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# **PIH Information Center (PIC)**



## **Demolition/Disposition User Guide**

**For the Special Applications Center**

**U.S. Department of Housing and Urban Development**

**Public and Indian Housing**

**December 2002**

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## System requirements

### *Minimum requirements*

In order to run PIC, you must have a workstation with the following minimum requirements:

Computer with Pentium processor or higher 100 Mb or larger hard drive 16 Mb or more RAM VGA or better Monitor 28.8KBps or higher modem connected to an outside telephone line or a direct connection to the Internet Operating system capable of Internet access Internet Browser: Netscape 4.0 or higher, Internet Explorer 4.0 or higher Internet browser preferences. The ability to set preferences allows the user to choose the settings they favor within the web browser. PIC will operate more efficiently if your Internet browser has certain preferences set. **In some cases, PIC will not run if your Internet browser preferences have certain settings.** Click on your browser to determine how to set the optimal preferences for PIC.

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# The Demolition Disposition Module (Unit Removal)

## ***What Is the Demolition Disposition (Unit Removal) Module?***

The Demolition/Disposition was implemented pursuant to, and is in adherence with, Section 18 of the Housing Act of 1937 (the Act), as amended. HUD has implemented a regulation, 24 CFR Part 970, detailing the administrative steps required to perform demolition/disposition to Public Housing Projects in accordance with the Act.

Prior to the development of the Demolition/Disposition module, applications were submitted via hard-copy format. The U.S. Department of Housing and Urban Development's (HUD) Public and Indian Housing developed PIC to improve the availability of demolition/disposition data, reduce error rate and align submission process with other housing projects funded through HUD. Furthermore, the property information is used to assess HA's (Housing Authorities) request to demolish or dispose of an entire development, or a portion of a development for a variety of reasons.

The PIC Demolition/Disposition module assists SAC with the required submissions of demolition/disposition applications by:

- Determining the physical condition of properties in their various portfolios,
- Protecting HUD from valuable property loss,
- Ensuring proper use of revenues and federal subsidies, and
- Assessing owner compliance with business agreements (e.g., charters, use agreements, regulatory agreements, housing contracts).

PIC is an easily accessible and efficient system that allows HUD's program and oversight staff to review electronically submitted demolition/disposition

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application submissions on line (electronically) via HUD's Internet ([www.hud.gov](http://www.hud.gov)). The benefits are:

- Automatically identifies submissions that passed through system thresholds as "acceptable."
- Automatically displays submissions to Field Office staff.
- Displays detailed compliance, performance, and unit information.
- Maintains reviewer comments.
- Provides authorized PIC users the ability to allow resubmission of applications.
- Allows Housing Authorities, Field Offices, Special Applications Center and Headquarter Users online access to demo/dispo applications and schedules.
- After approval the information is made available to the public.

## **Objectives**

In this manual, we show you how to:

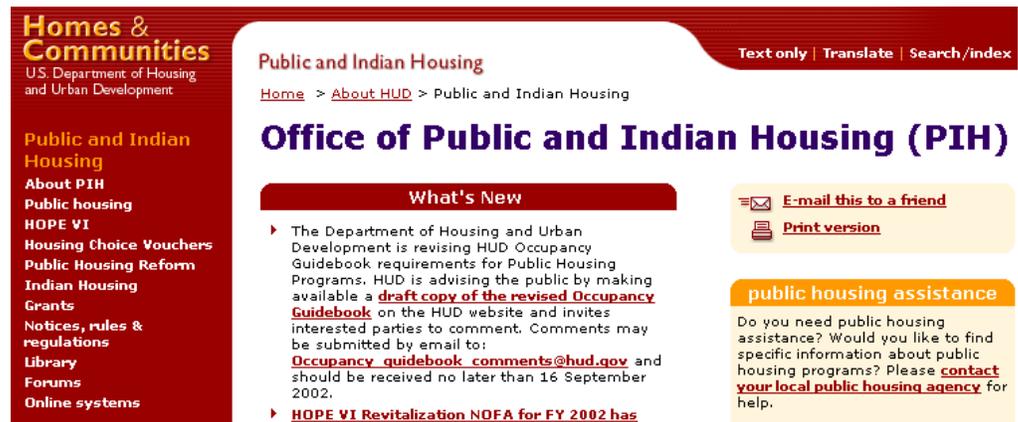
1. Navigate to the **Demolition Disposition Module**.
2. Complete a Demolition Disposition Application.
3. Upload Attachments.
4. Submit a Demolition Disposition Application.

# PIC Access to the Demolition Disposition Module

System Users may access the Demolition/Disposition Module from the PIC homepage.

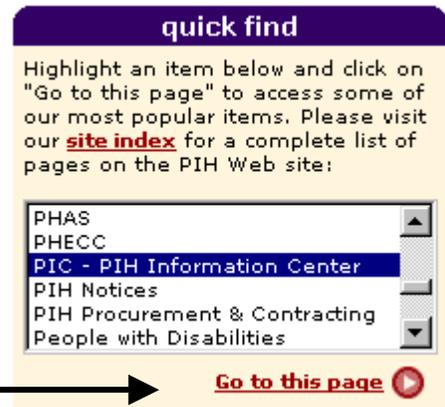
To access the *Demolition/Disposition Module* page:

1. Type **www.hud.gov/offices/pih** in your browser address field. The **Office of Public and Indian Housing (PIH) home page** displays.



2. Scroll down the page to the “quick find” and highlight the link “PIC - PIH Information Center.”

3. Click on “Go to this page” link



4. The PIC Home Page displays.

# Navigating to the Create an Application Page

Public and Indian Housing Text only | Translate | Search/index

Home > About HUD > Public and Indian Housing > Online systems > PIH Information Center (PIC)

## pih information center (pic)

What is the PIH Information Center (PIC)?

