UNITED STATES OF AMERICA  
REFERENCE: CONTRACT NO. \_\_\_\_\_ ENTERED INTO THE DAY \_\_\_\_\_  
OF \_\_\_\_\_, 19 \_\_\_\_\_ BETWEEN  
\_\_\_\_\_ THE UNITED STATES OF AMERICA,  
HEREINAFTER CALLED THE GOVERNMENT,  
AND \_\_\_\_\_ (Name of Contractor)  
OF (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_,  
FOR THE \_\_\_\_\_ (Name of Operations)  
OF DEFENSE HOUSING PROJECT NO. \_\_\_\_\_,  
LOCATED \_\_\_\_\_.

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned hereby certifies that there is due and payable under the contract and duly approved Change Orders and modifications the balance of \$ \_\_\_\_\_.

2. The undersigned further certifies that in addition to the amount set forth in paragraph 1, there are outstanding and unsettled the following items which he claims are just and due and owing by the Government to the Contractor:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

(Itemize claims and amounts due) (If none, so state)

3. The undersigned further certifies that all work required under this contract including work required under change orders numbered \_\_\_\_\_ has been performed in accordance with the terms thereof, and that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of this contract, and that the wage rates paid by the Contractor and all Subcontractors were in conformity with the contract provisions relating to said wage rates.

(Cont'd)

FORM OF CONTRACTOR'S CERTIFICATE AND RELEASE (Cont'd)

4. Except for the amounts stated under paragraphs 1 and 2 hereof, the undersigned has received from the Government all sums of money payable to the undersigned under or pursuant to the above mentioned contract or any modification or change thereof.

5. That in consideration of the payment of the amount stated in paragraph 1 hereof the undersigned does hereby release the Government from any and all claims arising under or by virtue of this contract, except the amount listed in paragraph 2 hereof; provided, however, that if for any reason the Government does not pay in full the amount stated in paragraph 1 hereof, said deduction shall not affect the validity of this release, but the amount so deducted shall be automatically included under paragraph 2 as an amount which the Contractor has not released but will release upon payment thereof. The Contractor further certifies that upon the payment of the amount listed in paragraph 2 hereof, and of any amount which may be deducted from paragraph 1 hereof, he will release the Government from any and all claims of any nature whatsoever arising out of said contract or modification thereof, and will execute such further releases or assurances as the Government may request.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Contractor) (SEAL)

By (Signature & Title of Officer)

(Affiant), being first duly sworn on oath, deposes and says, first, that he is the (Title) of the (Name of Company) second, that he has read the foregoing certificate by him subscribed as (Title) of the (Name of Company).

Affiant further states that the matters and things stated therein are, to the best of his knowledge and belief, true.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_\_.  
My Commission expires, (Date) \_\_\_\_\_ (Notary)

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FORM FOR CERTIFICATE OF COMPLETION (Consolidated)

(For use on all lump sum construction contracts, but only when all contract requirements are fulfilled and there are no outstanding claims at the time of receipt of Contractor's Certificate and Release.)

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT all work and materials have been inspected by duly authorized representatives or agents of The United States of America, hereinafter called the Government, and that the (name of contractor) has furnished all labor, materials, and services required for the (type of contract) of the (name and number of project) located in (City and State), in accordance with the requirements of the plans and specifications and Contract No.                     , dated                     , 19    , between the Government and (name of contractor).

THIS IS TO CERTIFY:

1. That all work covered by this contract required to be completed on (date), was actually completed on (date), and
2. That all changes permitted or required to be made, except minor modifications and field adjustments, have been authorized by a written Proceed Order or Change Order, and all stop orders have been confirmed and lifted in writing, and
3. That all proceed orders have been supported by appropriate Change Orders equitably adjusting the contract price or time, where adjustment is indicated, and
4. That Change Orders Nos.                      constitute the only amendments to the contract price or time, and that ALL Change Orders issued in connection with this contract are listed on the attached schedule, and
5. That all certificates, bonds, guaranties, warranties, insurance and tests required under the contract have been furnished or performed, and

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FORM FOR CERTIFICATE OF COMPLETION (Consolidated) (Cont'd)

6. That the Government has obtained from the Contractor the attached Certificate and Release releasing the Government in full from all further claims under said contract, and
7. That all laborers and mechanics have been paid not less than the minimum wage rates as established in said contract, and that there have been no claims made for infringement of any patent, and
8. That no claims of any nature by any laborer, mechanic, sub-contractor, materialman, or vendor are outstanding against the Government, and
9. Date for completion fixed in contract .....  
 Date for completion as extended by Change Orders .....  
 Actual completion date of contract work .....

Original contract price \$.....

Authorized additions \$.....

Authorized deductions \$.....

Net (increase) (decrease) \$.....

Adjusted contract price \$.....

LESS: Total amount of payments  
 made to contractor \$.....

Total amount of liquidated  
 damages assessed \$..... \$.....

BALANCE: \$.....

10. That voucher for final payment in the amount of \_\_\_\_\_ and \_\_\_\_\_/100 DOLLARS  
 (\$.....) is due and payable.

1/ . . . (signatures) . . .

1/ For form of signatures see Exhibit 5

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FORM FOR PART I OF THE CERTIFICATE OF COMPLETION

(For use on all lump sum construction contracts, when there are outstanding items requiring disposition before final settlement can be made under the contract.)

PART I of the CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY that all work and materials have been inspected by duly authorized representatives or agents of The United States of America, hereinafter called the Government, and that the (Name of Contractor) has furnished all labor, materials, and services required for the (type of contract) of the (name and number of project), located in (City and State) in accordance with the requirements of the plans and specifications and Contract No.                     , dated                     , 19    , between the Government and (name of contractor) with such exceptions as noted hereinafter.

THIS IS TO CERTIFY:

1. That all work covered by this contract, required to be completed on     (date)    , was actually completed on     (date)    , except as noted under Exception B below, and
2. That all changes permitted or required to be made (except minor modifications and field adjustments) have been authorized by a written Proceed Order or Change Order, and all stop orders have been confirmed and lifted in writing, and
3. That all Proceed Orders have been supported by appropriate Change Orders establishing an equitable adjustment of the contract price or time, where adjustment is indicated, except as noted in Exception D, below, and
4. That, as of the date of this Certificate, Change Orders Nos.                      constitute the only amendments to the contract price or time, and that ALL Change Orders issued in connection with this contract are listed on the attached schedule, and
5. That all certificates, bonds, guaranties, warranties, insurance, and tests required under the contract have been furnished in accordance therewith, except as noted under Exception E, below, and

(Cont'd)

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FORM FOR PART I OF THE CERTIFICATE OF COMPLETION (Cont'd)

6. That the Government has obtained from the Contractor the attached Certificate and Release, subject to the claims listed under Exception A below, and
7. That all laborers and mechanics have been paid not less than the minimum wage rates as established in said contract, and that there have been no claims made for infringement of any patent or other claims of any nature not included in the foregoing categories, except as noted under Exception F, below, and
8. That there are no outstanding claims arising out of this contract, except as follows:

- E X C E P T I O N S -

(List)

(A) - CLAIMS ASSERTED IN THE CONTRACTOR'S CERTIFICATE AND RELEASE:

(B) - ALL INCOMPLETE OR UNSATISFACTORY ITEMS OF CONTRACT WORK:

(C) - OVERRUN IN THE CONTRACT TIME:

(D) - ALL INCOMPLETE AND UNEXECUTED CHANGE ORDERS:

(E) - NONCOMPLIANCES WITH RESPECT TO TESTS, CERTIFICATES, GUARANTIES, ETC., REQUIRED UNDER THE CONTRACT:

(F) - ANY OTHER PENDING ITEMS NOT INCLUDED IN EXCEPTIONS A THROUGH E WHICH MAY REQUIRE DISPOSITION BEFORE FINAL SETTLEMENT CAN BE MADE UNDER THE CONTRACT:

1/ . . . (Signatures) . . .

1/ For form of signatures see Exhibit 5



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FORM FOR PART II OF THE CERTIFICATE OF COMPLETION

(For use on all lump sum construction contracts;  
supplements Part I and is issued when disposition  
has been made of all outstanding items or exceptions.)

PART II of the CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY:

1. That all claims and exceptions listed in Part I of the Certificate of Completion, dated \_\_\_\_\_, 19\_\_\_\_, applicable to Contract No. \_\_\_\_\_, dated \_\_\_\_\_, 19\_\_\_\_, between the United States of America and \_\_\_\_\_ (name of Contractor) for \_\_\_\_\_ (type of contract) in connection with \_\_\_\_\_ (name and number of project), located in \_\_\_\_\_ (City and State), have been disposed of as follows:

D I S P O S I T I O N   O F   E X C E P T I O N S

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

(D) \_\_\_\_\_

(E) \_\_\_\_\_

(F) \_\_\_\_\_

(Cont'd)

FORM FOR PART II OF THE CERTIFICATE OF COMPLETION (Cont'd)THIS IS TO FURTHER CERTIFY:

2. Date for completion fixed in contract .....  
 Date for completion as extended by Change Orders .....  
 Actual completion date of contract work .....

Original contract price \$.....

Authorized additions \$.....

Authorized deductions \$.....

Net (increase) (decrease) \$.....

Adjusted contract price \$.....

LESS: Total amount of payments  
 made to contractor \$.....

Total amount of liquidated  
 damages assessed \$.....

BALANCE: \$.....

3. That voucher for final payment in the amount of \_\_\_\_\_ and \_\_\_\_\_/100 DOLLARS  
 (\$.....) is due and payable.

1/ . . . (signatures) . . .

1/ For form of signatures see Exhibit 5

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FORM OF SIGNATURES FOR CERTIFICATES OF COMPLETION

..... body of Certificate of Completion .....

## CONCURRED IN:

\_\_\_\_\_  
Chief, Construction and Inspection

Date \_\_\_\_\_

\_\_\_\_\_  
Project Engineer

Date \_\_\_\_\_

\_\_\_\_\_  
Labor Relations Officer

Date \_\_\_\_\_

\_\_\_\_\_  
Contracting Officer

Date \_\_\_\_\_

1/ ACCOUNT VERIFIED:

\_\_\_\_\_  
Deputy Comptroller for  
Fiscal Operations

Date \_\_\_\_\_

1/ Omit this signature space on the Part I form.

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Management Objectives in Defense Housing

1. Purpose for Which Intended. The public housing authorized by P.L. 139 is intended to provide critically needed rental housing in defense areas where the undertaking is not feasible for private enterprise either because the need for additional housing appears to be limited to the duration of the present emergency, or for some other reason. Such public defense housing projects shall be operated in an efficient and economical manner so as to provide housing at rents within the financial reach of defense workers.
2. Factors of Good Management. Some of the factors of good management which contribute to the above objectives are: Prompt assignment of vacant units, thereby keeping vacancy loss at a minimum; prompt collection of rents and immediate action against delinquent tenants; good management-tenant relations; impartial enforcement of the Terms and Conditions of Occupancy; prompt attention to tenant requests for necessary repairs; a firm policy with respect to assessing charges for damage to project property through tenant negligence or carelessness; careful procurement of necessary supplies, materials and equipment; periodic inspection of the property and proper maintenance of such property; accurate maintenance of accounts and records and careful preparation and prompt transmittal of required reports.

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Establishing Rents for Trailers and Temporary Projects

1. Purpose and Background. This Section sets forth policy and procedure for establishing rents in trailer and temporary housing projects constructed under the provisions of Public Law 139, 82d Congress. The legislative history of Public Law 139 dictates that in general rents shall be established which return to the Government the project operating costs (including the cost of utilities furnished by the Government, and payments in lieu of taxes), interest at  $2\frac{1}{2}$  per cent on the cost of development, and amortization over the reasonable life of the project dwellings. Such rents are hereinafter referred to as economic rents.
2. Policy. Economic rents shall be established except in cases where such rents would be clearly exorbitant in terms of the local situation. However, in no case shall rents be established which are less than the difference between economic rents and the amounts included therein for amortization (see paragraph 3 below).
3. Formula for Computing Economic Rent
  - a. The following formula shall be used in computing the economic rent per unit per month for a project:
    - (1) Total Operating Expense, including the cost of utilities furnished by the Government and payments in lieu of taxes, plus
    - (2) Interest, computed as  $2\frac{1}{2}$  per cent of estimated Total Development Cost (see paragraph 4a), plus
    - (3) Amortization, which shall be computed as follows:
      - (a) Trailers. Subtract the Land Cost (exclusive of site improvements) from the estimated Total Development Cost. Multiply the remainder by  $5\frac{1}{2}$  per cent. (This is based on amortization in 15 years which requires level debt service of 8 per cent for principal and interest, less  $2\frac{1}{2}$  per cent for interest.)
      - (b) Temporaries. Subtract the Land Cost (exclusive of site improvements) from the estimated Total Development Cost. Multiply the remainder by 4 per cent. (This is based on amortization in 20 years which requires level debt service of  $6\frac{1}{2}$  per cent for principal and interest, less  $2\frac{1}{2}$  per cent for interest.)
  - b. Total operating expense (including the cost of utilities furnished by the Government and payments in lieu of taxes) shall be based on a 5-year average annual estimate. This estimate shall be prepared on a

(Cont'd)

NOTE: These pages 1 and 2 supersede pages 1 and 2 dated 5-23-52. A change has been made in paragraph 1 to provide for interest at  $2\frac{1}{2}$  per cent.

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realistic basis, and shall in the opinion of the Assistant Director for Management and Disposition be adequate to cover expected operating expense over such period.

c. Interest and amortization shall be computed on the basis of estimated Total Development Costs: Provided, That in cases where the actual cost of any item of development does not reflect full value, Total Development Cost as used for the purpose of computing economic rent shall be adjusted as follows:

- (1) In the event that trailers, portables, or other units are transferred from another project or from another agency, or are otherwise acquired at less than their actual value, the actual present value shall be included in Total Development Cost for the purpose of computing economic rents.
- (2) In the event that an existing war housing site is used, or the site is transferred from another agency, or a site in a military reservation is made available under use permit, an amount equal to the estimated original cost of the land plus the original cost of existing site improvements thereon shall be included in Total Development Cost for the purpose of computing economic rents. Any additional cost for rehabilitation of site improvements or additional site improvements shall also be included. The original cost of land and improvements may be an approximate estimate based on any data which is readily available.

#### 4. Procedure for Establishing Rents

a. If, in the opinion of the Field Office Director, economic rents as so computed would not be clearly exorbitant in terms of the local situation, a Field Office Representative shall consult with the Area Rent Director, O.R.S., to determine if he will approve such economic rents. In such case, the Field Office Director is authorized to establish schedules of rents based on economic rents.

b. If in the opinion of the Field Office Director economic rents would be clearly exorbitant, or if the Area Rent Director refuses to approve economic rents, a comparability survey shall be made by the Field Office Economist, or under his supervision.

c. If the survey reveals that rents below economic rents are justified, the Field Office Director is authorized to establish the highest rents which the Area Rent Director will approve, subject to the limitation of the second sentence of paragraph 2 above.

d. If the survey reveals that the rents justified are markedly higher than those which the Area Rent Director will approve, the matter shall  
(Cont'd)

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be referred, through the Assistant Commissioner for Operations, to the Management Operations Branch for resolution with the O.R.S. Central Office.

5. Exceptional Cases. In certain exceptional cases the Office of the Administrator, as a part of its program assignment, may prescribe the maximum average rents to be charged in a project. In such cases, special instructions will be issued on a case basis to the Field Office.

6. Registration of Rents

a. Rent regulations require the registration of rents with the O.R.S. within 30 days after first renting the accommodations. Immediately upon receipt of notification of the rents to be charged, local management shall prepare and file registration statements in accordance with the procedure outlined in Section 4612:3 of the Local Housing Authority Manual or Section 6612:3 of the Housing Managers Manual. 1/

b. Two copies of the schedules of rents approved by the Field Office Director and filed with the O.R.S. shall be sent through the Field Office Production and Document Control Branch. The Production and Document Control Branch shall send one copy to the Project Docket File and route the other copy (1) to the Assistant Commissioner for Operations, and (2) to the Management Operations Branch.

