

**Instructions for Submission of PIC Removal Application for Projects with CHAP Award
(Updated 03/18/16)**

Background Following the issuance of a Commitment to enter into a HAP (CHAP) under RAD, PHAs must submit an application into the Inventory Removals module in PIC in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion.

HUD will use the information provided in the RAD PIC Removal Application to:

1. Confirm the PHAs acceptance of the CHAP.
2. Exempt the project covered under the CHAP from PHAS scoring. ***Please note: REAC will rely solely on your PIC application to exclude the project from PHAS scoring. Delay in PIC submission may result in an inadvertent project score under PHAS;*** and
3. Assess which units can appropriately be removed from the public housing inventory as part of the RAD conversion.

HUD has developed this streamlined PIC Inventory Removal application for PHAs with RAD CHAPs.

Summary of PIC Removal Application Steps for Public Housing Projects with CHAPs

The user will be creating a PIC “application” for the purposes of recording projects and units that are covered under a single CHAP under RAD. ***One application must be submitted for each CHAP HUD has issued.*** Users will only complete a limited number of fields in the PIC application, including:

- Selection of PIC Development(s) that are covered under the CHAP
- Selection of building/units that will be removed from PIC when the property closes
- Selection of acreage and non-dwelling buildings in Section 4 (*If you haven’t put acreage into PIC prior to submitting the inventory removal application, PHA needs to research the dimensions of the acreage based on the legal description of the development and- work with PIC Coach to add the acreage into the system.*)
- Attachments:
 1. **The CHAP.** If units from more than one PIC Development number are combined in a single transaction, they should all be reflected on a single CHAP.
 2. **Explanation of Units and Property in PIC Removal Application.** The PHA must attach a separate attachment titled “RAD PIC Removal - Explanation of Units and Property” that provides an explanation why the number of units identified for PIC removal is greater than the number of units in the CHAP. This may be due to De Minimis reduction, merged units, non-dwelling units etc. HUD has created a template that can be used which can be found on the [RAD Resource Desk](#) > Document Library > RAD PIC Removal – Explanation of Units and Property.
 3. **A site map** that specifically identifies all land proposed to be included in the RAD PIC Removal application as well as all buildings (both buildings with dwelling units and non-dwelling structures) to be included. PHAs are encouraged, but not required, to submit land surveys in addition to maps whenever possible.

HUD will reset to draft any incomplete submissions .

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If PIC data is incorrect, contact your PIC coach to correct data prior to submitting PIC application.

Step-By-Step Instructions

1. Go to the Inventory Removals sub-module in IMS/PIC

2. Select the PHA and click on “Create Application” on the right-hand side.

The screenshot shows the 'Application' form in the IMS/PIC system. The 'Remove from Inventory' tab is selected. The form includes fields for 'Select View', 'Hub', 'Field Office', and 'Field Office HA'. Below these is the 'Application List' section with dropdowns for 'Application Type' and 'Application Status', and a 'Retrieve' button. On the right side, the 'Create Application' button is circled in red.

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Application Number	Received Date	Application Type	Processor	Status	Status Date
DDA0000344	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000609	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0002344	04/03/2006	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0003136	05/08/2008	Disposition	SAC-Chicago	HQ Approved	04/23/2008
DDA0003696		Demolition	SAC-Chicago	Draft	07/10/2009
IBSOH00210		Disposition	SAC-Chicago	HQ Approved	09/23/2001
IBSOH00211		Section 5(h)	SAC-Chicago	HQ Approved	06/12/1997
IBSOH00212		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
IBSOH00213		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
IBSOH00214		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
IBSOH00215		Demolition	SAC-CHICAGO	HQ Approved	01/29/1999

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3. Select from the drop-down lists:

- Application Type: “RAD Conversions – PBV” **or** “RAD Conversions – PBRA”
- The Executive Director
- The Primary contact

Click “Create”

