



# PIH Information Center

**HUD PIC**

## Inventory Removals



User Manual  
December 2008  
Replaces  
July 2008

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# 1. Introduction

The User ID and Password needed for access to PIC are assigned rights to a set of actions that can be performed within PIC modules. Persons authorized to create applications should be assigned the appropriate rights for the Inventory Removals sub-module of the PIC Housing Inventory module.

These rights will allow users to see and carry out actions under, for example, the: ●Application Function Tab ●Form 52860 Page ●Supporting Documents Page ●Quality Checklist Page ●Submission Page ●Remove From Inventory Function Tab

## **Preliminary Steps:**

### **Obtaining User ID and Password**

Contact the **PIC Security Coordinator** within your PHA to get instructions on how to obtain a User ID and Password.

### **Experiencing Technical Difficulties Contact**

PIC Help Desk at: (888) 245-4860, 7 a.m. to 8:30 p.m. EST on business days or send an e-mail to: REAC\_TAC@hud.gov.

### **Experiencing Program Difficulties Contact**

Ainars Rodins: (312) 886-9754 ext 2816, ainars.rodins@hud.gov  
Tamara Gray: (312) 886-9754 ext 2306, tamara.s.gray@hud.gov

### **Assembling Data**

Identify the buildings and units proposed for removal, and the total acres of the development. If land is being proposed for removal in association with units or without units, assemble the number of **acres** to be proposed: Example: “Request for disposition of 180 units and 24 acres at HUD project number CT006000002”.

### **Validating PHA Contact Information in Housing Authority Sub-module**

In order to change PHA contact data it is necessary to go to the Housing Authority Sub-module in PIC to update the contact information pre-populated in the Inventory Removals Sub-module.

### **Validating Unit and Building Data is correct**

If the building and unit data in PIC is not correct, it is necessary to go to the Development Sub-module of the Housing Inventory module in order to update the PHA **unit and building data** available for selection in applications in the Inventory Removals Sub-module. Changes to a PHA’s building and unit inventory in PIC are typically submitted to HUD Field Offices for approval. Buildings and units in “Submitted” status can not be added to removal applications until they are put in “Approved” status.

### **Gathering Attachments**

- Acceptable file extensions, .doc, .pdf, .xls, .ppt, .pps)
- System will usually not attach filenames longer than 50 characters, (including the drive letter and folder path).
- If necessary, use the underscore or some other character in place of blank spaces when naming files. Example: PIC\_Example.doc

It is very useful to print out a hard copy of form 52860, which is available on the Special Application Center website, to serve as a guide, before entering data into the PIC sub-module. This form was revised significantly and went into effect April 1, 2008.

The new 52860 form may require some additional attachments, depending on the type of application being submitted. The electronic PIC version is the same for all application types. Questions that may not be relevant to the type of a particular application can be skipped (e.g. the cost of demolition should be skipped in applications that do not involve demolition). The url address of the SAC web page is:

[\(http://www.hud.gov/offices/pih/centers/sac/\)](http://www.hud.gov/offices/pih/centers/sac/)

Copies of the revised HUD-52860, and addenda B-F, are available in electronic format as Word or Excel documents on the following webpage: <http://www.hud.gov/offices/pih/centers/sac/exp52860.cfm>

<b><u>HUD-52860</u></b>	<b>Inventory Removal Application</b>	required for all inventory removal actions (demolition, disposition, homeownership, conversion, eminent domain)
<b><u>HUD-52860-B</u></b>	<b>Total Development Cost</b>	required for Section 18 demolition actions
<b><u>HUD-52860-C</u></b>	<b>Homeownership Addendum</b>	required for Section 32 homeownership actions (in addition to the HUD-52860)
<b><u>HUD-52860-D</u></b>	<b>Required Conversion Addendum</b>	required for Section 33 required conversion actions (in addition to the HUD-52860)
<b><u>HUD-52860-E</u></b>	<b>Voluntary Conversion Addendum</b>	required for Section 22 voluntary conversion actions (in addition to the HUD-52860)
<b><u>HUD-52860-F</u></b>	<b>Eminent Domain Addendum</b>	required when a public entity is seeking to take public housing property via an eminent domain taking and the PHA has reached an agreement with that public entity regarding the taking (in addition to the HUD-52860)

\*All files in Microsoft Word

*Figure 1-1*

The document HUD-52860 includes instructions at the back, including a Detail Matrix by application type showing which data is needed in each type of application, and which data is automatically pulled into inventory removals applications from elsewhere in the Housing Inventory module.

## 2. Objectives

The **PIC Inventory Removals Sub-module** assists the Special Applications Center (SAC) with its review of the required Inventory Removals application submissions. This sub-module is also used to change the status of units in PIC to Removed from Inventory after they are demolished, sold, leased, or otherwise conveyed out of the public housing inventory.

The sub-module is easily accessible and an efficient system that allows HUD's program and oversight staff to review electronically Inventory Removals application submissions on line via HUD's Internet site (<http://www.hud.gov/offices/pih/systems/pic/>).

### Business Rules

Each submission must pass HUD's business rules. In PIC, certain checks and validations are performed prior to application submission. These checks help to validate the accuracy and completeness of the Inventory Removals application. Then when the application is submitted, it is ready for review by the Special Applications Center.

### Objectives

With this Guide you will be able to:

- Navigate to the **Inventory Removals Sub-module**.
- Complete an application to remove units from the public housing inventory
- Upload Attachments.
- Report dates in PIC when Buildings/Units and/or land have been removed from inventory.
- Generate Inventory Removals Reports presenting the number of units approved and the number demolished and sold/leased on the national level and at the level of the PHA and application number.

**Note:** Appendix A contains a quick reference guide for use as a sub-module refresher.



### 3. What is the Inventory Removals Sub-module?

The IMS-PIC system enables Housing Authority users and Department personnel to access a common database of Housing Authority information. IMS-PIC is responsible for maintaining and gathering data about all of PIH's inventories of HAs, Developments, Buildings, Units, HA Officials, HUD Offices and Field Staff and IMS-PIC Users.

The **Inventory Removals Sub-module** is the means used by HUD to approve removing units, buildings, and land from the inventory of public housing property under ACC contracts, and to record the change in status of such property in PIC to "Removed from Inventory".

Prior to the development of the **Inventory Removals Sub-module**, applications were submitted via hard-copy format. The HUD Public and Indian Housing (PIH) Office developed this sub-module in the PIH Information Center (PIC) system to improve the availability of Inventory Removals data, and reduce error rates. This is aligned with the processes employed to deal with other housing projects funded through HUD.

Furthermore, the property information in PIC is used to assess requests by Housing Authorities (HAs) to demolish or dispose of an entire development, or a portion of a development, for a variety of reasons.

The sub-module enables users to:

- Automatically display submissions to field office staff.
- Display detailed compliance, performance, and unit information.
- Maintain reviewer comments.
- Provide authorized PIC users the ability to allow resubmission of applications.
- Allow HAs, Field Offices, SAC, and Headquarters users online access to Inventory Removals applications and schedules.
- Share information with the public after proper approval.
- Keep the unit counts in the development module up to date so subsidy and capital fund grants can be accurately calculated.

## Submission Process

In the **Inventory Removals Sub-module**, the SAC analyst can review Inventory Removals submissions for accuracy and compliance. The overall process begins with the HAs.

An HA enters and validates an application in PIC. Once validated, the HA submits the data via PIC to SAC, where the application is processed.

Application processing includes compliance checks in accordance with the Code of Federal Regulations (CFR) and statutes, taking account of the condition of the property.

The application is also made available to HUD Field Office analysts, who are familiar with the property and where it is located, who provide input on its condition based on monitoring data and performance indicators. The Field Office will agree or disagree that the removal action should take place, and make a recommendation to the Special Applications Center.

## 4. Logging On to PIC

Follow these steps to log on to PIC:

Step	Action/Result
1. Start at <a href="http://www.hud.gov">http://www.hud.gov</a> .	On the left side of the page, groups of hyperlinks are categorized under headings.
2. Click the <b>About HUD</b> hyperlink under the HUD News heading.	The <b>About HUD</b> page is displayed. Hyperlinks to HUD's program offices are listed on the right side.
3. Click the <b>Public/Indian Housing</b> hyperlink under the HUD Offices heading.	The <b>PIH</b> page is displayed.  A Quick Find list of items is shown in alphabetical order on the bottom right side of the <b>PIH Home Page</b> .
4. Scroll to the "PIC – PIH Information Center" entry (see Figure 4-1).	



Figure 4-1: The Quick Find list on the **PIH Home Page**.

Step	Action/Result
5. Click PIC – PIH Information Center with your mouse pointer.	
6. Click the hyperlink titled <b>Go to this page</b> .	The PIH Information Center home page is displayed.
7. Click the hyperlink titled <b>Logon to PIC</b> , located in the center of the screen (see Figure 4-2). There are separate login links for HA Users and HUD Users.	The PIH Information Center logon screen is displayed. .
8. The first step is to log into the WASS system. Type in your user ID and password in the boxes on the screen.	If you do not have a user ID, please contact your <b>executive director</b> .
9. After the Legal Warning Notice screen is acknowledged, the WASS Main Menu screen is displayed (Figure X). Under Systems Click “PIH Information Center (PIC)”.	The <b>PIC Main Navigation</b> page is displayed.

**Public and Indian Housing**

- ▼ Online systems
- PIH Information Center (PIC)
- ▼ (PIC)
  - [Form 50058](#)
  - [Resident Characteristics Report](#)
  - [Form 50058 Report Guides](#)
  - [HA Profiles](#)
  - [System requirements](#)
  - [Technical support](#)
  - [Common questions](#)
  - [News & events](#)
  - [User guides](#)
  - [About PIC](#)
- HUD news**
- Homes**

## 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/PICTEST \(HA User\)](#)
- ▶ [Logon to PIC/PICTEST \(HUD User\)](#)
- ▶ [Online registration for new WASS ID](#)
- ▶ [System requirements](#)
- ▶ [Technical support](#) (Job Aids & Help)
- ▶ [Building and Unit Data Modifications](#) NEW
- ▶ [Form-50058](#)
- ▶ [Form-50058 Monthly Report Guides](#)
- ▶ [HA Profiles](#)
- ▶ [PIC Coach list](#)
- ▶ [PIC Demo-Dispo](#)
- ▶ [Development and Building Number Crosswalk Reports](#)

Figure 4-2: The PIC Home Page

Figure 4-3: WASS Login Page.

**User Login** [help](#) | [home](#)

User ID

Password

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.

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[Home](#) | [Privacy Statement](#)

## Main Menu

[housing](#) | [mail](#) | [help](#) | [search](#)

### Systems

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Mark-to-Market \(M2M\)](#)
- [Monitoring And Planning System \(MAPS\)](#)
- [Management Assessment Subsystem \(MASS\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Test Site for PIH Information Center - PIC Test \(PICTST\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Subsidy and Grants Information Systems \(SAGIS\)](#)
- [Voucher Management System \(VMS\)](#)

### System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [User Maintenance](#)

Figure 4-3: The WASS menu page

## 5. Navigating to the Inventory Removals Sub-module

Follow these steps to access the **Inventory Removals Sub-module** from the **PIC Main Navigation** page (shown below):

Step	Action/Result
1. Move your mouse cursor over the <b>Housing Inventory Module</b> button.	Three sub-modules are displayed (see Figure 5-): <ul style="list-style-type: none"> <li>• <b>Housing Authority</b></li> <li>• <b>Development</b></li> <li>• <b>Inventory Removals</b></li> </ul> <p><b>Note:</b> Access to the other sub-modules depends on the role(s) assigned to you.</p>
2. Click the Inventory Removals hyperlink.	PIC displays the <b>Application List</b> page.

The screenshot shows the 'PUBLIC AND INDIAN HOUSING INFORMATION CENTER' header with 'IMS-PIC Release 6.2 [Web Server 5]'. The left navigation menu includes:
 

- PIC Maintenance**
  - User Profile
  - Security Administration
- Housing Inventory** (highlighted)
  - Housing Authority
  - Development
  - Inventory Removals
- Executive Summary**
  - HA Executive Summary
- Management Reports**
  - RDS
- PIC Downloads**
  - Building And Unit

 The right side of the page features a 'PIC Headlines' section with three items:
 

- FRS Patch Problems - 5/15/2008**: Latest FRS patch replaced - FRS users must download and re-install [\[full text\]](#)
- FRS patched for new development num - 5/12/2008**: A patched version of the Family Reporting Software has been posted [\[full text\]](#)
- IMS-PIC Offline this Weekend - 5/5/2008**: Release 6.2 installation shutdown Friday at 8pm EDT [\[full text\]](#)

 Below this is a 'PICHELP Information' section with a paragraph of assistance information and a note about password resets.

Figure 5-1: The **PIC Main Navigation** page with the **Housing Inventory** sub-modules displayed.

## 6. The Application Tab

Upon entering the **Inventory Removals Sub-module**, the first page displayed is the **Application List** page. This is one of several pages contained in the Application tab (see Figure 6-1).



*Figure 6-1: The subtabs available in the Application tab.*

There are four other pages under the Application tab, which become visible after an application is opened. They include the:

- **Form HUD-52860 (Application Index)** page
- **Supporting Documents** page
- **Quality Checklist** page
- **Submission** page

Click one of the sub-tabs shown to access a page.

## 7. The Application List Page

The **Application List** page allows you to create an application or select from a list of previously created applications in order to modify or complete them.

### Information Presented in an Application List

The Application List is displayed in a table on the **Application List** page. (see Figure 7-1).

The table contains the following information:

- **Application Number:** The entries in this column are hyperlinked. Click an **Application Number** hyperlink to view the information for the selected application.
- **Received Date:** The date HUD received the application.
- **Application Type:** See page 7-3 for more information.
- **Processor:** SAC-Chicago is the only processor currently listed.
- **Status:** The status of the current application.
- **Status Date.**

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
<a href="#">DDA0002131</a>	12/16/2004	Section 32	SAC-Chicago	Reviewer Complete	07/13/2006
<a href="#">DDA0002661</a>	06/20/2007	Disposition	SAC-Chicago	Under Review	06/19/2007
<a href="#">DDA0002731</a>	07/13/2007	Disposition	SAC-Chicago	Under Review	07/13/2007
<a href="#">IBSIN01510</a>		Demolition	SAC-Chicago	HQ Approved	05/13/1997
<a href="#">IBSIN01511</a>		Demolition	SAC-Chicago	HQ Approved	06/05/2002

Figure 7-1: An example of an Application List.

The table can be sorted in the following ways:

- Click an **Up Arrow** button next to the Application Number column heading to sort the list by alphanumeric order from lowest to highest. This is the default list presentation.
- Click an **Up Arrow** button next to the Application Type or Status column headings to sort the table in alphabetical order from A – Z by the selected topic.
- Click the **Down Arrow** button next to the Received Date and the Status Date column headings to sort the table in chronological order from most recent to least recent.

**Note:** An Application List Table displays 100 applications at a time. If there are more than 100 applications in the list, PIC displays a **Next** hyperlink. Click the hyperlink to view the next 100 records. After clicking the **Next** hyperlink, you can also click the **Previous** hyperlink to go back to the previous page.

