HUD USER MANUAL

Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
Inventory Management System (IMS)
Housing Inventory Module
Inventory Removals sub Module

U.S. Department of Housing and Urban Development (HUD)

Prepared by: Quality Software Services, Inc
Shiva Information Technology Services
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1.0 HOUSING INVENTORY
1.1 HOUSING INVENTORY

The Housing Inventory sub module allows the user to view PHA data, inventory of units that the PHA has at its disposal, and allows the user to propose buildings or units for removal. The Housing Inventory module includes three sub modules: Housing Agency sub module, Development sub module and the Inventory Removals sub module.

The Housing Agency sub module provides various types of data for PHAs. PHAs can use this sub module to enter, update and maintain their information. This sub module also allows the users to create new PHAs.

The Development sub module includes information about the inventory of units and buildings that PHAs manage. This sub module allows the users to view the current unit and building inventory, add new inventory items and delete inventory items that are no longer needed. The inventory information is provided at the development level, building level and unit level. Users can group any inventory items in the database based on various For example, units can be grouped by unit tenant status, submission status type, or unit designation.

The Inventory Removals sub module allows PHAs to remove certain items from their inventory by proposing those items for demolition / disposition. This sub module allows PHAs to fill the demo/dispo application, submit it with accompanying documentation, review the application and approve it. After the demo/dispo application is approved, inventory items that are subject to that application no longer are part of the PHA’s inventory.
1.2 INVENTORY REMOVALS

The **Inventory Removals** sub-module assists the Special Applications Center (SAC) with its review of the required Inventory Removals application submissions. Moreover, the sub module is the means used by HUD to approve removing units, buildings, and land from the inventory of public housing and to record the change in status of such property in PIC. The property information in PIC is used to assess the 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 main functionalities of the **Inventory Removals** sub module are contained in the seven tabs that allow users to submit, review, and approve an application and run various reports to view appropriate data.

Prior to the development of the **Inventory Removals** sub module, applications were submitted on paper. 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.

1.2.1 The Application Tab

Upon entering the **Inventory Removals** sub module, the first page displayed is the **List** sub tab that lists all the applications contained in the database associated with the selected PHA. This is one of several pages contained in the **Application** tab (see Figure 1).

![Figure 1: Application Tab](image)

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

- **Form HUD-52860 (Application Index)** sub tab
- **Supporting Documents** sub tab
- **Quality Checklist** sub tab
1.2.1.1 List Sub Tab

The List page allows the user to create a demo/dispo application or select from a list of previously created applications in order to modify or complete them. The list of all available applications is displayed as a table on the Application List section (see Figure 2).

The table contains the following columns:

- **Application Number**: Click on the link to view the information for the selected application.
- **Received Date**: The date SAC received the application.
- **Application Type**: See page 5 for more information.
- **Processor**: SAC-Chicago is the only processor currently listed.
- **Status**: The status of the current application.
- **Status Date**: Indicates the date when application status was changed.

The user can sort applications in the list by alphanumeric, alphabetical, or chronological order using up/down arrow button located next to the each column heading in the table.

The user can narrow the application list by selecting filters for application types and statuses. The Application Type and Application Status lists give the user the ability to refine the search.

In the Select View list, the user has an option to select an application appropriate for his or her particular division such as Field Office, Troubled Agency Recovery Center (TARC), or Special Applications Center (SAC):

- FO HA DD Application - Field Office
- TARC HA DD Application – Troubled Agency Recovery Center
- SAC DD Application - Special Applications Center

Depending on user’s selection other controls will change accordingly, the series of figures below depicts filter layout for each selection.

**FO HA DD Application**

When the user selects the FO HA DD Application option from the Select View list, the following layout will be displayed (see Figure 3).
From the displayed lists, the user can select the HQ Division, Hub, Field Office, and a specific Field Office Housing Authority. In this layout **HQ Office** list will only display **Public and Indian Housing** option by default.

**TARC HA DD Application**

When the user selects the **TARC HA DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 4).

From the displayed lists, the user can select the HQ Division, particular Troubled Agency Recovery Center (TARC) and TARC Housing Authority. In this layout, the **HQ Office** list will only display **Public and Indian Housing** option by default.

**SAC DD Application**

When the user selects **SAC DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 4).
Figure 5: Special Applications Center

From the displayed lists, the user can select the HQ Division. In this layout, the **HQ Office** list will only display **Public and Indian Housing** option by default and the **SAC Office** list will be set to **SAC-Chicago**.

Additionally, all of the described above layouts share two filter fields, **Application Type** and **Application Status** located in the **Application List** section of the screen (see Figure 6).

![Application List](image)

**Figure 6: Application List**

The **Application Type** list allows user to specify the program or condition under which the application had been filed:

- DeMinimis
- Demolition
- Demolition/Disposition
- Dispo Subpart F
- Disposition
- Eminent Domain
- Homeownership- NO LONGER USED
- HOPE I
- HOPE III/5(h)
- HOPE VI Revitalization
- HOPE VI/5(h)
- HOPE VI/Nehemiah
- Mandatory Conversion
- Required Conversion
- Section 24
- Section 32
- Section 5(h)
- Section 9
- Turn Key III
- Voluntary Conversion

The **Application Status** list allows the user to refine search by the status of an application:

- Draft
- HQ Approved
- Inactive
- Processor Complete
- Removal Approved
- Reviewer Complete
- Submitted
Under Review

Note: In both lists, the user can select the All option to retrieve application regardless of their type or status.

On the same page, the user can start creating a new Demolition/Disposition application by clicking the Enter Application link (see Figure 7). Only Field Office or Troubled Agency Recovery Center users are able to create a new application. Therefore, they should choose respective item in the Select View list.

The Enter Application link enables the user to create an application. When the user clicks the Enter Application link, the system displays the following page (see Figure 8). The first section of the List sub tab displays the controls that allow the user to select the desired entity. The Demolition / Disposition Create Application section the user should type the date into HA Submission Date and Processor Received Date boxes. The former box indicates the date when the Housing Authority received the application and the latter refers to the date when the processor received it. In addition, as you can see Housing Authority and SAC Processing Office fields are locked since these options had been pre-selected by the user in the previous screen. The Primary Contact list allows the user to select the name of the person to be contacted. The Application Type allows the user to specify the program or condition under which the application is to be filed. After entering all the required information the user can click the Create button to proceed with the application process, or click Cancel to terminate the process.
If the user clicks **Create**, the application process will continue and the following screen will be displayed (see Figure 9). As was mentioned above, four additional sub tabs under the **Application** tab become visible when new application process begins. They include:

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

The user is automatically directed to **Application Index** sub tab (Form HUD-52860), which is described in detail in the next section of this document (1.2.1.2).
1.2.1.1.1 Verifying or Modifying Application Sections

In order to modify an application’s section, the user should go to the List sub tab and select an existing application from the list or create a new application as described above. Then, the user will be transferred to the Application Index sub tab. From the Application Index sub tab, click a specific Section link to access an application section (see Figure 9).
For newly created applications, only sections 1-3 will be linked. **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. Sections 1-3 cover all developments within an application. Sections 4-9 have entries for each individual development in the application.

In order to modify the section, the user should click the section which needs to be modified. The system would display the respective page. The displayed page will not be editable. If the user wishes to make changes he/she should click the **Modify Section N** link, where ‘N’ refers to the number of the particular section. To save changes, the user should click **Save**. If the user clicks **Cancel**, the program will discard the changes.

1.2.1.1.1 Section 1: General Information

The user can make several modifications within the Section 1 of an inventory removals application. Using the **Primary Contact** list, the user can change the primary contact for a particular application as well as select the Executive Director in the **Executive Director’s Name** list. Also, the application’s date can be changed using the **Date of Application** box (see Figure 10).

