

The contents of this document, except when based on statutory or regulatory authority or law, does not have the force and effect of law and is not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

This checklist is for the conversion of public housing units to tenant-based assistance under a Streamlined Voluntary Conversion (SVC) in accordance with PIH Notice 2019-05 and Section 22 of the 1937 Act, 24 CFR Part 972. Before submitting your application, work with an Expediter at your PIH Field Office to confirm submission compliance. The basic SVC application requires:

- Completion of IMS/PIC application screens (e.g., selecting buildings/units).
- HUD-52860, with required attachments and the signed PDF uploaded.
- A description of the future use or optional form HUD-52860-E item #2.
- Supporting documentation pursuant to 24 CFR part 972 and 2019-05, as summarized in this checklist.

General Information.

1. Date of application
2. PHA name & code
3. PHA contact
4. Local HUD Field Office (FO) of Public Housing and Expeditor

Property Description. 24 CFR 972.230

1. Units/buildings (PIC numbers)
2. Acreage
3. Description of land (e.g., survey, copy of the legal description)
4. Recorded Declaration of Trust (DOT) or Declaration of Restrictive Covenant (DORC)
5. Personal Property (e.g., equipment, supplies, computer centers, furniture, and vehicles) that exclusively or primarily supports the converting project (do not include central office personal property). There is no specific field on the form HUD-52860 about personal property but attach a list.

PHA Plan. 24 CFR 972.233

The SVC Plan, which must be included in a PHA's Annual Plan or a Significant Amendment to an Annual Plan, informs the public and provides opportunity to respond. This generally includes:

(i) project name(s); (ii) unit count; (iii) conversion overview, including future ownership, planned demolition, and use of property); summary of impact analysis (neighborhood); summary of resident impacts including relocation; use of proceeds use (if applicable); (iv) impact on affordable housing in the community; and (v) statement the PHA is converting all of its remaining units and will closeout its public housing program

Local Government Consultation. 24 CFR 972.224(b)

1. Name of local jurisdiction(s)
2. Certification from the appropriate local officials that the SVC Plan is consistent with the Consolidated Plan; or narrative description of consultation with dates, meetings, issues raised and PHA responses, and letter of support

Resident Participation. 24 CFR 972.227(c)

Submit evidence of at least one meeting with residents of each site (including Resident Council, if any). Submit evidence of how invitations were made (e.g., USPS). Submit evidence that at the meeting, the PHA: (i) explained SVC requirements (Section 22, 24 CFR Part 972, PIH Notice 2019-05); (ii) distributed draft SVC plans and (iii) offers residents a reasonable comment period. Evidence may include sign-in sheets, agenda, notices, minutes. Submit summary of resident comments (if any) with PHA's responses/actions taken.

- Future Use of Property Description.** 24 CFR 972.230(a). Generally, one of the following:
- Disposition (sale/ground lease) at fair market value (FMV). Indicate if public bid or negotiated sale. Include appraisal summary (dated within past year) and name of appraiser. Indicate anticipated amount and proposed use of proceeds (for purposes authorized under Section 18 of the 1937 Act and PIH Notice 2020-23).
 - Disposition (sale/ground lease) at below FMV. Indicate planned future use (e.g., retention of units as rental housing for low-income families). Include appraisal or alternative form of valuation (e.g., tax assessor opinion). Indicate name and certification of good standing for acquiring entity. May include Transaction Table described in Appendix A.
 - Retention. PHA retains title after release from Annual Contributions Contract (ACC)/Declaration of Trust (DOT). Indicate dollar amount of all funds (distinguishing between federal and non-federal) invested in the property (acquisition and maintenance). Include FMV appraisal summary (dated within past year) and name of appraiser. Indicate if requesting an exception to the compensation requirement of 200.311(c)(1). May include Transaction Table.

For all the above, if property remains rental housing after conversion, families may remain using tenant-based assistance.¹
 For all the above, if demolition is proposed, describe if it occurs before or after DOT release, and source of funds.

PHAs may propose different future uses for different properties/units.

PHAs may propose staggered relocation timelines by submitting separate DDA PIC applications (e.g. to preserve Operating Subsidy in some units; stagger the families moving off-site with tenant-based assistance to not over-saturate the market).

- Environmental Review (ER).** 24 CFR 972.212(b)
 Completed under 24 CFR Part 50 or 58 identifying the demolition or disposition and any known future use. May include HUD-7015.16 to verify completion.

- Board Resolution.** 24 CFR 972.230
 Approving SVC Plan and dated after resident meeting, as SVC Plan may change based on resident feedback

- Timetable.** 24 CFR 972.230(g)(3)
 Estimated timeframes for:
- Start date of relocation/conversion of families to tenant-based assistance (issuing Tenant Protection Vouchers (TPV)
 - End date to complete relocation/conversion of families
 - Proposed date of DOT release (retention or disposition)

Include multiple timetables if sites/units will be converted, removed from IMS/PIC & released from DOT sequentially

- Relocation Plan.** 24 CFR 972.230(g)(3)
- Number of impacted households, by bedroom size, by number of accessible units
 - The relocation resources that will be necessary, including the number of Tenant Protection Vouchers (TPVs) that will be requested²
 - A budget (and source of funds) for carrying out relocation activities, including a schedule for providing actual and reasonable expenses for families who will be relocated as a result of the conversion

- Impact Analysis.** 24 CFR 972.230(b)
 Describe impacts of conversion in the neighborhood(s) where the units are located, include availability of affordable housing, concentration of poverty, other substantial impacts

- Additional Supporting Evidence (Optional)** 24 CFR 972.224
 Evidence of why SVC Plan principally benefits the residents to be converted, the PHA, and the community (e.g. rental market analysis; narrative or data availability of landlords providing tenant-based assistance; resident access to schools, jobs, and transportation; voucher utilization)

- HUD-5837** (Notification of Public Housing Closeout or Future Development)

¹ See Appendix A of PIH Notice 2019-05 for requirements on conducting the Family Briefing and obtaining informed written consent. PHAs may, but are not required, to submit supporting documentation on these requirements in their SVC Plans.

² Include name of committed HCV Administrating Agency if applying PHA is public housing only. Include number of over-income families and the comparable housing resources that will be offered to such families.

Other PHA Considerations (no submissions required)

- 1. Energy Performance Contract (EPC), Capital Fund Financing Program (CFFP), Repayment Agreement(s).** If any obligation impacts the units, resolution is required before SAC approval.
- 2. Community Supportive Services (CSS) program.** If property has an existing Resident Opportunities and Self Sufficiency (ROSS), Family Self Sufficiency (FSS), or Jobs Plus (JP) grant, review conversion impact to grant/families. For FSS or ROSS, contact PIH Field Office with questions. For JP, contact your Grant Manager with questions.

Appendix A: This Transaction Table is OPTIONAL to describe and summarize future use.

<i>Development Name, Development Number</i> Building/s: xx, Units: xx; Acres: xx		
Total Units xx	Reserved for Families 80% of Area Median Income (Describe, e.g., PBV, LIHTC)	Other (describe, e.g., Market rate, Workforce)
Rental	xx	xx
For Sale	xx	xx
Total Non-Dwelling Structures	e.g., Community Building	
Acquiring Entity	e.g., ABC Development, LP	
Role of PHA in Future Use	e.g., PHA's Non-Profit is General Partner in LP	
Method of Disposition or Retention	e.g., Negotiated Sale at less than FMV, Ground Lease for XX Years, Seller (PHA) Financing, Public Bid, Auction,	
Disposition Amount (Sale Price, Ground Lease Terms)	e.g., \$1 Sale; \$1/Year Ground Lease	