The PIH Information Center (PIC) allows Housing Authorities (HAs) to electronically submit information to HUD.

- ▶ [Logon to PIC](#)
- ▶ [System Requirements](#)
- ▶ [Technical Support](#) (Job Aids & Help)

Sub-Modules

**quick access**

If you already have a User ID and Password, use the link below to logon into the PIC system:

[Logon to the PIC System](#) ▶

5. Click on **Logon to PIC** or **Logon to the PIC system** (located under "quick access").

- ▶ [Logon to PIC](#)
- ▶ [System Requirements](#)
- ▶ [Technical Support](#) (Job Aids & Help)

**quick access**

If you already have a User ID and Password, use the link below to logon into the PIC system:

[Logon to the PIC System](#) ▶

6. Enter your User ID and Password and click on





PIC Home

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HA Profiles

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RCR Reports

HUD HOME    PIH HOME    Q & A    SEARCH/INDEX    E-MAIL

### PIH Information Center 3.6.1.1

User ID:

Password:

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**PICHELP:**  
 If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to [PICHELP@hud.gov](mailto:PICHELP@hud.gov).

PHAs can begin submitting tenant 50058 records in the PIC Form-50058 submissionsub-module. HUD has completed its upgrade of the system and has thoroughly tested the 50058 Submission sub-module in PIC. The system is operational as of Tuesday, September 25, 2001. Please go to the [PIC web site](#) for additional guidance.

7. Select **Demolition & Disposition** under **Housing Inventory** to access the application.



## public and indian housing information center

- PIC Maintenance
- PIH Information
- Housing Inventory
- Executive Summary
- Form - 50058

**PIC HEADLINES**

- **Welcome to PICTest** - 6/20/2002  
Welcome to PICTest [\[full text\]](#)
- **SEMAP Submissions - 4/13/01** - 4/5/2001  
SEMAP certifications for the 12/31/2000 FYE PHAs were initially due March 1. [\[full text\]](#)
- **SEMAP Submission 3/31 FYE PHAs** - 4/5/2001  
SEMAP certifications 3/31 FYE PHAs due 5/30/01. [\[full text\]](#)
- **SEMAP Submissions** - 12/5/2000  
Extended grace period for SEMAP certifications for 9/30/2000.

# Navigating to the Create an Application Page

**DO NOT USE YOUR BROWSER BACK BUTTON WHEN NAVIATING THROUGH THE DD APPLICATION.**

## Application List page

The Application List page allows you to select from a list of applications to complete or to create an application.

The screenshot shows the 'Application List' page with the following elements:

- Application List** (Section Header)
- Select View:** SAC DD Application (dropdown menu)
- HQ Division:** Public and Indian Housing
- HQ Office:** PIA Special Applications Center (dropdown menu)
- SAC Office:** SAC-Chicago
- Application Type:** Demolition (dropdown menu) with a [Create Application](#) link.
- Application Status:** Draft (dropdown menu) with a [Application Search](#) link.
- Retrieve** button.

1. Select the appropriate select view from the Select View dropdown menu.

This close-up shows the 'Select View' dropdown menu with the following options:

- FO HA DD Application
- FO HA DD Application** (highlighted)
- TARC HA DD Application
- SAC DD Application
- 10HSEA Seattle Hub
- 0CPH ALASKA COMMUNITY SERVICE CENTER
- AK001 ALASKA HOUSING FINANCE CORPORATION

An arrow points to the 'SAC DD Application' option.

## Create an Application Page

2. Select the appropriate application type from the Application Type dropdown menu.

**Application List**

Application Type:

- All
- DeMinimis
- Demolition
- Demolition/Disposition**
- Disposition
- Eminent Domain
- HOPE VI Revitalization
- Mandatory Conversion

3. Select the appropriate application status from the Application Status dropdown menu.

**Application List**

Application Status:

- All**
- Draft
- HQ Approved
- Inactive
- Processor Complete
- Reviewer Complete
- Submitted
- Under Review

4. Click the Retrieve button.

The Application List table will be filtered with applications based on the selections made from the dropdown menus.

**Records 1 to 3 of 3**

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
<a href="#">DDA0000131</a>	11/14/2002	Demolition	SAC-Chicago	HQ Approved	11/14/2002
<a href="#">DDA0000132</a>		Demolition	SAC-Chicago	Inactive	11/14/2002
<a href="#">DDA0000143</a>	11/18/2002	Demolition	SAC-Chicago	HQ Approved	11/18/2002

To create an application, click the Create Application link.

[Create Application](#)

The Create Application page will appear.

## Demolition Disposition Module

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*Note: The Create Application link will only be in view for users with proper security administration rights.*

*The Create Application page allows Housing Authority Users to create a Demolition Disposition Application.*

1. Select the appropriate view from the Select View dropdown menu.

Select View:

2. Select the appropriate application type from the Application Type dropdown menu.

Application Type:

3. Select the appropriate primary contact's name from the Primary Contact's Name dropdown menu.

Primary Contact's Name:

4. Click the **Create** button to create a new application and return to the Application List or **Cancel** button to return to the Applications List page.

### The Application Index page

The Application Index page allows you to view an application section, the section status, and section type. You may modify or complete a section within an application. It also allows you to change the application type of an application. A link is provided to add or remove a Development on the Application Index page.

## Demolition Disposition Module

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1. To access sections 1-3 click on the specific Section Link.  
**Sections 4-9 will not be active until sections 1-3 have been completed.**

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Not Started	08/26/2002
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Not Started	08/26/2002
<a href="#">Section 3: Board Resolution, 24 CFR Part 970.8, and Environmental Review, 24 CFR Parts 50 and 58</a>	Required	Not Started	08/26/2002
Section 4: Description of Property 24 CFR Part 970.8	Required	Not Started	08/26/2002
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9	Required	Not Started	08/26/2002
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7	Required	Not Started	08/26/2002
Section 7: Relocation 24 CFR Part 970.8	Required	Not Started	08/26/2002
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8	Required	Not Started	08/26/2002
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13	Required	Not Started	08/26/2002

2. Verify and/or modify (if necessary) the information in sections 1-3.

Housing Authorities may access an editable copy of their application **if it has not been submitted to the Special Applications Center (SAC)**. A read-only copy of their application is provided after submission. Contact your field office to edit un-editable fields or to make necessary changes after the application has been submitted.

