

Appendix B

Inventory Removals Submodule User Guide

Crosswalk between New HUD-52860 Form and the Previous HUD-52860 Version

The two columns below compare differences in the Sections and Line numbers in PIC under the new HUD-5280 form with those from the previous version. The comparison is abbreviated from the form, and is for identification purposes only, to orient users of HUD-52860 form in entering the data to PIC. Information for which there is not yet a place in PIC in a few cases, will have to be provided as attachments.

Section and Line Number on the HUD-52860 Form in Effect April 1, 2008

Section and Line Number of HUD-52860 Form Prior to April 1, 2008

<p>Section 1: No differences in Section and Line numbers</p>	<p>Section 1: No differences in Section and Line numbers</p>
<p>Section 2: No differences in Section and Line numbers</p>	<p>Section 2: No differences in Section and Line numbers</p>
<p>Section 3: Line 4: The PHA covers the following jurisdictions (municipalities, counties, etc.) Line 5: The PHA has obtained Letters of Support from all Appropriate Government Officials dated. Line 6: None</p>	<p>Section 3: Line 4: Give the date the HA Contacted the HUD Field Office to initiate the environmental review Line 5: If the Environment Review is to be performed by a responsible entity name the entity. Line 6: Letter of Acknowledgement from Local Government Official</p>
<p>Section 4: Line 10: Total Acres of the Development Line 11: Existing Unit Distribution</p>	<p>Section 4: Line 10: None. Line 11 Total Acres of the Development Existing Unit Distribution has no line number</p>
<p>Section 5: Line 4: Intentionally deleted Line 5: Site map attachment Line 6: If partial removal, attach narrative why this portion proposed Line 7: Method of sale, FMV, less than Fair Market Value, property exchange Line 8: If disposition, attach documentation of value Line 9: Was value determined by appraiser, if so, name. Line 10: Sales Proceeds=Price minus Debt minus Costs/fees. Line 11: How propose to use Net Proceeds, attach narrative</p>	<p>Section 5: Line 5: If disposition, project debt Line 4: Site Map attachment Line 6: If partial removal, attach list Line 7: If disposition of vacant land, attach legal description of each parcel. Line 9: What is method of sale of disposition, Fair Market Value Public Sale; Negotiated Sale, Sale at Less than Fair Market Value. Line 8: If disposition what value determined by independent appraiser? Attach document. Line 10: Sales Proceeds=Price minus Debt minus Costs/fees. Line 11; How will proceeds be used, is Waiver of requirement to repay debt requested, attachment.</p>

<p>Line 12: Total estimated cost of demolition: source of funds used to pay for, Operating Funds, CFP, CDBG, Other by fiscal year____.</p> <p>Line 13: General Timetable, number of days after approval Begin relocation____, Complete relocation____, Execute contract (e.g. sales contract)____, Actual removal action (e.g. demolition or closing)</p>	<p>Line 12: What is cost of demolition____? Indicate source of funds from year____.</p> <p>Line 13: General Timetable, number of days after approval Begin relocation____, Complete relocation____, Execute contract (e.g. sales contract)____, Demolition or disposition____.</p>
<p>Old Section 6 Replaced by Exhibit A, Reason for Removal, attached to certification for Section 18 demolition and disposition in new Section 9 (not yet in PIC). The Certification with Exhibit are available on SAC website. The Total Development Cost (TDC) is available as an addendum in Excel.</p>	<p>Section 6: Justification for Demolition and/or Disposition</p>
<p>Section 6: Relocation</p> <p>Section 6, Line 1, Occupied units, attach narrative about any vacated units. How many units will remain after proposed removal?</p> <p>Section 6, Line 2: individuals (including children) that will be affected</p> <p>Section 6, Line 3: How will the PHA provide counseling and advisory services, attach narrative.</p> <p>Section 6: Line 4 What housing resources/replacement housing does the PHA expect to use for affected residents, public housing, Sec. 8, Other? Attach narrative explaining how the PHA plans to provide relocation housing.</p> <p>Section 6, Line 5, Estimated cost of counseling and advisory services.</p> <p>Section 6, Line 6, Estimated cost of moving expenses.</p> <p>Section 6, Line 7, Total cost of relocation expenses.</p> <p>Section 6, Line 8, What source of funding intend to pay for relocation of affected residents? Operating Funds, CFP, or Other for fiscal year____. If Other source, attach narrative explaining how relocation expenses will be funded.</p>	<p>Section 7: Relocation</p> <p>Section 7, Line 1, How many individuals affected?</p> <p>Section 7, Line 2, How will the PHA provide counseling and advisory services, provide attachment.</p> <p>Section 7: Line 3 What housing resources/replacement housing does the PHA expect to use for affected residents, public housing, Sec. 8, Other? Provide attachment.</p> <p>Section 7: Line 4, Estimated cost of counseling and advisory services</p> <p>Section 7, Line 5, Estimated cost of moving expenses.</p> <p>Section 7, Line 6, Total cost of relocation expenses.</p> <p>Section 7, Line 7, What sources of funding will be used to pay for relocation expenses, Operating Funds, Capital Fund, Other. Provide explanatory attachment.</p>
<p>Section 7: Resident Consultation</p> <p>Section 7, Line 1, Attach narrative explaining PHA's consultation with the residents of the affected development.</p> <p>Section 7, Line 2, if Demolition or Dispositon, provide name of Resident Counsel or indicate "No" Resident Counsel of the affected development. Attach narrative explaining consultation with Resident Council of the affected development.</p> <p>Section 7, Line 3 PHA jurisdiction-wide Resident Council, If there is a Resident Council representing the interest of residents in the units under the PHA's jurisdiction, provide the name, and attach narrative explaining PHA's consultation with it. If th</p> <p>Section 7, Line 4, Attach a narrative explaining the PHA's consultation with the Resident Advisory Board (RAB), as defined by 24 CFR 903.13.</p>	<p>Section 8: Resident Consultation</p> <p>Section 8, Line 1, Describe how the residents of the development were informed and consulted about this activity. In attachment thoroughly describe consultation process.</p> <p>Section 8, Line 2, If there is an organization representing the residents of the development, identify the group, and describe how the PHA informed and consulted them. Provide attachment. If there is not a resident organization select option "No".</p> <p>Section 8, Line 3, If there is an organization representing the residents of the whole HA, identify ghe group, and describe how the PHA informed and consulted them in an attachment. If there is not a PHA-wide resident organization, select option "No".</p> <p>Section 8, Line 4, Describe and identify how the PHA informed the Resident Advisory Board (RAB) as defined by 24 CFR 903.13 of the proposed activity. Provided explanatory attachment.</p>