7. Furniture Rental

a. Where furniture is provided by the project an additional monthly charge to tenants occupying furnished units shall be made as stated below:

Living-Bedroom	\$3.50 per month
1-Bedroom	4.00 " "
2-Bedroom	6.00 " "
3-Bedroom	8.00 " "

b. No additional charge shall be made for the furniture which comes with trailer units as standard equipment.

c. In areas under rent control, rental charges for furniture shall be filed with the appropriate local office of the O.R.S. when the dwelling rents are registered. (See paragraph 6, above.)

1/ The filing procedure in these Manual Sections is applicable to PL-139 projects even though paragraph 1b thereof states that the release is applicable only to Lanham Act war housing projects.

NOTE: This page supersedes page 3 of ID 4.2, dated 5-23-52. Paragraph 7 has been added.

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Computation of Economic Rent

1. Purpose. This Supplement establishes procedure for uniform economic rent computations, including operating expense estimates, required by Section ID 4.2, Establishing Rents for Trailers and Temporary Projects. In the case of projects operated by the Department of Defense under a Management Plan, Form PHA-2283, the required documentation shall be shown on that form. In the case of directly operated projects and projects operated by Local Authorities, such documentation shall be shown on Form PHA-2298, Computation of Economic Rent. 1/
2. Preparation and Approval. Form PHA-2298, Exhibit 1 to this Supplement follows established account classifications and is otherwise self-explanatory. A Computation of Economic Rent on Form PHA-2298 shall be prepared for each project in quadruplicate by the Field Office Management Section and shall be attached to the Project Operation Approval Sheet (see Section ID 4.4) when it is submitted to the Field Office Director for approval. Care should be exercised in projecting economic rents to avoid underestimating operating expense. It is essential that cost estimates be realistic and reflect experience gained in the operation of similar types of housing.
3. Distribution. The Computation of Economic Rent, Form PHA-2298, is an attachment to the Project Operation Approval Sheet, for which distribution instructions are provided in Section ID 4.1.

1/ This document is only for the purpose of computing economic rent and does not preclude the preparation of an annual operating budget.

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PUBLIC HOUSING ADMINISTRATION  
HOUSING AND HOME FINANCE AGENCY

COMPUTATION OF ECONOMIC RENT  
(Defense Housing Program)

ECONOMIC RENT SUMMARY

a. Interest:

Estimated Total Development Cost \$ \_\_\_\_\_ x  $2\frac{1}{2}\%$  . . . \$

b. Amortization:

Est. Total Development Cost \$ \_\_\_\_\_ - Land Cost <sup>1/</sup>\$ \_\_\_\_\_

= \$ \_\_\_\_\_ x  $\frac{2}{\%}$  . . . . . \$

c. Operating Expense (from Operating Cost Estimate). . . . . \$ \_\_\_\_\_

d. Total (a+b+c) . . . . . \$

e. Economic Rent Per Month (d.  $\div$  \_\_\_\_\_ unit months). . . . . \$

1/ Land Costs, exclusive of site improvements.

2/  $5\frac{1}{2}\%$  for trailers; 4% for temporaries.

OPERATING COST ESTIMATE

PROJECT NUMBER	LOCATION	TYPE OF UNIT
PROJECT NAME	NO. OF UNITS	UNIT MONTHS
ACCOUNT	AVERAGE PER YEAR (1)	AVERAGE PER UNIT PER MONTH (2)
1. Dwelling Rent Income		
2. Furniture Rental		
3. Other Income		
4. TOTAL OPERATING INCOME		
5. Management Expense		
6. Operating Services		
7. Utilities		
8. Repairs, Maintenance & Replacements		
9. Public Services		
10. Collection Loss		
11. Payments in Lieu of Taxes		
12. TOTAL OPERATING EXPENSE		






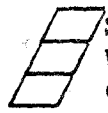

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

SCHEDULE OF RENTS

No. of Bedrooms in Unit (a)	Rental Per Month (b)	Number of Units (c)	Total Rent Per Month (d)

TOTAL RENT PER MONTH FOR ALL UNITS ..... \$ \_\_\_\_\_

SCHEDULE OF UTILITY USES

UTILITIES SUPPLIED BY LANDLORD	AND INCLUDED IN RENT	UTILITIES SUPPLIED BY TENANT
TYPE AND USE	Estimated Average Monthly Consumption Per Family	TYPE AND USE
a. WATER:	_____ Gals.	a. WATER:
b. GAS: (Check Use)	_____ Cu. Ft. or Therms	b. GAS: (Check Use)
 Space Heating Water Heating Cooking Refrigeration		 Space Heating Water Heating Cooking Refrigeration
c. ELECTRICITY: (Check Use)	_____ KWH	c. ELECTRICITY: (Check Use)
 Lighting Water Heating Cooking Refrigeration		 Lighting Water Heating Cooking Refrigeration
d. OIL:	_____ Gals.	d. OIL: (Check Use)
 Space Heating Water Heating Cooking		 Space Heating Water Heating Cooking
e. NON-DWELLING UTILITIES - UTILITY BLDG. & ADMIN. BLDG. (Enter Utility and Use):		e. COAL: (Check Use)
		 Space Heating Water Heating Cooking

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

1. DWELLING RENT INCOME

a. DWELLING RENT SCHEDULE:

(1) Total Rents for all units per month ..... \$ \_\_\_\_\_  
(2) Dwelling Rent Schedule per year (Item 1 x 12) ..... \$ \_\_\_\_\_

b. DWELLING VACANCY LOSS:

Dwelling Rent Schedule per year (Item a(2)) \$ \_\_\_\_\_ x \_\_\_\_\_ % \$ \_\_\_\_\_

DWELLING RENT INCOME (Item a(2) minus Item b) ..... \$ \_\_\_\_\_  
(Enter this amount in Item (1), Column (1) on Page 2.)

2. FURNITURE RENTAL

\_\_\_\_\_ 0 BR Units @ \_\_\_\_\_ per month x 12 ..... \$ \_\_\_\_\_  
\_\_\_\_\_ 1 BR Units @ \_\_\_\_\_ per month x 12 ..... \$ \_\_\_\_\_  
\_\_\_\_\_ 2 BR Units @ \_\_\_\_\_ per month x 12 ..... \$ \_\_\_\_\_  
\_\_\_\_\_ 3 BR Units @ \_\_\_\_\_ per month x 12 ..... \$ \_\_\_\_\_  
\_\_\_\_\_ 4 BR Units @ \_\_\_\_\_ per month x 12 ..... \$ \_\_\_\_\_

TOTAL FURNITURE RENTAL ..... \$ \_\_\_\_\_  
(Enter this amount in Item (2), Column (1) on Page 2.)

OTHER INCOME

(Specify other income items in this space.)

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

TOTAL OTHER INCOME ..... \$ \_\_\_\_\_  
(Enter this amount, if any, in Item (3), Column (1) on Page 2.)

5. MANAGEMENT EXPENSE

a. Project Office Salaries (specify positions and salaries)..... \$ \_\_\_\_\_

b. Central Office Salaries (specify positions and % prorated)..... \$ \_\_\_\_\_

c. Legal, Fiscal & Other Fees..... \$ \_\_\_\_\_

d. Other Project Office Expense (specify below)..... \$ \_\_\_\_\_

NOTE: Use additional sheets of plain paper for 3 and 5 if necessary. The numbers of the items in these supporting schedules correspond to the item numbers in the Operating Cost Estimate on page 2. For that reason there is no number 4 in these schedules.

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

5. MANAGEMENT EXPENSE (Continued)

e. Other Central Office Expense (specify below)..... \$

TOTAL MANAGEMENT EXPENSE (Items a, b, c, d and e)..... \$  
(Enter this amount in Item (5), Column (1) on Page 2.)

6. OPERATING SERVICES

AVERAGE LABOR RATE \_\_\_\_\_ per hour Estimated \_\_\_\_\_ % Turnover

a. JANITORIAL  
No. of D. U. \_\_\_\_\_ x \$ \_\_\_\_\_ PUM x 12..... \$

b. EXTERMINATING  
No. of D. U. \_\_\_\_\_ x \$ \_\_\_\_\_ PUM x 12..... \$

TOTAL OPERATING SERVICES PER YEAR (a and b)..... \$  
(Enter this amount in Item (6), Column (1) on Page 2.)

Remarks: (a) Includes cleaning and policing Management Office, Utility  
Buildings, Refuse Stations and vacated dwelling units.  
Estimated \_\_\_\_\_ % Turnover

(b) Dwelling units, Office, Refuse Stations, Utility Buildings.

7. UTILITIES (IF COST IS BORNE BY LANDLORD)

a. WATER  
(1) Monthly Consumption Allowance per Family \_\_\_\_\_  
(2) Rate Designation \_\_\_\_\_  
(3) Monthly Unit Cost ..... \$

b. ELECTRICITY:  
(1) Monthly Consumption Allowance per Family \_\_\_\_\_  
(2) Rate Designation \_\_\_\_\_  
(3) Monthly Unit Cost ..... \$

c. GAS:  
(1) Monthly Consumption Allowance per Family \_\_\_\_\_  
(2) Rate Designation \_\_\_\_\_  
(3) Monthly Unit Cost ..... \$

d. OTHER UTILITY:  
(1) Type and Purpose \_\_\_\_\_  
(2) Monthly Consumption Allowance per Unit \_\_\_\_\_  
(3) Rate Designation \_\_\_\_\_  
(4) Monthly Unit Cost ..... \$

TOTAL ANNUAL DWELLING UTILITY COSTS (a, b, c and d) x 12 x \_\_\_\_\_ D. U. \$

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

7. UTILITIES (Continued)

e. NONDWELLING UTILITIES (Hot Water and Heat for Mgmt. & Utility Bldgs.)

- (1) Type \_\_\_\_\_  
(2) Use \_\_\_\_\_  
(3) Annual Quantity \_\_\_\_\_  
(4) Rate Designation \_\_\_\_\_

TOTAL ANNUAL COST OF FUEL FOR NONDWELLING USE (3 x 4)... \$ \_\_\_\_\_

Labor Cost: (in connection with heating Mgmt. & Utility Bldgs.)

- (a) Man Hours per annum \_\_\_\_\_  
(b) Average Labor Rate \_\_\_\_\_ per hour

TOTAL ANNUAL LABOR COST (Nondwelling Utilities) (a x b).. \$ \_\_\_\_\_

TOTAL ANNUAL NONDWELLING UTILITY COST (Fuel & Labor)..... \$ \_\_\_\_\_

TOTAL ANNUAL COST OF ALL UTILITIES (Dwelling & Nondwelling)  
(Enter this amount in Item (7), Column 1, on Page 2.)..... \$ \_\_\_\_\_

8. REPAIRS, MAINTENANCE & REPLACEMENTS

Average Labor Rates per hour: \_\_\_\_\_ Skilled \_\_\_\_\_ Unskilled \_\_\_\_\_

a. SUPERVISION:

Pro Rata charge for Supervision \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12..... \$ \_\_\_\_\_

b. GROUNDS:

Maintenance of common areas \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12..... \$ \_\_\_\_\_

Remarks: Assume 100% tenant maintenance of areas immediately surrounding dwellings. Cost is for maintenance of project areas other than those immediately surrounding dwellings and includes such items as walkways into each dwelling, drainage, seeding, etc.

c. STRUCTURES:

Exterior and Interior Repairs \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12..... \$ \_\_\_\_\_

Remarks: Includes all structural repairs, (daily and cycle items) such as roofs, panels, carpentry, screens, windows, floors, hardware, etc.

d. PAINTING:

Exterior and Interior Painting \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12.... \$ \_\_\_\_\_

Remarks: Cycle and turnover painting included, both interior and exterior.

e. PLUMBING AND GAS:

RM&R of Plumbing and Gas Systems \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12.... \$ \_\_\_\_\_

Remarks: Includes all repairs and replacements to plumbing and gas systems.

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

8. REPAIRS, MAINTANANCE & REPLACEMENTS (Continued)

f. ELECTRICAL:

RM&R of electrical system \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

Remarks: Includes all electrical repairs, maintenance and replacements.

g. HEATING:

RM&R of Heating Equipment \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

Remarks: Includes inspection, cleaning, adjusting, repairs, maintenance and replacements of heating equipment.

h. RANGES:

(1) RM&R on cooking ranges \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

(2) Type \_\_\_\_\_

Remarks: Includes inspection, cleaning, adjusting, repairs, maintenance and replacements.

i. REFRIGERATORS:

(1) RM&R on refrigerators \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

(Type) \_\_\_\_\_

Remarks: Includes inspection, adjustments and all repairs, maintenance and replacements.

j. FURNITURE AND FURNISHINGS:

RM&R on furniture and furnishings \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12..... \$ \_\_\_\_\_

Remarks: Includes routine maintenance and repairs only.

k. OTHER EQUIPMENT:

RM&R on other equipment \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

Remarks: Includes mowers, small tools, shop tools, office and laundry equipment, fire and safety equipment, gas, oil, tires, etc.

TOTAL REPAIRS, MAINTENANCE AND REPLACEMENTS PER YEAR ..... \$ \_\_\_\_\_  
(Enter this amount in Item (8) Column 1, on Page 2.)

9. PUBLIC SERVICES

a. STREETS AND ROADS:

RM&R on Streets and Roads \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12 ..... \$ \_\_\_\_\_

Remarks: Includes main walkways.

OPERATING COST ESTIMATE - SUPPORTING SCHEDULES

9. PUBLIC SERVICES (Continued)

b. SEWAGE DISPOSAL:

Sanitation and Waste Removal \$ \_\_\_\_\_ PUM x \_\_\_\_\_ DU x 12..... \$ \_\_\_\_\_

Remarks: Includes maintenance of the system and charge for disposal, also removal of garbage and trash.

TOTAL PUBLIC SERVICES PER YEAR .. (a and b)..... \$ \_\_\_\_\_  
(Enter this amount in Item (9), Column 1 on Page 2.)

10. COLLECTION LOSSES

DWELLING RENT SCHEDULE PER YEAR \$ \_\_\_\_\_ X \_\_\_\_\_ % ..... \$ \_\_\_\_\_  
(Enter this amount in Item (10), Column 1 on Page 2.)

11. PAYMENTS IN LIEU OF TAXES

a. ESTIMATED ASSESSED VALUE:

- (1) Value Per Unit \$ \_\_\_\_\_
- (2) Local Assessment Ratio \_\_\_\_\_
- (3) Tax Rate \_\_\_\_\_
- (4) Number of Units \_\_\_\_\_

ESTIMATED ANNUAL PAYMENT IN LIEU OF TAXES (1 x 2 x 3 x 4)..... \$ \_\_\_\_\_

b. COST OF PUBLIC SERVICES (Not furnished the project, but furnished others in the taxing jurisdiction (specify))..... \$ \_\_\_\_\_

NET PAYMENTS IN LIEU OF TAXES PER YEAR (a minus b)..... \$ \_\_\_\_\_  
(Enter this amount in Item (11), Column 1 on Page 2.)



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Eligibility for Occupancy

1. Eligibility for Admission. Eligibility for admission shall be restricted to those families which are otherwise eligible, as set forth below, and which are without the financial means to afford rents charged for suitable and available privately owned rental housing in the area. (See paragraph 3f below.)
  - a. Eligible defense workers and their families as specified in Form H-1061, the Defense Housing Program Assignment for Federal Construction, and as further defined in paragraph 3 hereof.
  - b. Project personnel employed directly by the agency or agencies engaged in the operation of the project, whether or not otherwise eligible:
    - (1) When adequate housing is not available within practicable commuting distance, or
    - (2) When their presence on the site at other than normal working hours is necessary to the proper operation of the project, but
    - (3) No more than three percent of the dwellings in the project shall be made available to such employees except upon specific authorization from the Field Office.
  - c. Service workers such as doctors, nurses, teachers, etc., who are not otherwise eligible, up to a maximum of one percent of the dwellings in the project:
    - (1) When (a) their services are provided primarily for occupants of the project, and (b) adequate housing is not available within practicable commuting distance, or
    - (2) When the presence of such persons on the site at other than normal working hours is necessary for the provision of service or operation of the facility.
  - d. As among eligible applicants, there shall be no discrimination because of race, color, creed, or national origin.