*Contact your field office to edit un-editable fields or to make necessary changes after the application has been*

# Demolition Disposition Module

## Section 1

1. Housing Authority: **IL024 Joliet Housing Authority**      2. Date of Application: **Generated by the system upon submission.**

3. Address:

City/Locality:

State:

Zip Code:

4. Phone No: **(815) 727 - 0611**      Ext. **0**      Fax No: **(815) 727 - 2073**  
Email Address:

5. Executive Director's Name: **Henry S. Morris**  
Phone No: **(815) 727 - 0611**      Ext. **0**      Fax No: **(815) 727 - 2073**  
Email Address: **hajed@core.com**

6. Primary Contact's Name:    
Phone No: **() - 0**      Ext. **0**  
Email Address:

Click on the drop down arrow to select the correct Primary Contact's Name

If you have access to the Housing Authority Submodule, the above information may be updated by clicking on the Housing Authority side navigation link or by clicking on the above Housing Authority Code and Name link.

\* Designates a required field.



Click cancel to return to the previous page. If there are no changes.

Click to save changes to the page.

**If you have access to the Housing Authority Submodule, the above information may be updated by clicking on the Housing Authority side navigation link or by clicking on the above Housing Authority Code and Name link; otherwise please contact your PIC coach.**

Notice how the Status field changes to "Modified" after the section has been updated.

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Modified	11/21/2002
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Not Started	11/21/2002
<a href="#">Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation</a>	Required	Not Started	11/21/2002

## Add/Remove Development Page

The Add/Remove Development page allows you to select developments for the selected Housing Authority in order to add or remove it from the current selected application. The Modify Application Type page allows you to change the application type of an application.

Demolition / Disposition Application			
Application Type:	<a href="#">Demolition/Disposition</a>	Processor:	SAC-Chicago
Application Status:	Draft	Status Date:	

1. Click on the link next to “Application Type”
2. Select the appropriate application type from the Application Type dropdown menu.

Demolition / Disposition Modify Application	
Application Type:	<div style="border: 1px solid black; padding: 2px;">                     Demolition/Disposition <span style="float: right;">*</span>                      DeMinimis                      Demolition  <span style="background-color: #e0e0e0;">Demolition/Disposition</span>                      Disposition                      Eminent Domain                      Mandatory Conversion                 </div>

3. Click the Save button to save the information or the Cancel button to return to the Application Index.

Step	Action
1	Select the appropriate available development from the Available Development list box.
2	Click the Greater than Arrow (>) button to add the selected available development to the Proposed Development list box. To remove a proposed development from the Proposed Development list box to the Available Development list box, click the Less than Arrow button (<).
3	Click the Save button to save the information and return to the Application Index or the Cancel button to return to the Application Index.

Section 1

# Create an Application Page

HUD HOME    PIH HOME    Q & A    SEARCH / INDEX    E-MAIL

**Application**    **Application Review**    **Comments**

**List**    **Form HUD-52860**    **Supporting Documents**    **Submission**    **Quality Checklist**

**HQ Division:** Public and Indian Housing  
**HQ Office:** PO Field Operations  
**Hub:** 1HBOS Boston Hub  
**Field Office:** 1APH BOSTON HUB OFFICE  
**Field Office HA:** MA001 Lowell Housing Authority  
**Application:** DDA000001

**Application Status**

**Application Type:** Demolition/Disposition    **Processor:** SAC-Chicago  
**Reviewer:** CLYDE M ELLZEY  
**Application Status:** HQ Approved    **Status Date:** 11/15/2000

**Section 1: General Information**

Public reporting burden for the collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The agency may not collect the information, and you are not required to complete the form, unless it displays a currently valid OMB control number.

The information is required to request permission to demolish or sell all or portion of a development (i.e., dwelling units, non-dwelling property or vacant land) owned and operated by a Housing Authority. The information requested in the application is based on requirements of Section 18 of the United States Housing Act of 1957, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HUD to demolish or sell all or a portion of a public housing development. Responses to the collection of information are statutory and regulatory to obtain a benefit. Approval of the application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.

[Modify Section 1 link](#) → [Modify Section 1](#)

1. Housing Authority: **MA001 Lowell Housing Authority**    2. Date of Application: **08/19/2000**

3. Address:  
 City/Locality:  
 State:  
 Zip Code:

4. Phone No: **(978) 937 - 3440**    Ext.    **0**    Fax No.: **(978) 937 - 5488**  
 Email Address:

5. Executive Director's Name: **Paula Dante**  
 Phone No: **(860) 626 - 7382**    Ext.    **456**    Fax No.: **(860) 482 - 5841**  
 Email Address: **housing.athy.cty.@snet**

6. Primary Contact's Name: **James Wood**  
 Phone No: **(203) 337 - 8846**    Ext.       Fax No:  
 Email Address: **jwood@bridgeporthousing.org**

\* Designates a required field.

[Return to Application Index](#)

Before modifying any section in the module remember to click the **Modify Section** link to modify that portion of

Step	Action
1	Read the Demolition/Disposition application statement.
2	Verify that the pre-populated Public Housing Authority contact information is correct.
3	Select the appropriate primary contact's name from the Primary Contact's Name dropdown menu.
4	Click the Save button to save the information or the Cancel button to return to the previous page.