The screenshot shows the 'Create Application' form in the PIC system. The 'Remove from Inventory' tab is selected. The form includes fields for 'HQ Office', 'HQ Division', 'Hub', 'Field Office', and 'Field Office HA'. Below these is the 'Demolition / Disposition Create Application' section with a red instruction: 'Please, navigate to the SAC DD Application view and select a SAC Office to process this application.' The form includes fields for 'Housing Authority', 'SAC Processing Office', 'HA Submission Date', 'Processor Received Date', 'Application Type', 'Executive Director's Name', and 'Primary Contact's Name'. At the bottom, the 'Create' button is circled in red.

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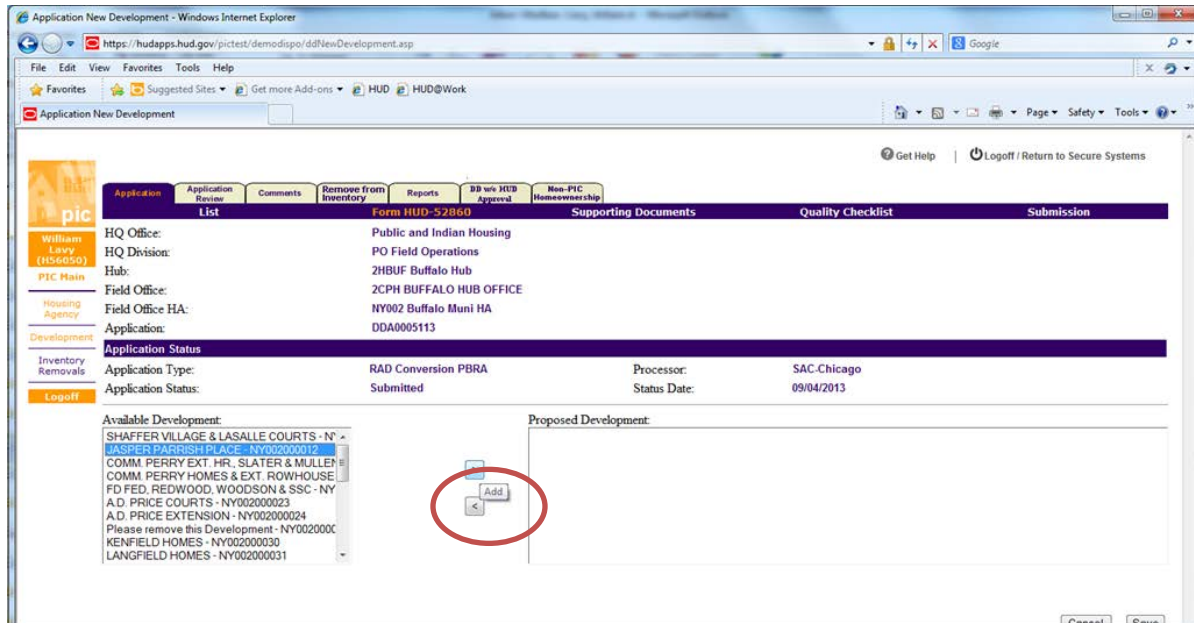
4. Click on “Add/Remove Development”

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	09/06/2013
Section 2: Long-Term Possible Impact of Proposed Action	Required	Not Started	09/06/2013
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	09/06/2013
Section 4: Description of Property	Required	Not Started	09/06/2013
Section 5: Description of Proposed Removal Action	Required	Not Started	09/06/2013
Section 6: Relocation	Required	Not Started	09/06/2013
Section 7: Resident Consultation	Required	Not Started	09/06/2013
Section 8: Offer of Sale	Required	Not Started	09/06/2013
Section 9: Certification of Compliance	Required	Not Started	09/06/2013

5. Select the Development, move it over to the “Proposed” box using the arrow button, and click on “Save.” Only if a CHAP covers units in multiple developments, repeat this step within this application. Otherwise, submit a separate PIC Inventory Removal application for each project(s) covered under a single CHAP. The PIC Development(s) selected in this application must match the PIC Development(s) number(s) included on the CHAP (and any amendment to the CHAP) that is attached to the application. If there is a mismatch between the PIC Development number listed in the RAD PIC Removal Application vs the PIC Development number listed in the CHAP, the PHA may need to work with its Transaction Manager to obtain an amended CHAP that resolves the mismatch.

