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This order of operations summarizes the submission requirements for a **Section 32 Homeownership** repositioning of public housing in accordance with Section 32 of the 1937 Act, 24 CFR part 970.27.

The list below lays out the step-by-step requirements involved in completing the Section 32 Homeownership repositioning process.

1. **Complete a Section 32 Homeownership Plan** that includes the following:
 - a. Method of Sale
 - b. Property Description
 - c. Repair or rehabilitation (all repairs and rehabilitation need to be done before selling of the property)
 - d. Purchaser eligibility and selection
 - e. Sale and Financing
 - f. Consultation with residents and purchasers
 - g. Counseling
 - h. Sale via Purchase and Resale Entity (PRE)
 - i. Non-purchasing residents (i.e., right of first refusal from PHA residents)
 - j. Sale Proceeds
 - k. Records, Account, and Reports
 - l. Budget
 - m. Timetable

Note: Homeownership plans are assessed by HUD using the following criteria: Feasibility; Legality; Documentation; PHA track record in implementing homeownership programs; and Program staff experience.

2. **Ensure an Environmental Review is done** under 24 CFR part 58 or 50.
3. **Consult local government officials and provide evidence** in accordance with 24 CFR 970.7(a)(14).
4. **Ensure the removal will not jeopardize any agreements that PHA has entered into regarding its public housing units** (e.g., Energy Performance Contracting; Capital Fund Financing Program; Operating Fund Financing Program or Rental Assistance Demonstration (RAD) Commitment to Enter into a



Housing Assistance Payment Contract (CHAP), Financing Plan or RAD Conversion Commitment (RCC)) or assure that it satisfies the terms and conditions of such agreement before proposing the demolition action.

5. **Ensure the removal is consistent with all applicable civil rights requirements**, including the PHA's duty to affirmatively further fair housing as demonstrated by compliance under 24 CFR part 903 and its annual certification.
6. **Consult with the resident advisory board (RAB), resident groups, and any residents who will be displaced**, including consultation on where the residents will be relocated (e.g., other public housing units or units in the private market with a voucher).*
7. **Secure a Board Resolution** approving the de minimis demolition after all resident and local government consultation has been completed.
8. **Prior to commencing the sale, submit the applicable information to HUD via the "Inventory Removals Module" of IMS/PIC.** Select "Section 32 Homeownership" from the drop-down menu.

Upload a completed copy of the HUD-52860 and HUD-52860-C forms.