The Application List can be narrowed by selecting filters for application types and statuses.

Follow these steps to narrow the application list by application type and status:

Step	Action/Result
1. Select the appropriate application type from the <b>Application Type</b> dialog box (see page 7-3 for more information on application types).	
2. Select the appropriate application status from the <b>Application Status</b> dialog box (see Figure 7-2).	
3. Click the <b>Retrieve</b> button (see Figure 7-3).	The Application List is filtered to display applications based on the selections made from the dialog boxes.

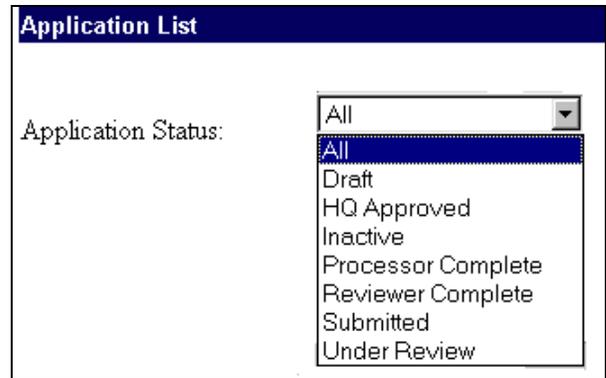


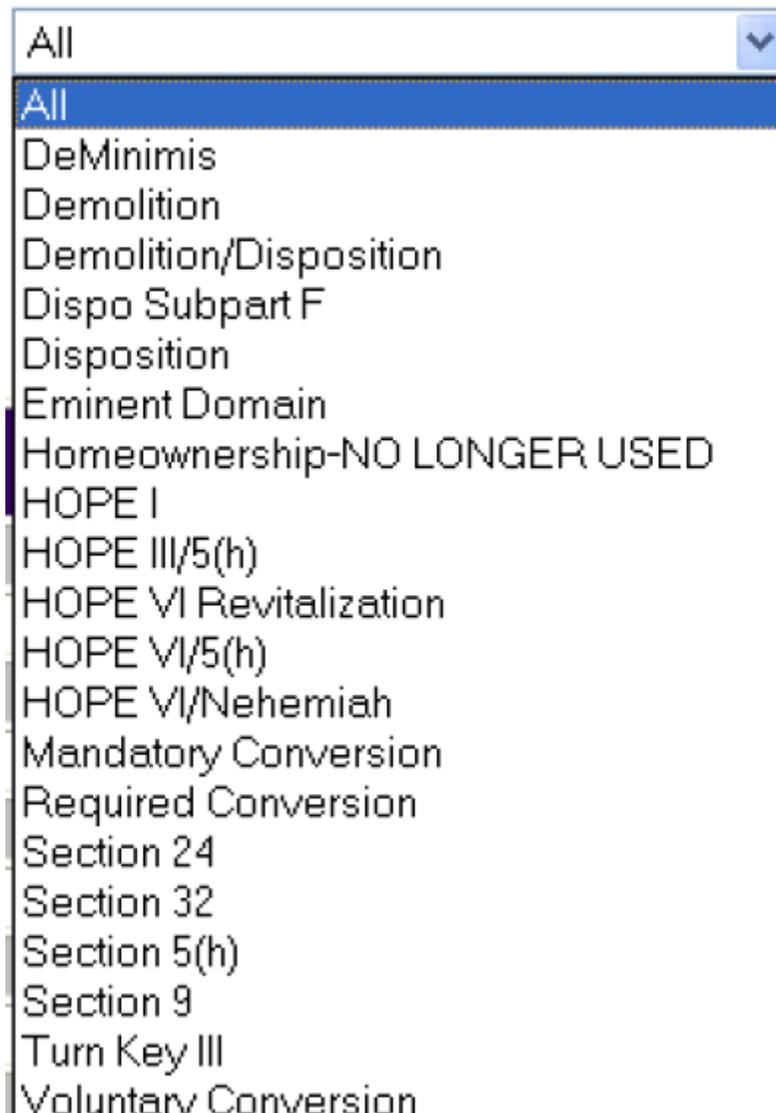
Figure 7-2: The statuses available in the **Application Status** dialog box.



Figure 7-3: The **Retrieve** button.

## Application Types

The different application types (see Figure 7-4) are described below:



*Figure 7-4: The application types available in the **Application Type** dialog box on the Application List page.*

**DeMinimis:** PHAs may demolish units without requesting approval from HUD, when the number of units within a 5-year period is not more than the lesser of 5 dwelling units or 5% of the total public housing dwelling units administered by the PHA. This should occur only if the space is used for service or other needs of the public housing residents or the demolished project piece is beyond repair.

**Demolition:** The destruction, in whole or in part, of one or more permanent buildings or units in a public housing project, in cases where HAs retain the underlying land.

**Demolition/Disposition:** Cases involving both the demolition of units and the sale or transfer of public housing land and/or units.

**Disposition:** The conveyance or transfer by the PHA, by sale, lease, or other transaction, of any interest in the real estate of a public housing project, subject to the exceptions stated in Sec.970.3.

**Dispo Subpart F**

Dispositions for mixed finance housing developed in accordance with 24 CFR 941 (Subpart F), which is eligible for streamlined processing under Section 18.

**Eminent Domain:** Power of the government to take private property for public use upon compensating the owner.

**Homeownership:** NO LONGER USED (homeownership applications now have individual application types instead (e.g. Section 32).

**HOPE 1:** Earlier homeownership program for multifamily public housing buildings of 5 units or more. No funds have been appropriated for HOPE 1 since the mid-1990s.

**HOPE III/5h:**

HOPE 3 was an earlier single-family homeownership program covering public housing and many other types of structures of 4 units or less. No funds have been appropriated for the HOPE 3 program since the mid-1990s.

**HOPE VI Revitalization:** Demolition as part of Revitalization of Severely Distressed Public Housing. In a HOPE VI Revitalization, the demolition is not required to meet the provisions of Section 18 of the Act or the corresponding regulations, 24 CFR Part 970. PHAs are unable to create applications with this application type. The HOPE VI grant manager provides data to enable these applications to be created at the Special Applications Center.

**HOPE VI/5(h)**

Section 5(h) public housing homeownership programs that were part of HOPE VI projects. Section 5(h) has been superseded by Section 32 homeownership. Applications are not being submitted for additional units under Section 5(h).

**HOPE VI/Nehemiah**

Currently this type of unit is not typically tracked in PIC.

**Mandatory Conversion:** Public housing buildings mandated to be demolished or otherwise removed from the public housing inventory under the Section 202 of the 1996 Appropriations Act. In lieu of this public housing, Section 8 assistance is provided. Section 202 was replaced by the Required Conversion program in the Quality Housing and Work Responsibility Act of 1998 (QHWRA) legislation.

**Required Conversion Section 33 of the U.S. Housing Act of 1937:**

Program recently implemented under which clusters of public housing units with persistently high vacancy rates are required to be taken out of public housing inventory under ACC, in cases where it is more cost-effective to provide Section 8 vouchers. Enacted in the QHWRA legislation.

**Voluntary Conversion, Section 22 of the U.S. Housing Act of 1937:**

This program was recently implemented under QHWRA. It applies to certain cases where a PHA may remove units from the public housing stock, in circumstances where Section 8 vouchers are more cost-effective, and the loss of the public housing units will not adversely affect the availability of affordable housing in the area.

**Section 24:** This application type is not currently used in PIC

**Section 32:** Under this homeownership program authorized by Section 32 of the U.S. Housing Act of 1937, the PHA may sell newly constructed, rehabilitated, or existing public housing and other acquired units to public housing residents and other low-income buyers. All new homeownership applications that currently come to the Special Applications Center for approval are for Section 32 programs.

**Section 5(h):** In this program, a PHA could sell all or a portion of a public housing development to eligible residents (including units acquired for this purpose and put under ACC), under the pre-QHWRA version of § 906.8 of 24 CFR, according to a homeownership plan approved by HUD. Superseded by Section 32, but programs previously approved for Section 5(h) units may be carried out until the sale of units is complete. No increases in the number of units in Section 5(h) programs are being approved.

**Section 9**

This application type is not currently used in PIC.

**Turn Key III**

Homeownership units in housing unit initially financed and constructed by private sponsors and purchased by PHA. These typically were approved years ago, although some such units are still being sold. This application type in PIC is used just to change the status of units to approved or removed from inventory. There are no new Turn Key III applications being submitted for approval.

## The Create Application Page

Click the **Create Application** hyperlink on the **Application List** page to access the **Create Application** page. It allows HAs to create an Inventory Removals application.

**Note:** The **Create Application** hyperlink is available only for users with proper security access roles (see Figure 7-5).

The screenshot shows a web interface titled "Application List". It contains two dropdown menus: "Application Type" with "Demolition" selected and "Application Status" with "Draft" selected. A "Retrieve" button is located below the status dropdown. A blue hyperlink labeled "Create Application" is positioned in the top right corner of the form area.

Figure 7-5: The **Create Application** hyperlink on the **Application List** page.

Follow these steps to create an application:

Step	Action/Result
1. Click the <b>Create Application</b> hyperlink on the <b>Application List</b> page.	The <b>Create Application</b> page is displayed.
2. Select the appropriate application type from the <b>Application Type</b> dialog box.	
3. Select the appropriate primary contact's name from the <b>Primary Contact's Name</b> dialog box (see Figure 7-6).	
4. Click the <b>Create</b> button to create a new application.  Note: If you click the <b>Cancel</b> button (ref Figure 7 - 7).	PIC displays the <b>Application List</b> page. The list contains the new application.  Note: Then PIC returns to the previous <b>Application List</b> page.

The screenshot shows a dialog box with the label "Primary Contact's Name:" followed by a text input field and a dropdown arrow on the right side.

Figure 7-6: The **Primary Contact's Name** dialog box on the **Create an Application** page.

The screenshot shows two buttons side-by-side: "Cancel" and "Create".

Figure 7 - 7: The **Cancel** and **Create** buttons on the **Create an Application** page.

Click an application number in an Application List to access the **Form HUD-52860 (Application Index)** page (see

Field Office: 5FPH DETROIT HUB OFFICE  
 Field Office HA: MI001 Detroit Housing Commission  
 Application: DDA0003288

Demolition / Disposition Application			
Application Type:	Demolition/Disposition	Processor:	SAC-Chicago
Application Status:	Draft	Status Date:	07/24/2008

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Modified	09/02/2008
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Modified	08/28/2008
<a href="#">Section 3: Board Resolution, Environmental Review, and Local Government Consultation</a>	Required	Modified	08/28/2008
Section 4: Description of Property <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Modified	08/28/2008
Section 5: Description of Proposed Removal Action <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Modified	09/09/2008
Section 6: Relocation <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 7: Resident Consultation <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 8: Offer of Sale <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 9: Certification of Compliance <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008

## 8. The Form HUD-52860 (Application Index) Page

Figure 8-1).

The **Application Index** page contains a table that displays the following information:

- Section (of the application)
- Section Type (“Required” or “Not Required”)
- Section Status
- Status Date

**Note: Initially applications have Draft status until they are submitted to the Special Applications Center or until the SAC enters a submission date.**

Field Office: 5FPH DETROIT HUB OFFICE  
 Field Office HA: MI001 Detroit Housing Commission  
 Application: DDA0003288

**Demolition / Disposition Application**

Application Type: Demolition/Disposition Processor: SAC-Chicago  
 Application Status: Draft Status Date: 07/24/2008

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Modified	09/02/2008
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Modified	08/28/2008
<a href="#">Section 3: Board Resolution, Environmental Review, and Local Government Consultation</a>	Required	Modified	08/28/2008
Section 4: Description of Property <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Modified	08/28/2008
Section 5: Description of Proposed Removal Action <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Modified	09/09/2008
Section 6: Relocation <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 7: Resident Consultation <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 8: Offer of Sale <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008
Section 9: Certification of Compliance <a href="#">MI001000002 SOJOURNER TRUTH</a>	Required	Not Started	08/28/2008

Figure 8-1: An example of an **Application Index** page.

You may modify or complete a section within an application by clicking the hyperlinked section entries on the page.

## The Add/Remove Development Page

Click the **Add/Remove Development** hyperlink on the **Application Index** page (see Figure 8-2), to access the **Add/Remove Development** page.

**Note:** The availability of this hyperlink depends on your security access role.

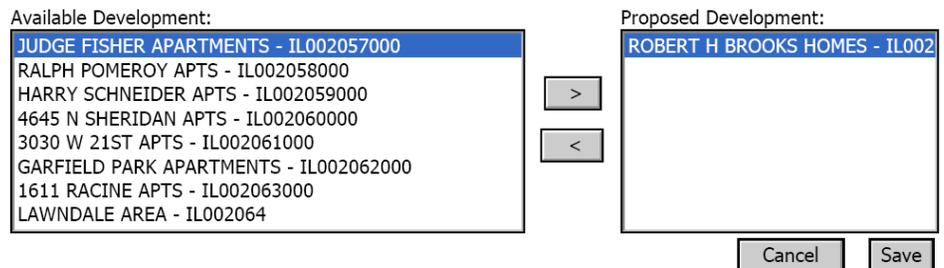
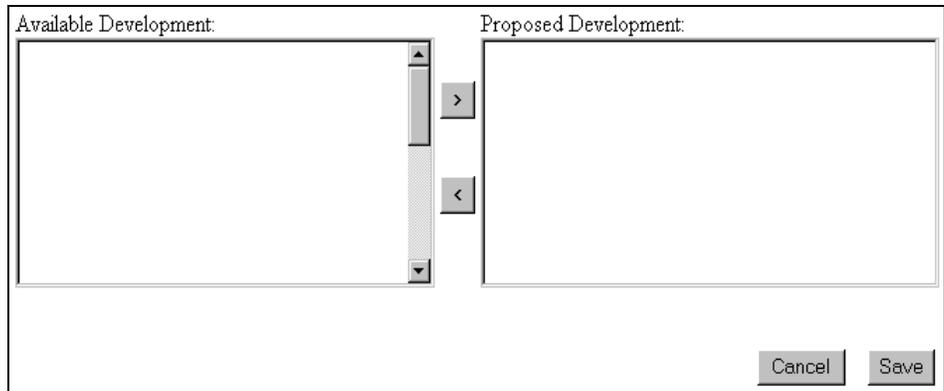
Demolition / Disposition Application			
Application Type:	<b>Demolition/Disposition</b>	Processor:	<b>SAC-Chicago</b>
Application Status:	<b>Draft</b>	Status Date:	
<a href="#">Add/Remove Development</a>			

Figure 8-2: The **Add/Remove** hyperlink on the **Application Index** page.

The **Add/Remove Development** page enables you to add developments to, or remove developments from, the selected application.