![Figure 10: Section 1](image)

1.2.1.1.2 Section 2 Long-Term Possible Impact of Proposed Action

This section displays the amount of Operating Subsidy and Capital funding the HA received in a selected fiscal year (see Figure 11), and calculates an estimate of the long-run impact of the removal of the units.
on the PHA’s annual funding under these programs. 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.

To make changes, the user should enter an appropriate number in the **Enter the total number of units proposed for removal** box. Select the appropriate fiscal year from the **Performance Funding Subsidy** and **Capital Fund Program** boxes and enter the amount of fund HA received for each program in the **HA Received** boxes. Click the **Calculate** button. The decrease in performance funding subsidy and capital funds per year will be automatically calculated and will appear next to the **Performance Funding Subsidy $** and **Capital Fund Program $** boxes.

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

In this section, the user can enter information regarding Board Resolution, indicate who is conducting the environmental review, list jurisdictions covered by the HA, and attach the required documents. Additionally, the user can attach a Letter of Support from the local Government Official and indicate its date (see Figure 12).

1.2.1.1.4 **Section 4: Description of Property**
The **Description of Property** section contains eleven options (see Figure 13). Only the **Total Acres of the Development** option (line 10), and the **Single Family Houses** distribution option (line 8) which is the distribution of single family properties by the number of units can be modified directly in Section 4. The **Inventory Removals** sub module does not offer the functionality to edit the rest of the information in Section 4, including the information 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.

![Figure 13: Section 4](image)

### 1.2.1.1.1.5 Section 5 Description of Proposed Removal Action

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. The HAs can edit the Section 5 of applications that are in Draft status. Contact the SAC reviewer assigned for the application if changes are necessary after the application has been submitted.

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 (see Figure 14), **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.

Line item 2, **Proposed Action By Unit Designation**, 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 Designation** box under line 2, the effect is the same as selection of the building entrance in line 1, by building type. **Line 2 Proposed Action 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 list of building entrances (or in some cases buildings) under line 2 **Proposed Action by Unit Designation** the building entrance from this menu will display the unit numbers it contains.

![Figure 14: Section 5 line items 1-2](image)

Line item 3 (see Figure 15) **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.

In the Line item 5, the user should click the **Attach Document** link to include a site map as an attachment, if the proposed action is a partial removal of a development. 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.

In the Line item 6, click the Attach Document link 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.

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.

<table>
<thead>
<tr>
<th>3. Proposed Action for Non Residential Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Acres included in Proposed Disposition</td>
</tr>
<tr>
<td>Calendar Year: YYYY</td>
</tr>
<tr>
<td>Number of Acres: ___________________________</td>
</tr>
<tr>
<td>B. Buildings included in Proposed Disposition</td>
</tr>
<tr>
<td>Calendar Year: YYYY</td>
</tr>
<tr>
<td>Number of Non-Dwelling Buildings without PIC building numbers</td>
</tr>
</tbody>
</table>

4. Intentionally deleted to conform to HUD-52359

5. If the proposed action involves a partial removal of a Development, a site map is required
   Attach a copy of the site map and reference it as Section 5, line 5
   [Attach Document]

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
   [Attach Document]

7. Which of the following describe the proposed disposition? (Check that which applies)
   [ ] A. Disposition at Fair Market Value (FMV)
   [ ] B. Disposition at less than Fair Market Value (e.g. donation)
   [ ] C. Disposition which includes an exchange of property
   If B and C are checked, provide a justification and reference it as Section 5, line 7
   [Attach Document]

8. What is the value of the property subject to disposition?
   [ ]
   Attach evidence verifying the value (e.g. executive summary of the appraisal) and reference it as Section 5, line 8
   [Attach Document]

9. Was an appraiser used to determine the value of the property listed at Number 8?
   [ ] Yes [ ] No
   Date of appraisal: ______ /______ /______
   [ ]

Figure 15: Section 5 line items 3-9

In order to complete line items 10 and 11 of Section 5 (see Figure 16), the user must enter the Estimated Sales Price, Debt, and Cost & Fees in the respective text boxes. 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.
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.

In the Line Item 12, enter the estimated cost of demolition in the (a) $ text box. Enter the source of funds that will pay for the demolition in the (b) Indicate source of funds 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. Enter the year funds are available in the Year box.

In the Line item 13, provide a timetable based on the number of days after approval of the application that the following major actions will occur:

- Begin relocation of residents
- Complete relocation of residents
- Execution of contract for removal action (e.g. sales contract or demolition contract).
- Actual removal action (e.g. demolition or sale closing)

Figure 16: Section 5 line items 10 - 13

1.2.1.1.1.6 Section 6 Relocation

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 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. 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. Reference it as Section 6 line 1(a).
1.2.1.1.7 Section 7 Resident Consultation

In order to properly complete Section 7 of the application, the user should attach all the required documents and enter points of contact.

The user should provide an attachment describing the consultation process with residents of the affected development and reference it in Section 7, line 1. 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’. Attach a document with a narrative explaining consultation with the resident organization(s) at the development. Provide the name of the Resident Council representing residents of the developments under the PHA’s jurisdiction. Attach a document with a narrative explaining the consultation with the HA-wide resident organization(s) along with a narrative about the PHA’s consultation with the Resident Advisory Board (RAB) (as defined by 24 CFR 903.13).
Section 7: Resident Consultation

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

Attach a narrative explaining the PHA’s consultation with the residents of the affected Development and reference it as Section 7, line 1

If proposed action is for Demolition and/or Disposition under Section 18 of the Act, complete questions 2-5

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

(if none, state none)

Attach a narrative explaining the PHA’s consultation with the Resident Council of the affected Development 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 interests of the residents of the development

(if none, state none).

Attach a narrative explaining the PHA’s consultation with Resident Council (PHA jurisdiction-wide), 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’s consultation with the RAB and reference it as Section 7, line 4.

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

Figure 18: Section 7

1.2.1.1.1.8 Section 8 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.

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). 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 converted to tenant-based assistance under Section 33 of the Act

(v) Disposition of non-dwelling buildings and facilities

The user must attach appropriate documentation to support the selected exception.
Section 9: Certification of Compliance

Section 9 provides 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:

<table>
<thead>
<tr>
<th>PHA Certification of Compliance : HUD 52860 (10/2007)</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 18 Demolition/Disposition</td>
<td>16-10</td>
</tr>
<tr>
<td>Section 19 Disposition 24 CFR Subpart F</td>
<td>20-21</td>
</tr>
<tr>
<td>De Minimis Exception to Demolition</td>
<td>Page 22</td>
</tr>
<tr>
<td>Section 32 Homeownership</td>
<td>Page 23</td>
</tr>
<tr>
<td>Section 33 Required Conversion</td>
<td>Page 24</td>
</tr>
<tr>
<td>Section 22 Voluntary Conversion</td>
<td>Page 25-26</td>
</tr>
<tr>
<td>Eminent Domain</td>
<td>Page 27</td>
</tr>
</tbody>
</table>

Figure 20: PHA Certifications of Compliance
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.

<table>
<thead>
<tr>
<th>EXHIBIT A: Reason for Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHA Certification of Compliance</td>
</tr>
<tr>
<td>Section 18 Demolition/Disposition</td>
</tr>
</tbody>
</table>

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.

Check one. Check two if the proposed removal action involves both a demolition and a disposition.

**Demolition:**

The demolition of the Development is in the best interest of the residents and the PHA because:

- **Obsolescence—24 CFR 970.15(a)(1):** 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.

  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).

- **Partial Demolition if demolition only involves partial demolition (24 CFR 970.15(a)(2)):** 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.

  Attach a narrative or documentation to justify how density reduction will result from the partial demolition and reference it as Section 18 Certification.

**Disposition:**

The retention of the Development (or a portion thereof) and the PHA property is not in the best interests of the residents or the PHA because:

- **Change in Neighborhood—24 CFR 970.17(a):** 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.