2. Eligibility for Continued Occupancy

- a. Families shall be eligible for continued occupancy (1) as long as they are employed or stationed on one of the defense activities for which

(Cont'd)

NOTE: This supersedes Section ID 4.3, pages 1 and 2 dated 11-24-52, and pages 3 and 4 dated 8-5-52. Paragraph 3a has been revised and paragraph 3g has been added.

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the housing is programmed, and (2) as long as they are without the financial means to afford rents for suitable and available privately owned rental housing in the area. (See paragraph 3f below)

b. Occupants shall be required to report any change of employment or station within five days. In the event they are no longer employed or stationed in one of the defense activities for which the housing is programmed, local management shall require the family to vacate within 30 days from the date of the change of employment or station.

c. If there is suitable privately owned housing available at rentals project families can afford to pay they shall be notified promptly of their ineligibility and shall be required to vacate the project. (See paragraph 3f.) Local management shall allow a minimum of 30 days for removal of the family from the project; however, if the circumstances warrant it additional extensions of time may be granted, but in no case should the total time allowed exceed 90 days, including the original notification.

d. If, through some change in the family composition, the group occupying a project dwelling ceases to constitute a family, as defined in paragraph 3e below, local management shall promptly notify the group of its ineligibility and require it to vacate the project in the same manner as is indicated in paragraph 2c above.

### 3. Definitions

a. Eligible Defense Worker. An "eligible defense worker" means:

- (1) A civilian or a member of the Armed Forces employed or stationed at a defense plant or installation listed on the defense activity list for the particular critical defense housing area who is an immigrant as defined in paragraph 3b below, and who requires and is without adequate family housing. However, a member of the Armed Forces otherwise eligible is an eligible defense worker notwithstanding the date when he brought or moved his family from beyond practicable commuting distance.
- (2) Notwithstanding the foregoing requirement that an eligible defense worker be an immigrant, a person otherwise eligible who is not an immigrant but who has since December 19, 1950, been evicted from the family dwelling unit occupied by him or his family or is in receipt of a bona fide notice to remove and surrender possession of such family dwelling unit within a period of 90 days or less, is an eligible defense worker hereunder. Such eviction or notice must be for reasons other than the breach of any of the conditions of tenancy by such defense worker. Exceeding a maximum income limitation in any tenancy agreement, however, shall not be deemed for this purpose a breach of a condition of the tenancy by such defense worker.

(Cont'd)

- (3) A person engaged in a defense-supporting service activity as defined in paragraph 3g below, which defense-supporting service activity appears on the defense activity list for the particular critical defense housing area and who is an immigrant as defined herein and who requires and is without adequate family housing.

b. Immigrant. An "immigrant" is a person:

- (1) Whose residence is beyond maximum practicable commuting distance from his place of work or military station, or
- (2) Who, since December 19, 1950 (or such other date as may be stated in Form H-1061 for the project), has brought or moved his family from beyond the maximum practicable commuting distance from his place of work.

c. Without Adequate Family Housing. A family is without adequate family housing if it is living under temporary or makeshift conditions that are intolerable, as follows:

- (1) The family is living in quarters not intended for family occupancy. For instance, the family has taken a room or rooms not constituting a self-contained unit (that is, it is not a room or group of rooms having kitchen facilities and reasonable access to toilet facilities, which are customarily acceptable locally), or
- (2) The family is living doubled up with another family in accommodations not designed or adaptable for use by more than one family, or
- (3) The family is living in quarters which are totally unsatisfactory for its use because of some unusual hardship affecting the family (such as aggravated health condition) or intolerable overcrowding due to lack of separate rooms necessary for basic family living, or
- (4) The family, as demonstrated to the satisfaction of local management, is suffering extreme hardship as a result of having to pay a clearly excessive proportion of the total monthly gross family income for rent and utility charges in its present housing in the locality and there is no waiting list of eligible applicants who are otherwise without adequate family housing.

d. Maximum Practicable Commuting Distance. "Maximum practicable commuting distance" means a distance within which it is possible to commute daily to the place of employment by established common carrier or by private transportation at a cost per person of not more than \$1.00 per round trip, unless another cost or time shall have been established in the Form H-1061 for the critical defense housing area.

(Cont'd)

e. Family. "Family" means a group of persons regularly living together, which consists of two or more persons related by blood, marriage, or adoption. There may be also considered as part of a family other persons (including foster children) who will live regularly as part of the family group (including members of the family temporarily absent) and whose income and resources are available for use in meeting the living expenses of the group. Lodgers are not considered a part of the family and shall not be permitted.

f. Without Financial Means To Afford Private Rentals. A family is considered to be "without financial means to afford rents for suitable and available privately owned rental housing" 1/ if the payment of the rent for such housing would require an expenditure for contract rent, plus utilities not included in rent, of more than 25 percent of the annual family income remaining after deducting \$100 for each minor.

g. Defense-Supporting Service Activity. A defense-supporting service activity means any activity (other than activities of defense plants and installations referred to in paragraph 3a(1) above) which is directly or indirectly concerned with the activities of defense plants or installations appearing on the defense activity list and which is essential to the efficient operation of such listed defense plants or installations. Defense-supporting service activities may include such activities as police and fire protection, health and educational activities, and the furnishing of transportation and communication services and other public utility services, including installation, operation, and maintenance necessary for such services.

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1/ Local management shall keep itself informed regarding the status of any private rental housing available in its area of operations (including private defense housing developed under the credit relaxation provisions of P.L. 139) and shall assure itself that no family is housed in public housing which is able to pay the rents for available private rental housing.

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Project Operation Approval Sheet

1. Introduction. This Section sets forth the policy and procedure for use of a Project Operation Approval Sheet for directly operated and leased defense housing operated under P.L. 139.
2. Policy. A Project Operation Approval Sheet shall be prepared and approved for each leased and directly operated defense housing project. <sup>1/</sup> This sheet shall contain a resume of rents, utility charges, consumption allowances, policy exceptions, etc. (See Exhibit 1). Upon approval it shall constitute official notification to local management of the rents, utility allowances and other factors peculiar to the administration of the project. (See paragraph 6a, ID 4.2.)
3. Preparation of the Project Operation Approval Sheet
  - a. Responsibility for Preparation. As soon as the rents and other charges for a project have been determined a Project Operation Approval Sheet shall be prepared by the Field Office Management Section, in cooperation with the Occupancy Section and local management. A Local Authority may append additional sheets to reflect its own administrative regulations and other nonconflicting local policies.
  - b. Format. Forms for use in preparing the Approval Sheet will not be supplied. Field Offices shall prepare these sheets individually as needed, following the items, numbering, and format shown in Exhibit 1, but adjusting the space among the items as may be required in each case.
  - c. Identifying Information. The identifying information, such as the project number, location, etc., which is required at the top of each Project Operation Approval Sheet, is self-explanatory.
  - d. Item 1
    - (1) Each Project Operation Approval Sheet shall contain the statement that the project shall be operated strictly in accordance with established PHA policies and procedures as revised from time to time, except as noted in paragraph 6 thereof.
    - (2) Under 1(a), Unit Size, show on a separate line the number of 1-BR units, 2-BR units, 4-person trailers, etc. Furnished units shall be placed on separate lines by unit size and shall be designated "fur".

(Cont'd)

1/ The Project Operation Approval Sheet shall be used in lieu of the Management Program identified with Lanham Act operations.

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- (3) Show the number of dwelling units of each size, furnished and unfurnished, under 1(b).
  - (4) Show the monthly shelter rent for each unit size under 1(c).
  - (5) Show in 1(d) the total monthly charge for all utilities furnished by the project and included in the monthly contract rent for each unit. This charge should be arrived at by multiplying the consumption allowances in Item 3 by the rates specified therein.
  - (6) Enter in 1(e) the sum of 1(c) plus 1(d), for each unit size.
  - (7) Enter the Monthly furniture charge for each size of furnished unit, if any, in item 1(f).
- e. Item 2. Since there is no provision for adjusted rents in P.L. 139, each Project Operation Approval Sheet shall contain the statement that no rent adjustments shall be made.
- f. Item 3. Utility rates and reasonable consumption allowances for the different unit sizes should have been established in connection with the preparation of Form PHA-2298, Computation of Economic Rent (see ID 4.2, Supplement 1), after consultation with the Field Office Utility Specialist. The same allowances and rates shall be shown in Item 3 of the Approval Sheet.
- g. Item 4. Show in this item any charges that have been established for such appliances as electric roasters, hot plates, electric heaters, television sets, etc. (It should be noted that in areas under rent control such charges shall have the concurrence of the Area Rent Director and must be filed with the Office of Rent Stabilization at the time the dwelling rents are registered.)
- h. Item 5. The occupancy standards set forth in Section 4614:1, 6614:4, for war housing will also apply to defense housing. A statement shall be made in Item 5 of the Approval Sheet, either indicating that the occupancy standards are those prescribed in 4614:1, 6614:4, or setting forth the actual occupancy standards which will apply.
- i. Item 6
- (1) If the established rents are not the economic rents a brief statement shall be made in this item, setting forth the reasons why such rents are not being charged.
  - (2) Exceptions to established policy require prior approval. Any such approved exceptions shall also be noted in this item.

(Cont'd)

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- j. Acceptance of Approval Sheet. In the case of leased projects, acceptance of the Project Operation Approval Sheet by the Local Authority shall be obtained, as indicated at the bottom of Exhibit 1. This acceptance shall be omitted from the Approval Sheets for directly operated projects.
4. Distribution. The Project Operation Approval Sheet shall be prepared in quadruplicate. Form PHA-2298, Operating Cost Estimate and Determination of Rents, shall be attached to it (see ID 4.2, Supplement 1). After it has been approved by the Field Office Director (and accepted, if it pertains to a leased project) the Production and Document Control Section shall make the following distribution:
- a. The original shall be sent to the Housing Manager or Local Authority concerned.
  - b. One copy shall be filed in the Field Office Project Docket Files.
  - c. Two copies shall be sent to the Production and Document Control Branch, which shall retain one copy for the Operations Division and route one copy through the Management Operations Branch to the Central Office Project Docket File.
5. Revisions of the Project Operations Approval Sheet. The Field Office shall revise the Approval Sheet from time to time as is necessary to properly reflect current operating conditions at the project level. The number of copies to be prepared and the distribution shall be as set forth in paragraph 4 above.
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PROJECT OPERATION APPROVAL SHEET  
(Defense Housing Program)

Project No. \_\_\_\_\_ Project Name \_\_\_\_\_  
Location \_\_\_\_\_ Type of Accommodation \_\_\_\_\_  
Effective Date \_\_\_\_\_ 19 \_\_\_\_\_

1. The project will be operated strictly in accordance with the Public Housing Administration's established policies and procedures as revised from time to time, except as noted in paragraph 6, below. The rents, utility allowances and other charges applicable to the project are as follows:

(a) Unit Size	(b) Number of Units	(c) Shelter Rent	(d) Utility Charges	(e) Contract Rent	(f) Furniture Charge
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2. No rent adjustments will be made.  
3. Allowances for Project-Furnished Utilities:

Water \_\_\_\_\_ cu.ft. or gallons per month Rate \_\_\_\_\_ per \_\_\_\_\_  
Electricity \_\_\_\_\_ KWH per month Rate \_\_\_\_\_ Use \_\_\_\_\_  
Gas \_\_\_\_\_ cu. ft. or therms per month Rate \_\_\_\_\_ Use \_\_\_\_\_

4. Other Charges:  
5. Occupancy Standards:  
6. Remarks:

Accepted:

Approved:

\_\_\_\_\_  
Title Date \_\_\_\_\_

\_\_\_\_\_  
Field Office Director  
Public Housing Administration

NOTE: The attached material is for information only. In the event of conflict, the date entered above shall govern.

\_\_\_\_\_  
Name of Local Authority



**SUPERVISINGFIELD ACCOUNTANTS**

**6c - 1 ea**

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Report on Families Moving Into Defense Housing

1. Purpose. Information is required for reports to Congress on families moving into defense housing projects. Form PHA-1224, Report on Families Moving Into, and on Applications Received for Lanham Act War Housing, shall be adapted for defense housing reports by Housing Managers and Local Authorities responsible for preparing these reports.
2. Preparation and Distribution of Report. The Form PHA-1224 shall be prepared quarterly in an original and two copies beginning with the three-month period during which the first tenants are admitted. The original and one copy shall be submitted not later than the tenth day following the end of each calendar quarter to the Statistics Branch, Public Housing Administration, Washington 25, D.C. One copy shall be retained by the Local Authority or Housing Manager.
3. Projects Covered by Report. A report shall be submitted for each defense housing project containing occupied family units. A separate report shall be submitted for each development project even though there are two or more development projects on a single site.
4. Tenants Covered by Report. Exclude from all items tenants transferring from one family dwelling to another in the same project. Tenants transferring from U.S. Housing Act developments or from Lanham Act war housing projects shall be included in all items. (Ignore footnote 1.)
5. Heading. All items called for in the heading of the report shall be filled in.
  - a. Under "Location" enter the name of the plant or installation which the project serves, and the name of the city, town, or village in which the project is physically located or the nearest post office address.
  - b. Under "Construction Type" enter one of the following: "Permanent," "Temporary," or "Trailer."
  - c. Under "No. of units" enter the total number of family dwelling units programmed for this project according to the latest Program Action.
6. Detailed Instructions. Enter data in column (1) for the following items: (Ignore column (3), "Active applications, end of period.")
  - a. Number of families, item 1. Enter in column (1) the total number of families moving in during the quarter. This entry must be the same as item A8 on Form PHA-1235 for the same quarter.

(Cont'd)

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- b. Race, item 2. Enter the number of families of each race in 2a, 2b, and 2c. The sum of 2a, 2b, and 2c must equal item 1. Include Mexicans as white families and specify "Latin Americans," and the number, after "White."
- c. Status of lessee (or applicant), item 3. Enter in 3a, 3b, 3c, 3d, and 3e the number of families classified according to the following five categories:
- (1) Immigrant defense worker (plant or installation), item 3a. (Ignore subheadings (1), (2), (3), and (4).) The tenant is a person, civilian or military, who has recently moved into the area of the military installation or defense plant named in the heading and which the project serves and who is actually stationed at or employed by such installation or plant.
  - (2) Other defense worker, item 3b. (Ignore subheadings (1), (2), (3), and (4).)
    - (a) The tenant is a person, civilian or military, who is employed by a military installation or a defense plant other than the one in the heading or is employed at the plant or installation named in the heading but is not immigrant.
    - (b) If the defense status of the plant (other than the one named in the heading) is not already known, local management shall contact the local U.S.E.S. office to determine whether or not the plant is classified as a defense plant.
    - (c) The reason for the admission of the families included in 3b must be supplied in footnote 2.
  - (3) Nondefense worker (excluding service workers and project employees), item 3c. (Ignore subheadings (1), (2), and (3).) The tenant is not employed by a defense plant and is not stationed at a military installation and does not qualify as a service worker or project employee as defined below. The reason for the admission of the families included in 3c must be supplied in footnote 2.
  - (4) Service worker, item 3d. The services of the tenant are provided primarily for the occupants of the project or the tenant is engaged in the operation of facilities provided primarily for the project. This includes doctors, nurses, teachers, etc., but does not include project employees.
  - (5) Project employee, item 3e. The tenant is directly employed by the agency operating the project and is engaged in the operation of the project.