Follow these steps to add a development to an application using the **Add/Remove Development** page:

Step	Action/Result
1. Select the appropriate available development number from the <b>Available Development</b> dialog box.	<b>Note:</b> Hold down the control key to move multiple developments from the <b>Available Development</b> box to the <b>Proposed Development</b> box.
2. Click the <b>Greater Than Arrow (&gt;)</b> button to add the selected development to the application (see Figures 8-3).	The development is displayed in the <b>Proposed Development</b> dialog box.
3. Click <b>Save</b>	<b>Saves</b> information. PIC returns to the newly modified <b>Application Index</b> page. A hyperlink will appear with the development number allowing data for the specific development to be entered under Sections 4 and 5..
Note: If you click <b>Cancel</b> then	Note: PIC returns to the previous <b>Application Index</b> page.



Figures 8-3: The **Available Development** and **Proposed Development** dialog boxes on the **Add/Remove Developments** page.

In order to remove a development from an application using the **Add/Remove Development** page, the same steps are followed in reverse:

Step	Action/Result
1. Select the appropriate proposed development from the <b>Proposed Development</b> dialog box.	Hold down the control key to move multiple developments from the <b>Proposed Development</b> box
2. Click the <b>Less Than (&lt;) Arrow</b> button to remove the selected development from the application (see Figures 8-3).	The development is displayed in the <b>Available Development</b> dialog box.
3. Click <b>Save</b>	If you click <b>Save</b> , PIC saves the information and returns to the newly modified <b>Application Index</b> page. .
<p>Note: If you click <b>Cancel</b>, PIC returns to the previous <b>Application Index</b> page with no action.</p>	

## 9. Verifying or Modifying Application Sections

From the **Application Index** page, click on the specific **Section** hyperlink to access an application section.

HAs can access an editable copy of their application **if it has not been submitted to SAC**. A read-only copy of their application is provided after submission.

Contact your SAC reviewer if changes are necessary after the application has been submitted. The name of the reviewer assigned is available within Section 1 of PIC applications and in the Assignment Planning System data, which is available on the SAC website at:

<http://www.hud.gov/offices/pih/centers/sac/index.cfm>.



Under “Helpful Tools”, click on Assignment Planning System, and follow the instruction to display assignments alphabetically by organization, with the name of the SAC reviewer.

**APS - Assignments By Organization; AssignmentsByOrganization**

Click on any to expand the list and see related documents. Click on any to collapse the list.

<b>Search</b>					
<b>Organization</b>	<b>Received</b>	<b>Assignment</b>	<b>Description</b>	<b>Status</b>	<b>Reviewer</b>
<b>A</b>					
<a href="#">Abbeville Housing Authority</a>	05/05/2008	Disposition	Request to dispose of 3.62 acres at LA034000001 (LA34-1) (DDA0003137)	Under Review	Arona M. Wiley
<a href="#">Akron OH</a>	04/26/2004	Data Fix	Reconciliation of data for Section 5 (h)	Under Review	William R. Coutre
<a href="#">Akron OH</a>	07/14/2006	Demolition	Request for H6 Revitalization - DDA0002101	Under Review	Cassandra Loving

Figure 9-1: Accessing APS Data with Reviewer Names

For newly created applications, only sections 1-3 will be hyperlinked. **Sections 4-5 will not be active until one or more developments have been added to the application** (see Figure 9-). Section 6 becomes active after Section 5 is modified.

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Not Started	02/19/2008
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Not Started	02/19/2008
<a href="#">Section 3: Board Resolution, Environmental Review, and Local Government Consultation</a>	Required	Modified	11/21/2008
Section 4: Description of Property	Required	Not Started	02/19/2008
Section 5: Description of Proposed Removal Action	Required	Not Started	02/19/2008
Section 6: Relocation	Required	Not Started	02/19/2008
Section 7: Resident Consultation	Required	Not Started	02/19/2008
Section 8: Offer of Sale	Not Required	Not Started	02/19/2008
Section 9: Certification of Compliance	Required	Not Started	02/19/2008

*Figure 9-2: The Section table on the **Application Index** page.*

**Note:** Sections 1-3 cover all developments within an application. Sections 4-9 have entries for each individual development in the application.

The following pages describe the information presented in each section of an application, and how to edit it before the application is submitted for approval.

# Section 1

Click the **Section 1: General Information** hyperlink on the **Application Index** page to access Section 1 data.

This section enables you to:

- Read the Inventory Removals application statement.
- Verify that the pre-populated Public Housing Authority contact information is correct. To update the contact information displayed in Section 1, the changes must be made within the Housing Authority Sub-module.
- Within the Housing Authority sub-module the HA name, HA address, HA telephone number, fax number, email address, the HA Executive Director information, and the primary contact data can be updated.

After reviewing the statement and modifying or verifying the contact information in Section 1 of the application, click the **Return to Application Index** hyperlink to return the **Application Index** page (see Figure 9-3).

Section 1: General Information			
<small>Public reporting burden for this collection of information is estimated to average 16 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</small>			
<small>This 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 1937, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HAs 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 this application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.</small>			
<a href="#">Modify Section 1</a>			
1. Housing Authority:		2. Date of Application: <b>Generated by the system upon submission.</b>	
3. Address:			
City/Locality:		Zip Code:	
State:		Fax No:	
4. Phone No:		Ext. 0	Fax No:
Email Address:			
5. Executive Director's Name:			
Phone No:		Ext. 0	Fax No:
Email Address:			
6. Primary Contact's Name:			
Phone No:		Ext.	Fax No:
Email Address:			
<a href="#">Return to Application Index</a>			
* Designates a required field.			

Figure 9-3: An example of the Section 1 display.

## Modifying Section 1

The only modifications that can be made by the HA within Section 1 of an inventory removals application is the selection from a drop-down menu of the primary contact for the particular application (as well as selection the Executive Director when the corresponding menu has more than one name). Follow these steps to modify the primary contact person displayed on the page:

Step	Action/Result
1. Click the <b>Modify Section 1</b> hyperlink.  If you do not have access this hyperlink, please contact your <b>PIC coach</b> .	This allows you to edit portions of section one.
2. Select the appropriate primary contact's name from the <b>Primary Contact's Name</b> drop-down menu.	
3. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the modifications.	If you click <b>Save</b> , the application is modified. This is reflected in the "Status" column of the <b>Application Index</b> page (see Figure 9-4).  If you click <b>Cancel</b> , the application is not changed and PIC returns to the <b>Application Index</b> page.

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Modified	07/30/2003
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Not Required	Not Started	07/30/2003

Figure 9-4: The Section table on the Application Index page after Section 1 has been modified.

## Section 2

Click the **Section 2: Long-Term Possible Impact of Proposed Action** hyperlink on the **Application Index** page to access Section 2 data.

This section displays the amount of Operating Subsidy and Capital funding the HA received in a selected fiscal year (see Figure 9-5), and calculates an estimate of the long-run impact of the removal of the units on the PHA's annual funding under these programs.

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

Enter the total number of units proposed for removal

---

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.

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.

---

Figure 9-5: The Modify Section 2 display page

### Modifying Section 2

If the application has not been submitted, HAs can edit the Section 2 information. Follow these steps:

Step	Action/Result
1. Click the <b>Modify Section 2</b> hyperlink.	A modifiable section of the application is displayed. See Figure 9-5 above.
2. Enter the total number of units proposed in the <b>Units Proposed to be Demolished/Disposed</b> text box (see Figure 9-5).	
3. Select the appropriate Fiscal Year from the <b>Performance Funding Subsidy FY</b> dialog box.	
4. Enter the amount received by the HA per unit in the <b>Performance Funding Subsidy \$</b> text box.	
5. Select the appropriate fiscal year from the <b>Capital Fund Program FY</b> dialog box.	

<b>Step</b>	<b>Action/Result</b>
6. Enter the amount received by the HA per unit in the <b>Capital Fund Program \$</b> text box.	
7. Click the <b>Calculate</b> button.	The decrease in Performance Funding Subsidy and Capital Funds per year will be automatically calculated and will appear next to the <b>Performance Funding Subsidy \$</b> and <b>Capital Fund Program \$</b> text boxes.
8. Click the <b>Save</b> button to save the information or <b>Cancel</b> to undo the edits.	<p>If you click <b>Save</b>, the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.</p> <p>If you click <b>Cancel</b>, the application is not changed and PIC returns to the <b>Application Index</b> page.</p>

This information is included in the application to ensure that the HA is aware of the potential funding implications of the actions it is proposing.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

## Section 3

Click the **Section 3: Board Resolution, Environmental Review and Local Government Consultation** hyperlink on the **Application Index** page to access the Section 3 data.

This section displays the following sections (see Figure 9-2):

- Board Resolution
- Environmental Review information
- List of jurisdictions covered by the PHA
- Local Government Consultation

**Section 3: Board Resolution, Environmental Review, and Local Government Consultation**

[Modify Section 3](#)

1. Board Resolution Number

2. Date of Board Resolution

3. Who is conducting the environmental review?

Field Office under 24 CFR Part 50

Responsible Entity under 24 CFR Part 58

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

**Soil and Materials Engineers, Inc**

4. Jurisdictions covered by the HA (list all cities, counties, etc.):

5. Letter of Support from Appropriate Government Official is dated : **08/11/2008**.

[Return to Application Index](#)

Figure 9-2: The Section 3 display.

### Modifying Section 3 Information

If the application has not been submitted, HAs can edit the Section 3 information. Follow these steps to edit the data:

Step	Action/Result
1. Click the <b>Modify Section 3</b> hyperlink.	A modifiable section of the application is displayed.
2. Enter the appropriate <b>Board Resolution Number</b> in the line item 1 text box.	
3. Click the <b>Attach Document</b> hyperlink to attach a copy of the Board Resolution. Reference it as Section 3, line 1.	This completes line item 1.
4. Enter the <b>Date of Board Resolution</b> in the line item 2 text box. Use the MM/DD/YYYY format.	This completes line item 2.

Step	Action/Result
5. A. Click the appropriate option button in line item 3 to indicate <b>who is conducting the environmental review</b> . There are two choices: <ul style="list-style-type: none"> <li>• Responsible Entity 24 CFR 58</li> <li>• HUD Field Office 24 CFR 50</li> </ul>	<p>.</p> <p><b>Note:</b> The HA is prohibited from using responsible entities if they are applying for a HOPE VI-funded demolition.</p>

**Note:** Refer to page 10-1 for more information on how to attach documents.

Step	Action/Result
5. B. Enter the name of the responsible entity performing the environmental review in the line item 5 text box. (Only applicable if the <b>Responsible Entity</b> option button is selected in line item 3.)	This completes line item 3.
6. Attach a narrative describing the PHA’s consultation with all Appropriate Government Officials (AGOs) and reference it as Section 3, line 4	This completes line item 4.
7. Enter the date of the local <b>Appropriate Government Officials’ Letters of Support</b> in the line item 6 text box. Use the MM/DD/YYYY format.	
8. Click the <b>Attach Document</b> hyperlink to attach a copies of the letter(s). Reference it as Section 3, Line 5.	This completes line item 5.
9. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.	<p>If you click <b>Save</b>, the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.</p> <p>If you click <b>Cancel</b>, the application is not changed and PIC returns to the <b>Application Index</b> page.</p>

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

## Section 4

Click a **Development** hyperlink under the Section 4 heading on the **Application Index** page to access Section 4 data (see Figure 9-).

Section 4: Description of Property 24 CFR Part 970.8  
[IL001002 JOHN ROBINSON HOMES](#)  
[IL001012 EMERSON APTS](#)

Figure 9-7: An example of the **Development** hyperlinks under Section 4 of an **Application Index** page.

This page contains the following information:

- Description of Property
- Existing Unit Distribution
- Total Acres in the Development

The Description of Property data contains 11 line items (see Figure 9-8). Only lines 10 for the total acres under the development number, and line 8 on the distribution of single family properties by the number of units can be modified directly in Section 4.

Section 4: Description of Property				<a href="#">Modify Section 4</a>
1. Development Name:	SOJOURNER TRUTH	2. Development Number:	MI001000002	
3. Date of Full Availability:	03/25/1953	4. No. of Residential Buildings:	56	
5. No. of Non-Residential Buildings:	0	6. Date Constructed:		
7. Scattered Site:	N			
8. Single Family Houses:		Duplexes:		
3-Plexes:		4-Plexes:		
Other:				
9. Row House:	188	Walk-Up:	0	
High Rise:	0			
10. Total Acres of the Development:	28.00			

[Return to Application Index](#)

Figure 9-8: An example of the Section 4 Description of Property.

The line 11 Existing Unit Distribution data is displayed in a table (see Figure 9-9). The data is pulled from **Development Sub-module** in PIC.

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 Removed	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	28	0	0	0	28	10	18
2 Bdrms	60	0	0	0	60	16	44
3 Bdrms	36	0	0	0	36	20	16
4 or more Bdrms	8	0	0	0	8	4	4
<b>Total</b>	<b>132</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>132</b>	<b>50</b>	<b>82</b>

Figure 9-9: An example of the Existing Unit Distribution table in Section 4.

### Modifying Section 4 Information

If the application has not been submitted, HAs can edit parts of Section 4. Follow these steps to edit the data:

Step	Action/Result
1. Click the <b>Modify Section 4</b> hyperlink.	A modifiable section of the application is displayed. It contains the pre-populated description of property information.
2. Enter the correct information in the <b>Single Family Houses, Duplexes, 3-Plexes, 4-Plexes, and Other</b> text boxes, if applicable.	This populates line item 8.
3. Enter the correct information in the <b>Total Acres of the Development</b> text box. (This text box goes out 2 decimal places.)	This populates line item 10. <b>Note: <u>The total acres of the development entered into Section 4 must exceed or equal the amount of any acres proposed for removal from inventory in Section 5.</u></b>
4. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.	If you click <b>Save</b> , the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.  If you click <b>Cancel</b> , the application is not changed and PIC returns to the <b>Application Index</b> page.

**Note:** The **Inventory Removals Sub-module** does not offer the functionality to edit the rest of the information in Section 4, including that presented in the Existing Unit Distribution table. The data is generated by interfacing with the **Development Sub-module** in PIC. Please contact your field office if a unit is not in the **Development Sub-module**.

After verifying the data in this section, click the Return to Application Index hyperlink to return to the **Application Index** page

## Section 5

Click a **Development** hyperlink under the Section 5 heading on the **Application Index** page to access Section 5 data for the selected development.

This section includes 13 line items that describe the proposed project in detail. This is the section where the building and unit numbers in PIC for what is being proposed are identified and saved to the application, changing their status in PIC.

### Modifying Section 5

HAs can edit the Section 5 of applications that are in Draft status.

**Note:** Contact the SAC reviewer assigned for the application if changes are necessary after the application has been submitted.

Follow these steps to edit Section 5 data:

Step	Action/Result
1. Click the <b>Modify Section 5</b> hyperlink.	A modifiable section of the application is displayed.
2. Enter the correct information in the dialog and text boxes provided.	
3. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.	If you click <b>Save</b> , the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.  If you click <b>Cancel</b> , the application is not changed and PIC returns to the <b>Application Index</b> page.

The following pages of this Guide describe each line item, and how to edit them (if necessary).