- **Replacement Housing—24 CFR 970.17(b):** The disposition allows the acquisition, development, or rehabilitation of other properties or development that will be more efficiently or effectively operated as low-income housing developments.

- **Other—24 CFR 970.17(c):** 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.

  *Attach a narrative or documentation to the PHA’s specific reason for disposition checked above and reference it as 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

![Table of Certifications]

**Section 9: Certification of Compliance**

1. Attach the applicable PHA Certification of Compliance from the HUD-52860 for the applicable removal action and reference it as Section 9, Line 1: Certification of Compliance

2. Attach any applicable addendum(s) from the HUD-52860 (as identified below) for the specific removal action for which you are applying for and reference it as Section 9, Line 2: Addendums

![Table of Addendums]

**1.2.1.2 Form HUD-52860 (Application Index) Sub Tab**

To access the Application Index page, the user should open a new application (application initiation process described above) or click an application number in the List sub tab of the Application tab (see Figure 22).

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

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

Also, the Delete Application button indicates that the new application is being created. The button is not visible when the page is accessed via the application number link in the List sub tab.

The Add/Remove Development link enables the user to add or remove a development. HUD user and Super user are the only users allowed to add or remove a development.
The user may modify or complete a section within an application by clicking the linked section entries on the page.

In order to add developments to the application or remove the development from the proposed list, the user should click the Add/Remove Development link and make the necessary correction (see Figure 23). As you can see the page presents the user with two lists Available Development and Proposed Development. The top section of the page highlights the details about the selected housing authority and the top part of the bottom section informs the user about the application type and status along with the information about the processor and reviewer of the application.

The user can move the development(s) from one list to another by selecting them and clicking the arrows which represent the direction of the transfer. By pressing and holding the CTRL key, the user can select multiple developments.
The user can also change the status of the application from Submitted to Draft by clicking the **Modify Application Status** link (see Figure 1) on **Application Index** sub tab. Then the user will be prompted to enter a comment providing an explanation for the change (see Figure 25). In order to proceed and change the status of the application back to Draft, the user should click **Save**. The user can also click **Cancel** to return to the previous screen keeping the status of application unchanged.

---

**Figure 23: Add/Remove development**

The user can also change the status of the application from Submitted to Draft by clicking the **Modify Application Status** link (see Figure 1) on **Application Index** sub tab. Then the user will be prompted to enter a comment providing an explanation for the change (see Figure 25). In order to proceed and change the status of the application back to Draft, the user should click **Save**. The user can also click **Cancel** to return to the previous screen keeping the status of application unchanged.
**Figure 24: Modify Application Status**

<table>
<thead>
<tr>
<th>Section</th>
<th>Section Type</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: General Information</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 2: Long-Term Possible Impact of Proposed Action</td>
<td>Not Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 3: Board Resolution, Environmental Review, and Local Government Consultation</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 4: Description of Property</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 5: Description of Proposed Removal Action</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 6: Relocation</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 7: Resident Consultation</td>
<td>Not Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 8: Offer of Sale</td>
<td>Not Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
<tr>
<td>Section 9: Certification of Compliance</td>
<td>Required</td>
<td>Not Started</td>
<td>04/05/2010</td>
</tr>
</tbody>
</table>
1.2.1.3 Supporting Documents Sub Tab

The user can access the Supporting Documents sub tab by clicking an Attach Document link in one of the pages within one of the application sections or by clicking the Supporting Documents sub tab on the Application tab. This page enables the user to upload files to attach to an application.

The system allows attachments only in following formats:

- Bitmap
- Graphical Interchange
- 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 Attach button enables the user to upload files to the system. To upload a file to the system, first select the appropriate option from the Attachment Type list. Then provide attachment description in the Enter Description box. After that, the user can click the Browse button, and select a file from the list. After the user selects a file from the list, the user can press the Attach button. As was mentioned in the paragraph above, only certain types of files can be uploaded to the system via the Supporting Documents sub tab.
On the same page, the user can see the list of files which were previously uploaded to system. The user can either download the file to the local machine using the Download link, or delete it from the system by clicking the Delete link.

1.2.1.4 Quality Checklist Sub Tab

The Quality Checklist page informs the user about possible errors in the application. It displays a list of missing options for the required sections based on the application type of the selected application.
The user can access the **Quality Checklist** sub tab using the **Application** tab. Also, **Quality Checklist** sub tab can be accessed from the **Submission** sub tab by clicking the **View Quality Checklist** link.

If the application contains multiple developments, the user can switch the development using the **Development Number** list to review the documents. In order to add missing information, the user should click the link and the system will display the respective page of the application.

![Application Checklist page](image)

**Figure 27: The Application Checklist page.**

### 1.2.1.5 Submission Sub Tab

The user can access the **Submission** sub tab of the Application tab (see Figure 28) enables the user to submit an application to the Special Applications Center (SAC). It also allows a PHA to view summary information for each of the developments included in an application.

**View Land Information** (see Figure 29) link allows the user to view information about the land such as **Total Acres of the Development**.
1.2.2 The Application Preview Tab

The Application Preview tab in the Inventory Removals sub module enables the user to view information about the application, important milestones and the activity status. There are three sub tabs within the Application Preview tab:

- The List sub tab enables the user to view general information about the application.
- The Application Milestones sub tab enables the user to view information about milestones for the application.
- The Active Status sub tab allows the user to view information about the Demolition/Disposition

1.2.2.1 List Sub Tab

The List sub tab (see Figure 30) enables the user to view general information about the application.

The Application Number column lists all uploaded applications for a particular PHA and enables the user to view more information about the selected application.
Figure 30: The Application Preview List page.

Also, the user can assign a Reviewer or Processor for each application by clicking the Assign Processor/Reviewer link which is highlighted in the figure above. The user will be transferred to the different page (see Figure 32) where he/she can change the application number and the person responsible for the review process.
1.2.2.2 Application Milestones Sub Tab

The Application Milestones sub tab enables user to view information about milestones for the application. If the sub tab is not visible, click on one of the applications in the Application Number column, such action will transfer the user directly to the Application Milestones sub tab.

For more information refer to the figure below.

![Figure 31: Assign Processor/Reviewer](image)

**Figure 32: The Application Preview Milestones page**

Depending on application status, the user can change application’s type, status or dates. If the application is still under review, the user can click the Modify Application Type link to change its type (see Figure 33). Additionally, by clicking the Modify Application Dates link, the user can change the application’s dates (see Figure 34). However, in both cases the application should be in the status other than approved. If the application had already been approved, the user will see the Modify Application Status link which allows changing the status of the application from Approved, back to Submitted.
Figure 33: Application Type

Application Status

- Application Type: Dispo Subpart F
- Processor: SAC-Chicago
- Reviewer: Surendra R Patel
- Application Status: Under Review
- Status Date: 05/14/2008

Demolition / Disposition Application Summary

1. HA Submission Date: 08/22/2008
2. Application Received Date: 08/22/2008
3. Reviewer Completion Date: MM/DD/YYYY
4. Processor Completion Date: MM/DD/YYYY
5. HQ Received Date: MM/DD/YYYY
6. HQ Approval Date: MM/DD/YYYY

Figure 34: Application Dates
1.2.2.3 Active Status Sub Tab

The **Active Status** sub tab of **Application Review** tab allows the user to view information about the Demolition/Disposition Application Status (see Figure 36).

![Image of Active Status sub tab](image)

**Figure 36: The Application Preview Active Status page**

---

**Active Application Development(s):**

PA0920000051 PASCHALL APARTMENTS

**Inactive Application Development(s):**

--
Similarly to the **Application Milestones** sub tab, options on this page vary for applications. If the application hasn’t been approved, the user can change its **Active Status** (Figure 37). On the other hand, if the application has an approved status that option won’t be available.