(Cont'd)

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- d. Number of persons moving in, item 4. Enter the total number of persons included in the families moving in during the reporting quarter (item 1). Include persons not related to the tenant. Exclude persons not living at home even though near enough for frequent visits.
- e. Leave item 5 blank.

Monthly Report on Occupancy in Defense Housing

1. Purpose. The information called for on occupancy in defense housing is required for reports to Congress under PL-139, 82nd Congress. The data are to be reported on Form PHA-1235, Report on Occupancy, in accordance with the following instructions.
2. Preparation and Distribution of Report. The Form PHA-1235 shall be prepared monthly in an original and two copies beginning with the month during which the first tenants are admitted. Projects now reporting quarterly shall submit their first monthly report to cover May, 1953. The original and one copy shall be submitted by the close of the next business day following the end of the month to the Statistics Branch, Public Housing Administration, Washington 25, D. C. One copy shall be retained by the Local Authority or Housing Manager.
3. Projects Covered by Report. A separate report shall be submitted for each defense housing project containing occupied family units. If there are two or more development projects on a single site, a separate report must be submitted for each development project.
4. Detailed Instructions. Fill in all items called for in the heading of the report. Under "Location," enter the name of the city, town, or village in which the project is physically located. For family dwellings, enter in each item the number of dwelling units. For trailers, enter the number of trailers. Delete the words "Quarter Ended" in the space at upper right and enter the month covered by the report. WHEREVER THE WORD "QUARTER" APPEARS IN THE REPORT TREAT IT AS "MONTH."
  - a. Total Occupied, End of Previous Quarter (Item 1). Enter the total number of units occupied or under effective lease at the end of the previous month. Entry may be obtained from item 4 of previous report.
  - b. Vacated During Quarter by Tenants (Including Employees) Leaving Project (Item 2). Enter the total number of units vacated during the month by tenants, including employees, moving out of the project including those who moved to units of a different construction type. Include units for which rent was paid (or is owed) for the last day of the preceding month (and counted as occupied in item 4 of the previous report) but which were vacated and therefore available for new tenants at the beginning of this month. Similarly, do not count as vacated during this month units for which rent was paid (or is owed) for the last day of this month. If a unit is vacated more than once during the month, count each time as a unit vacated. Include family dwelling units used for occupancy by single persons only when the last individual moves out.

(Cont'd)

NOTE: This Section supersedes Section ID 4.6, dated 8-5-52. It reflects changes in the report form, and changes the frequency of reporting from quarterly to monthly.

c. Filled by New Tenants (Including Employees) (Item 3). Enter the number of units occupied during the month by tenants and employees moving into the project, including units for which rent was effective on the first day of the month or thereafter during the month. Do not count units filled by tenants transferring from one unit to another within the project, except that units filled by families moving from a different construction type should be counted. Include family dwelling units used for occupancy by single persons, only when a dwelling unit previously completely vacant becomes occupied. If a unit is filled more than once during the month count each time. The sum of the entries in item 3 of the three reports in the calendar quarter must equal the entry in item 1 of PHA-1224 for the same quarter.

d. Total Occupied, End of Quarter (Item 4). Enter the total number of units occupied at the end of the month. If a tenant has paid (or owes) rent through the end of the month, count the unit as occupied even though he may have moved out before the end of the month. If the first effective date of a tenant's rent was before the end of the month, count the unit as occupied even though he may not have moved in until the next month. Failure to observe these instructions (and related ones in paragraphs 4b and 4e) will result in inaccurate reporting of occupancy to the extent that turnover occurs at the end of the month. Include as occupied, family dwelling units used for occupancy by single persons when one or more persons are occupying the unit. The entry should equal item 1, minus item 2, and plus item 3.

(1) By Tenants. Enter the number of units occupied at the end of the month by tenants other than employees of the project as defined in paragraph 4d(2) below. Enter the number of units occupied by white (including Latin-Americans), Negro, and other tenants. If Latin-Americans are enumerated separately, enter the word "white" the letters "L-A" and the number of Latin-Americans included in "white." Also enter the number of units occupied by Veteran, Serviceman, and "Other" tenants. Exclude project employees from these items.

(2) By Project Employees. Enter the number of units occupied at the end of the month by employees of the project. Do not count units as occupied by project employees when such employees are not the principal wage earners.

e. Total Vacant (Item 5). Enter the total number of units available for dwelling use but not "occupied" or under effective lease at the end of the month. (See paragraph 4d, above). For trailer projects, exclude the number of vacant accommodations terminated.

f. Available for Dwelling Use, (Item 6). Enter the number of units actually available for occupancy as of the end of the month, whether occupied or not. This should equal the sum of entries in items 4 and 5. Use space in footnote to explain any change from corresponding entry on previous report.

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g. A worksheet which can be used in the preparation of the report for the next month appears on the reverse side of Form PHA-1235. The word "month" should be inserted wherever the word "quarter" appears.

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Establishment and Maintenance of Production and Document Control Records

1. Management Status Record. Procedures to be followed by the Central Office Production and Document Control Branch and Field Office Production and Document Control Sections in establishing and maintaining the Management Status Record, Form PHA-1984, for projects in the Defense Housing Program are outlined in Section 3210:2 of the Manual of Policy and Procedure.
2. Management Control Chart. Field Offices are required to report to the Central Office in control chart form scheduled and actual information on principal steps of operations during the management of projects in the Defense Housing Program. Procedures covering the establishment and maintenance of the Management Control Chart--Lanham and Defense Housing Programs, Form PHA-2280, and for submitting copies to the Central Office are outlined in Section 3210:3 of the Manual of Policy and Procedure.

NOTE: This Section supersedes Section ID 4.7 dated 8-21-52. The cross reference to procedures about the establishment and maintenance of the Management Status Record has been added.

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B2, 3, 4, 10 2c  
6, 7 3c

LIBRARY 602

Dwelling Furniture in the Defense Housing Program, Public Law 139,  
82nd Congress

1. Policy

a. Upon receipt of a written request from the Commanding Officer of a military installation, the Field Office Director may authorize the transfer of excess Lanham Act war housing dwelling furniture (to the extent of its availability) to furnish PL-139 defense housing units intended primarily for the occupancy of families of servicemen and civilian employees of the military establishment, provided:

- (1) It is feasible and economical to transfer the furniture.
- (2) Sufficient development funds are available, within the HHFA allocation and the approved "Occupancy" Development Budget, to pay the cost of transporting, handling, and placing the furniture to be acquired by transfer.

b. Development funds shall not be used to purchase new furniture of any kind. (This does not apply to the replacement of mattresses, as provided in paragraph 6, below.)

c. Defense units other than those intended primarily for occupancy by families of servicemen and civilian employees of the military establishment shall not be furnished.

2. Requests for Furnished Units. The Field Office Director may provide dwelling furniture upon receipt of a formal request from the Commanding Officer of the military installation being served. Excess war housing furniture may be transferred to the defense housing program without charge, except for the cost of transportation and handling. The Field Office shall explore with the military installation concerned the possibility of obtaining assistance in moving the furniture, such as the use of trucks for hauling or labor to place the furniture in the units after it is moved.

3. Documenting Transfers. Transfers of furniture to the defense housing program shall be documented on Form PHA-63, Transfer Authorization and Receipt for Personal Property, as provided in Chapter 4138 of the Local Housing Authority Manual, and Chapter 6138 of the Housing Managers Manual.

4. Standards for Furniture in the Defense Housing Program

<u>Furniture for Portable Shelter Units</u>		
<u>Items</u>	<u>One Bedroom (2-3 persons)</u>	<u>Two Bedrooms (4-5 persons)</u>
Box springs on legs with mattress	1	1
Beds, 3'3" x 6'4"	2	2
		(Cont'd)

<u>Items</u>	<u>One Bedroom</u> <u>(2-3 persons)</u>	<u>Two Bedrooms</u> <u>(4-5 persons)</u>
1 spring and 1 mattress for each Beds, 4'6" x 6'4"	0	1
1 spring and 1 mattress for each Mattress pads, single	3	3
Mattress pads, double	0	1
Chests, 36" x 38" x 20"	1	2
or 28" x 38" x 20"		
Mirrors	1	2
Dinette Tables (2 leaves)	1	1
Dinette Chairs	2	4
Occasional Chairs	2	3

b. Furniture for All Other Types of Family Dwellings

<u>Items</u>	<u>Living</u> <u>Bedroom</u> <u>(2 persons)</u>	<u>One</u> <u>Bedroom</u> <u>(3 persons)</u>	<u>Two</u> <u>Bedrooms</u> <u>(4 persons)</u>	<u>Three</u> <u>Bedrooms</u> <u>(6 persons)</u>
Box springs on legs	2	1	0	0
Beds 4'6" x 6'4"	0	0	1	1
1 spring and 1 mattress for each				
Beds, 3'3" x 6'4"	0	2	2	4
1 spring and 1 mattress for each				
Mattress pads, double	0	0	1	1
Mattress pads, single	2	3	2	4
Chests, 36" x 38" x 20"	1	1	2	3
or 28" x 38" x 20"				
Mirrors	1	1	2	3
Dinette tables (2 leaves)	1	1	1	0
Dinette tables (3 leaves)	0	0	0	1
Dinette chairs	2	2	4	4
Occasional chairs	2	2	2	3

c. Mattress pads and mirrors may be furnished if available. Substitutions to the extent necessary may be made. For example: two single beds may be substituted for a double bed. Units shall be completely furnished or unfurnished. Items of furniture shall not be removed at the request of a tenant so as to leave the unit partially furnished. This does not prohibit the adding of tenant-owned items.

5. Charges for Furniture. See Section ID 4.2.

(Cont'd)

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6. Repair and Replacement. In any one fiscal year, no more than a monthly average of 70¢ per furnished unit shall be expended for furniture repair and replacement. The renovation of mattresses and box springs is not included in this amount. Repairs shall be limited, with the exception of the renovation of mattresses and box springs, to that which can be accomplished by the existing staff at the project or by the military installation being served. Replacements shall be limited to mattresses. The Field Office Director may approve the expenditure of specific amounts for the renovation of mattresses and box springs and the replacement of mattresses provided funds are available in the project management budget. This does not prohibit the transfer from time to time of additional excess war housing furniture to serve as replacements. However, stocks of furniture accumulated at defense housing projects for replacement purposes shall be held to a minimum.

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Project Management Plan for Navy-Operated Defense Housing

1. Introduction. This Section describes the preparation and distribution of Form PHA-2283, Project Management Plan for defense housing projects operated by the Department of the Navy and the Marine Corps.
2. Preparation of the Project Management Plan
  - a. Responsibility for Preparation and Approval. After consultation with the local Commandant and the various Field Office specialists, the Field Office Management Section shall prepare an original and eleven copies of the Project Management Plan. The original and two copies shall be executed by the local Commandant for the Department of the Navy (or Marine Corps) and by the Field Office Director for PHA. The remaining copies of the Plan shall be conformed.
  - b. Instructions for Preparation of the Management Plan. Form PHA-2283 is largely self-explanatory and requires only brief comment. The account classifications in Section B have been regrouped to some extent to conform to the accounting system which the Navy uses for housing which it owns and operates. Since the minor accounts correspond to the account classifications used by PHA, this regrouping should present no problems. The significant difference, however, is that cyclical items and major repairs and replacements shall be considered apart from the day to day RM&R items for which funds are allocated to the Navy quarterly. Funds for extraordinary RM&R will be advanced only when PHA determines that they are needed and only to the extent that funds are available. Therefore, Item 4, Section B of the Project Management Plan shall be solely an estimate of routine, day by day RM&R items. Item 7 is included only for the purpose of the economic rent computation and shall contain the estimate of cyclical items and major repairs and replacements.
3. Numbering and Distribution. The Production and Document Control Section shall number each Project Management Plan 1/ and shall make the following distribution:

(Cont'd)

- 1/ Pending issuance of general instructions for contract numbering, Project Management Plans shall be numbered by each Field Office in a series of numbers established for leases and other documents whereby some agency other than the PHA assumes responsibility for operating defense housing for the PHA. Each number will show (a) the project number (b) the Field Office (c) the symbol "ml" indicating this general type of document and (d) a serial number starting with the number "1" for each project; thus: (VA-1D1-R) ml-1 for the first document of this general type for project VA-1D1 numbered by the Richmond Field Office.
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a. Central Office. One executed copy and three conformed copies to the Production and Document Control Branch, which shall retain one copy for the Operations Division and make the following distribution:

- (1) The executed copy to the Fiscal Branch
- (2) One copy to the Budget Branch
- (3) One copy through the Management Operations Branch to the Central Office Project Docket File

b. Field Office

- (1) Original to Field Office Project Docket File
- (2) One conformed copy to Management Section

c. Department of the Navy. One executed copy and five conformed copies to the local Commandant for distribution within the Department.

4. Revision of Project Management Plan. In the event that the Project Management Plan is revised for any purpose the number of copies to be prepared and executed and the distribution shall be as set forth in paragraphs 2 and 3 above.

Contract Numbering

1. Purpose and Scope. This Section sets forth the responsibility for assigning numbers to contracts entered into in connection with the Defense Housing Program and the system of numbering to be followed. It applies to all contracts, including Purchase Orders, in the development and operation stages (including disposition of personal property during the operation stage) entered into by or on behalf of the United States under which payment will be made or received by the United States, except as is or may be provided specifically in other releases. Numbering of dwelling leases executed by Housing Managers is covered elsewhere and is not included in this Section.
2. Responsibility for Numbering Contracts
  - a. Central Office. Contracts executed by Central Office officials shall be numbered in the Central Office.
    - (1) The Personal Property Branch shall number contracts for consolidated or other centralized acquisition or disposal of personal property.
    - (2) The Production and Document Control Branch shall number all other contracts.
  - b. Field Office. Contracts executed by the Field Office Director or other authorized Field Office officials shall be numbered in the Field Office. Likewise, contracts entered into by Local Authorities, under which payment will be made by the United States, shall be numbered in the Field Office.
    - (1) The Personal Property Section shall number personal property contracts for this program as it does for other programs.
    - (2) The Production and Document Control Section shall number all other contracts.
  - c. Projects. The Housing Manager or the Project Engineer shall number all contracts which he is authorized to execute.
3. Numbering System—Development Stage
  - a. Separate Series. In the Central Office and in each Field Office there shall be two series of contract numbers (on contracts other than Purchase Orders): a General series for assignment by Production and Document Control

(Cont'd)

NOTE: This Section supersedes Section ID 5.1, dated 1-21-52. It has been revised to include the numbering system to be used for Purchase Orders issued by Project Engineers, and contracts issued by the Central Office, Field Office, and Housing Managers in the operations stage. Former paragraphs 5 and 6 have been deleted.

Personnel, and a Property series for assignment by Personal Property personnel. Within each of the two series contracts shall be numbered in strict numerical sequence beginning with the number 1, without regard to the fiscal year.

b. Components of Contract Numbers

(1) Central Office and Field Office

(a) Purchase Orders. For a Purchase Order covering a single project, the number shall consist of (i) the project number and the Central Office or Field Office designation, 1/ separated by a hyphen and enclosed in parentheses; and (ii) the serial number (see paragraph 3a above); thus: (AIA-1D1-CO)13 or (AIA-1D1-A)13. This indicates the 13th Purchase Order issued by the Central Office, or by the Atlanta Field Office, for project AIA-1D1. For a Purchase Order covering more than one project, the project number is eliminated; thus: (CO)13 or (A)13. (NOTE: The fiscal year is not indicated in numbering Purchase Orders for development purposes.)

(b) Contracts Other Than Purchase Orders. Each contract number shall consist of four components, set off by hyphens; thus, SF(G)-DH-dev-20. The first component, SF(G), indicates the office by which the number was assigned (San Francisco), and the series (General). (The particular series within each office shall be indicated by "(G)" for General or "(P)" for Property.) The second component "DH" indicates the defense housing program. The third component "dev" indicates the development stage. The fourth component is the serial number (see paragraph 3a above). Thus, the example SF(G)-DH-dev-20 indicates the 20th contract number assigned in the San Francisco Field Office, General series, to a defense housing development stage contract.