## Section 5: Line Item 1

Applications in which all of the units at a building entrance are being proposed for removal are handled differently from those in which a portion of the units are being proposed. In the latter circumstance, line item 2 is used to select the buildings and units, otherwise line item 1 can be used. Line item 1, **Proposed Action By Building Type**, and Line item 2, **Proposed Action by Unit Designation** are alternatives. A unit can be selected by means of one or the other, but not both.

Line item 1, Proposed Action By Building Type, lists the buildings, building entrances, and street address locations available for selection in the application under the development number link used to open Section 5. In some cases the available selections are at the level of the building entrance number, in other cases they may be at the level of the building number.

If selections are saved to the application under line 1 by building type, all of the units contained within the selected buildings/building entrances are thereby selected at the same time as well. If only a portion of the units under a building entrance/building number are being proposed in the application, the units should be selected instead under line item 2, Proposed Action By Unit Designation. Line 2 can also be used if a portion of the units within the same building/building entrance number are proposed for removal in different years, or a portion are proposed for demolition and another part for disposition within an application that is for both demolition and disposition.

Follow these steps if you are proposing action by building entrances:

Step	Action/Result
1. Click the <b>Modify Section 5</b> hyperlink.	A modifiable section of the application is displayed.
2. Select the appropriate available building entrance from the <b>Available Buildings</b> dialog box on the left.	<b>Note:</b> Use the Ctrl key to select more than one at the same time.
3. Click the <b>Greater than Arrow (&gt;)</b> button (see Figure 9-10) for the intended action.	The selected available building will be moved to the <b>Proposed Buildings</b> dialog box on the right.

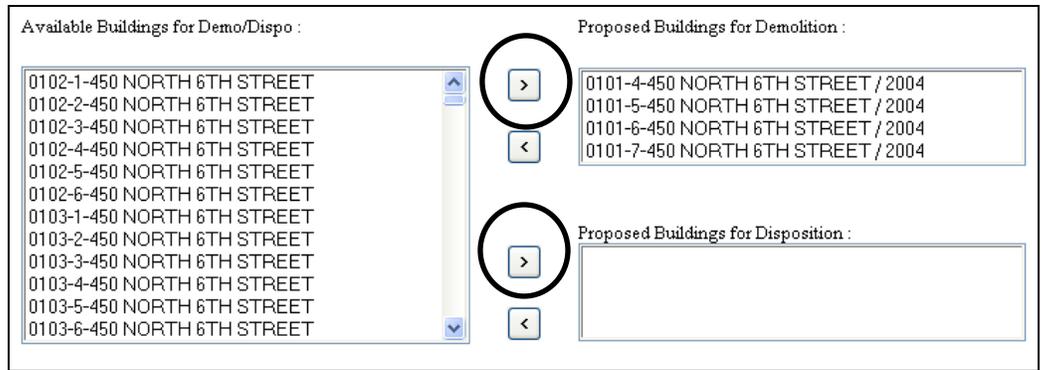


Figure 9-10: The **Available Buildings** and the **Proposed Buildings** dialog boxes on the **Modify Section 5** page.

Step	Action/Result
	<p><b>Note:</b> Non-Dwelling buildings with building numbers in PIC, but with zero units, can be selected at this point in the application. They are flagged with a # sign after the building number.</p>
<p>4. Enter the calendar year in which the proposed building entrance(s) being saved to the application will be demolished and/or disposed in the <b>Calendar Year</b> text box (see Figure 9-11). Hit the Save button at the bottom.</p>	<p>Saving too many building and units at the same time may overtax the PIC system. If that occurs, break them up into smaller groups to save together. Saving less than 100 units at once usually does not cause a volume problem.</p>

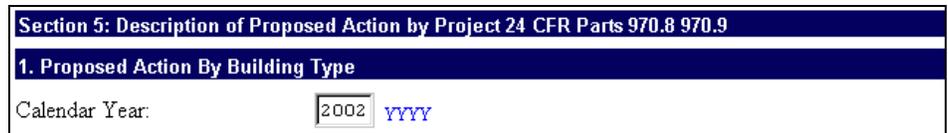


Figure 9-11: The **Calendar Year** text box on the **Modify Section 5** page.

### Section 5: Line Item 2

Line item 2, **Proposed Action By Unit Type**, may be used to make selections by unit. If all of the units at a building entrance are moved to the **Proposed Action by Unit Type** dialog box under line 2, the effect is the same as selection of the building entrance in line 1, by building type. Line 2, by Unit Designation, should be used instead in cases where some of the units at a building entrance are being proposed and some at the same building entrance are not being proposed in the application.

There is a drop-down menu of building entrances (or in some cases buildings) under line 2, by Unit Designation. Selecting the building entrance from this menu will display the unit numbers it contains.

Follow these steps to propose action by unit designation:

Step	Action/Result
<p>1. Select the appropriate building and entrance number from the <b>Building Number(s)</b> dialog box drop-down list. (see Figure 9-).</p> <p><b>Note:</b> If an entire building is proposed in other Inventory Removals applications or removed from inventory, it will not appear in the drop-down menu. If the building/entrance is proposed under line 1, by Building Type, in the same application, it will appear in the drop-down menu with an “@” sign. If some of the units at the building entrance are selected in the application there will be an “*” sign next to it on the drop-down menu.</p>	<p>The unit numbers in this building entrance are displayed in the Available Units box on the left. See figure below.</p>
<p>2. Select the appropriate available unit in the <b>Available Units</b> dialog box.</p>	<p><b>Note:</b> Use the Ctrl key to move multiple units at once from the <b>Available Units</b> dialog box to the <b>Proposed Units</b> dialog box.</p>
<p>3. Click the <b>Greater than Arrow</b> button (&gt;).</p>	<p>The selected available unit will be moved to the <b>Proposed Units</b> dialog box.</p>
<p>4. Enter the calendar year in which the proposed unit number(s) being saved to the application will be demolished and/or disposed in the <b>Calendar Year</b> text box (see Figure 9-). Hit the Save button at the bottom of Section 5.</p>	<p><b>Note:</b> When selecting units under <b>Line item 2, By Unit Designation</b>, it is necessary to save the units for one building entrance (or building) number, before selecting another building entrance from the drop-down menu in order to list its available unit numbers. Otherwise, selections under the previous building entrance will be cancelled.</p>

**2. Proposed Action By Unit Designation**

Select the building number (s):

0813\1\637 ORLEANS \*

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

@ - indicates the building is proposed in this application.

Available Units :  
(Unit Number\Unit Designation\Bedroom Count)

080087\Family Unit\Bedroom5  
080089\Family Unit\Bedroom2  
080091\Family Unit\Bedroom3

Proposed Units :  
(Unit Number\Unit Designation\Bedroom Count)

080088\Family Unit\Bedroom3 / 2008  
080090\Family Unit\Bedroom2 / 2008

Figure 9-12: Line item 2 on the **Modify Section 5** page.

**Section 5: Line Items 3**

Section 5, Line 3, **Proposed Action for Non Residential Inventory**, is where the number of acres of land proposed for sale or lease is entered into the application, and the number of any non-residential buildings that do not have building numbers in PIC are proposed. This includes acres underlying units.

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

A. Acres included in Proposed Disposition

Calendar Year : 2008

Number of Acres : 0.53

B. Buildings included in Proposed Disposition

Calendar Year : 2008

Number of Non-Dwelling Buildings without PIC building numbers : 2

Figure 9-13: Line item 3, Non-Residential, on the **Modify Section 5** page

Follow these steps to fill out line items 3 of Section 5:

Step	Action/Result
1. Enter the calendar year when the proposed action for non-residential inventory will take place in the <b>Acres included in the Proposed Disposition CY</b> text box.	
2. Enter the number of proposed acres in the <b>Number of Acres</b> text box. The number of acres proposed in Section 5 must be equal to or less than the total acres in the development entered into Section 4, line 10. If they are not, it is necessary first to correct Section 4, line 10.	This completes line item 3 A. <b>Note:</b> The HUD data systems track this in acres. The system recognizes up to two decimal places (e.g., 4.56). Line 3A is used for applications that propose only land for disposition, as well as applications proposing units with underlying land for removal.
3. Enter the calendar year when the proposed action for non-residential inventory will take place in the <b>Buildings included in the proposed disposition Calendar Year</b> text box.	<b>Note:</b> Non-residential buildings with PIC building numbers should be selected under Line 1, <b>Proposed Action by Building Type</b> . Non-dwelling buildings shouldn't be counted both in Lines 1 and 3.

<p>4. Enter the number of buildings in the <b>Number of Non-Residential Buildings Without PIC Building Numbers</b> in the text box. This should only count the number of non-residential buildings that do not have building numbers in PIC. Those with building numbers should instead be selected under Line 1 above.</p>	<p>This completes line item 3 B.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------

After all building/acre selections are made, hit the “Submission” subtab on the Application tab to see if what has been saved to the application corresponds to what the PHA proposes to do.

**Section 5, Lines 5 and 6, Site Map, Partial Removal of a Development**

<p>1. Click the <b>Attach Document</b> hyperlink to include a site map as an attachment, if the proposed action is a partial removal of a development.</p>	<p><b>Note:</b> A site map is critical in examining partial Inventory Removals 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.</p>
<p>2. Click the <b>Attach Document</b> hyperlink to upload an attachment containing a description of the property and a narrative explaining why the PHA is proposing to remove the particular units and buildings, in the case of proposed partial removal. For example, in the case of demolition of a section of the development, clearly explain why the HA is proposing to demolish this section over another, and why the section that will remain in inventory will then be viable. Reference the attachment as Section 5, line 6.</p>	<p>After a partial demolition application is approved by the SAC, the HA cannot change the units approved without HUD’s approval of the change.</p> <p>If the PHA is proposing disposition of vacant land at the development, attach the legal description of each parcel of vacant land.</p>
<p>5. If the proposed action involves a partial removal of a Development, a site map is required <input type="text"/> <a href="#">Attach Document</a>  <i>Attach a copy of the site map and reference it as Section 5, line 5</i></p>	
<p>6. If the proposed action involves a partial removal of a development, attach a description of the property to be removed along with a narrative explaining why the PHA is proposing to remove this portion of the development and if disposition is for vacant land, attach the legal description of each parcel of vacant land. Reference this attachment as Section 5, line 6</p>	<p><a href="#">Attach Document</a></p>

*Figure 9-14: Line items 5 and 6 on the Modify Section 5 page*

Section 5: Line Items 7, 8, and 9

Follow these steps to fill out line items 7 and 8 of Section 5:

Step	Action/Result
1. For dispositions, mark the check boxes to indicate which method of sale is proposed: A. At Fair Market Value, B. At less than Fair Market Value, or C. Exchange of Property. [PIC does not have the display updates to B and C.]	If B or C is checked, attach a narrative providing a justification which evidences commensurate public benefits, and reference it as Section 5, line 7.
2. In disposition applications, use the text box provided to enter the appraised value.	Attach documentation verifying the value, such as summary of an appraisal, and reference it as Section 5, line 8.
3. If an appraiser was used to determine the value of the property, provide the name of the appraiser and the date of the appraisal.	This completes Section 5, line 9.

Where HUD approves the disposition of real property of a project, in whole or in part, the PHA shall dispose of it promptly by public solicitation of bids for not less than fair market value, unless HUD authorizes negotiated sale for reasons found to be in the best interests of the PHA or the Federal Government, or sale for less than fair market value (where permitted by State law), based on commensurate public benefits to the community, the PHA or the Federal Government justifying such an exception. Reasonable costs of disposition, and of relocation of displaced tenants allowable under §970.9, may be paid by the PHA out of the gross proceeds, as approved by HUD.

**Section 5: Line Items 10 and 11**

Follow these steps to complete line items 10 and 11 of Section 5.

Step	Action/Result
<p><i>Enter the <b>Estimated Sales Price, Debt, and Cost &amp; Fees</b> in the respective text boxes (see Figure 9-16).</i></p> <p><i>Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11</i></p> <p style="text-align: right;"><i>Figure 9-15.</i></p> <p>The Center will update the debt amount at the time of application</p>	<p>The <b>Estimated Net Proceeds</b> text box will populate automatically.</p> <p>This completes line item 10.</p> <p>Refer to 24 CFR Part 970.19 for more information. Determination of net proceeds for scattered sites is calculated differently.</p>

review.	
4. Attach an itemization of costs and fees for relocation to be paid out of gross proceeds and reference it as Section 5, Line 10	
5. Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11.	The use of proceeds must be approved by HUD. The activities proposed should generally relate to housing services and should be approvable under the Comprehensive Improvement Assistance Program (CIAP) or the Capital Fund program.

**Note:** The HA’s first priority is to retire outstanding debt with the proceeds of sale unless waived by the Department. If an HA has bonded debt that cannot be forgiven, proceeds must be used to make payment on the remaining debt. If the HA has proceeds after payment of debt, its second priority is to ensure that those proceeds are used for the provision of housing assistance to low-income families, e.g., the modernization of another development or building low-income housing.

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10. Calculation of Net Proceeds

Estimated Sales Price \$ - Debt **\$0.00** - Cost & Fees \$ = Estimated Net Proceeds **\$0.00**

---

11. How will the Net Proceeds be used?

*Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11*

[Attach Document](#)

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Figure 9-16: Line items 10 and 11 of the **Modify Section 5** page.

Section 5: Line Items 12 and 13

Line item 12 applies to Demolition applications. (see Figure 9-17)

Follow these steps to complete line items 12 and 13 of Section 5:

Step	Action/Result
1. Enter the estimated cost of demolition in the <b>(a) \$</b> text box.	
2. Enter the source of funds that will pay for the demolition in the <b>(b) Indicate source of funds</b> text box.  Identify the source(s) of funding for the demolition with the fiscal year (e.g., Operating Funds, CFP, CDBG, Other.)	If another source of funds will be used, attach a narrative explaining how the PHA will fund the demolition and reference as Section 5, Line 12.
3. Enter the year funds are available in the <b>Year</b> text box.	This completes line item 12.
4. In Section 5, Line 13, provide a timetable based on the number of <b>days</b> after approval of the application that the following major actions will occur:  <ul style="list-style-type: none"> <li>• Begin relocation of residents</li> <li>• Complete relocation of residents</li> <li>• Execution of contract for removal action (e.g. sales contract or demolition contract).</li> <li>• Actual removal action (e.g. demolition or sale closing)</li> </ul>	The number of <b>days</b> after the approval date entered into Box A is the “ <a href="#">Relocation Date</a> ” referred to in 24 CFR 990.190 of the Operating Fund rule, so it is important that HAs exercise care in determining this estimate.

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:  [YYYY](#)

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 contract for removal (e.g. sales contract or demolition contract)  D. Actual Removal Action (e.g. demolition or sale closing)

Figure 9-17: Line items 12 and 13 of the **Modify Section 5** page.

## Section 6

Click a **Development** number hyperlink under Section 6 of the **Index page**.

Based on the data on proposed units from Section 5, and the data on existing units pulled into Section 4 from the development sub-module, the system will display the number of units which are proposed for removal that are occupied when the application is submitted. It will also display the number of units that are occupied from the remaining units in the development after the removal.

### Section 6: Relocation

1. Occupied units:

a. Of the **48** units proposed for removal, **42** are occupied as of the date of this application.