![Figure 37: Application Active Status](image)

### 1.2.3 The Comments Tab

The **Comments** tab enables the user to view and create comments. The **Comments** tab includes one **List** sub tab.

**1.2.3.1 List Sub Tab**

The **List** sub tab enables the user to create a comment (see Figure 38). To create a comment, click the **Create Comment** link (Figure 39). Then, enter the user’s comment in the designated box. Click **Save** in order to leave a comment.
1.2.4 The Remove from Inventory 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.

The **Remove from Inventory** tab (see Figure 40) in the **Inventory Removals** sub module is where the process is performed. The tab contains the following pages:

- The **Task List** page
- The **Unit Transaction** page
- The **Add Transaction** link
- The **Submission** page (for HA use)
- The **Review** page (for HA Executive Director use)
The Approval page (for Field Office use only)

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 starts 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 the Submission sub tab. 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”.

It is then the decision of the HA Executive Director or their designee to use the controls on the Review sub tab 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.

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. 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)”

1.2.4.1 The Remove Bldg/Units sub Tab

Click the Remove from Inventory tab to access the Remove Bldg/Units sub tab.
The **Development List** section displays 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 41) section contains the following categories for each development included in an inventory removals application:

- **The Development Number** column displays the development numbers as links. Click a link to see a list of transactions for the selected development.
- **The Development Name** column displays the actual names of every development.
- **The Total Approved Units** column displays the total number of units approved for removal in PIC applications for the development listed.
- **The Total Removed Units** column displays 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).
- **The Total Remaining Units** column displays 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 Non-Dwelling Structures**, **Total Removed Non-Dwelling Structures**, and **Total Remaining Non-Dwelling Structures** columns for non-dwelling structures and acres of land.

![Figure 41: Remove from Inventory List](image-url)
1.2.4.2 Unit Transaction sub Tab

The Unit Transaction sub tab enables the user to view all of the transactions for a development. It also provides the Add Transaction link to users with sufficient access privileges. If the user clicks the Add Transaction link, then the program will allow 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.

Transactions are divided into two separate groups:

- Proposed Transactions
- Actual Transactions

On the Unit Transaction sub tab, the Unit Transaction Summary table (see Figure 42) contains both types. The proposed transactions are highlighted in gray. They represent an approved action that has not yet occurred.

![Figure 42: Unit Transactions](image)

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 Summary page will detail the different transactions associated with the approved application.

A Unit Transaction Summary table record includes the following information:

- Application Number
- Transaction Type (proposed or mandatory)
- Status (for actual transactions only: Draft, Submitted for Review, Submitted for Approval, Removed from Inventory, Rejected)
- Transaction Date that the PHA entered as the Action Date (for actual transactions only)
- Action/Closing Date of removal from inventory (for 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 displayed as a link. Click the link 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 (see Figure 43).

![Figure 43: Status Filter.](image)

The user can associate a proposed transaction with an actual transaction by clicking the Add Transaction link on the Unit Transaction sub tab to access the Add Transaction page (see Figure 44). By performing this action, the Development sub module can be updated to display the most current unit information.

![Figure 44: The Add Transaction link.](image)

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, the user 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 vice 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.

![Figure 45: Add transaction/Unit transaction sub tab.](image)

### 1.2.4.3 The Submission sub Tab

The **Submission** sub tab displays all transactions in Draft status, where an action date of removal has been saved.

Select the transaction(s) to submit by checking the **Approve/Reject?** check box(es). Click the **Submit** button to submit the transaction to the HA Executive Director. After the transaction is submitted, the status of the transaction becomes “Submitted for Review” on the **Unit Transaction** sub tab. The transaction becomes non-editable to the HA.
1.2.4.4 The Review sub Tab

The Review sub tab in the Remove from Inventory tab allows the HA Executive Director or their designee to submit a transaction to the Field Office or send the transaction back for editing to HA staff (see Figure 47).

The user can click the Accept/Reject box (see Figure 48) for the desired transaction, and then click the Submit button. The transaction either receives a status of “Submitted for Approval” or “Rejected” on the Unit Transaction sub tab.

1.2.4.5 The Approval Page

The Approval sub tab in the Remove from Inventory tab enables HUD Field Office personnel to approve or reject a transaction, and change the status of units to Removed from Inventory in PIC.

When the user clicks the Accept/Reject box, PIC displays the Approve and Reject options. The user must select the appropriate option and then click the Submit button (see Figure 50).
When the user selects the **Approve** option, 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 **Unit Transaction** sub tab. The units and buildings specified in the transaction are no longer visible in the **Development** sub module (except under Reports).

When the user selects the “Reject” option, the transaction receives the “Rejected” status on the **Unit Transaction** sub tab. At this point, the HA can edit the transaction. After the HA makes a change, the transaction receives the “Draft” status.

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

**Figure 49: Approval sub tab**

**Figure 50: Approve/Reject**

When Field Office staff submits 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** tab, waiting to submit them together can cut down on the delays due to archiving the changes in PIC.

### 1.2.5 The Reports Tab

The **Reports** tab of the **Inventory Removals** module enables the user 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 (see Figure 51). There are three main types of reports that the user can select in the **Report Type** list, **Activity** reports, **National** reports, and
Non PIC Home Ownership reports.

In order to run a report, the user should select the desired option in the **Report Type** list. Select the type or types of applications to display in the report using check boxes in the **Select Application Type** area (see Figure 51). Using the **Federal Fiscal Year** list the user can select the desired report time frame, and click the **Generate Report** button.

**Activity Report**

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 report in shown in a Figure 533 is for Demolition and Demolition/Disposition.
For each of the PHA’s application numbers, the Activity Report shows how many units were approved, by fiscal 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.

**National Report**

The National report consists of tables containing the following information (see Figure 54 for an example, where the application type selected was All):

The totals for each category are displayed in bold in the end of the table.
### Figure 54: An example of a report.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Approved Units</th>
<th>Actual Units</th>
<th>Percentage complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>4,372</td>
<td>219</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>6,183</td>
<td>1,075</td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>9,847</td>
<td>7,308</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>24,704</td>
<td>16,495</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>15,854</td>
<td>13,965</td>
<td></td>
</tr>
<tr>
<td>1999</td>
<td>17,038</td>
<td>15,557</td>
<td></td>
</tr>
<tr>
<td>1998</td>
<td>15,499</td>
<td>12,045</td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>21,503</td>
<td>13,181</td>
<td></td>
</tr>
<tr>
<td>1996</td>
<td>22,573</td>
<td>6,291</td>
<td></td>
</tr>
<tr>
<td>1995</td>
<td>15,345</td>
<td>3,620</td>
<td></td>
</tr>
<tr>
<td>1994</td>
<td>3,247</td>
<td>307</td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>1,873</td>
<td>819</td>
<td></td>
</tr>
<tr>
<td>1992</td>
<td>300</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>1991</td>
<td>144</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>159,282</strong></td>
<td><strong>90,900</strong></td>
<td><strong>57.07%</strong></td>
</tr>
</tbody>
</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 55). 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 55: The options available for further use of a report.

**Non PIC Home Ownership Report**

Non PIC Home Ownership Report reflects information regarding properties which aren’t part of PIC inventory. These properties are maintained by their respective owners.
The report can be filtered by Application Type (see Figure 56).

![Figure 56: Non PIC Home Ownership](image)

Upon clicking on Generate Report button the following screen will be displayed (see Figure 57).
The report contains two options for further use of this data (see Figure 55). 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.