(2) Project Engineers (Purchase Orders Only). Contract numbers for Purchase Orders issued by a Project Engineer shall consist of (a) the project number enclosed in parentheses, and (b) the serial number (see paragraph 3a above); thus: (CAI-1D1)2. This indicates the second Purchase Order issued by the Project Engineer for project CAI-1D1.

4. Numbering System--Operation Stage

a. Separate Series. The Central Office, the Field Office, and the Housing Manager shall each use a separate series of numbers for each of three types of contract: (1) Purchase Orders, (2) Contracts for Acquisition of Property, Supplies and/or Services, and (3) Contracts for Sale of Personal Property.

(Cont'd)

1/ Office designations are as follows: CO--Central Office, A--Atlanta, B--Boston, C--Chicago, FW--Fort Worth, NY--New York, R--Richmond, SF--San Francisco.



Within each separate series contracts shall be numbered in strict numerical sequence beginning with the number 1. For Purchase Orders, a new series shall be started with each fiscal year, and serial numbers shall be assigned in consecutive numerical order beginning with number 1 for the first Purchase Order issued each fiscal year.

b. Components of Contracts Numbers

(1) Central Office and Field Office

(a) Purchase Orders. For a Purchase Order covering a single project, the number shall consist of (i) the fiscal year designation, (ii) the project number and the Central or Field Office designation, separated by a hyphen and enclosed in parentheses; and (iii) the serial number for the fiscal year designated (see paragraph 4a above); thus: 52(ALA-1DL-CO)12 or 52(ALA-1DL-A)12. This indicates the twelfth Purchase Order issued by the Central Office or by the Atlanta Field Office for Project ALA-1DL in the fiscal year 1952. For a Purchase Order covering more than one project, the project number is eliminated; thus: 52(CO)12 or 52(A)12.

(b) Other Contracts (Including Contracts for Acquisition of Property, Supplies and/or Services, and Contracts for Sale of Personal Property.) For contracts covering a single project, each number shall consist of (i) the project number and the Central Office or Field Office designation, separated by a hyphen and enclosed in parentheses; (ii) series designation--"m" indicating a management contract, or "dp" indicating a contract for the disposition of personal property; and (iii) the serial number, separated from the series designation by a hyphen; thus: (CAL-1DL-SF)m-21, or (CAL-1DL-SF)dp-21. This indicates the 21st contract (management, or disposition of personal property) issued by the San Francisco Field Office for project CAL-1DL. For contracts issued in the Central Office, the letters "CO" are substituted for "SF". For a consolidated supply contract the project number is eliminated; thus: (CO)m-22 or (SF)m-22.

(2) Housing Manager

(a) Purchase Orders. The contract number for each Purchase Order shall consist of the same components as those issued by the Central Office or the Field Office (see paragraph 4b(1)(a) above) without the Central Office or Field Office designation; thus: 52(ALA-1DL)12. This indicates the 12th Purchase Order issued by the Housing Manager for project ALA-1DL in fiscal year 1952.

(b) Other Contracts, (Including Contracts for Acquisition of Property, Supplies and/or Services, and Contracts for Sale of Personal Property.) Each contract number shall consist of the  
(Cont'd)

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same components as those issued by the Central Office or the Field Office, without the Central Office or Field Office designation; thus: (CAL-1D1)m-21, or (CAL-1D1)dp-21. This indicates the 21st contract (management or disposition of personal property) issued by the Housing Manager for project CAL-1D1.

5. Numbering Control. Each organization unit responsible for assigning contract numbers pursuant to this Section shall maintain an appropriate running record of the numbers it assigns, and shall be fully responsible for the accuracy, completeness and control thereof.

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Maintenance of Land Records

1. Purpose. This Section describes the land records which the Appraisal Branch shall maintain for all sites acquired by fee, permit, or otherwise for the Defense Housing Program.
2. Records To Be Maintained. All land documents and other land records for all projects on one site shall be maintained by the Appraisal Branch in one file under one site identification number. See Section ID 2.2 for the explanation of this numbering system. Included in these records will be:
  - a. A record on Form PHA-325a, Land Summary Sheet for War Housing, of all land acquisition whether acquired by negotiation, condemnation, or from other Government agencies by permit or transfer of jurisdiction.
  - b. A record on Form PHA-325b, Summary of Land Disposition, of all land disposed of, both fee and lesser estates.
  - c. A Map Record Book containing for each housing site a property line map, and maps showing site plan, sewer, water, gas, and electrical distribution systems. Survey specifications require that the property line map be furnished in a standard 30" x 42" size. As provided in Section ID 3.3, the Field Office will obtain and forward to the Appraisal Branch the other maps provided for in this paragraph 2c. Since these maps will be received in varying sizes, the Appraisal Branch shall have them photostated to the standard 30" x 42" size, and shall place them in the Map Record Book immediately following the property line map.
  - d. Tracings for property line maps. These tracings will be received from the Field Office (see Section ID 3.7) and shall be maintained unfolded and appropriately indexed. Prints of these tracings shall be furnished as needed.

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Real Property Inventories

1. Purpose. In order to verify the accuracy of that portion of the PHA's records which concern real property owned by or under the jurisdiction and control of the PHA as agent for the United States Government, it is necessary that inventories of such assets be taken at periodic intervals. It is the purpose of this Section to prescribe the timing, methods, and responsibilities for the taking, reporting, and verifying of periodic inventories.
2. Coverage. This Section applies to all Federally owned defense housing projects which have any real property holdings as of the date of the inventory. In addition, for control purposes, "zero" inventories shall be submitted for all projects whose assets were completely disposed of subsequent to the last previous inventory.
3. Frequency and Timing of Inventories
  - a. An initial inventory shall be submitted on Form PHA-2165, Real Property Inventory, concurrent with the "Occupancy" stage Form PHA-2222, Development Budget (see ID 3.1), upon practical completion of each development project. 1/ Such Forms PHA-2165 shall report all assets provided under the related development budget, including assets acquired without cost (by transfer from other PHA projects or other Government agencies, or by donation.
  - b. Subsequent periodic inventories shall be required biennially and shall be due in the Field Office not later than the 10th of January, April, July, or October, whichever month follows the anniversary date of the initial inventory, and shall be due in the Central Office at the close of such months. Such Forms PHA-2165 shall report all remaining assets provided under all development budgets applicable to each project site. For example, if Forms PHA-2165 were submitted upon completion of developments as follows: MD-1D1--May 31, 1953; MD-1D2--August 31, 1953; and MD-1D3--March 31, 1954, on July 31, 1955, and again on July 31, 1957, an inventory would be due in the Central Office reporting all property situated on Maryland site number 1 as of those dates.
  - c. "Zero" inventories shall be submitted concurrent with the conveyance documents evidencing the project's final disposition and reducing its real property assets to zero.

(Cont'd)

- 1/ Inventories shall be submitted immediately for those developments for which "Occupancy" stage Forms PHA-2222 have already been submitted.
-

4. Control Over Timely Submission of Inventories. The Central Office Production and Document Control Branch and the Field Office Production and Document Control Sections shall establish and maintain a control record, in conjunction with its controls over submission of Forms PHA-2222, Development Budget, to assure the submission of initial inventories concurrent with "Occupancy" stage Forms PHA-2222, and biennially thereafter. The control record shall be kept current by deleting therefrom projects for which "zero" inventories are submitted.

5. Responsibilities for Taking, Reporting, and Verifying Inventories

a. Housing Managers and Local Authorities shall be responsible for making a physical inspection and count of the real property applicable to projects under their jurisdiction; for preparing Form PHA-2165, Real Property Inventory, exclusive of the land section of the form (see paragraph 6 below); for verifying it for accuracy against the project records; and for sending it to the Field Office in accordance with paragraph 3 above. (The Field Office Director will provide Housing Managers and Local Authorities with Forms PHA-2165 as needed.)

b. Field Office Directors shall be responsible for:

- (1) Securing inventories from projects when due and forwarding them to the Central Office as soon as practicable.
- (2) Inserting on Form PHA-2165 all data with respect to land holdings and reconciling such data with certified copies of Forms PHA-2234, Reconciliation of Land Records, to the extent that Forms PHA-2234 have been furnished by the Central Office Appraisal Branch. 1/
- (3) Verifying the accuracy of data entered on the Form PHA-2165 by the Housing Manager or Local Authority with Field Office records, and when necessary, correcting or returning the form for correction at the project.
- (4) Submitting "zero" inventories for those projects whose assets have been completely disposed of.
- (5) Arranging for the taking of inventories at projects under management of the military by project managers or Field Office personnel, as the circumstances dictate, with respect to each such project.

(Cont'd)

1/ As of the date of this Section, copies of Forms PHA-2234 have been prepared only with respect to war housing projects but it is anticipated that they will, in time, be furnished for defense housing projects.

c. Central Office Production and Document Control Branch shall be responsible for establishing and maintaining a control listing of projects to be inventoried; for assuring the receipt of inventories in accordance with paragraph 3 above; and for distributing the original inventory (PHA-2165) to the Fiscal Branch and the copy to the Appraisal Branch.

d. Central Office Audit Branch, in scheduling its visits to projects, shall refer to the Production and Document Control Branch's inventory control records and, whenever practical to do so, shall coordinate the timing of Field Auditors' visits to the projects to coincide with the taking of the inventories. At the project, the Auditor shall observe the taking and reporting of inventories.

e. Central Office Appraisal Branch shall be responsible for verifying that land data reported on Forms PHA-2165 are in agreement with its records of land holdings. Any differences disclosed should be referred to the Fiscal Branch for possible reconciliation.

f. Central Office Fiscal Branch shall be responsible for verifying that all data reported on Forms PHA-2165 are in agreement with its real property records; for resolving land differences with the Appraisal Branch and dwelling unit differences with the Production and Document Control Branch, if possible, prior to making inquiry on such differences to the Field Office; and for resolving real property differences by correspondence with the Field Offices. (Such correspondence shall be signed by the Assistant Commissioner for Operations.)

6. Instructions for Completing Form PHA-2165, Real Property Inventory  
(See Exhibit 1)

a. General

(1) The form is intended to report quantities and to describe the several types of real property owned or under the jurisdiction and control of the Public Housing Administration, regardless of the manner of acquisition. Do not include trailers on this form since separate inventories are required pursuant to Sections 36-2-8 and 36-2-9 of the War and Defense Housing Manual.

(2) No dollar amounts are required on any part of the form.

(3) To avoid errors of omission, fill in every line and space provided on the form, entering "None" where the printed items do not apply.

(Cont'd)

NOTE: These pages 3-7 supersede pages 3-7 dated 5-8-53. Paragraph 6a(1) has been revised to reflect the fact that portable units are now treated as real property. Paragraphs 6d(2) and 6f(7) have been added to provide inventory instructions for portable units.

(4) When necessary or appropriate, explanatory comments or descriptive data should be entered on the reverse of the form, keyed to the item on the face of the form to which it refers.

(5) In each instance where there is a difference between the items reported on the last previous Form PHA-2165 and the current one, which is not accounted for by documented acquisition or disposition actions, the difference should be explained on the reverse.

(6) If the Field Office, in its review of the form, finds it necessary to make additions, deletions, or corrections, each change shall be noted and explained on the reverse.

b. Caption. The blanks at the top of the form are self-explanatory except for the Project Number. The Project Number blank should be completed as follows:

- (1) Enter the development project number on each initial inventory submitted upon completion of a development (see paragraph 3a above.)
- (2) Enter the site number and all development numbers applicable to the site on each periodic inventory submitted subsequent to the initial inventory; e.g., MD-1D1, 2, and 3.

c. Section A - Land. In the absence of complete land records at the projects all land data shall be entered by the Field Office. Land acreages shall be entered to the nearest thousandth of an acre. To the extent that certified copies of Forms PHA-2234, Reconciliation of Land Records, are available in the Field Office, acreages entered in this section should agree with those stated on the Form PHA-2234 as adjusted by subsequent acquisitions or dispositions.

Item 1, PHA Owned - Enter the number of acres of land to which the PHA (as agent for the U. S.) holds fee title.

Item 2, Direct Lease to PHA - Enter the number of acres of land under direct lease to the PHA.

Item 3, Condemned for Exclusive Use - Enter the number of acres under the jurisdiction of the PHA by reason of condemnation for exclusive use for the duration of the PHA's need for such land. (Do not confuse with Item 2 because of annual payments to owner.) For inventory and accountability purposes, it shall be presumed that the PHA acquires land as of the date of filing condemnation proceedings, even though final judgment may not be rendered until sometime in the future. Conversely, it shall be presumed that the PHA has released its rights in such condemned land only when a judgment has been received terminating such use.

(Cont'd)

Item 4, Use Permit to PHA - Enter the number of acres of land owned by others (usually another Government agency), and being used by the PHA under a permit from the owner.

Item 5, Total - Enter the sum of Items 1 through 4 above.

Item 6, When the project being inventoried is situated in whole or in part on land acquired by another PHA project, enter the number of acres being used and the number of the project under which the land was acquired.

Item 7, When a portion of the land acreage included in Item 5 is being used by another PHA project, enter the number of acres and the project number.

d. Section B - Dwelling Units

(1) Other Than Portable Units

(a) Enter, by dwelling unit size (number of bedrooms), the number of dwelling units in the project and the total number of dwelling structures.

(b) Include dwelling units serving nondwelling purposes but readily reconvertible to dwelling use at minor expense. With respect to such units, include a brief comment on the reverse of the form as to nondwelling purposes served.

(c) Include standing dwelling units which are unoccupied due to unrestored casualty damage. Include a brief comment on the reverse of the form as to the extent of damage to each such unit, and reference to related Program Action, if any, removing units from workload.

(d) Whenever dwelling units have been converted from one bedroom size to another since the last previous inventory include explanatory comment and reference to related Program Action, if any, on the reverse of the form.

(2) Portable Units. If the units of a project consist wholly or in part of portable units, 1/ these units shall be listed separately on Form PHA-2164, Inventory of Trailers and Portable Units and Form PHA-2164a, Continuation Sheet. The Forms 2164 and 2164a shall be attached to and submitted with the Form PHA-2165.

(Cont'd)

1/ Portable units as used in this Section shall mean portable family dwellings, portable shelter units, mobile houses, hutments, and nondwelling portable structures.



e. Section C - PHA - Owned Site Improvements

(1) It is the intent that this section report the PHA's ownership in both primary and secondary site improvements. For this purpose primary site improvements shall mean those distribution systems, streets, roads, and walks which can be disposed of as an entity by sale or dedication, such as distribution system mains, major streets and roads, and sidewalks paralleling such streets and roads. Secondary improvements shall mean those which would normally be disposed of with the structures and/or land, such as distribution system lateral lines connecting structures to mains, entrance walks, and service drives.

(2) Indicate the PHA's ownership in site improvements by inserting an "x" in the appropriate column (Primary or Secondary).

(3) If any distribution systems include structures such as water towers, pumphouses, sewage treatment plants, etc., enter on the reverse of the form a short description of the structure, including type of construction, square feet of floor area or storage capacity.

f. Section D - Nondwelling Structures

(1) Report in this section for each existing commercial or service structure: (a) use of structure (maintenance shop, community center, theater, management office, etc.); (b) brief description of construction and plan, e.g. one story brick w/basement and attached frame garage; and (c) square feet of floor area (include area of all floors and basement, but exclude crawl space area).

(2) Dwelling units converted by substantial remodeling to nondwelling use and not readily reconvertible to dwelling use without substantial expense should be reported in this section.

(3) Exclude construction shacks, tool sheds, and similar buildings having little or no value.

(4) Include, when housed in separate buildings, incinerators, central heating plants, etc. Exclude sewage disposal plants, pumphouses, water tanks, etc., which constitute a part of a utility system (see paragraph 6c(3) above).