*Attach a narrative explaining the circumstances that resulted in the units becoming vacant and the relocation of the residents and reference it as Section 6, line 1(a).*

[Attach Document](#)

b. Of the **48** total units in the development to be removed, **234** units will remain after removal.

c. Of the **234** units that will remain after removal, **211** are occupied as of the date of this Application.

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

3. How will counseling and advisory services be provided?

*Attach a narrative explaining and reference it as Section 6, line 3.*

[Attach Document](#)

4. What housing resources are expected to be used for relocation?

Other Public Housing     Section 8     Other

*Attach a narrative explaining and reference it as Section 6, line 4.*

[Attach Document](#)

	Per Unit Cost x	No. of Units	=	Total*
5. Estimated cost of counseling and advisory services	\$ <input type="text"/>	<input type="text"/>		\$ <input type="text"/>
6. Estimated cost of moving expenses	\$ <input type="text"/>	<input type="text"/>		\$ <input type="text"/>
7. Total cost of relocation expenses				\$ <input type="text"/>

\* All the totals are calculated.

8. What sources of funding will be used to pay for relocation activities?

Operating Funds     Capital Fund     Other

*Provide an attachment explaining and reference it as Section 6, line 8.*

[Attach Document](#)

Figure 9-17: An example of the PIC Relocation Section display.

A narrative should be attached to the application explaining the circumstances that resulted in units becoming vacant before the application submission, and describing the relocation of the residents, and reference it as Section 6 line 1(a).

### Modifying Section 6 Information

If the application has not been submitted, HAs can edit the Section 6 information. Follow these steps:

Step	Action/Result
1. Click the <b>Modify Section 6</b> hyperlink.	A modifiable section of the application is displayed.
2. Enter the number of individuals affected (including children) by the inventory removal in the text box.  Provide an attachment explaining how counseling and advisory services will be provided. Reference it as Section 6, line 3.	
3. Click the appropriate <b>Housing Resource</b> check box to specify what housing resources are expected to be used for relocation.	
4. Provide an attachment explaining the housing resources expected to be used for relocation.	The narrative to be attached explaining how the PHA plans to provide relocation housing should be referenced as Section 6, line 4.
5. Enter the estimated cost of counseling and advisory services in the line 5 <b>Per Unit Cost</b> text box. Also, enter the total number of units this cost will be applied to in the <b>No. of Units</b> text box.	PIC automatically displays a calculated amount in the <b>Total</b> text box after the Save button is hit. Data should not be input into the Total boxes directly.
6. Enter the estimated cost of moving expenses in the line 6 <b>Per Unit Cost \$</b> text box. Also, enter the number of units this cost will be applied to in the <b>No. of Units</b> text box.	PIC automatically displays an amount in the line 5, line 6, and line 7 <b>Total</b> boxes when the data in the Section is saved.

<b>Step</b>	<b>Action/Result</b>
7. Click the appropriate <b>Source of Funding</b> check box to identify what sources of funding will be used to pay for relocation activities.	
8. If funding for relocation expenses will come from sources other than Operating Funds and the CFP, attach a narrative explaining how they will be funded, referenced as Section 6, line 8.	
9. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.	<p>If you click <b>Save</b>, the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.</p> <p>If you click <b>Cancel</b>, the application is not changed and PIC returns to the <b>Application Index</b> page.</p>

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

## Section 7

Click a **Development** hyperlink under the Section heading on the **Application Index** page to access the data on **Resident Consultation**.

### Modifying Resident Consultation Information in Section 7

If the application has not been submitted, HAs can edit this Section by following these steps:

Step	Action/Result
1. Click the <b>Modify Section 7</b> hyperlink.	A modifiable section of the application is displayed.
2. Provide an attachment describing the consultation process with residents of the affected development and reference it as Section 7, line 1.	This completes line item 1. <a href="#">The remaining parts of the Section on Resident Consultation (lines 2-5) apply only to demolition and/or disposition removals (i.e., under Section 18 of the Act).</a>
3. Provide the name of the Resident Council representing residents of the affected development. If there is no Resident Council at this development, indicate this by entering the word 'none'.	This is required if the application type selected was Demolition, Disposition, or Demolition/Disposition.
4. Attach a document with a narrative explaining consultation with the resident organization(s) at the development and reference it as Section 7, line 2.	This completes line item 2.
5. Provide the name of the Resident Council representing residents of the developments under the PHA's jurisdiction. If there is no PHA-wide Resident Council, indicate this by entering the word 'none'.	
6. Attach a document with a narrative explaining the consultation with the HA-wide resident organization(s) and reference it as Section 7, line 3.	This completes line item 3.
7. Attach a narrative about the PHA's consultation with the Resident Advisory Board (RAB) (as defined by 24 CFR 903.13). Reference the attachment as Section 7, line 4.	This completes line item 4.

**Section 7: Resident Consultation**

[Modify Section 7](#)

1. Describe how the residents of the development were informed and consulted about the proposed action.

*Attach a narrative explaining and reference it as Section 7, line 1*

2. Resident Council (at development): Provide the name of the Resident Council representing the residents of the development

*Attach a narrative explaining and reference it as Section 7, line 2*

3. Resident Council (PHA-jurisdiction-wide): Provide the name of the PHA-wide Resident Council representing the residents of the development

*Attach a narrative explaining and reference it as Section 7, line 3.*

4. Resident Advisory Board (RAB) (as defined by 24 CFR 903.13):

*Attach a narrative explaining the PHA consultation with the RAB and reference it as Section 7, line 4.*

Figure 9--18: The Resident Consultation **Section** page, part 1.

<p>8. Click the appropriate option button to specify whether or not there were any written comments received from the residents or Resident Council of the affected development, the HA jurisdiction-wide Resident Council, or the RAB.</p>	
<p>9. Attach copies of those written comments received along with any evaluation by the HA of the comments. Reference the attachment as Section 7, line 5.</p>	<p>This completes line item 5.</p>
<p>10. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.</p>	<p>If you click <b>Save</b>, the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.</p> <p>If you click <b>Cancel</b>, the application is not changed and PIC returns to the <b>Application Index</b> page.</p>

5. Did you receive any written comments from the residents, the Resident Council(s), or the RAB?

Yes  No

*If yes, attach the comments, along with any evaluation the PHA has made of those comments and reference it as Section 7, line 5*

[Attach Document](#)

Figure 9--19: The Resident Consultation **Section** page, part 2.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

## Section 8

Click a **Development** hyperlink under the Section heading on the **Application Index** page to access the data on **Offer of Sale**.

This section must be completed for all Section 18 Dispositions, including dispositions in connection with Voluntary or Required Conversion that are subject to Section 18 requirements. For other application types, it can be skipped.

### Modifying Section 8 Information

If the application has not been submitted, HAs can edit the Section 8 data.

Follow these steps:

Step	Action/Result
1. Click the <b>Modify Section 8</b> hyperlink.	A modifiable section of the application is displayed (see Figure 9-20).
2. Click the appropriate option button to specify whether or not the HA is exercising any of the exceptions to the offer of sale requirements permitted by 24 CFR 970.9(b)(3).	
3. If so, select the option button for the exception under 24 CFR 970.9(b)(3): (i) local/state government acquisition of less than 2 acres of land (ii) property to be used for other housing or facilities benefiting low-income families (iii) units were legally vacated in accord with HOPE VI, 24 CFR 971, or Required Conversion under 24 CFR 972. (iv) units are distressed units converted to tenant-based assistance under Section 33 of the Act (v) disposition of non-dwelling buildings and facilities	
4. <b>Attach Documentation</b> supporting the selected exception and reference it as Section 8, line 2	

**Section 8: Offer of Sale**

1. Is the PHA exercising any of the exceptions to the offer of sale requirement permitted by 24 CFR 970.9(b)(3):  Yes  No

2. If yes, check the exception below:

24 CFR 970.9 (b)(3)(i): a unit of state or local government requests to acquire vacant land that is less than two acres in order to build or expand its public services (a local government wishes to use the land to build or establish a police substation)

24 CFR 970.9 (b)(3)(ii): the PHA seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families (e.g., day care center, administrative building, mixed-finance housing, or other types of low-income housing)

24 CFR 970.9 (b)(3)(iii): the units that have been legally vacated in accordance with the HOPE VI program, the regulations at 24 CFR Part 971, or the Required Conversion regulations at 24 CFR part 972, excluding developments where the PHA has consolidated vacancies

24 CFR 970.9 (b)(3)(iv): the units are distressed units required to be converted to tenant-based assistance under Section 33 of the Act

24 CFR 970.9 (b)(3)(v): the proposed disposition is for non-dwelling property, including administration and community buildings, and maintenance facilities.

If No, complete questions #3-7 below.

Attach documentation supporting the exception and reference it as Section 8, line 2

[Attach Document](#)

Figure 9-20: The Offer of Sale Section page.

Step	Action/Result
5. If the PHA is not exercising an exception to the offer of sale requirement, click the option button to indicate if any of the following Established Eligible Organizations exist, and if so provide their names: 1)Resident Council at the development 2)Resident Management Corporation 3)Outside Organization acting on behalf of the development residents, where the PHA has received notification of its partnership with the Resident Council.	Note: Until these options are added to PIC applications, include this information in the attachment for Section 8, line 3.
6. Attach a narrative explaining how the PHA determined that the above named organizations are all of the Established Eligible Organizations representing the residents at the development, and reference it as Section 8 line 3,	
7. Include the date (mm/dd/yy) the PHA sent an initial written notification of the sale of the affected development to each Established Eligible Organization.	Indicate whether this notification was sent by regular mail or certified mail.

8. Attach a copy of each signed and dated initial written notification letter provided to Established Eligible Organizations and reference them as Section 8, line 4.	
9. Did the PHA receive a written initial expression of interest (24 CFR 970.11(b)) from notified Eligible Established Organization(s) within 30 days after it sent the notification of sale, Yes or No?	Note: Until this option is added to the PIC application form, include the information as an attachment to Section 8, line 5.
10. Attach a copy of each initial expression of interest that the PHA received and reference it as Section 8, line 5	
11. Did the PHA receive a proposal to purchase from an Eligible Established Organization within 60 days of when it provided it with all necessary terms and information, Yes or No?	Note: Until this option is added to the PIC application form, include the information as an attachment to Section 8, line 6.
12. If Yes, attach a copy of the proposals to purchase and reference them as Section 8, line 6.	
13. Indicate whether the PHA 1)Rejected or 2)Accepted a proposal to purchase the affected development.	
14. Click the <b>Save</b> button to save the information or the <b>Cancel</b> button to undo the edits.	<p>If you click <b>Save</b>, the application is modified. This is reflected in the “Status” column of the <b>Application Index</b> page.</p> <p>If you click <b>Cancel</b>, the application is not changed and PIC returns to the <b>Application Index</b> page.</p>

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

## Sections 9 and 10

Sections 9 and 10 provide a place for attaching the certifications and addendums needed, depending upon the application type selected when an application is created.

The certifications are available for downloading as Word documents at the following location on the Special Applications Center website:

<http://www.hud.gov/offices/pih/centers/sac/phacrtcmp.cfm>

### PHA Certifications of Compliance - (SAC)

As part of their inventory removal applications, PHAs are required to sign and submit (as a scanned attachment to their PIC application) a PHA Certification of Compliance for the specific removal action for which they are applying. These Certifications of Compliance are included in the HUD-52860 (10/2007) and are also available below as separate Word documents:

 [Information by State](#)  
 [Print version](#)

#### PHA Certification of Compliance : HUD 52860 (10/2007)

Section 18 Demolition/Disposition	<a href="#">Pages 16 -19</a>
Section 18 Disposition 24 CFR Subpart F	<a href="#">Pages 20 -21</a>
De Minimis Exception to Demolition	<a href="#">Page 22</a>
Section 32 Homeownership	<a href="#">Page 23</a>
Section 33 Required Conversion	<a href="#">Page 24</a>
Section 22 Voluntary Conversion	<a href="#">Page 25-26</a>
Eminent Domain	<a href="#">Page 27</a>

<b>Section 9: Certification</b> *Attach a copy of the applicable Certification (as a scanned PDF file) for the specific inventory removal action identified in Section 5 of this Application.
Section 18 Demolition/Disposition PHA Certification
Section 18 Disposition (24 CFR 941 Subpart F) PHA Certification
Section 32 Homeownership PHA Certification
Section 33 Required Conversion PHA Certification
Section 22 Voluntary Conversion PHA Certification
De Minimis Demolition PHA Certification
Eminent Domain PHA Certification

#### ADDENDUMS:

The following additional forms must be attached to your electronic submission of this 52860 Application for the inventory removal actions referenced below. Please attach these forms as a file, or scan the form and attach it as a PDF file

HUD-52860-B: Total Development Cost (TDC) Calculation	Attach for all Demolition actions and for all Disposition actions where the justification is obsolescence
HUD-52860-C: Homeownership	Attach for all actions involving homeownership
HUD-52860-D: Required Conversion	Attach for all actions involving the required conversion of public housing units
HUD-52860-E: Voluntary Conversion	Attach for all actions involving the voluntary conversion of public housing units
HUD-52860-F: Eminent Domain	Attach for all disposition actions involving eminent domain proceedings

Figures 9-21: Certifications and Addendums

In the revised form 52860, the former Section 6 on Justifications for demolition and disposition has been replaced by an addendum attachment covering Total Development Costs, and by Exhibit A of the certification attachment required under Section 9 for Section 18 actions.

<b>EXHIBIT A: Reason for Removal</b> <b>PHA Certification of Compliance</b> <b>Section 18 Demolition/Disposition</b>
<p>The PHA Certifies that its reason for applying to demolish and/or dispose of the Development and/or PHA Property (or a part thereof) is as indicated below.</p> <p>Check one. Check two if the proposed removal action involves <b>both</b> a demolition and a disposition.</p>
<p style="text-align: center;"><b>Demolition:</b></p> <p>The demolition of the Development is in the best interest of the residents and this PHA because:</p> <p><b>Obsolescence—24 CFR 970.15(a)(1):</b> The Development is obsolete as to physical condition, location or other factors (as defined by 24 CFR 970.15), making it unsuitable for housing purposes and no reasonable program of modification or rehabilitation of the Development is cost-effective to return the Development (or portion of the Development proposed for demolition) to its useful life;</p> <p><i>*Attach a narrative or documentation (e.g. architect's report, feasibility study, etc.) to justify obsolescence and attach a completed Total Development Cost (TDC) Calculation" (HUD-52860-B and reference them as Section 18 Certification)</i></p> <p><b>Partial Demolition (if demolition only involves partial demolition) (24 CFR 970.15(a)(2):</b> the partial demolition will help to ensure the viability of the remaining portion of the Development by reducing the density of the Development to permit better access to emergency or rescue services, or by improving marketability of the Development by reducing the density of the Development to that of the neighborhood in which the Development is located or to other developments in the PHA's inventory;</p> <p><i>*Attach a narrative or documentation to justify how density reduction will result from the partial demolition and reference it as Section 18 Certification.</i></p>
<p style="text-align: center;"><b>Disposition:</b></p> <p>The retention of the Development (or a portion thereof) and/or the PHA property is not in the best interests of the residents or the PHA because:</p> <p><b>Change in Neighborhood—24 CFR 970.17(a):</b> Conditions in the area surrounding the Development (density, or industrial or commercial development) adversely affect the health or safety of the residents or the feasible operation of the Development by the PHA;</p> <p><b>Replacement Housing—24 CFR 970.17(b):</b> The disposition allows the acquisition, development, or rehabilitation of other properties or developments that will be more efficiently or effectively operated as low-income housing developments;</p> <p><b>Other—24 CFR 970.17(c):</b> The PHA has otherwise determined that the disposition is appropriate for reasons that are consistent with its goals of the PHA and its PHA Plan and that are otherwise consistent with the Act;</p> <p><b>Vacant Land and Non-dwelling Facilities (Excess)—24 CFR 970.17(d)(1)</b> The disposition of vacant land or non-dwelling structures exceed the needs of the Development (after Date of Full Availability--DOFA)</p> <p><b>Vacant Land and Non-dwelling Facilities (Incidental)—24 CFR 970.17(d)(2):</b> The disposition of vacant land or non-dwelling structures is incidental to, or does not interfere with, the continued operation of the remaining portion of the Development;</p> <p><i>*Attach a narrative or documentation to justify the PHA's specific reason for disposition checked above and reference it as Section 18 Certification.</i></p>

Figure 9-22: Exhibit A to Section 18 Certification

For all Demolition actions and for all Disposition actions where the justification is obsolescence, the following additional form must be attached to the electronic submission of form 52860:

HUD-52860-B: Total Development Cost (TDC) Calculation.