### 1.2.6 The DD without HUD Approval Tab

The DD without HUD Approval tab is located in the Inventory sub module. Upon entering the DD without HUD Approval, the first page displayed is the List sub tab. This is one of several sub tabs contained in the DD without HUD Approval tab (see Figure 58).
There are four other sub tabs under the **DD without HUD Approval** tab, which become visible after an application is opened. They include the:

- **Form HUD-52860 (Application Index)** sub tab
- **Supporting Documents** sub tab
- **Application Milestones** sub tab
- **Assign Action Dates** sub tab

### 1.2.6.1 List Sub Tab

The **List** sub tab allows the user to create an application or select from a list of previously created applications in order to modify or complete them. The list of applications is displayed in a table on the **List** sub tab (see Figure 59).

The table contains following columns:

- **Application Number**: Click on the link to view the information for the selected application.
- **Received Date**: The date HUD received the application.
- **Application Type**: See page **Error! Bookmark not defined.** for more information.
- **Processor**: SAC-Chicago is the only processor currently listed.
- **Status**: The status of the current application.
- **Status Date**: Indicates the date when status was changed.
The user can sort applications in the list by alphanumeric, alphabetical, or chronological order using up/down arrow button located next to the each column heading in the table.

**Note:** the table in the Application List section displays 100 applications at a time. If there are more than 100 application in the list, PIC displays the Next link. Click the link to view the next 100 records. After clicking the Next link, the user can also click the Previous link to return to the previous page.

The user can narrow the application list by selecting filters for application types and statuses. The Application Type and Application Status lists give the user the ability to refine the search.

In the Select View list, the user has an option to select an application appropriate for his or her particular division such as Field Office, Troubled Agency Recovery Center (TARC), or Special Applications Center (SAC):

- FO HA DD Application - Field Office
- TARC HA DD Application – Troubled Agency Recovery Center
- SAC DD Application - Special Applications Center

Depending on user’s selection other controls will change accordingly, the series of figures below depicts filter layout for each selection.

**FO HA DD Application**

When the user selects the FO HA DD Application option from the Select View list, the following layout will be displayed (see Figure 60).

![Figure 60: Field Office](image)

From the displayed lists, the user can select the HQ Division, Hub, Field Office, and a specific Field Office Housing Authority. In this layout HQ Office list will only display Public and Indian Housing option by default.
TARC HA DD Application

When the user selects the **TARC HA DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 61).

![Figure 61: Troubled Agency Recovery Center application](image)

From the displayed lists, the user can select the HQ Division, particular Troubled Agency Recovery Center (TARC) and TARC Housing Authority. In this layout, the **HQ Office** list will only display **Public and Indian Housing** option by default.

SAC DD Application

When the user selects **SAC DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 62).

![Figure 62: Special Applications Center](image)

From the displayed lists, the user can select the HQ Division. In this layout, the **HQ Office** list will only display **Public and Indian Housing** option by default and the **SAC Office** list will be set to **SAC-Chicago**.

Additionally, all of the described above layouts share two filter fields, **Application Type** and **Application Status** located in the **Application List** section of the screen (see Figure 63).

![Figure 63: Application List](image)
The **Application Type** list allows user to specify the program or condition under which the application had been filed:

- DeMinimis
- Demolition
- Demolition/Disposition
- Dispo Subpart F
- Disposition
- Eminent Domain
- Homeownership- NO LONGER USED
- HOPE I
- HOPE III/5(h)
- HOPE VI Revitalization
- HOPE VI/5(h)
- HOPE VI/Nehemiah
- Mandatory Conversion
- Required Conversion
- Section 24
- Section 32
- Section 5(h)
- Section 9
- Turn Key III
- Voluntary Conversion

Note: More detailed description of the mentioned above programs can be found on the HUD website.

The **Application Status** list allows the user to refine search by the status of an application:

- Draft
- HQ Approved
- Inactive
- Processor Complete
- Removal Approved
- Reviewer Complete
- Submitted
- Under Review

Note: In both lists, the user can select the **All** option to retrieve application regardless of their type or status.

On the same page, the user can start creating a new Demolition/Disposition application by clicking the **Enter Application** link (see Figure 64). Only Field Office or Troubled Agency Recovery Center users are able to create a new application. Therefore, they should choose respective item in the **Select View** list.

Note: Only HUD user and Super user are allowed to enter the application.
The **Enter Application** link enables the user to create an application. When the user clicks the **Enter Application** link, the system displays the following page (see Figure 8). The first section of the **List** subtab displays the controls that allow the user to select the desired entity. The **Demolition / Disposition Create Application** section the user should type the date into **HA Submission Date** and **Processor Received Date** boxes. The former box indicates the date when the Housing Authority received the application and the latter refers to the date when the processor received it. In addition, as you can see Housing Authority and SAC Processing Office fields are locked since these options had been pre-selected by the user in the previous screen. The **Primary Contact** list allows the user to select the name of the person to be contacted. The **Application Type** allows the user to specify the program or condition under which the application is to be filed. After entering all the required information the user can click the **Create** button to proceed with the application process, or click **Cancel** to terminate the process.
If the user clicks **Create**, the application process will continue and the following screen will be displayed (see Figure 66). As was mentioned above, four additional sub tabs under the **Application** tab become visible when new application process begins. They include:

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

The user is automatically directed to **Application Index** sub tab (Form HUD-52860), which is described in detail in the next section of this document.
1.2.6.1.1 Verifying or Modifying Application Sections

In order to modify an application’s section, the user should go to the List sub tab and select an existing application from the list or create a new application as described above. Then, the user will be transferred to the Application Index sub tab. From the Application Index sub tab, click a specific Section link to access an application section (see Figure 66).

For newly created applications, only sections 1-3 will be linked. Sections 4-5 will not be active until one or more developments have been added to the application. Section 6 becomes active after Section 5 is modified. Sections 1-3 cover all developments within an application. Sections 4-9 have entries for each individual development in the application.

In order to modify the section, the user should click the section which needs to be modified. The system would display the respective page. The displayed page will not be editable. If the user wishes to make changes he/she should click the Modify Section N link, where ‘N’ refers to the number of the particular section. To save changes, the user should click Save. If the user clicks Cancel, the program will discard the changes.
1.2.6.1.1.1 Section 1: General Information

The user can make several modifications within the Section 1 of an inventory removals application. Using the Primary Contact list, the user can change the primary contact for a particular application as well as select the Executive Director in the Executive Director’s Name list. Also, the application’s date can be changed using the Date of Application box (see Figure 67).

Figure 67: Section 1

1.2.6.1.1.2 Section 2 Long-Term Possible Impact of Proposed Action

This section displays the amount of Operating Subsidy and Capital funding the HA received in a selected fiscal year (see Figure 67), and calculates an estimate of the long-run impact of the removal of the units on the PHA’s annual funding under these programs. 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.

To make changes, the user should enter an appropriate number in the Enter the total number of units proposed for removal box. Select the appropriate fiscal year from the Performance Funding Subsidy and Capital Fund Program FY boxes and enter the amount of fund HA received for each program in the HA Received boxes. Click the Calculate button. The decrease in performance funding subsidy and capital funds per year will be automatically calculated and will appear next to the Performance Funding Subsidy $ and Capital Fund Program $ boxes.
1.2.6.1.1.3 Section 3 Board Resolution, Environmental Review and Local Government Consultation

In this section the user can enter information regarding Board Resolution, indicate who is conducting the environmental review, dates when the HA conducted reviews, and identified who performed the environmental review. Additionally, the user can attach a copy of the Letters of Acknowledgement from the local government official (see Figure 69).

Figure 68: Section 2

Figure 69: Section 3
1.2.6.1.1.4 Section 4: Description of Property

The Description of Property section contains eleven options (see Figure 13). Only the Total Acres of the Development option (line 10), and the Single Family Houses distribution option (line 8) which is the distribution of single family properties by the number of units can be modified directly in Section 4. The Inventory Removals sub module does not offer the functionality to edit the rest of the information in Section 4, including the information 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.