Section 7, Line 5, Did the PHA receive any written comments about the proposal from the residents of the affected development, the Resident Council of the affected development, the PHA-wide Resident Council, or the RAB. If "Yes", attach those written com

Section 8: Offer of Sale (needed for Section 18 dispositions, including those related to Voluntary or Required Conversion).

Section 8, Line 1, Is the PHA exercising any of the exceptions to the offer of sale permitted by 24 CFR 970.9(b)(3), "Yes" or "No"?

Section 8, Line 2, If so, attach documentation and select the one 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...

24 970.9 (b)(3)(i) Disposition to privately finance or otherwise develop facilities or housing for low-income families.

24 CFR 970.9(b)(3)(iii) Units have been legally vacated under HOPE VI, 24 CFR 971, or Required Conversion [excluding developments where the PHA has consolidated vacancies.]

24 CFR 970.9(b)(3)(iv) Distressed units required to be converted to vouchers.

24 CFR 970.9(b)(3)(v) Disposition of non-dwelling property (e.g. community buildings, administrative and maintenance facilities).

Section 8, Line 3, If no, state the names of all Established Eligible Organizations for the affected development:

If Resident Council at development does not exist, select "No".

If Resident Management Corporation does not exist, select "No".

If Outside Organization representing residents does not exist, select "No".

Was the PHA informed of a partnership between the Resident Council and an Outside Organization? Attach narrative explaining how the PHA determined that it has listed all of the Established Eligible Organizations.

Section 8, Line 4, Select the means by which the PHA notified each Established Eligible Organization, regular mail or certified mail. Provide dates notified. Attach copies of signed and dated notifications letters.

Section 8, Line 5 Did the PHA receive written interest from Eligible Established Organizations within 30 days from when initial notification sent? Select "Yes" or "No". If yes, attach a copy of each initial expression of interest.

Section 8, Line 5, Did the PHA receive any written comments concerning this application? If "Yes" please attach a copy of them along with the analysis of them by the PHA. If not, select option "No".

Section 9: Offer of Sale

Section 9, Line 1, Did the HA provide an offer of sale to the resident organizations at the development. If "Yes", provide documentation and response, if not selection option "No".

Section 9, Line 2 If no organization existed, attach explanation.

Section 9, Line 3, Is the HA exercising any of the exceptions to the offer of sale requirements permitted by 24 CFR 970.13? If not select "No". If yes, attach explanation.

If so, select the one below:

970.13(a)(2)(v): A public body has requested to acquire vacant land that is less than two acres...

970.13(a)(2)(vi) Disposition to privately finance or otherwise develop facilities or housing for low-income families.

<p>Section 8, Line 6, Did the PHA receive a proposal to purchase the development within 60 days of when it provided the Eligible Established Organization with all necessary terms and information? Select "Yes" or "No". If yes, attach a copy of the proposal</p> <p>Section 8, Line 7, Was the proposal to purchase the affected development Rejected or Accepted by the PHA.</p>	
<p>Section 9: Certifications Depending on the application type of the PIC application, one of the following attachments should be attached to a new Section 9 that will be created in PIC:</p>	<p>Application Submission Page Certifications Certifications are now required as an attachment, according to the application type. Instead of those which had been on the Application Submission page, they will be attached as part of new Section 9, after it is created in PIC.</p>
<p>Section 18 Demolition/Disposition PHA Certification</p>	
<p>Section 18 Disposition (24 CFR 941 Subpart F) PHA Certification</p>	
<p>Section 32 Homeownership PHA Certification</p>	
<p>Section 33 Required Conversion PHA Certification</p>	
<p>Section 22 Voluntary Conversion PHA Certification</p>	
<p>De Minimis Demolition PHA Certification</p>	
<p>Eminent Domain PHA Certification</p>	
<p>The following Addendums are now required, depending on the application type. TDC data is need for all demolition proposals, and for dispositions because of obsolescence. HUD-52860-B: Total Development Cost (TDC) Calculation HUD-52860-C: Homeownership HUD-52860-D: Required Conversion HUD-52860-E: Voluntary Conversion HUD-52860-F: Eminent Domain</p>	<p>Addendums are not yet part of the version in PIC. This replaces the TDC part of Section 6.</p>