Note: Only certain Housing Authority information may be edited in the Housing Authority sub-module. You may update the HA Name, HA Address, HA Phone Number, Fax Number, Email address, the Executive Director Information, and the Primary Contact Information.

# Create an Application Page

## Section 2

Application	Remove from Inventory	Reports
List	Form HUD-52860	Supporting Documents
Submission		

HQ Division: Public and Indian Housing  
 HQ Office: PO Field Operations  
 Hub: 5HCHI Chicago Hub  
 Field Office: 5APH CHICAGO HUB OFFICE  
 Field Office HA: IL024 Joliet Housing Authority  
 Application: DDA0000154

Application Status			
Application Type:	Demolition	Processor:	SAC-Chicago
Application Status:	Draft	Status Date:	11/21/2002

### Section 2: Long-Term Possible Impact of Proposed Action

Enter the total number of units proposed to be demolished/disposed

#### 1. Performance Funding Subsidy (PFS)

In FY  , this HA received \$  per unit in PFS funds.  
 The HA realizes that after this activity takes place, PFS will decrease by \$ -- / year.  
 (number of demo/dispo units proposed X subsidy per unit)

#### 2. Capital Fund Program

In FY  , this HA received \$  per unit in Capital funds.  
 The HA realizes that after this activity takes place, Capital funding will decrease by \$ -- / year.  
 (number of demo/dispo units proposed X subsidy per unit)

Step	Action
1	Enter the total number of units proposed to be demolished/disposed in the Units Proposed text box. <input type="button" value="Cancel"/> <input type="button" value="Save"/>
2	Select the appropriate Fiscal Year from the Performance Funding Subsidy FY dropdown menu.
3	Enter the exact amount received by the HA per unit in the Performance Funding Subsidy \$ text box.
4	Select the appropriate Fiscal Year from the Capital Fund Program FY dropdown menu.
5	Enter the exact amount received by the HA per unit in the Capital Fund Program \$ text box.
6	Click the Calculate button. The decrease in Performance Funding Subsidy and Capital Funds per year will be automatically calculated and will appear next to the Performance Funding Subsidy and Capital Fund Program dollar signs.
7	Click the Save button to save the information and return to the Application Index or Cancel button to return to the previous page.

# Create an Application Page

## Section 3

**Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation**

1. Board Resolution Number  2. Date of Board Resolution  MM/DD/YYYY

Attach a copy of the Board Resolution and reference it as Section 3, line 2.

[Attach Document](#)

3. Who is conducting the environmental review?

- Field Office under 24 CFR Part 50
- Responsible Entity under 24 CFR Part 58

Link to attach supporting documents stored on one of your system drives.

Please note: Where the demolition is to be funded with HOPE VI funds,

4. Give the date the HA contacted the HUD Field Office to initiate the environmental review for all the developments in the application.

MM/DD/YYYY

5. If the environmental review is to be performed by a responsible entity, name the entity.

6. Letter of Acknowledgement from Local Government Official is dated  MM/DD/YYYY

Attach a copy of the Letter of Acknowledgement and reference it as Section 3, line 6.

[Attach Document](#)

Step	Action
1	Enter the appropriate Board Resolution number in the Board Resolution Number text box (attach supporting documents)
2	Enter the date of Board Resolution in the MM/DD/YYYY text box.
3	Click inside the appropriate Environmental Review Conductor radio button to identify who is conducting the environmental review.
4	Enter the date the HA contacted the HUD Field Office to initiate the environmental review for all the developments in the application in the MM/DD/YYYY text box.
5	Enter the name of the responsible entity performing the environmental review in the Name Entity text box
6	Enter the date of the Letter of Acknowledgement (attach a copy of the letter and reference it Section 3, Line 6.)
7	Click the Save button to save the information and return to the Application Index or the Cancel button to return to the previous page. If you click Cancel, all changes will be lost.

# Create an Application Page

Section 4  
Line Items 1 - 11

**Section 4: Description of Property 24 CFR Part 970.8**

[Modify Section 4](#)

1. Development Name:	<b>PAXTON MANOR</b>	2. Development Number:	<b>AK001005</b>
3. Date of Full Availability:	<b>01/31/1966</b>	4. No. of Residential Buildings:	<b>12</b>
5. No. of Non-Residential Buildings:	<b>0</b>	6. Date Constructed:	
7. Scattered Site:	<b>N</b>		
8. Single Family Houses:		Duplexes:	
3-Plexes:		4-Plexes:	
Other:			
9. Row House:	<b>0</b>	Walk-Up:	<b>0</b>
High Rise:	<b>23</b>		
11. Total Acres of the Development:			

***Please contact your field office if a unit is not in the Development Module***

[Return to Application Index](#)

Step	Action
1	Click the Modify Section 4 link to modify that portion of the application. A modifiable section of the application will appear.
2	<b>Line Items 1 – 11</b> - Review the pre-populated description of property information.
3	<b>Line 8</b> - Enter information in the Single Family Houses, Duplexes, 3-Plexes, 4-Plexes, and other text boxes.
4	<b>Line 11</b> - Enter information in the Total Acres of the Development text box. <b>(The Total Acres of the Development text box goes out 2 decimal places.)</b>
5	Click the Save button to save the information or the Cancel button to return to the previous page. Click the Return to Application Index link to return to the Application Index.