![Figure 70: Section 4](image_url)

1.2.6.1.1.5 Section 5 Description of Proposed Removal Action

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. The HAs can edit the Section 5 of applications that are in Draft status. Contact the SAC reviewer assigned for the application if changes are necessary after the application has been submitted.

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 (see Figure 71), **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.

Line item 2, **Proposed Action By Unit Designation**, 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 Designation** box under line 2, the effect is the same as selection of the building entrance in line 1, by building type. Line 2 **Proposed Action 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 list of building entrances (or in some cases buildings) under line 2 **Proposed Action by Unit Designation** the building entrance from this menu will display the unit numbers it contains.

![Figure 71: Section 5 line items 1-2](image)

Line item 3 (see Figure 72) **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.

In the Line item 5, the user should click the **Attach Document** link to include a site map as an attachment, if the proposed action is a partial removal of a development. 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.

In the Line item 6, click the **Attach Document** link 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.

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.

**Figure 72: Section 5 line items 3-9**

In order to complete line items 10 and 11 of Section 5 (see Figure 73), the user must enter the **Estimated Sales Price**, **Debt**, and **Cost & Fees** in the respective text boxes. 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.
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.

In the Line Item 12, enter the estimated cost of demolition in the (a) $ text box. Enter the source of funds that will pay for the demolition in the (b) Indicate source of funds 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. Enter the year funds are available in the Year box.

In the Line item 13, provide a timetable based on the number of days after approval of the application that the following major actions will occur:

- Begin relocation of residents
- Complete relocation of residents
- Execution of contract for removal action (e.g. sales contract or demolition contract).

Actual removal action (e.g. demolition or sale closing)

<table>
<thead>
<tr>
<th>10. Calculation of Net Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Sales Price $ ______ - Debt $ ______ - Cost &amp; Fees $ ______ = Estimated Net Proceeds $ 0.00</td>
</tr>
</tbody>
</table>

Attach an itemization of costs and fees (including relocation, moving, and counseling costs) to be paid out of gross proceeds and reference it as Section 5, line 10

<table>
<thead>
<tr>
<th>11. How will the Net Proceeds be used?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. What is the estimated cost of demolition?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include professional fees, hazardous waste removal, building and site improvement, demolition costs, and seeding and sodding of land. Do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.)</td>
</tr>
<tr>
<td>(a) $ __________</td>
</tr>
</tbody>
</table>

(b) Indicate the source of funds:

- [ ] Operating Funds for FY __________
- [ ] CFP Funds for FY __________
- [ ] CDBG Funds
- [ ] Other

If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12

<table>
<thead>
<tr>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach Document</td>
</tr>
</tbody>
</table>

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 73: Section 5 line items 10 - 13

1.2.6.1.1.6 Section 6: Justification for Demolition and/or Disposition (not required)

The Justification for Demolition and/or Disposition sub tab is located under the DD w/o HUD Approval tab. To access that page the user should click on the respective sub tab.

The Justification for Demolition and/or Disposition page enables the user to describe several instances such as type of the structure, neighborhood conditions, number of bedrooms, etc.
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7

Please complete Section 5 prior to Section 6 to ensure that proposed units information is captured for TDC calculation and occupancy information.

Demolition

Two Part Obsolescence Test

☐ A. The project or portion of a public housing project, that:

1. the project or portion of the public housing project is obsolete as to physical condition, location, or other factors, making unsuitable for housing purposes; and

2. no reasonable program of modifications is cost-effective to return the public housing project or portion of the project to useful life;

Density Reduction

☐ B. For an application proposing demolition of only a portion of a public housing development, that the demolition will help to ensure the viability of the remaining portion of the project. (This criterion may not be used for scattered sites or total demolition.)

Disposition

In the case of an application proposing disposition by sale or other transfer (e.g., lease for a year or more) of a public housing project or other real property subject to this title the retention of the property is not in the best interests of the residents or the public housing agency because:

Change In Neighborhood

☐ C. Conditions in the areas surrounding the public housing project adversely affect the health or safety of the residents or the feasible operation of the project by the PHA; or

One-for-One Replacement

☐ D. Disposition allows the acquisition, development, or rehabilitation of other properties that will be more efficiently or effectively operating as low-income housing;

Mixed Finance and Other Reason

☐ E. The public housing agency has otherwise determined the disposition to be appropriate for reasons that are:

1. in the best interests of the residents and the PHA;
2. consistent with the goals of the PHA and the PHA plan; and
3. otherwise consistent with this title; or

Non-Dwelling Structures and Land

☐ F. For land and non-dwelling buildings, the property is (1) excess to the needs of a PHA project, or (2) the disposition is incidental to, or does not interface with, continued operation of the public housing project.
If justification is based upon obsolescence of the units/buildings, complete the applicable calculation below for the units proposed for demolition. The application must demonstrate to HUD that the cost of rehabilitation compared with the cost guidelines for that development (i.e., 90 percent of TDC) is excessive or that it is unreasonable.

**Based on HUD Notice**  
For Locality Estimated Cost of Rehabilitation \( \text{\$} \)

<table>
<thead>
<tr>
<th>Bedroom Count by Building Type</th>
<th>No. of Units</th>
<th>TDC per Unit</th>
<th>TDC</th>
<th>Percentage of Rehabilitation Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-Bdrm Elevator Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0-Bdrm Non-Dwelling Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0-Bdrm Row or Townhouse (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0-Bdrm Semi-Detached (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0-Bdrm Single Family/Detached</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0-Bdrm Multifamily/Walkup Apts (shared Entrance)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Elevator Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Non-Dwelling Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Row or Townhouse (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Semi-Detached (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Single Family/Detached</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-Bdrm Multifamily/Walkup Apts (shared Entrance)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Bdrm Elevator Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Bdrm Non-Dwelling Structure</td>
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<td>0</td>
</tr>
<tr>
<td>2-Bdrm Row or Townhouse (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Bdrm Semi-Detached (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Bdrm Single Family/Detached</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-Bdrm Multifamily/Walkup Apts (shared Entrance)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3-Bdrm Elevator Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3-Bdrm Non-Dwelling Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3-Bdrm Row or Townhouse (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>3-Bdrm Semi-Detached (Sep. entrances)</td>
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<td>0</td>
</tr>
<tr>
<td>3-Bdrm Single Family/Detached</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3-Bdrm Multifamily/Walkup Apts (shared Entrance)</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>4+ Bdrm Elevator Structure</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4+ Bdrm Non-Dwelling Structure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4+ Bdrm Row or Townhouse (Sep. entrances)</td>
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<td>0</td>
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<tr>
<td>4+ Bdrm Semi-Detached (Sep. entrances)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4+ Bdrm Single Family/Detached</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4+ Bdrm Multifamily/Walkup Apts (shared Entrance)</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

*Figure 74: Section 6*
1.2.6.1.1.7 Section 7 Relocation

In order to properly complete Section 7 of the application, the user should attach all the required documents and enter points of contact.

The user should provide an attachment describing the consultation process with residents of the affected development and reference it in Section 7, line 1. 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”. Attach a document with a narrative explaining consultation with the resident organization(s) at the development. Provide the name of the Resident Council representing residents of the developments under the PHA’s jurisdiction. Attach a document with a narrative explaining the consultation with the HA-wide resident organization(s) along with a narrative about the PHA’s consultation with the Resident Advisory Board (RAB) (as defined by 24 CFR 903.13).

1.2.6.1.1.8 Section 8 Resident Consultation

In order to properly complete Section 7 of the application the user should attach all the required documents and enter points of contact.
The user should provide an attachment describing the consultation process with residents of the affected development and reference it as Section 7, line 1. 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’. Attach a document with a narrative explaining consultation with the resident organization(s) at the development. Provide the name of the Resident Council representing residents of the developments under the PHA’s jurisdiction. Attach a document with a narrative explaining the consultation with the HA-wide resident organization(s) along with a narrative about the PHA’s consultation with the Resident Advisory Board (RAB) (as defined by 24 CFR 903.13).