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6. Four sub tabs will appear under the Application tab
 - Form HUD-52860 (Application Index)
 - Supporting documents
 - Quality Checklist
 - Submission
7. Under the Application sub tab (Form HUD 52860), the user will complete ONLY
 - Section 1 – General Information
 - Section 4 – If no acreage or incorrect acreage is listed under line 11, enter the total acres of the entire PIC Development . PIC won't allow you to enter acreage proposed for removal in Section 5 if there is no acreage listed in Section 4.
 - Section 5 – Description of Proposed Action by Project, including actual acreage to be disposed in the PIC application.

Click on each Section to access the application section and click “Modify” and enter applicable information and “Save”

8. For Section Five, complete only questions 1 or 2 (to select the buildings or units) and questions 3 (to select the acreage and non-dwelling buildings that are not listed in PIC under question 1). Include only the real property at the RAD-approved public housing project site that comprises the approved units (buildings), the underlying land of those units (buildings), and all necessary appurtenances (e.g. parking lots, playgrounds, non-dwelling storage shed) for the units, or and other real property that otherwise supports the units at the site.

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1. Proposed Action By Building Type

Calendar Year: YYYY

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

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

indicates Non Dwelling Building Structures

2. Proposed Action By Unit Designation

Select the building number(s):

* - indicates the building has units that are assigned in this application.
@ - indicates the building is proposed in this application.

Calendar Year: YYYY

No Units Information Found

Available Units :
(Unit Number Unit Designation Bedroom Count)

Proposed Units :
(Unit Number Unit Designation Bedroom Count)

3. Proposed Action for Non Residential Inventory

A. Acres included in Proposed Disposition
Calendar Year : YYYY Number of Acres :

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


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9. Click on the “Supporting Documents” sub-tab.



The screenshot shows the PIC application interface. At the top right, there are links for 'Get Help' and 'Logoff / Return to Secure Systems'. Below this is a navigation bar with several tabs: 'Application List', 'Application Review', 'Comments', 'Remove from Inventory', 'Reports', 'DD vs HUB Approval', 'Non-PIC Membership', 'Supporting Documents', 'Quality Checklist', and 'Submission'. The 'Supporting Documents' tab is highlighted with a red oval. On the left side, there is a sidebar with the PIC logo and user information for William Lavy (H56050). The main content area displays details for 'Form HUD-52860', including HQ Office (Public and Indian Housing), HQ Division (PO Field Operations), Hub (2HBUF Buffalo Hub), Field Office (2CPH BUFFALO HUB OFFICE), Field Office HA (NY002 Buffalo Muni HA), and Application (DDA0005113).

For each of the required attachments (i.e. CHAP, description of Unit discrepancy, Site Map):

- Select “Attachment Type” from pull down menu and select “Attachment hook 01”. (You must click on the SELECT button before the rest of actions are activated.)
- Under Enter Description, type “CHAP Award Letter”
- Click on the “Browse” button and find the CHAP Award Letter from your computer renamed using the following convention: CHAP_HousingAuthorityName_PIC Development#. For example “CHAP_SpringfieldHA_MA029000001”
- Click “Attach”
- If file is uploaded, you will see:  File uploaded successfully: [file name]

10. Access the “Submission” sub-tab review the summary information.

11. Submit the application.

For more detailed information on the use of PIC’s Inventory Removal sub-module, please refer to the [Inventory Management System/PIH Information Center Housing Authority User Manual](#).