For some applications types other than Section 18 demolition or disposition, the following additional forms must be attached to the submission of form 52860:

- HUD-52860-C Homeownership
- HUD-52860-D Required Conversion
- HUD-52860-E Voluntary Conversion
- HUD-52860-F Eminent Domain

These forms can be found on the Special Applications Center website at the following address: <http://www.hud.gov/offices/pih/centers/sac/exp52860.cfm>

## 10. The Supporting Documents Page

You can access the **Supporting Documents** page by clicking an **Attach Document** hyperlink in one of the pages within one of the Application sections or by clicking on the words ‘Supporting Documents’ on the Application tab. This page enables you to upload files to attach to an application. You can attach only the following files:

- Bitmap
- Text
- Rich Text
- Microsoft® Excel
- Microsoft® Word
- Microsoft® Project
- Microsoft® PowerPoint
- Adobe Acrobat Reader .pdf files

The expectations are that most attachments will be scanned into .pdf extension files before attachment to the application.

The Supporting Documents page is available on the Application tab

Figure 10-1: Supporting Documents Page

Follow these steps to upload an attachment:

Step	Action/Result
1. Click a specific <b>Attach Document</b> hyperlink within an Application Section or go directly to Supporting Documents page..	If an Attach Document link is used with an application Section, PIC automatically displays the corresponding attachment type on the <b>Supporting Documents</b> page

2. Select the appropriate type from the <b>Attachment Type</b> drop-down menu dialog box.	If the Attach Document link is clicked within Section 5 for the Site Map, the Supporting Documents page opens up with Section 5, Line 4 Site Map as the Attachment Type. [Under the revised current HUD-52860, the Site Map is Section 5, line 5.]
3. Select the appropriate development from the <b>Select Development</b> drop-down menu dialog box, which lists the development numbers saved to the application.	
4. Enter a description for the attachment in the <b>Enter Description</b> text box. <b>Note:</b> The description cannot be more than 255 characters long.	
5. Click the <b>Browse</b> button.	The “Files” window appears.
6. Select the appropriate directory and file and click the <b>Open</b> button. <b>Note:</b> A filename usually cannot be more than 50 characters. The 50-character limit currently applies to not just the filename but the whole path to the file including subfolders (e.g., “C:\folder1\folder1A\filename”).	If a file fails to attach to the application, try shortening and simplifying the filename, such as by replacing any spaces in the filename by the underscore “_” or another character.
7. Click the <b>Attach</b> button.	The File Upload window is displayed and the selected file is attached to the application.

The Attachment Type menu includes

- 1) attachments identified by line number and name
- 2) attachments identified by name (e.g. approval letter)
- 3) a “Miscellaneous” attachment type and
- 4) 20 additional generic categories identified as “attachment hook 1”, etc.

Some attachments, like the Board Resolution, are on the application level, others in Sections 5-9, like the appraisal summary, are attached on the development number level.

The HUD Staff can download and view and print the attachments to the application.

# 11. The Application Submission Page

Click the Submission subtab to access the **Submission** page.

This page enables you to view summary information for each of the developments included in an application. It also is the place where a PHA is able to submit an application to the SAC.

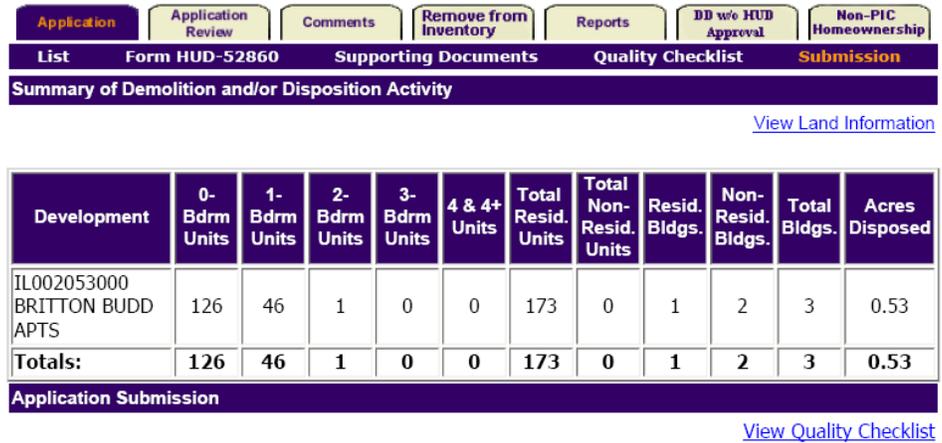


Figure 11-1: The Summary of Inventory Proposed for Removal Saved to the Application on the **Submission** page.

Follow these steps to submit an application in Draft status:

Step	Action/Result
1. Access the <b>Application Submission</b> page by clicking on the word Submission on the blue bar towards the top of the screen..	PIC displays a summary of the inventory selected and saved to the application that is being proposed for removal.
2. Review the Summary of the data proposed in the application.	This provides a check that the number of dwelling and non-dwelling buildings and units, and the number of acres saved to the application is correct and complete.
3. Click the <b>View Quality Checklist</b> hyperlink to see what information is missing.	PIC displays the <b>Quality Checklist</b> page. If items appear in the list, they represent instances where the application may potentially be incomplete. Not all items listed are mandatory.
	See page 11-3 for further information.

Step	Action/Result
4. Return to the application Submission page and click the <b>Submit</b> button pictured above.	<p>The application is submitted for SAC approval. Its status is changed from “Draft” to “Submitted” on the <b>Application List</b> page (see Figure 11-2).</p> <p><b>Note:</b> Upon the submission of an application, HAs will not be able to modify the application. Only the SAC processor has edit access for submitted applications. SAC can also return applications to PHAs in Draft status, so that further changes to them can be made at the PHA.</p>

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000105	09/07/2001	Demolition	SAC-Chicago	HQ Approved	02/18/2003
DDA0000144	08/21/2002	Demolition/Disposition	SAC-Chicago	Submitted	02/28/2003
DDA0000342	09/04/2003	Demolition	SAC-Chicago	Submitted	09/05/2003
DDA0000390	11/14/2003	Disposition	SAC-Chicago	Submitted	11/19/2003
DDA0000601	03/03/2004	Demolition/Disposition	SAC-Chicago	Submitted	03/02/2004

Figure 11-2: The **Application List** page. Note that the status reads “submitted” for several applications.

Whenever possible, certifications should be scanned into an electronic format, such as Adobe .pdf extension files, and attached to the application. If it is necessary to send further materials after an application has been submitted, they should be sent as attachments via e-mail to the SAC reviewer. SAC staff e-mail addresses are available on the SAC website at the following address:  
<http://www.hud.gov/offices/pih/centers/sac/about/staff.cfm>

Where it is infeasible to scan documents, they may be sent via **FAX to (312) 886-6413**.

If it is necessary to send materials by mail, the SAC address is:

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

The name of the SAC reviewer assigned to an application is available on the SAC website through the link to the Assignment Planning System, and in Section 1 within PIC applications, as explained above on page 9-1.

For all supplemental information provided separately, send it to the attention of the reviewer assigned to the application and note the application number (e.g. DDA0000601 shown in Figure 12-2)

## The Quality Checklist Page

Click the **View Quality Checklist** hyperlink on the **Submission** page to access the **Quality Checklist** page (see Figure 11-3).

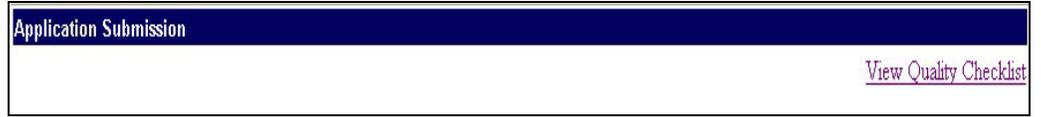


Figure 11-3: The **View Quality Checklist** hyperlink on the **Submission** page.

This page displays a list of missing fields for the required sections based on the application type of the selected application.

Follow these steps to use the Quality Checklist:

Step	Action/Result
1. Access the <b>Quality Checklist</b> page.	PIC displays the Quality Checklist for the first development listed in the application.
2. Select the appropriate Development Number from the <b>Development Number</b> dialog box.	PIC displays a list of <b>Line Item</b> hyperlinks to the possibly incomplete line items for the selected development's application.
3. Click a specific <b>Line Item</b> hyperlink in the table (see Figure 11-4).	PIC displays the possibly incomplete line item.
4. Complete the suggested section.	When you return to the checklist, the hyperlink to the line item will no longer appear.

Line Item	Application/Development
<a href="#">Section 3: Environmental Review - Review initiation date</a>	Application
<a href="#">Section 3: Environmental Review - Review responsible entity name</a>	Application
<a href="#">Section 3: Local Government Consultation - Letter of acknowledgement from Local Government Official Date</a>	Application
<a href="#">Section5 Line3: Non Residential inventory - Calender year</a>	Development
<a href="#">Section6 Line5: Occupancy Information - Vacant more 12 month unit count</a>	Development

Figure 11-4: An example of the **Line Item** hyperlinks presented on the **Quality Checklist** page.

The column named Application/Development refers to whether the questionable lines are in Sections 1-3 with information at the application level, or Sections 4-9 with separate information for each development number in the application.

## 12. The Remove from Inventory Function Tab

Through the Removal from Inventory process, the status of buildings and units in PIC is changed to Removed from Inventory, and the date of removal from the public housing inventory is recorded.



Figure 12-1: The Remove from Inventory tab.

The Remove from Inventory Tab (see Figure 12-1) in the **Inventory Removals Sub-module** is where the process is performed. The tab contains the following pages (see Figure 12-2):

- The **Task List** page
- The **Unit Transaction** page
- The Add Transaction hyperlink
- The **Submission** page: For HA use.
- The **Review** page: For **HA executive director** use.
- The **Approval** page: For field office use only.



Figure 12-2: The subtabs available under the Remove from Inventory tab.

**Note:** Access to these pages, and the functions they contain, depends on your security access role. If you cannot access the pages in this tab, or use the features contained in them, contact your **HA executive director**.

## Removal from Inventory Process Overview

After SAC approves an application, there is a submission and approval process used to remove units from the PIC inventory. This process involves the creation, submission, and approval of transactions.

PHA staff start the process by entering the dates on which approved units, buildings and/or land were removed from inventory. The status of this information is then displayed as “[Draft](#).” There are two further levels of review in PIC at the PHA before the transaction is forwarded within PIC to the HUD Field Office.

The next level of review is under the word “**Submission**” on the blue bar on the unit transaction screen. This is where HA supervisory staff submit the information to the HA executive director, or the designated final reviewer at the PHA. The status becomes “[Submitted for Review](#)” (see page 12-11 for more information).

It is then the decision of the HA executive director or their designee under the word “**Review**” on the blue bar whether to reject the transaction or submit it to the field office for approval. If the **HA executive director** rejects the transaction, it receives a “[Rejected](#)” status. If approved, the transaction receives a “[Submitted for Approval](#)” status (see page 12-12) for more information).

The HUD Field Office may approve or reject the transaction. If the field office rejects the transaction, the status becomes “[Rejected](#).” In this situation, the HA has the capability to modify the information in the transaction (see page 12-14 for more information). After a change has been made and saved, the status of the rejected transaction is reset to “[Draft](#).”

If the Field Office approves the transaction, the status in PIC permanently becomes “[Removed from Inventory](#). (RMI)”

## The Development List (Task List) Page

Click the Remove from Inventory tab to access the **Task List** page.

This page presents every development with units, buildings, and/or land approved for removal. It also presents the number of those approved in a development that have already been reported as Removed from Inventory, and those that are still waiting to undergo the Removal from Inventory process.

The Development List (see Figure 12-3) contains the following categories for each development included in an Inventory Removals application:

- **Development Number:** Entries in this column are hyperlinked. Click a hyperlink to see a list of transactions for the selected development.
- **Development Name**
- **Total Approved Units:** The total number of units approved for removal in PIC applications for the development listed.
- **Total Removed Units:** The total number of units that completed the Removal from Inventory process, and are no longer visible in the **Development Sub-module (except in Reports)**.
- **Total Remaining Units:** the remaining units that have been approved in an application process but have yet to undergo the Remove from Inventory process.
- There are also **Total Approved**, **Total Removed**, and **Total Remaining** columns for non-dwelling structures and acres of land.

Follow these steps to select a development to enter dates of removal from inventory, or to review RMI transactions:

Step	Action/Result
1. Click the desired development number hyperlink.	PIC displays a list of all RMI transactions for the selected development in the <b>Unit Transaction</b> page.

## Unit Transaction Page

The **Unit Transaction** page enables you to view all of the transactions for a development.

It also provides the **Add Transaction** hyperlink to users with the proper security access role. The **Add Transaction** page enables the PHA to remove particular units cited in an approved application from the PIC database of units “in inventory”, and change their status to Removed from Inventory (RMI). This is accomplished by the entry of the date buildings and units (and land) is demolished, sold, leased, or otherwise removed from the public housing inventory. The date of removal is called the “action date” in PIC. (see page 12-7 for more information).

### Information Presented on the Unit Transaction Page

Transactions are divided into two separate groups:

- Proposed Transactions
- Actual Transactions

On the **Unit Transaction** page, the Unit Summary table (see Figure 12-3) contains both types. The proposed transactions are highlighted in gray. They represent an approved action that has not yet occurred.