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Processor: SAC-Chicago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant: MD002 Baltimore City Housing Authority</td>
<td></td>
</tr>
<tr>
<td>Application Type: Disposition</td>
<td></td>
</tr>
<tr>
<td>Application Status: Approved</td>
<td>Status Date: 02/06/2008</td>
</tr>
</tbody>
</table>

**Figure 77: Section 8**

1.2.6.1.9 *Section 9 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.

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). 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

The user must attach appropriate documentation to support the selected exception.

![Table](image)

**Figure 78: Section 9**

### 1.2.6.2 Form HUD-52860 (Application Index) Sub Tab

To access the Application Index page, the user should open a new application (application initiation process described above) or click an application number in the List sub tab of the Application tab (see Figure 79).

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

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

Also, the Delete Application button indicates that the new application is being created. The button is not visible when the page is accessed via the application number link in the List sub tab.

The Add/Remove Development link enables the user to add or remove a development. HUD user and Super user are the only users allowed to add or remove a development.
The user may modify or complete a section within an application by clicking the linked section entries on the page.

In order to add developments to the application or remove the development from the proposed list, the user should click the Add/Remove Development link and make the necessary correction (see Figure 80). As you can see the page presents the user with two lists Available Development and Proposed Development. The top section of the page highlights the details about the selected housing authority and the top part of the bottom section informs the user about the application type and status along with the information about the processor and reviewer of the application.

The user can move the development(s) from one list to another by selecting them and clicking the arrows which represent the direction of the transfer. By pressing and holding the CTRL key, the user can select
multiple developments.

![Image of user interface showing application status and development selection]

Figure 80: Add/Remove development

The user can also change the status of the application from Submitted to Draft by clicking the **Modify Application Status** link (see Figure 1) on **Application Index** sub tab. Then the user will be prompted to enter a comment providing an explanation for the change (see Figure 81). In order to proceed and change the status of the application back to Draft, the user should click **Save**. The user can also click **Cancel** to return to the previous screen keeping the status of application unchanged.
Figure 81: Modify Application Status
1.2.6.3 Supporting Documents Sub Tab

The user can access the Supporting Documents sub tab by clicking an Attach Document link in one of the pages within one of the application sections or by clicking the Supporting Documents sub tab on the Application tab. This page enables the user to upload files to attach to an application.

The system allows attachments only in following formats:

- Bitmap
- Graphical Interchange
- 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 Attach button enables the user to upload files to the system. To upload a file to the system, first select the appropriate option from the Attachment Type list. Then provide attachment description in the Enter Description box. After that, the user can click the Browse button, and select a file from the list. After the user selects a file from the list, the user can press the Attach button. As was mentioned in the paragraph above, only certain types of files can be uploaded to the system via the Supporting Documents sub tab.
On the same page, the user can see the list of files which were previously uploaded to system. The user can either download the file to the local machine using the Download link, or delete it from the system by clicking the Delete link.

### 1.2.6.4 Application Milestones

The Application Milestones sub tab is located under the DD w/o HUD Approval tab. It becomes visible when user enters the application. It enables user to specify the milestones such as review dates for an application.
1.2.6.5 Assign Action Dates

The Assign Action Dates sub tab is located under the DD w/o HUD Approval tab. It becomes visible when the user enters the application, it enables user to assign the action dates for a specific development.

1.2.7 The Non-PIC Homeownership

This is a type of a Section 32 homeownership program where PHAs use Capital Funds provided under Section 9(d) to acquire units for sale to public housing residents. These units will not have full unit/building details in PIC, will not be under ACC and will not be part of PHA inventories.
PIC has the **Non-PIC Homeownership** Tab under **Inventory Removals** module. This tab is used just to track number of units approved and sold under Non-PIC Homeownership program. It is currently accessible by the Special Applications Center (SAC) only.

Once PHAs sell units they let SAC know and SAC enters removal action date/s. When all units are “Removed from Inventory”, SAC enters FO Approval date. Currently, Field Offices can only view these applications and PHAs have no access to create or view the applications. There have only been a few such units approved for sale, but as more of these types of units are sold, rights may be given to PHAs to create applications or record dates of sale in PIC and Field Offices to approve Removals.

Upon entering the **Non-PIC Homeownership**, the first page displayed is the **Application List** page. This is one of several pages contained in the **Non-PIC Homeownership** tab (see Figure 84).

![Figure 84: Application Tab](image)

There are four other pages under the **Non-PIC Homeownership** tab, which become visible after an application is opened. They include the:

- **Form HUD-52860 (Application Index)** sub tab
- **Supporting Documents** sub tab
- **Quality Checklist** sub tab

### 1.2.7.1 List Sub Tab

The **List** page allows the user to create a demo/dispo application or select from a list of previously created applications in order to modify or complete them. The list of all available applications is displayed as a table on the **Application List** section (see Figure 85).

The table contains the following columns:

- **Application Number**: Click on the link to view the information for the selected application.
- **Received Date**: The date HUD received the application.
- **Application Type**: The program or condition under which the application had been filed for more information.
- **Processor**: SAC-Chicago is the only processor currently listed.
• **Status**: The status of the current application.

**Status Date**: Indicates the date when application status was changed.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Received Date</th>
<th>Application Type</th>
<th>Processor</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDA0000967</td>
<td>10/21/2002</td>
<td>Demolition</td>
<td>SAC-Chicago</td>
<td>HQ Approved</td>
<td>01/07/2003</td>
</tr>
<tr>
<td>DDA0000174</td>
<td>10/21/2002</td>
<td>Demolition</td>
<td>SAC-Chicago</td>
<td>HQ Approved</td>
<td>03/21/2003</td>
</tr>
<tr>
<td>DDA000220</td>
<td>06/12/2003</td>
<td>Disposition</td>
<td>SAC-Chicago</td>
<td>HQ Approved</td>
<td>06/19/2003</td>
</tr>
<tr>
<td>DDA000341</td>
<td>09/09/2003</td>
<td>Disposition</td>
<td>SAC-Chicago</td>
<td>HQ Approved</td>
<td>09/22/2003</td>
</tr>
<tr>
<td>DDA000764</td>
<td>08/30/2004</td>
<td>DeMinimis</td>
<td>SAC-Chicago</td>
<td>Draft</td>
<td>10/27/2004</td>
</tr>
<tr>
<td>DDA000766</td>
<td>08/03/2004</td>
<td>Demolition</td>
<td>SAC-Chicago</td>
<td>Inactive</td>
<td>06/01/2004</td>
</tr>
<tr>
<td>DDA000763</td>
<td>06/09/2004</td>
<td>Elevator Domain</td>
<td>SAC-Chicago</td>
<td>HQ Approved</td>
<td>07/14/2005</td>
</tr>
<tr>
<td>DDA000373</td>
<td>05/02/2002</td>
<td>Disposition</td>
<td>SAC-Chicago</td>
<td>Draft</td>
<td>10/27/2008</td>
</tr>
</tbody>
</table>

![Figure 85: Application List.](image)

The user can sort applications in the list by alphanumeric, alphabetical, or chronological order using up/down arrow button located next to each column heading in the table.

**Note**: the table in the Application List section displays 100 applications at a time. If there are more than 100 application in the list, PIC displays the Next link. Click the link to view the next 100 records. After clicking the Next link, the user can also click the Previous link to return to the previous page.

The user can narrow the application list by selecting filters for application types and statuses. The Application Type and Application Status lists give the user the ability to refine the search.