# Create an Application Page

## Section 5 Line Items 1 - 13

To view inactive Units, click the View Inactive Units link. If you are proposing inventory by buildings, you should do the following:

**Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9**

**1. Proposed Action By Building Type**

Calendar Year:

Available Buildings :

Proposed Buildings :

**Existing Unit Distribution**

	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Merged Units	Total Existing Units	Approved Units yet to be Demolished	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	4	0	0	0	4	0	4
2 Bdrms	6	0	0	0	6	0	6
3 Bdrms	10	0	0	0	10	0	10
4 or more Bdrms	4	0	0	0	4	0	4
<b>Total</b>	24	0	0	0	24	0	24

Step	Action
1	<b>Line 1</b> - Click the Modify Section 5 link to modify that portion of the application. A modifiable section of the application will appear.
2	Enter the calendar year in which the proposed building will be demolished/disposed in the Calendar Year text box.  Note: Within an application, when a building is proposed, it is immediately removed from the list of buildings available by units. <i>A calendar year must be included for each building being proposed for demolition/disposition.</i>
3	Select the appropriate available building from the Available Buildings list box.
4	Click the Greater than Arrow (>) button. The selected available building will be moved to the Proposed Buildings list box.

## Create an Application Page

### *Proposing Inventory by Units*

*If you are proposing inventory by units, you should do the following:*

<b>If...</b>	<b>Then...</b>
all the units for a building are proposed in the <b>same</b> year and action code	the building will be proposed and not the units.
all the units for a building are proposed in different years or with different action codes	the building is still available to be proposed.
the building is then proposed	the units within that building will be un-proposed without any warning.
a unit is proposed in an application	the building of that unit is no longer proposed by building in any other application.
a unit is un-proposed	any application for that development can propose that unit at anytime.
all the units are proposed in a building, even if across multiple applications	the building status is set to that of the unit.
a unit is un-proposed	the building is checked if the building was proposed. The building is then set to the status of the unit.

# Create an Application page

## Section 5 Line Item 2

### 2. Proposed Action By Unit Type

Select the building number(s):

\* - indicates the building has units that are assigned in this application.

Calendar Year:  YYYY

Available Units :

Proposed Units :

Step	Action
1	<b>Line 2</b> - Select the appropriate building number from the Building Number(s) dropdown menu.
2	Enter the calendar year in which the proposed unit will be demolished/disposed in the Calendar Year text box.  <i>Note: If a building is proposed in a Demolition/Disposition application or removed from inventory, it will not appear in the dropdown.</i>
3	Select the appropriate available unit in the Available Units list box.
4	Click the Greater than Arrow button (>). The selected available unit will be moved to the Proposed Units list box.

**Create an Application page**

Section 5  
Line Items 3 - 4

**3. Proposed Action for Non Residential Inventory**

A. Acres included in Proposed Disposition

Number of Acres :

Calendar Year :

YYYY

B. Buildings included in Proposed Disposition

Number of Buildings :

Calendar Year :

YYYY

[Attach Document](#)

4. Site Map

Step	Action
1	<b>Line 3A</b> - Enter the appropriate calendar year that the proposed action for non-residential inventory will take place for the acres included in the proposed disposition in the respective Calendar Year text box.
2	<b>Line 3A</b> - Enter the number of proposed acres in the Number of Acres text box.  <i>Note: The HUD data systems track this in acres. The system recognizes up to two decimal places (1234.56).</i>
3	<b>Line 3B</b> - Enter the appropriate calendar year that the proposed action for non-residential inventory will take place for the non-residential buildings included in the proposed disposition in the respective Calendar Year text box.
4	<b>Line 3B</b> - Enter the number of buildings in the Number of Non-Residential Buildings text box.
5	Include a site map as an Attachment.  <i>Note: A site map is critical in examining partial <b>demolition/disposition</b> requests. Please mark clearly the units and buildings proposed for demolition or disposition on the site map. (A copy of a site map for each development must be attached to the application form.)</i>

## Create an Application Page

Section 5  
Line Items 5 – 8

5. If this is a Disposition Application, estimate of Project Debt

\$

6. If application is a partial demolition/disposition of the development, provide the address, building number(s), or name of each building to be demolished or disposed of

[Attach Document](#)

7. In the case of disposition of vacant land, attach the legal description of each parcel of land

8. If disposition, what is the appraised value determined by an independent appraisal?

\$

[Attach Document](#)

Step	Action
1	<p><b>Line 5</b> - Enter the project debt estimate in the respective \$ text box, if this is a Disposition application.</p> <p><i>Note: For a disposition application only, provide the estimate of debt for each development in the application. The SAC or the HUD Field Office has access to this information through the Chief Financial Officer (CFO), if the HA does not have the information in a letter from HUD.</i></p>
2	<p><b>Line 6</b> - Provide an attachment and reference it as Section 5, line 6 provide the address, building number(s), or name of each building to be demolished or disposed of if this is a partial demolition/disposition.</p> <p><i>Note: In the attachment, the HA should explain why it selected the particular units and buildings to be demolished in the case of partial demolition. For example, in the case of demolition of a section of the development, clearly explain why the HA is proposing to demolish this section rather than another. Also, note that once the partial demolition application is approved by the SAC, the HA cannot change units in the approval without HUD's approval.</i></p>

## Create an Application Page

Section 5  
Line Items 5 - 8

<b>Step</b>	<b>Action</b>
3	<b>Line 7</b> - Attach the legal description of each parcel of land if the application is for the disposition of vacant land.
4	<b>Line 8</b> - Enter the appraised value determined by an independent appraisal in the \$ text box, if this is a disposition application.
5	<b>Line 8</b> - Attach a copy of the appraisal .Reference the document section 5 line 8.  <i>Note. The estimated sale price must be based on an appraisal. A copy of the appraisal must be included in the application. This requirement is only for a Disposition or a Demolition/Disposition application.</i>



Demolition Disposition Module

Create an Application Page

Section 5  
Line Items 10 – 13

10. Calculation of Net Proceeds

Estimated Sales Price \$  - Debt \$  - Cost & Fees \$  = Estimated Net Proceeds \$

11. How will the Net Proceeds be used?

[Attach Document](#)

The HA requests a waiver for the requirement to repay projected debt.  Yes  No

12. What is the estimated cost of demolition?

(Include professional fees, hazardous waste removal, building and site improvement, demolition and seeding and sodding of land. Do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.)