(5) Exclude service spaces which exist in dwelling buildings, e.g. laundry or storage rooms in the basement of a dwelling building.

(6) If any of the structures reported were constructed or otherwise acquired from operating funds since the date of the last inventory, such structures should be so footnoted.

(Cont'd)

(7) Nondwelling portable units shall be listed on Form PHA-2165 as provided in paragraph 6d(2), above.

g. Distribution of Form PHA-2165, Real Property Inventory. Form PHA-2165 1/ shall be prepared in quadruplicate and distributed as follows:

(1) By the Project:

Original)

1st copy) - To Field Office

2nd copy)

3rd copy - To Project File

(2) By the Field Office Production and Document Control Section:

Original) - To Central Office Production and Document Control

1st copy) Branch

2nd copy) - To Field Office Project File

(3) By Central Office Production and Document Control Branch:

Original - To Fiscal Branch

1st copy - To Appraisal Branch

7. Actions Regarding Differences Between Inventories and Central Office Records. In the event there are differences which cannot be resolved by reference to the Central Office records, the Field Office will be presented with a memorandum outlining the differences and will be requested to submit an explanation of the differences or a corrected inventory. If necessary, the Field Office should refer the matter to the project. In every instance where it is determined that the inventory was incorrect, a second Form PHA-2165 1/ shall be submitted, clearly marked "Revised." If the Central Office inquiry can be answered by memorandum, it shall be submitted in triplicate to the Central Office Production and Document Control Branch. A copy of such reply shall be distributed to each holder of the related Form PHA-2165. 1/

1/ Including the related Form PHA-2164, if any.

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OBSOLETE

INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

ID 5.3

c. Central Office Production and Document Control Branch shall be responsible for establishing and maintaining a control listing of projects to be inventoried; for assuring the receipt of inventories in accordance with paragraph 3 above; and for distributing the original inventory (PHA-2165) to the Fiscal Branch and the copy to the Appraisal Branch.

d. Central Office Audit Branch, in scheduling its visits to projects, shall refer to the Production and Document Control Branch's inventory control records and, whenever practical to do so, shall coordinate the timing of Field Auditors' visits to the projects to coincide with the taking of the inventories. At the project, the Auditor shall observe the taking and reporting of inventories.

e. Central Office Appraisal Branch shall be responsible for verifying that land data reported on Forms PHA-2165 are in agreement with its records of land holdings. Any differences disclosed should be referred to the Fiscal Branch for possible reconciliation.

f. Central Office Fiscal Branch shall be responsible for verifying that all data reported on Forms PHA-2165 are in agreement with its real property records; for resolving land differences with the Appraisal Branch and dwelling unit differences with the Production and Document Control Branch, if possible, prior to making inquiry on such differences to the Field Office; and for resolving real property differences by correspondence with the Field Offices. (Such correspondence shall be signed by the Assistant Commissioner for Operations.)

6. Instructions for Completing Form PHA-2165, Real Property Inventory  
(See Exhibit 1)

a. General

(1) The form is intended to report quantities and to describe the several types of real property owned or under the jurisdiction and control of the Public Housing Administration, regardless of the manner of acquisition. Do not include trailers or portable units on this form since separate inventories are required pursuant to Section 6135:7 of the Housing Managers Manual.

(2) No dollar amounts are required on any part of the form.

(3) To avoid errors of omission, fill in every line and space provided on the form, entering "None" where the printed items do not apply.

(4) When necessary or appropriate, explanatory comments or descriptive data should be entered on the reverse of the form, keyed to the item on the face of the form to which it refers.

(Cont'd)

(5) In each instance where there is a difference between the items reported on the last previous Form PHA-2165 and the current one, which is not accounted for by documented acquisition or disposition actions, the difference should be explained on the reverse.

(6) If the Field Office, in its review of the form, finds it necessary to make additions, deletions, or corrections, each change shall be noted and explained on the reverse.

b. Caption. The blanks at the top of the form are self-explanatory except for the Project Number. The Project Number blank should be completed as follows:

- (1) Enter the development project number on each initial inventory submitted upon completion of a development (see paragraph 3a above).
- (2) Enter the site number and all development numbers applicable to the site on each periodic inventory submitted subsequent to the initial inventory; e.g., MD-1DL, 2, and 3.

c. Section A - Land. In the absence of complete land records at the projects, all land data shall be entered by the Field Office. Land acreages shall be entered to the nearest thousandth of an acre. To the extent that certified copies of Forms PHA-2234, Reconciliation of Land Records, are available in the Field Office, acreages entered in this section should agree with those stated on the Form PHA-2234 as adjusted by subsequent acquisitions or dispositions.

Item 1, PHA Owned - Enter the number of acres of land to which the PHA (as agent for the U. S.) holds fee title.

Item 2, Direct Lease to PHA - Enter the number of acres of land under direct lease to the PHA.

Item 3, Condemned for Exclusive Use - Enter the number of acres under the jurisdiction of the PHA by reason of condemnation for exclusive use for the duration of the PHA's need for such land. (Do not confuse with Item 2 because of annual payments to owner.) For inventory and accountability purposes, it shall be presumed that the PHA acquires land as of the date of filing condemnation proceedings, even though final judgment may not be rendered until sometime in the future. Conversely, it shall be presumed that the PHA has released its rights in such condemned land only when a judgment has been received terminating such use.

(Cont'd)

Item 4, Use Permit to PHA - Enter the number of acres of land owned by others (usually another Government agency), and being used by the PHA under a permit from the owner.

Item 5, Total - Enter the sum of Items 1 through 4 above.

Item 6, When the project being inventoried is situated in whole or in part on land acquired by another PHA project, enter the number of acres being used and the number of the project under which the land was acquired.

Item 7, When a portion of the land acreage included in Item 5 is being used by another PHA project, enter the number of acres and the project number.

d. Section B - Dwelling Units

(1) Enter, by dwelling unit size (number of bedrooms), the number of dwelling units in the project and the total number of dwelling structures.

(2) Include dwelling units serving nondwelling purposes but readily reconvertible to dwelling use at minor expense. With respect to such units, include a brief comment on the reverse of the form as to nondwelling purposes served.

(3) Include standing dwelling units which are unoccupied due to unrestored casualty damage. Include a brief comment on the reverse of the form as to the extent of damage to each such unit, and reference to related Program Action, if any, removing units from workload.

(4) Whenever dwelling units have been converted from one bedroom size to another since the last previous inventory include explanatory comment and reference to related Program Action, if any, on the reverse of the form.

e. Section C - PHA-Owned Site Improvements

(1) It is the intent that this section report the PHA's ownership in both primary and secondary site improvements. For this purpose primary site improvements shall mean those distribution systems, streets, roads, and walks which can be disposed of as an entity by sale or dedication, such as distribution system mains, major streets and roads, and sidewalks paralleling such streets and roads. Secondary improvements shall mean those which would normally be disposed of with the structures and/or land, such as distribution system lateral lines connecting structures to mains, entrance walks, and service drives.

(Cont'd)

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(2) Indicate the PHA's ownership in site improvements by inserting an "x" in the appropriate column (Primary or Secondary).

(3) If any distribution systems include structures such as water towers, pumphouses, sewage treatment plants, etc., enter on the reverse of the form a short description of the structure, including type of construction, square feet of floor area or storage capacity.

f. Section D - Nondwelling Structures

(1) Report in this section for each existing commercial or service structure: (a) use of structure (maintenance shop, community center, theater, management office, etc.); (b) brief description of construction and plan, e.g. 1 story brick w/basement and attached frame garage; and (c) square feet of floor area (include area of all floors and basement, but exclude crawl space area).

(2) Dwelling units converted by substantial remodeling to non-dwelling use and not readily reconvertible to dwelling use without substantial expense should be reported in this section.

(3) Exclude construction shacks, tool sheds, and similar buildings having little or no value.

(4) Include, when housed in separate buildings, incinerators, central heating plants, etc. Exclude sewage disposal plants, pump-houses, water tanks, etc., which constitute a part of a utility system (see paragraph 6c(3) above).

(5) Exclude service spaces which exist in dwelling buildings, e.g. laundry or storage rooms in the basement of a dwelling building.

(6) If any of the structures reported were constructed or otherwise acquired from operating funds since the date of the last inventory, such structures should be so footnoted.

g. Distribution of Form PHA-2165, Real Property Inventory. Form PHA-2165 shall be prepared in quadruplicate and distributed as follows:

(1) By the Project:

Original) - To Field Office  
1st copy)  
2nd copy)

3rd copy - To Project File

(Cont'd)

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(2) By the Field Office Production and Document Control Section:

Original) - To Central Office Production and Document Control  
Branch

1st copy)

2nd copy - To Field Office project file

(3) By Central Office Production and Document Control Branch:

Original - To Fiscal Branch

1st copy - To Appraisal Branch

7. Actions Regarding Differences Between Inventories and Central Office Records. In the event there are differences which cannot be resolved by reference to the Central Office records, the Field Office will be presented with a memorandum outlining the differences and will be requested to submit an explanation of the differences or a corrected inventory. If necessary, the Field Office should refer the matter to the project. In every instance where it is determined that the inventory was incorrect, a second Form PHA-2165 shall be submitted, clearly marked "Revised." If the Central Office inquiry can be answered by memorandum, it shall be submitted in triplicate to the Central Office Production and Document Control Branch. A copy of such reply shall be distributed to each holder of the related Form PHA-2165.

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Revision in Procedure for Processing Real Property Inventories

Paragraphs 6g and 5c of Section ID 5.3 provide that the Real Property Inventory, Form PHA-2165, shall be prepared in quadruplicate and that the Production and Document Control Branch shall route the original of the Form PHA-2165 to the Fiscal Branch and one copy to the Appraisal Branch. Effective immediately, the Real Property Inventory shall be prepared in an original and four copies, the original and three of which shall be sent to the Field Office. The original and two copies shall be sent by the Field Office to the Central Office Production and Document Control Branch which, in addition to the above distribution, shall also send one copy to the Statistics Branch.

Prior to distributing any of the copies, the Production and Document Control Branch shall check the inventory against its records and indicate on each copy of the inventory any differences disclosed. The Statistics Branch shall notify the Production and Document Control Branch of any differences which its review of the inventory discloses.



Budget Bureau Approval  
No. 63-R829

HOUSING AND HOME FINANCE AGENCY  
PUBLIC HOUSING ADMINISTRATION

## REAL PROPERTY INVENTORY

Project Location \_\_\_\_\_  
Project Number \_\_\_\_\_  
Inventory as of \_\_\_\_\_

HHFA-PHA, Wash., D. C.

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Identification of Real Property Disposed Of

1. Upon disposition of defense housing real property, conveyance documents shall be attested, registered, and processed in accordance with the provisions of Section 3558:5 and 3558 (Exhibit 4) of the Manual of Policy and Procedure.
2. Each conveyance document submitted for attestation and registration shall be accompanied by a completed Form PHA-2206, Characteristics for Valuation of Real Property for Write-Off Purposes, prepared in accordance with the requirements of Section 3558:1 of the Manual of Policy and Procedure.

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Portable Units--Transfers

Every authorized transfer of portable units 1/ shall be covered by Form HHFA 11-12, Program Action, which shall be prepared and distributed as provided in Section ID 2.3. Each Program Action shall report the full particulars with respect to the transfer including the number, type, and size of the units removed and the number, type, and size of the units to be re-erected at the receiving project.

1/ Portable units include portable family dwellings, portable shelter units, mobile houses, hutments, and nondwelling portable structures.

NOTE: This is a new release.

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LIBRARY  
1-1  
2-1  
3-1  
4-1  
5-1

6-1  
7-1  
8-1  
9-1  
10-2

11-  
12-1  
13-  
14-1  
15-2

16-2  
17-1  
18-2  
19-1  
20-2  
HA

Development Costs Subsidiary Accounts for Defense Housing Projects Constructed Under Public Law 139, Title III

1. Purpose. This Section prescribes development costs subsidiary accounts for classifying expenditures made by the PHA in developing defense housing projects under Public Law 139, Title III. These accounts have been selected, on the basis of their applicability to the Defense Housing Program, from a classification of accounts adopted for the Low-Rent Housing Program. Accounts pertinent to the Defense Housing Program only have been added, and minor changes have been made in some of the account definitions to eliminate reference to Local Authorities and to restrict their use to cover only those costs authorized under this Program.
2. General. The books of account and related records for this Program will be maintained in the Fiscal Branch. The Fiscal Branch will maintain development costs subsidiary accounts for each defense housing project in accordance with the Chart and Definitions of Accounts prescribed herein. The documents and supporting papers which should be submitted to the Fiscal Branch are designated in related procedures contained in the various Sections of these Interim Instructions and other PHA releases. It is to be noted that such documents and supporting papers are to be submitted in every case to the Fiscal Branch and not to any Branch Accounting Office. All payments in connection with the development of defense housing projects will be made by the Chief Disbursing Officer, Washington, D. C.
3. Use of Accounts
  - a. The development costs subsidiary accounts prescribed in this Section shall be used in the preparation of Development Budgets, Form PHA-2222, and on other forms requiring account designations, with the exception of Accounts 1405, Indirect Development Costs; 1410.18, Equipment Expended; and 1480, Contract Work in Process. Accounts 1405 and 1410.18 are prescribed for use in facilitating the establishment of property valuations at the completion of the projects. Account 1480 is prescribed to facilitate recording of payments made under the main construction contract and related contracts.
  - b. The Central Office Branch, Field Office Section, or Project Engineer initiating documents which are used as the basis for entry in the books of account shall be responsible for classifying and coding such documents in accordance with the Chart and Definitions of Accounts prescribed herein and the coding instructions contained in Section ID 6.2.
4. Development Costs Subsidiary Accounts

Account  
Number

Title

Indirect Development Costs

1405 Indirect Development Costs

(Cont'd)

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Overhead

- 1410.18 Equipment Expended
- 1410.19 Sundry Overhead
- 1410.20 Local Authority Expenses - Reimbursable

Planning

- 1430.1 Architectural and Engineering Fees
- 1430.7 Inspection Costs - Reimbursable
- 1430.19 Sundry Planning Costs
- 1430.30 Field Supervision and Inspection, PHA

Site Acquisition

- 1440.1 Property Purchases
- 1440.2 Condemnation Deposits
- 1440.3 Excess Property
- 1440.4 Surveys and Maps
- 1440.5 Appraisals
- 1440.6 Title Information
- 1440.8 Legal Costs - Site
- 1440.10 Option Negotiations
- 1440.12 Current Tax Settlements
- 1440.19 Sundry Site Costs
- 1440.20 Site Net Income

Site Improvements

- 1450 Site Improvements

Off-Site Utilities

- 1455 Off-Site Utilities
- 

(Cont'd)

Dwelling Structures

1460 Dwelling Structures

Dwelling Equipment

1465 Dwelling Equipment

Nondwelling Structures

1470 Nondwelling Structures

Nondwelling Equipment

1475 Nondwelling Equipment

Trailers

1476.1 Trailer Purchases

1476.2 Trailer Mounting and Servicing

1476.3 Trailer Transportation

Work in Process

1480 Contract Work in Process

5. Development Costs Subsidiary Account Definitions

1405 Indirect Development Costs. When the Development Budget for the "Final" stage is issued, this account shall be debited with the aggregate amount of indirect development costs in Overhead, Accounts 1410.18 through 1410.20, and Planning, Accounts 1430.1 through 1430.30. This account shall also be charged with the pro rata share of administrative expenses.

Overhead

1410.18 Equipment Expended. When the physical inventory of equipment has been taken (pursuant to instructions in the Property and Procurement Handbook, Part II) this account shall be charged with the difference between (1) the acquisition cost of all equipment acquired with development funds and (2) the acquisition cost of all equipment reflected in the physical inventory.

(Cont'd)

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1410.19 Sundry Overhead. This account shall be charged with advertising costs in connection with procuring bids for demolition, construction, landscaping, and other contracts for project development work. This account shall also be charged with other overhead costs not allocable to specific accounts.