Unit Transaction Summary								
Status:		All			<a href="#">Add Transaction</a>			
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	<a href="#">Actual Demolition</a>	Removed from Inventory	03/17/2006	04/30/2005	36	0	0.00	
DDA0000805	Proposed Demolition				66	0	0.00	
DDA0000805	<a href="#">Actual Demolition</a>	Removed from Inventory	03/17/2006	08/30/2005	36	0	0.00	
DDA0000805	<a href="#">Actual Demolition</a>	<a href="#">Removed from Inventory*</a>	01/11/2007	07/30/2006	30	0	0.00	
#DDA0001145	Proposed Disposition				36	3	0.82	
DDA0001145	<a href="#">Actual Disposition</a>	Submitted for Approval	10/16/2007	09/27/2007	36	0	0.00	
DDA0001387	Proposed Demolition				2	0	0.00	
DDA0001387	<a href="#">Actual Demolition</a>	Removed from Inventory	03/17/2006	08/04/2005	2	0	0.00	
DDA0002846	Proposed Mandatory Conversion				280	0	0.00	
DDA0002846	<a href="#">Actual Mandatory Conversion</a>	<a href="#">Removed from Inventory*</a>	10/16/2007	06/02/2006	140	0	0.00	

Figure 12-3: The transaction table on the **Unit Transaction** page.

Actual transactions are listed with white backgrounds. These types of transactions represent approved units after the dates of removal have been entered by the HA.

Each summary record presented on the **Unit Transaction** page will detail the different transactions associated with the approved application.

**Note:** You can review **HA executive director** or Field Office comments by clicking on the **Rejected** hyperlink (see Figure 12-4).

DDA0000105	<a href="#">Actual Demolition</a>	<a href="#">Rejected*</a>	02/03/2004	01/31/2003	0	10	16	20	4	50	3.26369884329811E-319
* The user can view comments by clicking on the 'Rejected' link.											

Figure 12-4: The transaction table containing a rejected transaction.

A Unit Transaction Summary table record includes the following information:

- Application Number
- Transaction Type
  - Actual Transactions
  - Proposed Transactions
- Status (Actual Transactions Only)
  - [Draft](#)
  - [Submitted for Review](#)
  - [Submitted for Approval](#)
  - [Removed from Inventory](#)
  - [Rejected](#)
- Transaction Date that the PHA entered the Action Date (Actual Transactions Only)
- Action/Closing Date of removal from inventory (Actual Transactions Only)
- Total Resi Units: The total Number of Units approved and reported removed in the Applications.
- Total Non Resi Structures: non-residential structures approved and reported removed in the applications
- Total Acres: The total acres approved and removed in the applications.

If a record is an actual transaction, its entry in the Transaction Type column will be hyperlinked. Click the hyperlink to view existing transaction information for the selected record, or to modify transactions in [Rejected](#) status.

The **Status** filter can help you limit the records displayed in the Unit Transaction Summary table. Follow these steps to use the filter:

Step	Action/Result
1. Click the <b>Status</b> dialog box.	PIC displays a list of options (see Figure 12-5).
2. Select the desired status.	The page refreshes to display only the transactions in the selected status.  <b>Note:</b> The default display shows all statuses.

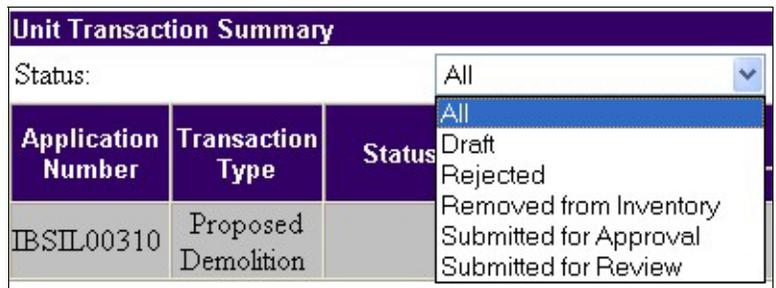
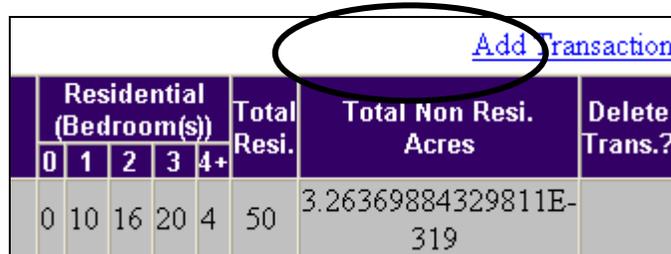


Figure 12-5: The **Status** filter options on the **Unit Transaction** page.

## The Add Transaction Page

Click the **Add Transaction** hyperlink on the **Unit Transaction** page to access the **Add Transaction** page (see Figure 12-6).



The image shows a screenshot of a web application interface. At the top right, there is a blue hyperlink labeled "Add Transaction" which is circled in black. Below it is a table with a purple header and a grey body. The table has columns for Residential (Bedroom(s)), Total Resi., Total Non Resi. Acres, and Delete Trans.?. The Residential column is further divided into sub-columns for 0, 1, 2, 3, and 4+ bedrooms. The data row shows 0 units with 10, 16, 20, and 4 bedrooms, a total of 50 residential units, and 3.26369884329811E-319 non-residential acres.

Residential (Bedroom(s))					Total Resi.	Total Non Resi. Acres	Delete Trans.?
0	1	2	3	4+			
0	10	16	20	4	50	3.26369884329811E-319	

Figure 12-6: The **Add Transaction** hyperlink.

From this page, you can associate a proposed transaction to an actual transaction. By performing this action, the **Development Sub-module** can be updated to display the most current unit information.

**Note:** An actual transaction should only be created after the building has officially undergone the action specified in the application. For example, if a Demolition application has been approved, you will only create an actual transaction after the building has actually been demolished. For actual transactions, the database needs to be updated to accommodate this change in information.

If a unit that has been approved for disposition was instead demolished, or visa versa, it should not be removed from inventory under an application type that differs from what actually happened.

Please note that HUD considers a unit to be removed on:

- The date a contract of sale was executed for a homeownership unit,**
- The date a deed contract of sale or lease was executed for a disposition,**
- The date the last payment was made to the demolition contractor or the final funds were expended if demolition was performed with Force Account, for demolition, DeMinimis or Mandatory/Voluntary Conversion,**
- The date the property is transferred to the taking agency in Eminent Domain.**

These are the dates that should be used in the Action Date column.

As when the units are selected and saved to an application, when they are reported removed from inventory, sometimes it is done by Building and sometimes by Unit.

Application Number:

Action/Closing Date:  MM/DD/YYYY

**Remove Residential Inventory By Building**

Complete Buildings Available :  
(Building Number\Building Number Entrance  
\Address Line1 Text)

Proposed Buildings :  
(Building Number\Building Number Entrance  
\Address Line1 Text)

WA071 \2 \4214 S WABASH AV	>	
WA072 \2 \4218 S WABASH AV	<	
WA073 \2 \4222 S WABASH AV		

# indicates Non Dwelling Structures  
~Indicates the Units within the Building are not vacant.

**Remove Residential Inventory By Unit**

Select the building number:

Units Available :  
(Unit Number\Unit Designation\Bedroom Count)

Proposed Units :  
(Unit Number\Unit Designation\Bedroom Count)

	>	
	<	

\*\* Indicates at least one of the units of the building has been proposed in this transaction.

**Remove Non Residential Inventory**

A. Acres included in Proposed Disposition  
Number of Acres\* :

B. Buildings included in Proposed Disposition  
Number of Non-Dwelling Buildings without PIC building numbers@ :

Figure 12-7: The **Buildings Available** and the **Proposed Buildings** dialog boxes.

### Adding Building Transactions

Follow these steps to add a transaction for a building:

Step	Action/Result
1. Access the <b>Add Transaction</b> page. Select the application number from the drop down menu (if the development was included in more than one application with units not yet Removed from Inventory in PIC).	A page with several dialog boxes and text boxes is displayed.
2. Enter the action date signifying when the action has taken place in the <b>Action/Closing Date</b> text box. Use the MM/DD/YYYY format.	<b>Note:</b> It is important to understand that the action indicated here should only be what was specified in the approved application number displayed on the screen.

<p>3. Select the desired building(s) in the <b>Complete Buildings Available</b> dialog box. The buildings listed are those approved in the application selected.</p> <p><b>Note:</b> Only vacant buildings can be removed from inventory.</p> <p>The symbol ~ next to a building in the Available box indicates when a building or building entrance is not reflected as vacant in PIC.</p>	<p>Use the Ctrl key to move multiple buildings at the same time.</p> <p><b>Non-residential buildings</b> with building numbers in PIC should be selected here in the “Remove Residential Inventory by Building” section.</p>
<p>4. Click the <b>Greater Than Arrow</b> button (&gt;) to move the building(s) to the <b>Proposed Buildings</b> dialog box.</p>	<p>This populates the <b>Propose Buildings</b> dialog box with your selections. These buildings are then proposed as having been removed from inventory.</p>
<p>5. Enter the actual acreage of land removed from inventory on the same date as units or on a separate date without units. Enter the number of non-dwelling buildings without building numbers removed on the action date.</p>	
<p>6. Click the <b>Save</b> button to save the information, or click <b>Cancel</b> to undo the entry.</p> <p>Note: If units were sold or demolished on more than one date, it is necessary to save separately the units removed on each of the action dates. <u>The number of transactions added should not be less than the number of actual action dates.</u></p>	<p>If you click <b>Save</b>, PIC identifies the building(s) as “proposed for removed from the inventory.” The transaction is updated and posted to the <b>Unit Transaction</b> page.</p> <p>If you click <b>Cancel</b>, PIC returns to the previous <b>Unit Transaction</b> page.</p>

## Adding Unit Transactions

Follow these steps to add a transaction by unit:

Step	Action/Result
<p>1. Enter the action date signifying when the action has taken place in the <b>Action/Closing Date</b> text box.</p> <p>Use the MM/DD/YYYY format.</p>	<p><b>Note:</b> It is important to understand that the action indicated here should only be what was specified in the approved application number displayed on the screen.</p>
<p>2. Select each desired building in the under the remove by unit section in the drop-down menu (Figure 12-7), in order to display the approved units in the building in the Units Available box. The drop-down menu may say “Select One” at the top if a building is not selected.</p>	<p>Once the building or building entrance is selected, the unit numbers approved in the selected application for that building or entrance will be displayed in the Units Available box.</p>
<p>3. Select the units removed on the particular action date from the Available box to the Proposed Units box. Only units vacant in PIC can be moved to Proposed Units box.</p>	
<p>4. Click the <b>Greater Than Arrow</b> button (&gt;) to move the unit(s) to the <b>Proposed Units</b> dialog box.</p>	<p>This populates the <b>Proposed Units</b> dialog box with your selections.</p>
<p>5. Enter the approved actual acreage amount that was removed on the action date, if any, using the text box provided.</p>	
<p>6. Click the <b>Save</b> button to save the information, or click <b>Cancel</b> to undo the entry.</p>	<p>The status of the units in PIC then changes from “DemoDispo-Approved” to “Proposed for Removed from Inventory”. The transaction is updated and posted to the <b>Transaction Summary</b> page.</p> <p>If you click <b>Cancel</b>, PIC returns to the previous <b>Transaction Summary</b> page.</p>

## The Remove from Inventory Submission Page

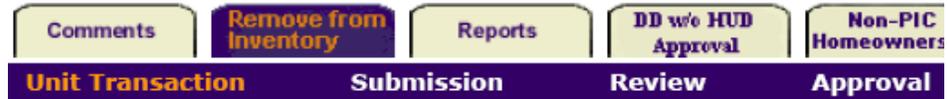


Figure 12-8: Remove from Inventory Subtab Bar

Click the Submission subtab bar under the Remove from Inventory tab to access the **Submission** page. The Submission page will display all transactions in **Draft** status, where an action date of removal has been saved.

From this page, HAs can submit transactions for final review at the HA.

Step	Action/Result
1. Select the transaction(s) to submit by checking the Approve/Reject? check box(es) (see Figure 12-9).	
2. Click the <b>Submit</b> button to submit the transaction to the <b>HA executive director</b> .	After the transaction is submitted, the status of the transaction becomes “Submitted for Review” (see Figure 12-10) on the <b>Unit Transaction</b> page. The transaction becomes non-editable to the HA.

Submit Transaction								
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	<a href="#">Actual Demolition</a>	Draft	06/02/2008	01/01/2008	12	0	0.00	<input type="checkbox"/>

Figure 12-9: The **SubmitTransaction** check box

After the transaction is submitted, the status changes to Submitted for Review below.

Application Number	Transaction Type	Status	Transaction Date
DDA0000105	Proposed Demolition		
DDA0000105	<a href="#">Actual Demolition</a>	Submitted for Review	02/03/2004

Figure 12-10: A transaction table entry noting that the transaction is in the “Submitted for Review” status.

## The Review Page

Click the Review subtab bar under the Remove from Inventory tab to access the **Review** page.

From this page, the **HA executive director** or their designee can submit a transaction to the Field Office or send the transaction back for editing by HA staff.

Follow these steps to submit a transaction for field office review:

Step	Action/Result
1. Click the <b>Accept/Reject</b> dialog box for the desired transaction.	PIC displays two options (see Figure 12-1): Approve or Reject.
2. Select the “Approve” option.	
3. Click the <b>Submit</b> button to submit the transaction to the filed office.	The transaction receives a status of “Submitted for Approval” on the <b>Unit Transaction</b> page. It becomes non-editable to the HA and the <b>HA executive director</b> . (unless rejected by the HUD field office)

ED Approval of Removal From Inventory								
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	<a href="#">Actual Demolition</a>	Submitted for Review	06/02/2008	01/01/2008	12	0	0.00	Select One

Figure 12-11: Review page

Total Non Resi. Acres	Accept/Reject?
3.26369884329811E-319	
3.26369884329811E-319	Select One
	Select One
	Approve
	Reject

Can

Figure 12-12: The **Accept/Reject** dialog box.

Follow these steps for HA Executive Directors to reject a submission and send the transaction back to the HA staff for editing:

<b>Step</b>	<b>Action/Result</b>
1. Click the <b>Accept/Reject</b> dialog box for the desired transaction.	PIC displays two options: Approve or Reject.
2. Select the “Reject” option.	
3. Click the <b>Submit</b> button.	<p>The transaction receives “Rejected” status on the <b>Unit Transaction</b> page. The HA regains the ability to edit the transaction.</p> <p>After the HA makes a change, the transaction regains “Draft” status.</p>

## The Approval Page

HUD Field Office staff click the Approval subtab under the Remove from Inventory tab to access the **Approval** page.

This page enables HUD Field Office personnel to approve or reject a transaction, and change the status of units to Removed from Inventory in PIC.

Step	Action/Result
1. Click the Accept/Reject dialog box for the desired transaction.	PIC displays two options (see Figures 12-13): Approve or Reject.
2. Select the "Approve" option.	
3. Click the <b>Submit</b> button to change the status of the unit in PIC to RMI.	The status of the buildings and units in PIC becomes Removed from Inventory and the transaction receives a status of "Removed from Inventory" on the <b>Unit Transaction</b> page. The units and buildings specified in the transaction are no longer visible in the <b>Development Sub-module (except under Reports)</b> .