(a) \$  (b) Indicate the source of funds:  and Year:

13. General Timetable: The HA is to provide a brief timetable based on the number of days after approval of the application that the following major actions will occur:

[Attach Document](#)

- A. Begin relocation of residents  B. Complete relocation of residents   
 C. Execution of demolition contract or disposition sales contract  D. Demolition or disposition of the property

Step	Action
1	<p><b>Line 10</b> - Enter the Estimated Sales Price, Debt, and Cost &amp; Fees in the respective \$ text boxes. The Estimated Net Proceeds text box will populate automatically.</p> <p><i>Note: If the HA does not know if there is still outstanding debt, contact your local HUD servicing office. The Center will update the debt amount at the time of application review</i></p>
2	<p><b>Line 11</b> - Provide information on how the net proceeds will be used.</p> <p><i>Note: The HA's first priority is to retire outstanding debt with the proceeds of sale. If a HA has bonded debt that cannot be forgiven, proceeds must be used to make payment on the remaining debt. Second, where the HA has proceeds after payment of debt, those proceeds must be used for the provision of housing assistance to low-income families, e.g., the modernization of another development or building low-income housing. The activities proposed should generally relate to housing services and should be approved under the CIAP and the Capital Funds. (See 24 CFR Part 970.9(b). Determination of net proceeds for scattered sites are calculated differently, see 24 CFR Part 970.9 (c).</i></p> <p><i>The HA should provide an estimate of gross and net proceeds of sale. Specify in the attachment how the proceeds will be used if the HA anticipates remaining funds after paying the debt and/or related expenses (e.g., relocation, sales costs, etc.). Use of proceeds must be approved by the Department.</i></p>

**Create an  
Application Page**

Section 5  
Line Items 10 – 13

3	<p><b>Line 12</b> - a) Enter the estimated cost of demolition in the respective \$ text box. b) Enter the Source of Funds in the Source of Funds text box.</p> <p><i>Note: Indicate source of funds. Identify the source(s) of funding for the demolition or disposition (e.g., modernization, vacancy reduction, etc.) and estimated amount of funds needed.</i></p>
4	<p><b>Line 13</b> – a) Enter the date or number of months after HUD approval that the contract for disposition will be executed in the MM/YYYY and Number of Months text boxes b) Provide a brief timetable based on the number of days or weeks after approval of the application that the following major actions will occur:</p> <ul style="list-style-type: none"> <li>• Begin relocation of residents</li> <li>• Complete relocation of residents</li> <li>• Execution of demolition or disposition sales contract</li> <li>• Demolition or disposition of the property</li> </ul>

## Demolition Disposition Module

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# Create an Application Page

### Section 6

#### Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7

Select the reason that best applies to your case, and provide an attachment and reference it as Section 6, line 1 as required in Section 531 of the Quality Housing and Work Results Act of 1998.

[Attach Document](#)

#### Total Development Cost (TDC) Calculation

Based on  For

HUD Notice  Locality

Estimated Cost of Rehabilitation \$

[Attach Document](#)

**If you are completing the rehabilitation cost test, you should do the following:**

Step	Action
1	Click the Modify Section 6 link to modify that portion of the application. A modifiable copy of this section of the application will appear.
2	Provide an attachment supporting all the applicable conditions and reference it as section 6, line 1.
3	Enter the HUD Notice number in the Based on HUD Notice text box.
4	Select the appropriate locality from the Locality dropdown menu
5	Enter the estimated cost of rehabilitation in the respective \$ text box.
6	Populate the TDC per Unit information based on the selected HUD notice and locality.

*Review the Units information from the data collected in Section 5 of the application.*

Bedroom Count by Building Type	No. of Units	TDC per Unit	TDC	Percentage of Rehabilitation Cost
0 -Bdrm Elevator Structure	0	0	0	
0 -Bdrm Non Dwelling Structure	0	0	0	
0 -Bdrm Row or Townhouse	0	0	0	
0 -Bdrm Semi Detached	0	0	0	
0 -Bdrm Single Family/Detached	0	0	0	
0 -Bdrm Walkup/Multifamily Apartment	0	0	0	

# Create an Application Page

## Section 6

5. Occupancy Information as of the date of the application.

Unit Type	Occupied Units	Units Vacant for less than 12 months	Units Vacant for more than 12 months	Total Vacant Units	Total Units Occupied and Vacant
0 -Bdrm	0			0	0
1 -Bdrm	1			3	4
2 -Bdrm	3			3	6
3 -Bdrm	4			6	10
4 -Bdrm	4			0	4
5 + Bdrm	0			0	0
Total:	12			12	24

Enter the Occupancy information in the Occupancy table.  
*Note: The Total Vacant Units and Total Units Occupied and Vacant columns will populate automatically.*

### All Other Application Types:

#### Demolition

Select the checkbox to the appropriate justification for demolition.

#### Demolition

##### Two Part Obsolescence Test

- A. The project or portion of a public housing project, that-
1. the project or portion of the public housing project is obsolete as to physical condition, location, or other factors, making unsuitable for housing purposes; and
  2. no reasonable program of modifications is cost-effective to return the public housing project or portion of the project to useful life;

##### Density Reduction

- B. For an application proposing demolition of only a portion of a public housing development, that the demolition will help to ensure the viability of the remaining portion of the project. (This criterion may not be used for scattered sites or total demolition.)