1410.20 Local Authority Expenses - Reimbursable. This account shall be charged with the amount reimbursable to the Local Authority for incidental "out-of-pocket" expenses only, incurred pursuant to an Agency Development Agreement between the Local Authority and the PHA. This account shall not be charged with the amount reimbursable to the Local Authority for the cost of inspection; such amounts shall be charged to Account 1430.7, Inspection Costs - Reimbursable.

Planning

1430.1 Architectural and Engineering Fees. This account shall be charged with all amounts paid for architectural and engineering work performed under an Architect-Engineer's Contract, Form PHA-2219, including all amounts reimbursable to the architect-engineer, except reimbursable costs of inspection, which shall be charged to Account 1430.7, Inspection Costs - Reimbursable.

1430.7 Inspection Costs - Reimbursable. This account shall be charged with any amounts reimbursable to an architect-engineer under his contract for the cost of inspection. It shall also be charged with costs of inspection reimbursable to the Local Authority under its Agency Development Agreement.

1430.19 Sundry Planning Costs. This account shall be charged with the costs incurred for borings and soil test pits, models, miscellaneous blueprints and photostats, photographs, and other planning costs not allocable to specific accounts. This account shall be credited with moneys received from the sale of blueprints. This account shall not be charged with the cost of blueprints or specifications furnished by the architect-engineer (whether such costs are or are not reimbursable under his contract); such amounts shall be charged to Account 1430.1, Architectural and Engineering Fees.

1430.30 Field Supervision and Inspection, PHA. This account shall be charged with salaries, travel, and miscellaneous expenses in connection with supervision and inspection performed by PHA employees at the project site. This account shall also be charged with the Employers' FICA Tax for such employees.

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(Cont'd)



Site Acquisition

- 1440.1 Property Purchases. This account shall be charged with all amounts paid for land and existing improvements, including any amounts disbursed and deducted from the purchase price for prior year taxes and for current taxes prorated to the date of acquisition. The proportionate share of current taxes applicable to the period after the date of acquisition shall not be charged to this account, but shall be charged to Account 1440.12, Current Tax Settlements. Account 1440.1 shall also be charged with all amounts paid for property acquired by condemnation including all amounts awarded by the court in connection therewith. This account shall be credited with the value of any land determined to be excess to the needs of the project, and with any amounts received from the sale of structures for off-site use. The value of salvage of structures, demolished and removed from the site shall be credited to Account 1450, Site Improvements.
- 1440.2 Condemnation Deposits. This account shall be charged with the amount of any deposits placed with a court pending the completion of condemnation proceedings. When an award is made on any parcel, the amount of the deposit applied on the purchase price thereof shall be transferred to Account 1440.1, Property Purchases. Any deposit, or portion thereof which is returned, shall be credited to this account. At the conclusion of all condemnation proceedings, no amount should remain in this account except court awards, if any, in connection with properties which are not finally acquired.
- 1440.3 Excess Property. This account shall be charged, and Account 1440.1, Property Purchases, shall be credited, with the estimated market value of any land and structures acquired with the land, when determined to be excess to the needs of the project. When sold, the proceeds of the sale of such property shall be credited to this account and considered to be the value of such property to be credited to Account 1440.1, Property Purchases, which shall be adjusted accordingly.
- 1440.4 Surveys and Maps. This account shall be charged with the cost of boundary, property line, topographical, and utility surveys, including maps and perimeter descriptions; the cost of monuments and landmarks; and the cost of all blueprints and photostats furnished by the surveyor.
- 1440.5 Appraisals. This account shall be charged with the cost, if any, of securing estimated costs of property, and with the cost of appraisals of land and improvements, including any appraisals for condemnation proceedings. This account shall not be charged with any expert witness fees awarded by a court to the owner of property acquired by condemnation; such costs shall be charged to Account 1440.1, Property Purchases.

(Cont'd)

- 1440.6 Title Information. This account shall be charged with all costs of title information, including legal fees, abstracts, title certificates, title guarantee policies, and other costs in connection therewith.
- 1440.8 Legal Costs - Site. This account shall be charged with all legal costs incurred in connection with site acquisition, except for title information (see Account 1440.6). This account includes legal and court costs in connection with condemnation and eviction proceedings, process service fees, and similar costs. This account shall not be charged with any legal fees and expenses awarded by a court to the owner of property acquired by condemnation; such amounts shall be charged to Account 1440.1, Property Purchases.
- 1440.10 Option Negotiations. This account shall be charged with the nominal consideration of \$1.00 each which has been paid for options.
- 1440.12 Current Tax Settlements. This account shall be charged with the proportionate share of current taxes applicable to the period, after the date of acquisition.
- 1440.19 Sundry Site Costs. This account shall be charged with any other costs of site acquisition not allocable to specific accounts.
- 1440.20 Site Net Income. This account shall be credited with income, to the Beginning of Management Operations, from the rental of structures existing on the site at the time of acquisition, and from the rental of land for parking lots or other purposes. This account shall also be charged with all expenses, to the Beginning of Management Operations, in connection with rental and maintenance of such existing structures and land.
- 1450 Site Improvements. This account shall be charged with the costs of site improvements and demolition, and shall be credited with the value of salvage as more specifically defined in Section ID 3.1. The principal charges to this account cover portions of the main construction contract and related contracts; these charges will be determined on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts. Minor costs of site improvements not covered by these contracts shall be charged directly to this account when incurred.
- 1455 Off-Site Utilities. This account shall be charged with the costs of off-site utilities as more specifically defined in Section ID 3.1. The principal charges to this account cover portions of the main

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construction contract and related contracts; these charges will be determined on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts. This account shall be credited with any off-site utility costs reimbursable to the PHA pursuant to agreements entered into with local public bodies or utility companies. Only those costs for which the PHA will not be reimbursed shall remain in this account.

1460     Dwelling Structures. This account shall be charged with the cost of dwelling construction as more specifically defined in Section ID 3.1. The principal charges to this account cover portions of the main construction contract and related contracts; these charges will be determined on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts. Minor costs of dwelling construction not covered by these contracts shall be charged directly to this account when incurred.

1465     Dwelling Equipment. This account shall be charged with the cost of all dwelling equipment including the cost of transportation. The cost of dwelling equipment purchased by the PHA and delivered to the project shall be charged directly to this account. The cost of dwelling equipment covered in the main construction contract and related contracts shall be charged to this account on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts.

1470     Nondwelling Structures. This account shall be charged with the cost of nondwelling construction as more specifically defined in Section ID 3.1. The principal charges to this account cover portions of the main construction contract and related contracts; these charges will be determined on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts. Minor costs of nondwelling construction not covered by these contracts shall be charged directly to this account when incurred.

1475     Nondwelling Equipment. This account shall be charged with the cost of all nondwelling equipment including the cost of transportation. The cost of nondwelling equipment purchased by the PHA and delivered to the project shall be charged directly to this account. The cost of nondwelling equipment covered in the main construction contract and related contracts shall be charged to this account on the basis of engineering breakdowns of the contract amounts, and will be made at the completion of the respective contracts.

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(Cont'd)

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Trailers

- 1476.1 Trailer Purchases. This account shall be charged with the cost of trailers and equipment covered in the purchase price of the trailers. This account shall also be charged with the cost of equipment, (including transportation) purchased for installation in trailers. The cost of transporting trailers to the project site shall not be charged to this account; such costs shall be charged to Account 1476.3, Trailer Transportation.
- 1476.2 Trailer Mounting and Servicing. This account shall be charged with the cost of mounting and servicing trailers as more specifically defined in Section ID 3.1. These charges will be determined on the basis of engineering breakdowns of the contract amounts and will be made at the completion of the main construction contract and related contracts.
- 1476.3 Trailer Transportation. This account shall be charged with the cost of transporting trailers to the project site.
- 1480 Contract Work in Process. This account shall be charged with all approved contract billings (payments to contractors plus contract retentions) which shall be distributed to the appropriate development costs subsidiary accounts on the basis of engineering breakdowns upon completion of the respective contracts.

Accounting Codification of Documents

1. Purpose. This Section provides instructions for the accounting codification of documents listed herein which are used as the basis for recording in the books of account the cost of defense housing projects developed pursuant to Public Law 139.
2. Composition of Accounting Code. The accounting code for projects developed under this Program shall consist of three components; program number, purpose code, and the appropriate development costs subsidiary account number. For example, a voucher in favor of a trailer manufacturer for the purchase and delivery of trailers would be double coded, as follows:

7.1-11-1476.1

7.1-11-1476.3

- a. The first component, 7.1, is the program number designation of the Defense Housing Program.
  - b. The second component, 11, represents the purpose code for development under the Defense Housing Program.
  - c. The third component, 1476.1 and 1476.3, is the number of the development costs subsidiary account to be charged with the cost of the materials and services covered by the voucher.
  - d. The example given above covers the coding of a document applicable to more than one development costs subsidiary account. If more than one account is applicable to a document, the costs reflected thereon shall be coded to show each account number and the amount applicable thereto.
3. Project Number. It is important that all accounting documents reflect the applicable defense housing project number. Where a space is not provided on the form for the project number, it shall be inserted directly above the accounting code. If an accounting document is applicable to more than one project, the document shall reflect the project breakdown by account number and amount.
  4. Documents Requiring Accounting Codification. The following list provides a guide in determining documents which are required to be coded. The list includes all documents commonly used as a source of book entry in a development program, but there may be others in occasional use. Therefore, any document which is used as a source of book entry shall be coded in accordance with the instructions contained in this Section.

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a. Obligation Documents

- (1) Contract (construction), Standard Form 23 - Revised April 3, 1942, Overprinted for HHFA, PHA, Defense Housing Use.
- (2) Requisition, Form PHA-60.
- (3) Transfer Authorization and Receipt for Personal Property, Form PHA-63.
- (4) Purchase Order, Form PHA-64.
- (5) Request for and Authorization of Official Travel, Form PHA-90.
- (6) U. S. Government Bill of Lading, Standard Form 1103.
- (7) Architect-Engineer's Contract (Defense Housing Program), Form PHA-2219.
- (8) Proposal for Furnishing Title Information (Defense Housing Program), Form PHA-2224.
- (9) Proposal for Survey (Defense Housing Program), Form PHA-2225.
- (10) Proposal for Appraisal (Defense Housing Program), Form PHA-2227.
- (11) Change Order.

b. Disbursement Documents

- (1) Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel, Standard Form 1012.
- (2) Public Voucher for Purchases and Services Other than Personal, Standard Form 1034.
- (3) Public Voucher for Advertising, Standard Form 1144.

5. Construction Contract, Change Orders, and Contract Billings. The Construction Contract, Standard Form 23, shall be coded by the Project Engineer to show the accounts to which the total amount of the contract is distributed. All change orders affecting the monetary distribution of the Contract by account shall also be coded to show the accounts affected and the amount applicable to each. Contract billings shall be coded to Account 1480, Contract Work in Process, which shall be distributed to the appropriate development costs subsidiary accounts on the basis of engineering breakdowns upon completion of the contract.

(Cont'd)

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6. Revolving Fund Account. The account symbol and title to be used in the Defense Housing Program is as follows:

86X4064 Public War Housing Program,  
Public Housing Administration

The above symbol, and title where necessary, shall be inserted in the spaces provided for Appropriations or Fund on the forms listed in paragraph 4, on which such spaces are provided.

LIBRARY 602

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**PUBLIC HOUSING ADMINISTRATION**  
HOUSING AND HOME FINANCE AGENCY                      WASHINGTON 25, D. C.

12-21-51

**Interim Instructions for  
Defense Housing**

**Transmittal No. 1**

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Set forth below is a list of Interim Instructions for Defense Housing transmitted to you under separate cover December 21, 1951:

<u>Section</u>	<u>Title</u>
ID 1.1	Clearance of Operational Problems
ID 1.2	Description of Interim Instructions
ID 1.3	Public Law 139, Defense Housing and Community Facilities and Services Act of 1951
ID 1.4	PHA Participation in the Defense Housing Program
ID 1.5	Local Participation in Public Law 139 Program
ID 2.1	Program Assignments in the Defense Housing Program
ID 2.2	Project Numbering Procedure
ID 3.1	Development Funds for Defense Housing (Public Law 139)
ID 3.2	Site Selection and Acquisition
ID 3.2 Supp.1	Sites for Trailer or Temporary Housing Projects on Military Installations
ID 3.3	Architect-Engineers' Services for Defense Housing Projects
ID 3.3 Supp.1	Architect-Engineers' Fees for Defense Housing
ID 3.4	Standards for Defense Housing (Trailer Projects)
ID 3.4 Supp.1	Guides and Recommended Practice for Design of Defense Housing (Trailer Projects)
ID 3.5	Standards for Defense Housing (Temporary)
ID 3.5 Supp.1	Guides and Recommended Practice for Design of Defense Housing (Temporary Projects)
ID 3.6	Utility Selection and Contracts
ID 3.6 Exh. 1	Energy and Fuel Requirements for Defense Housing
ID 3.7	Surveys, Appraisals, and Title Information
ID 3.7 Supp.1	Detailed Instruction for Obtaining Title Information

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

1-8-52

Interim Instructions for  
Defense Housing

Transmittal No. 2

- 
1. INSERT: Section ID 3.8, Development Progress Register and Reporting, dated 1-8-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

1-21-52

Interim Instructions for Defense Housing Transmittal No. 3

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1. INSERT: Section ID 5.1, Contract Numbering, dated 1-21-52.

NOTE : The material which was to have been attached to this transmittal was distributed on ~~1-24-52~~.

HHFA-PHA, Wash. D.C.

# PUBLIC HOUSING ADMINISTRATION

HOUSING AND HOME FINANCE AGENCY

WASHINGTON 25, D. C.

1-25-52

INTERIM INSTRUCTIONS FOR DEFENSE HOUSING Transmittal No. 4

✓ 1. INSERT: ID 3.2, Supplement 2, Preparation and Approval of Site Selection Sheet, dated 1-23-52.

2. Make pen and ink corrections and affix insert slips as indicated below:

NOTE: The insert slips on the attachments are intended to be cut out and affixed in the places indicated. This method of effecting certain revisions is employed in this instance because of the interim nature of the releases involved and to avoid too frequent reissuance of such interim instructions.

✓ ID 2.1, par. 3 - Affix insert slip A from Attachment.

✓ ID 2.1, par. 4, lines 8 and 12 - Delete that part of each line which reads, "(with est. dev. cost)".

✓ ID 3.1, par. 6, line 4 - Change "paragraph 8" to read "paragraph 10".

✓ ID 3.2, par. 3c - Add at end "(See Supplement 2 to this Section.)"

✓ ID 3.2, par. 3e - Add at end "(See Supplement 2 to this Section.)"

✓ ID 3.2, par. 5 and 6 - Affix insert slip B from Attachment.

✓ ID 3.2, par. 11 and 12 - Affix insert slip D from Attachment. (Note that this insert does not change par. 12.)

✓ ID 3.3, par. 5a, line 3 - Change "four copies" to read "five copies".

✓ ID 3.3, par. 5b, line 4 - Change "three copies" to read "five copies".

✓ ID 3.3, par. 6 - Affix insert slips E and F from Attachment.

✓ ID 3.5, par. 4a, line 4 - Change "this section" to read "this paragraph".

✓ ID 3.5, par. 4a, line 5 - Change "Section 6" to read "Paragraph 6".

✓ ID 3.7, par. 2a, line 3 - Change "PHA-2226" to read "PHA-2225".

✓ ID 3.7, par. 5 and 6 - Affix insert slip C from Attachment.

Form PHA-2226, par. 1a, line 5 - Change "length" to read "land".

*not in manual*

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

1-28-52

Interim Instructions for Defense Housing

Transmittal No. 5

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INSERT: Section ID 3.9, Development Schedules for Defense Housing,  
dated 1-25-52.