### Approve Removal From Inventory

Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	<a href="#">Actual Demolition</a>	Submitted for Approval	06/02/2008	01/01/2008	12	0	0.00	Select One
DDA0000805	Proposed Demolition				66	0	0.00	
#DDA0001145	Proposed Disposition				36	3	0.82	
DDA0001145	<a href="#">Actual Disposition</a>	Submitted for Approval	10/16/2007	09/27/2007	36	0	0.00	Select One

Total Non Resi. Acres	Approve/Reject?
3.26369884329811E-319	
3.26369884329811E-319	Select One
	Approve
	Reject

Figures 12-13: The Approval Page and Approve/Reject dialog box.

Follow these steps to reject a submission and send the transaction back to the HA for editing:

<b>Step</b>	<b>Action/Result</b>
1. Click the <b>Accept/Reject</b> dialog box for the desired transaction.	PIC displays two options: Approve or Reject.
2. Select the “Reject” option.	
3. Click the <b>Submit</b> button.	The transaction receives “Rejected” status on the <b>Unit Transaction</b> page. The HA regains the ability to edit the transaction.  After the HA makes a change, the transaction regains “Draft” status.

When Field Office staff submit an approval of a change in status to Removed from Inventory, it can take 20 minutes for the change to be archived in the system. During this interval it is not possible to submit approval of additional units. If a development has several transactions in Submitted for Approval status on the Approval page, waiting to submit them together can cut down on the delays due to archiving the changes in PIC.

### 13. The Inventory Removals Reports Tab

Click the Inventory Removals Reports tab to access the **Reports** page

Figure 13-1: The **Reports** page.

This page enables you to create a report detailing the number of approved units from Inventory Removals applications and the number of actual units that have undergone the Inventory Removals action in a given fiscal year. There are two main types of reports, **Activity** reports and **National** reports. The Activity report is broken down by application number and development for each PHA.

Activity reports can be run for all application types, or for selected application types. The following report is for Demolition and Demolition/Disposition.

**Demolition and Disposition Field Office Activity Report**

HQ Division: **Public and Indian Housing**  
 HQ Office: **PO Field Operations**  
 Hub: **5HCHI Chicago Hub**  
 Field Office: **5APH CHICAGO HUB OFFICE**

Report generation Date: **Monday, June 02, 2008 3:15:40 AM**

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HA Code	HA Name	State	Application Number	Application Type	Development Number	Fiscal Year	Approved Units	Actual Units
IL002	Chicago Housing Authority	IL	DDA0000091	DEMO	IL002222222	2003	54	0
IL002	Chicago Housing Authority	IL	DDA0000091	DEMO	IL002222222	2007	0	54
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002003000	2004	5	0
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002003000	2006	0	5
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002222222	2006	0	18
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002222222	2004	18	0
IL002	Chicago Housing Authority	IL	DDA0000767	DEMO	IL002111111	2008	0	0

Figure 13-2: Activity Report example.

For each of the the PHA’s application numbers, the Activity Report shows how many units were approved, by fical year, and how many were removed, by fiscal year.

**Note:** Availability of the **Reports** page is determined by security access role. If you would like access to the page, contact your **HA executive director**.

## Generating a Report

Follow these steps to generate a report:

Step	Action/Result
1. Access the <b>Reports</b> page.	
2. Select “ <b>National</b> ” or “ <b>Activity</b> ” using the <b>Report Type</b> drop-down dialog box.	PIC displays two more dialog boxes: <b>Application Type</b> and <b>Federal Fiscal Year</b> .
3. Select the type or types of applications to display in the report using the <b>Application Type</b> dialog box (see Figure 13).	The Activity Report can be sorted by application type or number, development, or other filters next to the Generate Report button.
4. The National Report offers the option using the <b>Federal Fiscal Year</b> dialog box to limit the report to one or more recent years. PIC offers the following choices: <ul style="list-style-type: none"> <li>• All (default): Every year there is data for the selected action.</li> <li>• 2008</li> <li>• 2007</li> <li>• 2006</li> <li>• 2005</li> <li>• 2004</li> </ul>	
5. Click the <b>Generate Report</b> button.	PIC opens a new window containing the report.

Select Report Level

Detailed report of selected Application Types  
 Summary Information

Generate Report

*Figure 13-3: Selection of Application Types and Level of Detail*

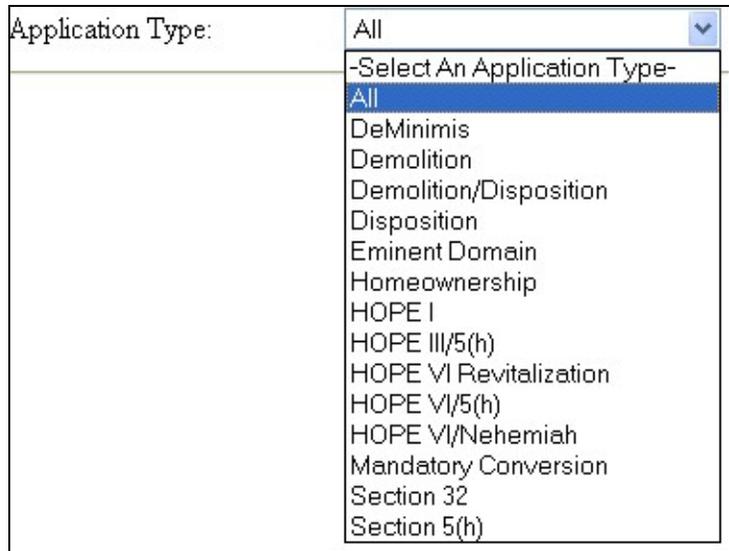


Figure 13-4: The **Application Type** dialog box options.

### Information Presented in the Report

The National report consists of tables containing the following information (see Figure 13-5 for an example, where the application type selected was “All”):

The totals for each category are presented in the bottom row of the table.

Application Type: **All**

Fiscal Year	Approved Units	Actual Units	Percentage complete
2004	4,372	219	
2003	6,183	1,075	
2002	9,847	7,308	
2001	24,704	16,495	
2000	15,854	13,965	
1999	17,038	15,557	
1998	15,499	12,045	
1997	21,903	13,181	
1996	22,973	6,291	
1995	15,345	3,620	
1994	3,247	307	
1993	1,873	819	
1992	300	18	
1991	144	0	
<b>Totals:</b>	<b>159,282</b>	<b>90,900</b>	<b>57.07 %</b>

Figure 13-5: An example of a report.

In addition, the application type selected on the previous page is listed above the table.

**Note:** Unless you select to display a specific fiscal year, PIC displays data for all fiscal years pertaining to the selected application type. The years included in the report vary depending on the application type selected.

The report contains two options for further use of this data (see Figure 13-6). The following options are displayed as icons on the upper right side of the report:

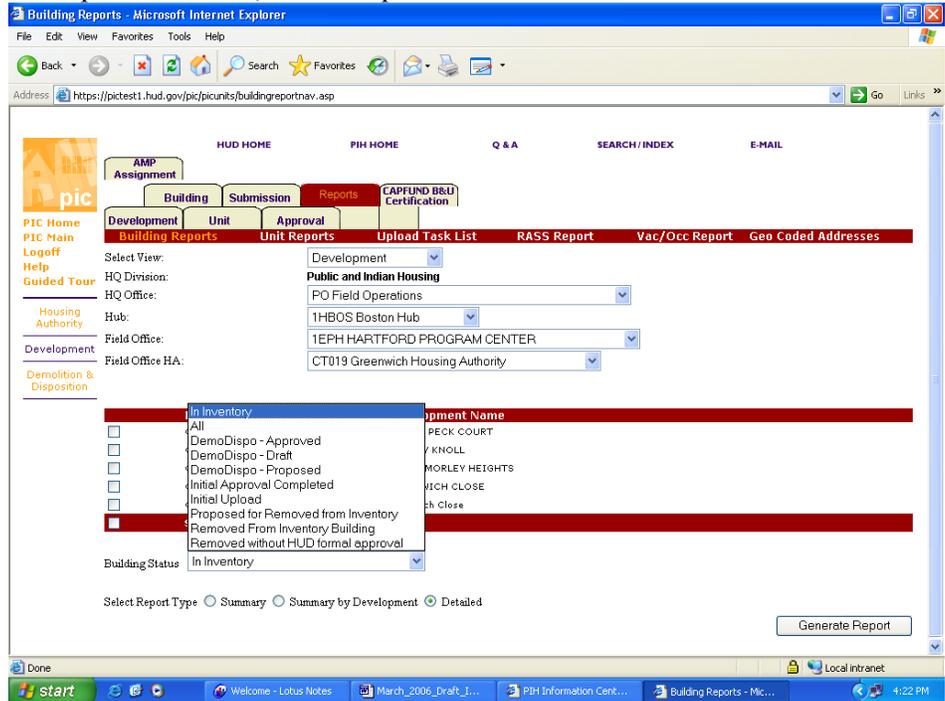
- Download in Excel: The report downloads into an Excel spreadsheet for further data manipulation.
- Print Page: The report prints as a Web page.



*Figure 13-6: The options available for further use of a report.*

# 14. The Development Sub-module Reports Tab

The Building Reports and Unit Reports under the Development Sub-module display the demolition/disposition status of units as indicated in the drop-down menu pictured below, with a sequence of 8 statuses:



The following is an excerpt from a sample report.

A	B	C	D	E	F	G	H	I	J	K	L	M
211	M1001007	0503	1	1402	Elderly Un DemoDispo - Approved	1	Yes	Yes				
212	M1001007	0503	1	1403	Elderly Un DemoDispo - Approved	1	Yes	Yes				
213	M1001007	0503	1	1404	Elderly Un DemoDispo - Approved	1	Yes	Yes				
214	M1001007	0503	1	1405	Elderly Un DemoDispo - Approved	1	Yes	Yes				
215	M1001007	0503	1	1406	Elderly Un DemoDispo - Approved	1	Yes	Yes				
216	M1001007	0503	1	1407	Elderly Un DemoDispo - Approved	1	Yes	Yes				
217	M1001007	0503	1	1408	Elderly Un DemoDispo - Approved	1	Yes	Yes				
218	M1001007	0101	1	0463	Family Uni DemoDispo - Draft	3	Yes	Yes				
219	M1001007	0101	2	0464	Family Uni DemoDispo - Draft	3	Yes	Yes				
220	M1001007	0101	3	0465	Family Uni DemoDispo - Draft	3	Yes	Yes				
221	M1001007	0101	4	0466	Family Uni DemoDispo - Draft	3	Yes	Yes				
222	M1001007	0311	5	0705	Family Uni DemoDispo - Draft	4	Yes	Yes				
223	M1001007	0311	6	0706	Family Uni DemoDispo - Draft	4	Yes	Yes				
224	M1001007	0311	7	0707	Family Uni DemoDispo - Draft	4	Yes	Yes				
225	M1001007	0311	8	0708	Family Uni DemoDispo - Draft	4	Yes	Yes				
226	M1001007	0404	1	0202	Elderly Un Initial Approval Completed	1	Yes	Yes				
227	M1001007	0404	1	0204	Elderly Un Initial Approval Completed	1	Yes	Yes				
228	M1001007	0404	1	1404	Elderly Un Initial Approval Completed	1	Yes	Yes				
229	M1001007	0404	1	1405	Elderly Un Initial Approval Completed	1	Yes	Yes				
230	M1001007	0404	1	1406	Elderly Un Initial Approval Completed	1	Yes	Yes				
231	M1001007	0404	1	1407	Elderly Un Initial Approval Completed	1	Yes	Yes				
232	M1001007	0404	1	1408	Elderly Un Initial Approval Completed	1	Yes	Yes				
233	M1001007	0404	1	0201	Elderly Un Proposed for Removed from Inventory	1	Yes	Yes				
234	M1001007	0502	1	0204	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
235	M1001007	0502	1	0205	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
236	M1001007	0502	1	0206	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
237	M1001007	0502	1	0207	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
238	M1001007	0502	1	0301	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
239	M1001007	0502	1	0302	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
240	M1001007	0502	1	1408	Elderly Un Proposed for Removed from Inventory	2	Yes	Yes				
241	M1001007	0401	1	1051	Family Uni Removed From Inventory	2	Yes	Yes				
242	M1001007	0401	1	1052	Family Uni Removed From Inventory	2	Yes	Yes				
243	M1001007	0401	1	1053	Family Uni Removed From Inventory	2	Yes	Yes				
244	M1001007	0401	1	1054	Family Uni Removed From Inventory	2	Yes	Yes				
245	M1001007	0401	1	1055	Family Uni Removed From Inventory	2	Yes	Yes				

Figures 14-1: Reports tab Status filter and sample Unit Report.

The sequence of the statuses is as follows:

1)Initial Upload

Building and unit data uploaded to PIC by the HA and not yet approved by the HUD field office.

2)Initial Approval Completed

HA building and unit data in PIC approved by the field office

3)DemoDispo-Draft

Units saved by the HA to an inventory removal application not yet submitted to the SAC

4)DemoDispo-Proposed

Units in an inventory removal application submitted to the SAC

5)DemoDispo-Approved

Units in an application approved by the SAC and available under the Remove from Inventory tab for the HA to enter in PIC dates of demolition, sale or other removal from the public housing inventory

6)Proposed for Removed from Inventory

Units for which the HA has entered the dates of removal from the public housing inventory

7)Removed from Inventory

Units for which the HUD field office has approved in PIC the dates on which they were demolished, sold, or otherwise conveyed out of the public housing inventory.

8)Removed without HUD Approval

Units that were removed from inventory that were not in an approved application.

Stage of Building and Unit Status	Action
Initial Upload	Building and unit (B&U) data for a development initially submitted in PIC by PHA to a HUD Field Office for inclusion in PIC.
Initial Approval Completed	B&U data after approval by HUD Field Office in PIC for inclusion.
DemoDispo-Draft	Units in all inventory removal applications created by the PHA but not yet submitted to the Special Applications Center, or returned to “Draft” status by the SAC after submission.
DemoDispo-Proposed	Units in Inventory removal applications that have been submitted to the SAC by the PHA or created at the SAC. Then the application status is “Submitted”. After a SAC reviewer is assigned to it, the status changes to “Under Review”. When the reviewer finishes, the application status becomes “Processor Complete”.

DemoDispo-Approved	Units in all inventory removal applications (including homeownership) in which the approval date has been entered by the SAC. The status of the application becomes headquarters approved “HQ Approved”, and the buildings and units are available for the PHA to enter actual dates of removal into PIC.
Proposed for Removed from Inventory	Buildings and units for which the PHA has entered the dates of removal in PIC. The buildings and units with entered dates of removal are then submitted in PIC for final review at the PHA. Then this data is sent in PIC to the HUD Field Office for approval.
Removed from Inventory	The HUD Field Office has acknowledged that the approved units have been removed from the public housing inventory (demolished, sold, leased, etc.) on the dates indicated in PIC.
Removed without HUD Formal Approval	SAC has changed the status in PIC of units that were removed from inventory without being in an approved application.