Section 6

**Disposition**

*Select the checkbox to the appropriate justification for disposition.*

**Disposition**

In the case of an application proposing disposition by sale or other transfer ( e.g. a lease for a year or more) of a public housing project or other real property subject to this title the retention of the property is not in the best interests of the residents or the public housing agency because;

**Change In Neighborhood**

- C. Conditions in the areas surrounding the public housing project adversely affect the health or safety of the residents or the feasible operation of the project by the PHA; or

**One-for-One Replacement**

- D. Disposition allows the acquisition, development, or rehabilitation of other properties that will be more efficiently or effectively operating as low-income housing;

**Mixed Finance and Other Reason**

- E. The public housing agency has otherwise determined the disposition to be appropriate for reasons that are-
1. in the best interests of the residents and the PHA;
  2. consistent with the goals of the PHA and the PHA plan; and
  3. otherwise consistent with this title; or

**Non-Dwelling Structures and Land**

- F. For land and non-dwelling buildings, the property is (1) excess to the needs of a PHA project, or (2) the disposition is incidental to, or does not interface with, continued operation of the public housing project;

Note: If Justification is based upon obsolescence of the units/buildings, complete the applicable calculation below for the units proposed for demolition. The application must demonstrate to HUD that the cost of rehabilitation compared with the cost guidelines for that development (i.e., 90 percent of TDC) is excessive or that it is unreasonable.

## Demolition Disposition Module

# Create an Application Page

### Section 7 Line Items 1 - 9

#### Section 7: Relocation 24 CFR Part 970.8

1. How many individuals will be affected by this action?

2. How will counseling and advisory services be provided?  
Provide an attachment explaining and referencing it as **Section 7, line 2.**

[Attach Document](#)

3. What housing resources are expected to be used for relocation?  
 Other Public Housing     Section 8     Other  
Provide an attachment explaining and referencing it as **Section 7, line 3.**

[Attach Document](#)

	Per Unit Cost x	No. of Units =	Total *
4. Estimated cost of counseling and advisory services	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text" value="0"/>
5. Estimated cost of moving expenses	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text" value="0"/>
6. Total cost of relocation expenses			\$ <input style="width: 50px;" type="text" value="0"/>

\* All the totals are calculated.

7. What sources of funding will be used to pay for relocation activities?  
 Operating Funds     Capital Fund     CIAP     HOPE VI     Other  
Provide an attachment explaining and referencing it as **Section 7, line 7.**

[Attach Document](#)

8. Has the HA provided residents with a general information notice advising them of the possible affects of proposed action?  
Provide an attachment explaining and reference it as **Section 7, line 8.**

Yes     No

[Attach Document](#)

9. How many days in advance of actual relocation will the HA issue a notice of eligibility to each family to be affected by the relocation?

Step	Action
1	<b>Line 1</b> - Enter the number of individuals affected by the demolition/disposition.
2	<b>Line 2</b> - Provide an attachment explaining how counseling and advisory services will be provided and reference it as Section 7, line 2.
3	<b>Line 3</b> - Click inside the appropriate Housing Resource checkbox to specify what housing resources are expected to be used for relocation.
4	<b>Line 3</b> - Click the line 3 Attach Document link to provide an attachment explaining the housing resources expected to be used for relocation and reference it as Section 7, line 3.
5	<b>Line 4</b> - Enter the estimated cost of counseling and advisory services in the Per Unit Cost text box.

**Create an Application Page**

Section 7  
Line Items 1 - 9

<b>Step</b>	<b>Action</b>
6	<b>Line 4</b> - Enter the number of units.
7	<b>Line 5</b> - Enter the estimated cost of moving expenses.
8	<b>Line 5</b> - Enter the number of units in the Estimated cost of moving expenses No. of Units text box.
9	<b>Line 6</b> – No Action (Total cost automatically calculates)
10	<b>Line 7</b> – Click inside the appropriate Source of Funding checkbox to identify what sources of funding will be used to pay for relocation activities.
11	<b>Line 7</b> - Click the line 7 Attach Document link to explain what sources of funding will be used to pay for relocation activities and reference it as Section 7, line 7
12	<b>Line 8</b> - Click inside the appropriate Line 8 radio button to specify whether or not the HA has provided residents with a general information notice, advising them of the possible affects of the proposed action.
13	<b>Line 8</b> - Click the line 8 Attach Document link to provide an attachment explaining the general information notice, advising them of the possible affects of the proposed action and reference it as Section 7, line 8.
14	<b>Line 9</b> - Enter the number of days in advance of the actual relocation that the HA will issue a notice of eligibility to each family being affected by the relocation.
15	Click the Save button to save the information and return to the Application Index or the Cancel button to return to the previous page.

# Create an Application Page

## Section 8 Page Line 1 – 4

**Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8**

1. Has the HA consulted with the residents of the affected development?  Yes  No  
Provide an attachment thoroughly describing the consultation process and reference it as **Section 8, line 1.** [Attach Document](#)

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2. Is there a resident organization at the affected development(s)?  Yes  No  
Provide an attachment explaining consultation with the resident organization(s) at the development and reference it as **Section 8, line 2.** [Attach Document](#)

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3. Is there an HA-wide resident organization?  Yes  No  
Provide an attachment explaining the consultation with the HA-wide resident organization(s) and reference it as **Section 8, line 3.** [Attach Document](#)

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4. Were any written comments received from the residents or any of the resident organizations?  Yes  No  
Attach copies of the comments received and the HA's evaluation of the comments and responses to the residents' comments and reference it as **Section 8, line 4.** [Attach Document](#)

Step	Action
1	Click the Modify Section 8 link to modify that portion of the application. A modifiable copy of this section of the application will appear.
2	<b>Line 1</b> - Click inside the appropriate radio button to specify whether or not the HA has consulted with the residents of the affected development.
3	<b>Line 1</b> - Click the Attach Document link to provide an attachment describing the consultation process and reference it as Section 8, line 1.
4	<b>Line 2</b> - Click inside the appropriate radio button to specify whether or not there is a resident organization at the affected development(s).
5	<b>Line 2</b> - Click the Attach Document link to provide an attachment explaining consultation with the resident organization(s) at the development and reference it as Section 8, line 2.
6	<b>Line 3</b> - Click inside the appropriate radio button to specify whether or not there is an HA-wide resident organization.
7	<b>Line 3</b> - Click the Attach Document link to provide an attachment explaining the consultation with the HA-wide resident organization(s) and reference it as Section 8, line 3.
8	<b>Line 4</b> Click inside the appropriate radio button to specify whether or not there were any written comments received from the residents or any of the resident organization(s).