HHFA-PHA, Wash., D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

1-31-52

Interim Instructions for Defense Housing

Transmittal No. 6

- 
1. INSERT: Table of Contents, dated 1-31-52.

HHFA-PHA, Wash, D. C.

# PUBLIC HOUSING ADMINISTRATION

HOUSING AND HOME FINANCE AGENCY

WASHINGTON 25, D. C.

2-14-52

INTERIM INSTRUCTIONS FOR DEFENSE HOUSING

Transmittal No. 7

- 
1. INSERT: ID 3.10, Provision of Indoor Tenant Activity Space, dated 2-12-52.

NOTE : Appropriate notes referring to ID 3.10 should be made in the margins of Sections ID 3.4 and ID 3.5

2. INSERT: Exhibit 1 to Section ID 3.10, Diagrammatic Plans for Indoor Tenant Activity Space, dated 2-12-52.

3. REMOVE: Pages 3 and 4, dated 12-20-51, of Section ID 3.4, Standards for Defense Housing (Trailer Projects).

INSERT: Pages 3 and 4, dated 2-12-52, of Section ID 3.4, Standards for Defense Housing (Trailer Projects).

4. REMOVE: Page 5, dated 12-20-51, of Section ID 3.4, Standards for Defense Housing (Trailer Projects).

INSERT: Page 5, dated 2-12-52, of Section ID 3.4, Standards for Defense Housing (Trailer Projects).

5. REMOVE: Pages 5 and 6, dated 12-20-51, of Section ID 3.5, Standards for Defense Housing (Temporary).

INSERT: Pages 5 and 6, dated 2-12-52, of Section ID 3.5, Standards for Defense Housing (Temporary).

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PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency  
6. 7 3c

3-7-52

Interim Instructions for Defense Housing Transmittal No. 9

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1. INSERT: Section 3.11, Provision of Laundry Facilities, dated 2-26-52.

HHFA-PHA, Wash. D.C.



PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

3-10-52      Interim Instructions for Defense Housing      Transmittal 10

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1. INSERT: Section 3.13, Project Signs, dated 3-10-52.

HHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

4-8-52

Interim Instructions for Defense Housing Transmittal No. 11

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1. REMOVE: Section 3.2, Supplement 2, Preparation and Approval of Site Selection Sheet, dated 1-23-52.
- INSERT: Section 3.2, Supplement 2, Preparation and Approval of Site Selection Sheet, dated 4-4-52.

HHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

4-17-52

Interim Instructions for Defense Housing Transmittal No. 12

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1. INSERT: Section ID 3.14, Project Programs, dated 4-17-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

5-16-52 /

Interim Instructions for Defense Housing Transmittal No.13

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1. INSERT: Section ID 2.3, Program Actions on Projects During Development,  
dated 5-16-52.

HHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

5-23-52

Interim Instructions for Defense Housing Transmittal No. 14

- 
1. INSERT: Section 4.2, Establishing Rents for Trailers and Temporary Projects, dated 5-23-52.

NOTE: Section 4.1 of this Manual will be issued at a later date.

HHFA-PHA, Wash., D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

5-26-52

Interim Instructions for Defense Housing Transmittal No. 15

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1. REMOVE: Pages 1 and 2 of Section 4.2, Establishing Rents for Trailers and Temporary Projects, dated 5-23-52.

INSERT: Pages 1 and 2 of Section 4.2, Establishing Rents for Trailers and Temporary Projects, dated 5-26-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

5-29-52

Interim Instructions for Defense Housing Transmittal No. 16

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1. INSERT: Section 3.15, Project Construction Photographs, dated 5-29-52.

PHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-3-52

Interim Instructions for Defense Housing Transmittal No. 17

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1. REMOVE: Section 2.1, Program Assignments in the Defense Housing Program, dated 12-18-51.

INSERT: Section 2.1, Program Assignments, dated 6-3-52.

HHFA-PHA, Wash., D.C.



PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-11-52

Interim Instructions for Defense Housing Transmittal No. 18

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1. REMOVE: Pages 3-7 of Section ID 3.2, Site Selection and Acquisition,  
dated 12-20-51.

INSERT: Pages 3-7 of Section ID 3.2, Site Selection and Acquisition,  
dated 6-11-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-23-52

Interim Instructions for Defense Housing

Transmittal No. 19

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1. REMOVE: Page 5 of Section ID 3.3, Architect-Engineers' Services for Defense Housing Projects, dated 12-20-51.  
  
INSERT: Pages 5 and 6 of Section ID 3.3, Architect-Engineers' Services for Defense Housing Projects, dated 6-11-52.
  2. REMOVE: Section ID 3.7, Surveys, Appraisals, and Title Information, dated 12-21-51.  
  
INSERT: Section ID 3.7, Surveys, Appraisals, and Title Information, dated 6-11-52.
  3. INSERT: Section 5.2, Maintenance of Land Records, dated 6-11-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-25-52

Interim Instructions for Defense Housing Transmittal No. 20

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1. INSERT: Section 6.1, Development Costs Subsidiary Accounts for Defense Housing Projects Constructed Under Public Law 139, Title III, dated 6-25-52.
2. INSERT: Section 6.2, Accounting Codification of Documents, dated 6-25-52.

HHFA-PHA, Wash. D.C.

**PUBLIC HOUSING ADMINISTRATION**

HOUSING AND HOME FINANCE AGENCY

WASHINGTON 25, D. C.

8-5-52

Interim Instructions for Defense Housing Transmittal No. 21

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- ✓ 1. INSERT: Section 4.1, Management Objectives in Defense Housing, dated 8-5-52.
  2. REMOVE: Page 3 of Section 4.2, Establishing Rents for Trailers and Temporary Projects, dated 5-23-52.
  - ✓ INSERT: Page 3 of Section 4.2, Establishing Rents for Trailers and Temporary Projects, dated 8-5-52.
  - ✓ 3. INSERT: Section 4.3, Eligibility for Occupancy, dated 8-5-52.
  - ✓ 4. INSERT: Section 4.5, Report on Families Moving Into Defense Housing, dated 8-5-52.
  - ✓ 5. INSERT: Section 4.6, Quarterly Report on Occupancy, Form PHA-1235.

HHFA-PHA, Wash., D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

8-18-52

Interim Instructions for Defense Housing

Transmittal No. 22

- 
1. INSERT: Section 3.4, Supplement 2, Temporary Laundry Buildings--Defense Housing--Trailer Projects, dated 8-18-52.

HHFA-PHA, Wash., D.C.

# PUBLIC HOUSING ADMINISTRATION

HOUSING AND HOME FINANCE AGENCY

WASHINGTON 25, D. C.

9-10-52

Interim Instructions for Defense Housing Transmittal No. 23

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1. REMOVE: Section ID 2.3, Program Actions on Projects During Development, dated 5-16-52.  
✓ INSERT: Section ID 2.3, Program Actions for Defense Housing Projects, dated 9-2-52.
  2. REMOVE: Section ID 3.3, Architect-Engineers' Services for Defense Housing Projects, pages 1-4 dated 12-20-51 and pages 5-6 dated 6-11-52.  
✓ INSERT: Section ID 3.3, Architect-Engineers' Services for Defense Housing Projects, dated 9-2-52.
  3. REMOVE: Section ID 3.3, Supplement 1, Architect-Engineers' Fees for Defense Housing, dated 12-20-51.  
✓
  4. REMOVE: Section ID 3.4, Standards for Defense Housing (Trailer Projects), dated 12-20-51.  
✓ INSERT: Section ID 3.4, Standards for Defense Housing--Trailer Projects, dated 9-2-52.
  5. REMOVE: Section ID 3.4, Supplement 1, Guides and Recommended Practices for Design of Defense Housing (Trailer Projects), dated 12-20-51.  
✓ INSERT: Section ID 3.4, Supplement 1, Guides and Recommended Practice for Design of Defense Housing--Trailer Projects, dated 9-2-52.
  6. REMOVE: Section ID 3.5, Standards for Defense Housing (Temporary), pages 1-4 dated 12-20-51, pages 5-6 dated 2-12-52, and pages 7-8 dated 12-20-51.  
✓ INSERT: Section ID 3.5, Standards for Defense Housing (TEMPORARY)--DHT Series 1 Revised, Portable Family Dwelling Projects, dated 9-2-52.

Interim Instructions for Defense Housing, Transmittal No. 23 (Cont'd)

7. REMOVE: Section ID 3.5, Supplement 1, Guides and Recommended Practice for Design of Defense Housing (Temporary Projects), dated 12-20-51.

✓ INSERT: Section ID 3.5, Supplement 1, Guides and Recommended Practice for Design of Defense Housing (TEMPORARY); DHT--Series 1 Revised, Portable Family Dwelling Projects, dated 9-2-52.

- ✓ 8. REMOVE: Section ID 3.6, Utility Selection and Contracts, dated 12-20-51.

INSERT: Section ID 3.6, Utility Selection and Contracts, dated 9-3-52.

- ✓ 9. REMOVE: Section ID 3.10, Provision of Indoor Tenant Activity Space, dated 2-12-52. The material formerly contained in this Section may now be located in Sections ID 3.4 and 3.5 dated 9-2-52, respectively.

- ✓ 10. REMOVE: Section 3.11, Provision of Laundry Facilities, dated 2-26-52. The material formerly contained in this Section may now be located in Sections ID 3.4 and 3.5 dated 9-2-52, respectively.

- ✓ 11. INSERT: Section 4.7, Management Control Chart for Defense Housing Program, dated 8-21-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

10-8-52

Interim Instructions for Defense Housing Transmittal No. <sup>24</sup>~~23~~

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1. INSERT: Section 4.4, Project Operation Approval Sheet, dated 10-8-52.



PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

10-16-52      Interim Instructions for Defense Housing      Transmittal No. 25

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1. INSERT: Section 3.70, Construction Completion, Acceptance, and Contract Settlement, dated 10-14-52.

NOTE: This Section is the first of a proposed series of releases dealing with the construction phase of defense housing. This series will begin with the number 3.51 and will be issued from time to time in the future.

2. INSERT: Section 4.8, Dwelling Furniture in the Defense Housing Program, Public Law 139, 82nd Congress, dated 9-17-52.
3. INSERT: Section 4.9, Project Management Plan for Navy-Operated Defense Housing, dated 10-16-52.

CORRECTION: Transmittal No. 23 dated 10-8-52 should be renumbered to Transmittal No. 24.

HHFA-PHA, Wash. D.C.

**PUBLIC HOUSING ADMINISTRATION**

HOUSING AND HOME FINANCE AGENCY

WASHINGTON 25, D. C.

12-1-52

Interim Instructions for Defense Housing

Transmittal No. 26

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- ✓ 1. INSERT: Section ID 3.54, Breakdown of Construction Contract Price, Forms PHA-1000a and 1000b, dated 11-20-52.
  - ✓ 2. INSERT: Section ID 3.55, Construction Progress Schedule, Form PHA-372, dated 11-20-52.
  - ✓ 3. INSERT: Section ID 3.56, Construction Subcontracts, dated 11-20-52.
  - ✓ 4. INSERT: Section ID 4.2, Supplement 1, Computation of Economic Rent, dated 11-18-52.
  5. REMOVE: Pages 1 and 2 of Section ID 4.3, Eligibility for Occupancy, dated 8-5-52.  
  
INSERT: Pages 1 and 2 of Section ID 4.3, Eligibility for Occupancy, dated 11-24-52.
  - ✓ 6. REMOVE: Section 5.1, Contract Numbering, dated 1-21-52.  
  
INSERT: Section 5.1, Contract Numbering, dated 11-19-52.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

1-12-53      INTERIM INSTRUCTIONS FOR DEFENSE HOUSING      Transmittal No. 27

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1. INSERT: Section ID 3.57, Construction Payrolls, dated 12-19-52.

HHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

2-4-53      Interim Instructions for Defense Housing      Transmittal No. 28

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1. INSERT: Section ID 3.71, Construction Completion Report, dated 2-4-53.

HHFA-PHA, Wash. D.C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

2-6-53

Interim Instructions for Defense Housing Transmittal No. 29

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1. INSERT: Section ID 3.61, End of Month Postal Card Report on Dwelling Units, Form PHA-2187.

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6, 7 3c

HHFA-PHA, Wash., D.C.

LIBRARY 602

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency 6, 7 Washington 25, D. C.

3-2-53 Interim Instructions for Defense Housing Transmittal No. 30

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1. INSERT: Section ID 3.62, Federal Specifications and Other Standards, dated 2-16-53.

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B2, 3, 4, 10 2c

6, 7 3c

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

3-31-53

Interim Instructions for Defense Housing

Transmittal No. 31

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1. INSERT: Section 3.60, Construction Report, Form PHA-377, dated 3-31-53.

HHFA-PHA, Wash. D. C.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

4-17-53

Interim Instructions for Defense Housing Transmittal No. 32

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1. INSERT: Section ID 3.66, Construction Contract Changes, dated 4-17-53.



**PUBLIC HOUSING ADMINISTRATION**  
**Housing and Home Finance Agency**

5-5-53

**Interim Instructions for Defense Housing Transmittal No. 33**

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1. **REMOVE:** Section 4.6, Quarterly Report on Occupancy, Form PHA-1235, dated 8-5-52.
- INSERT:** Section 4.6, Monthly Report on Occupancy in Defense Housing, dated 5-25-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

5-28-53

Interim Instructions for Defense Housing

Transmittal No. 34

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1. INSERT: Section ID 5.3, Real Property Inventories, dated 5-8-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-5-53

Interim Instructions for Defense Housing

Transmittal No. 35

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1. REMOVE: Section ID 4.3, Eligibility for Occupancy, pages 1 and 2 dated 11-24-52, pages 3 and 4 dated 8-5-52.

INSERT: Section ID 4.3, Eligibility for Occupancy, dated 5-25-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-10-53

Interim Instructions for Defense Housing

Transmittal No. 36

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1. REMOVE: Section ID 4.7, Management Control Chart for Defense Housing Program, dated 8-21-52.
  - INSERT: Section ID 4.7, Establishment and Maintenance of Production and Document Control Records, dated 5-26-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-15-53

Interim Instructions for Defense Housing

Transmittal No. 37

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1. INSERT: Section ID 5.4, Identification of Real Property Disposed Of, dated 6-8-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

6-17-53

Interim Instructions for Defense Housing

Transmittal No. 38

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1. INSERT: Section 5.3, Supplement 1, Revision in Procedure for Processing Real Property Inventories, dated 6-9-53.

PUBLIC HOUSING ADMINISTRATION  
Housing and Home Finance Agency

8-6-53      Interim Instructions for Defense Housing      Transmittal No. 39

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1. INSERT: Section ID 3.1, Supplement, Development Budget Revisions, dated 6-19-53.

HHFA-PHA, Wash., D. C.

HOUSING AND HOME FINANCE AGENCY  
Public Housing Administration

8-14-53

Interim Instructions for Defense Housing

Transmittal No. 40

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1. REMOVE: Pages 7 and 8 of Section ID 3.4, Standards for Defense Housing--  
Trailer Projects, dated 9-2-52.  
  
INSERT: Pages 7 and 8 of Section ID 3.4, Standards for Defense Housing--  
Trailer Projects, dated 8-3-53.
  2. REMOVE: Pages 11 and 12 of Section ID 3.4, Supplement 1, Guides and Recommended  
Practice for Design of Defense--Trailer Projects, dated 9-2-52.  
  
INSERT: Pages 11 and 12 of Section ID 3.4, Supplement 1, Guides and Recommended  
Practice for Design of Defense Housing--Trailer Projects, dated 8-3-53.



728.1

U.S. Public Housing Administration  
~~Housing Authority~~

1940.42

Interim instructions for defense housing.

P81i

Washington, 1951-53

6 pts. in IV. ~~transmittals~~

Transmittals no. 1-40. <sup>Washington</sup> 1951-53

402.

Some parts include ~~the~~ revised pages and  
supplements.

1. Defense housing

I. Title.