In the Select View list, the user has an option to select an application appropriate for his or her particular division such as Field Office, Troubled Agency Recovery Center (TARC), or Special Applications Center (SAC):

- FO HA DD Application - Field Office
- TARC HA DD Application – Troubled Agency Recovery Center
- SAC DD Application - Special Applications Center

Depending on user’s selection other controls will change accordingly, the series of figures below depicts filter layout for each selection.

**FO HA DD Application**

When the user selects the FO HA DD Application option from the Select View list, the following layout will be displayed (see Figure 86).
From the displayed lists, the user can select the HQ Division, Hub, Field Office, and a specific Field Office Housing Authority. In this layout HQ Office list will only display Public and Indian Housing option by default.

**TARC HA DD Application**

When the user selects the TARC HA DD Application option from the Select View list, the following layout will be displayed (see Figure 87).

![Figure 87: Troubled Agency Recovery Center application](image)

From the displayed lists, the user can select the HQ Division, particular Troubled Agency Recovery Center (TARC) and TARC Housing Authority. In this layout, the HQ Office list will only display Public and Indian Housing option by default.

**SAC DD Application**

When the user selects SAC DD Application option from the Select View list, the following layout will be displayed (see Figure 88).

![Figure 88: Special Applications Center](image)

From the displayed lists, the user can select the HQ Division. In this layout, the HQ Office list will only display Public and Indian Housing option by default and the SAC Office list will be set to SAC-Chicago.

Additionally, all of the described above layouts share two filter fields, Application Type and Application Status located in the Application List section of the screen (see Figure 89).
The Application Type list allows user to specify the program or condition under which the application had been filed:

- Section 24
- Section 32
- Section 9

**Note:** More detailed description of the mentioned above programs can be found on the HUD website.

The Application Status list allows the user to refine search by the status of an application:

- Draft
- HQ Approved
- Inactive
- Processor Complete
- Removal Approved
- Reviewer Complete
- Submitted
- Under Review

**Note:** In both lists, the user can select the All option to retrieve application regardless of their type or status.

On the same page, the user can start creating a new Demolition/Disposition application by clicking the Enter Application link (see Figure 90). Only Field Office or Troubled Agency Recovery Center users are able to create a new application. Therefore, they should choose respective item in the Select View list.

**Note:** Only HUD user and Super user are allowed to enter the application.
The **Enter Application** link enables the user to create an application. When the user clicks the **Enter Application** link, the system displays the following page (see Figure 91). The first section of the **List** sub tab displays the controls that allow the user to select the desired entity. The **Demolition / Disposition Create Application** section the user should type the date into **HA Submission Date** and **Processor Received Date** boxes. The former box indicates the date when the Housing Authority received the application and the latter refers to the date when the processor received it. In addition, as you can see Housing Authority and SAC Processing Office fields are locked since these options had been pre-selected by the user in the previous screen. The **Primary Contact** list allows the user to select the name of the person to be contacted. The **Application Type** allows the user to specify the program or condition under which the application is to be filed. After entering all the required information the user can click the **Create** button to proceed with the application process, or click **Cancel** to terminate the process.
If the user clicks Create, the application process will continue and the following screen will be displayed. As was mentioned above, several additional sub tabs under the Application tab become visible when a new application process begins. They include:

- **Form HUD-52860 (Application Index)** sub tab
- **Supporting Documents** sub tab
- **Application Milestones** sub tab
- **Assign Units** sub tab
- **Assign Action Dates** sub tab
- **FO Approval** sub tab

### Verifying or Modifying Application Sections

In order to modify an application’s section, the user should go to the List sub tab and select an existing application from the list or create a new application as described above. Then, the user will be transferred
to the Application Index sub tab. From the Application Index sub tab, click a specific Section link to access an application section (see Figure 92).

The NON-PIC Homeownership application is limited to only Section 1 to 3 of HUD Form 52860. In other words, only Sections 1 and 3 are required to be filled out.

In order to modify the section, the user should click the section which needs to be modified. The system would display the respective page. The displayed page will not be editable. If the user wishes to make changes he/she should click the Modify Section N link, where ‘N’ refers to the number of the particular section. To save changes, the user should click Save. If the user clicks Cancel, the program will discard the changes.

1.2.7.1.1 Section 1: General Information

The user can make several modifications within the Section 1 of an inventory removals application. Using the Primary Contact list, the user can change the primary contact for a particular application as well as select the Executive Director in the Executive Director’s Name list. Also, the application’s date can be changed using the Date of Application box (see Figure 67).

![Figure 92: Section 1](image)

1.2.7.1.2 Section 2 Long-Term Possible Impact of Proposed Action

This section displays the amount of Operating Subsidy and Capital funding the HA received in a selected fiscal year (see Figure 93), and calculates an estimate of the long-run impact of the removal of the units.
on the PHA’s annual funding under these programs. 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.

To make changes, the user should enter an appropriate number in the **Enter the total number of units proposed for removal** box. Select the appropriate fiscal year from the **Performance Funding Subsidy** and **Capital Fund Program FY** boxes and enter the amount of fund HA received for each program in the **HA Received** boxes. Click the **Calculate** button. The decrease in performance funding subsidy and capital funds per year will be automatically calculated and will appear next to the **Performance Funding Subsidy $** and **Capital Fund Program $** boxes.

![Figure 93: Section 2](image)

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

In this section, the user can enter information regarding Board Resolution, indicate who is conducting the environmental review, list jurisdictions covered by the HA, and attach the required documents. Additionally, the user can attach a Letter of Support from the local Government Official and indicate its date (see Figure 94).
1.2.7.2 Supporting Documents Sub Tab

The user can access the Supporting Documents sub tab by clicking an Attach Document link in one of the pages within one of the application sections or by clicking the Supporting Documents sub tab on the Application tab. This page enables the user to upload files to attach to an application.

The system allows attachments only in following formats:

- Bitmap
- Graphical Interchange
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- 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 Attach button enables the user to upload files to the system. To upload a file to the system, first select the appropriate option from the Attachment Type list. Then provide attachment description in the Enter Description box. After that, the user can click the Browse button, and select a file from the list.
After the user selects a file from the list, the user can press the **Attach** button. As was mentioned in the paragraph above, only certain types of files can be uploaded to the system via the **Supporting Documents** sub tab.

![Figure 95: The Application Supporting Documents page](image)

On the same page, the user can see the list of files which were previously uploaded to system. The user can either download the file to the local machine using the **Download** link, or delete it from the system by clicking the **Delete** link.
1.2.7.3 Application Milestones

The Application Milestones sub tab enables user to view information about milestones for the application. If the sub tab is not visible, click on one of the applications in the Application Number column, such action will transfer the user directly to the Application Milestones sub tab.

The Application Milestones sub tab includes information about following events:

1. SAC Submission Date: ________ 2. SAC Application Received Date: ________
3. SAC Staff Completed: ________ 4. HQ Approved Date (Application): ________
5. FO Approved Date (RMI): ________ (After all units are Removed from Inventory, this date can be entered)

![Application Milestones Table]

Figure 96: Application Milestones

1.2.7.4 Assign Units

The Assign Units sub tab is located under the Non-PIC Homeownership tab. It enables user to add units which not part of the PIC inventory data to the application. The user should enter a valid address along with number of bedrooms for a particular development into the respective controls (see Figure 97).
### 1.2.7.5 Assign Action Dates

1. The **Assign Action Dates** sub tab is located under the **Non-PIC Homeownership** tab (see Figure 98). This function works similar to Removed from Inventory tab for Non-PIC Homeownership only and is used for submitting removal actions. The Action Dates of sale can be assigned only after the HQ Approved Date has been saved.

![Figure 98: Assign Action Dates](image-url)
1.2.7.6 Field Office Approval

The Field Office Approval sub tab is located under the Non-PIC Homeownership tab. It enables the FO user to review and approve Removed from Inventory (RMI) status (see Figure 99).

**Figure 99: Field Office Approval**