## Create an Application Page

Section 8 Page  
Line Items 1 – 4

<b>Step</b>	<b>Action</b>
9	<b>Line 4</b> - Click the Attach Document link to attach copies of the comments received and the HA's evaluation of the comments and responses to the residents' comments. Reference the attachment as Section 8, line 4.
10	Click the Save button to save information and return to the Application Index or Cancel button to return to the previous page.

# Create an Application Page

## Section 9 Line Items 1 - 3

### Section 9: Section 412 Offer of Sale 24 CFR Part 970.13

1. Did the HA provide an offer of sale to the resident organization(s) at the development?  Yes  No  
 If "yes", provide documentation of offer and response or certification of non-response and reference it as **Section 9, line 1.** [Attach Document](#)
- 
2. If no organization existed, did the HA provide the residents an opportunity to form a resident organization?  Yes  No  
 If "no", provide an explanation and reference it as **Section 9, line 2.** [Attach Document](#)
- 
3. Is the HA exercising any of the exceptions to the offer of sale requirement permitted by 24 CFR 970.13(a)(2)?  Yes  No  
 If "yes", provide an explanation and reference it as **Section 9, line 3.** [Attach Document](#)

Step	Action
1	Click the Modify Section 9 link to modify that portion of the application. A modifiable copy of this section of the application will appear.
2	<b>Line 1</b> - Click inside the appropriate radio button to specify whether or not the HA provided an offer of sale to the resident organization(s) at the development
3	<b>Line 1</b> - Click the line 1 Attach Document link to provide documentation of the offer and response or certification of non-response, if the HA did provide an offer of sale. Reference the attachment as Section 9, line 1.
4	<b>Line 2</b> - Click inside the appropriate radio button to specify if the HA provided the residents an opportunity to form a resident organization, if no organization existed.
5	<b>Line 2</b> - Click the Attach Document link to provide an explanation and reference it as Section 9, line 2.
6	<b>Line 3</b> - Click the line 3 Attach Document link to provide an attachment justifying the use of the exception and reference it as Section 9, line 3.
7	Click the Save button to save the information and return to Application Index or Cancel button to return to the previous page.

# Upload Attachments

The screenshot displays the 'Supporting Documents' page for application 'Form HUD-52860'. The page includes a navigation menu on the left, application details, and a form for uploading documents. The form fields are annotated as follows:

- Attachment Type:** A dropdown menu currently showing 'Section 7, Line 2 : Counseling Services'. An arrow points to it with the label 'Attachment Type dropdown menu'.
- Select Development:** A dropdown menu currently showing '[Please Select]'. An arrow points to it with the label 'Select Development dropdown menu'.
- Enter Description:** An empty text input field. An arrow points to it with the label 'Enter Description text box'.
- Attach File:** A section containing a 'Browse...' button (labeled 'Browse button'), an 'Attach' button (labeled 'Attach button'), and a 'Download' button (labeled 'Download button').
- Return to Previous Section link:** A blue link labeled 'Return to Previous Section' (labeled 'Return to Previous Section link').

Below the form, there are two tables:

- Application Attachments:** A table with columns 'Section', 'Description', 'Date', and 'Delete/Download'. It contains the message 'There are no attachments for this Application'.
- Development Attachments:** A table with columns 'Section', 'Development', 'Description', 'Date', and 'Delete/Download'. It contains the message 'There are no attachments for Developments'.

The Supporting Documents page allows you to upload attachments to attach to an application.

Note: If the application status of an application is HQ Approved or Inactive, you can not upload an attachment. Attachments for an HQ Approved or Inactive application can only be downloaded.

1. Click a specific Attach Document link within an application section. The Attach Document link will automatically default to the Supporting Documents page for that particular section.
2. Select the appropriate attachment type from the Attachment Type dropdown menu.

Note: You can only attach Excel, Text, Word, Bitmap, Microsoft Project, PowerPoint, and Rich Text files to an application.

## Demolition Disposition Module

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3. Select a development from the Select Development dropdown menu.

## Upload Attachments

4. Enter a description for the attachment in the Enter Description text box.

Upload Attachments - continued

Note: The description cannot be more than 255 characters.

5. Click the Browse button. The File Upload window will appear.

6. Select the appropriate file and click the Open button.

Note: A file name can not be more than 50 characters.

7. Click the Attach button.

Attach

## Application Submission Page

The Application Submission page allows you to view summary information for each of the developments in the Demolition/Disposition application as well as allowing you to submit the application to the SAC.

1. Review the Summary of Demolition and/or Disposition Activity information.
2. Click the View Quality Checklist link to see what information is missing.
3. Click the PHA Certification link. The Special Applications Center (SAC) website will appear.
4. Click the requirement for a new PHA certification link. The PHA Certification will be accessed in Acrobat Reader format.
5. Print and complete the PHA Certificate.
6. Mail or fax the PHA Certificate to:

**Special Applications Center  
US Department of Housing and Urban Development  
77 West Jackson Boulevard  
Room 2401  
Chicago, IL 60604-3507**

**Fax: (312) 886-6413**

7. Click the Submit button to submit your application.

Note: Upon the submission of an application, Housing Authorities will not be able to modify the application. Only the processor has edit access for submitted applications.

## Reviewing Quality Checklist

### Quality Checklist Page

The Quality Checklist page displays a list of all the missing fields for the required sections based on the application type of the selected application.

1. Select the appropriate Development Number from the Development Number dropdown menu.
2. Click a specific Line Item link in the table.
3. Complete the suggested section.