



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)*

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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.

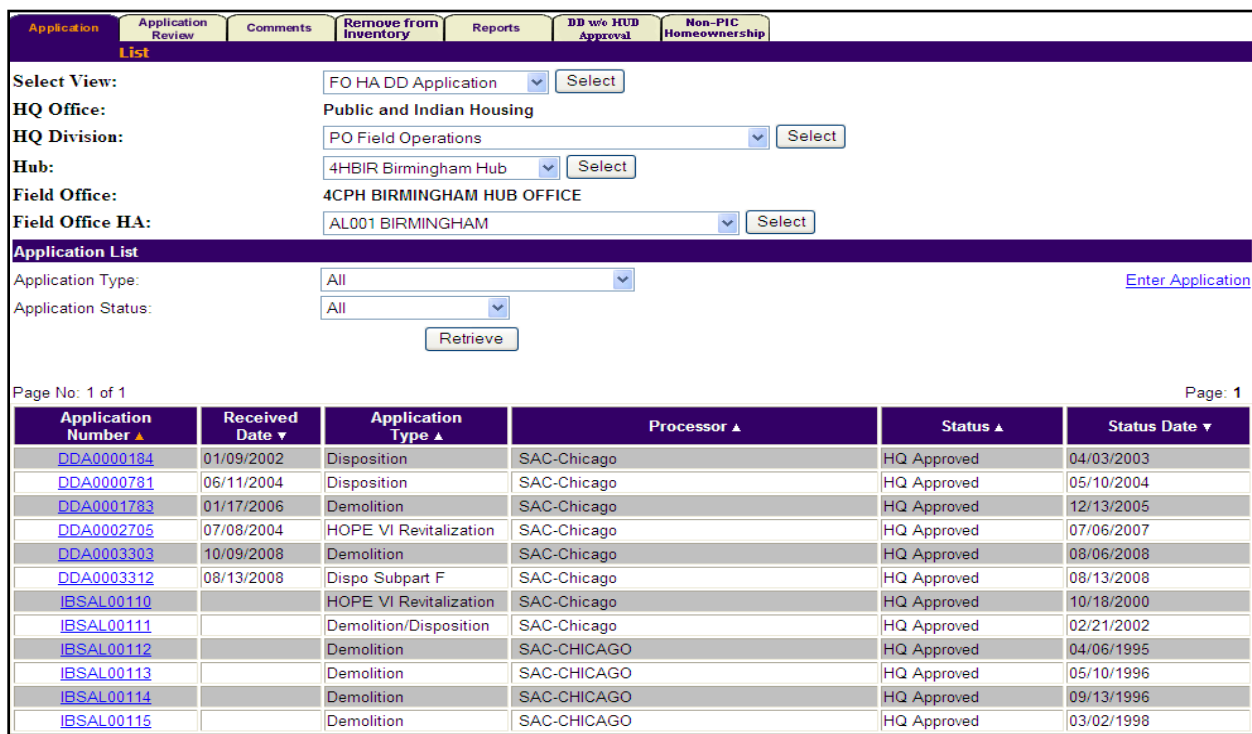
1.2 INVENTORY REMOVALS

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).



Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000184	01/09/2002	Disposition	SAC-Chicago	HQ Approved	04/03/2003
DDA0000781	06/11/2004	Disposition	SAC-Chicago	HQ Approved	05/10/2004
DDA0001783	01/17/2006	Demolition	SAC-Chicago	HQ Approved	12/13/2005
DDA0002705	07/08/2004	HOPE VI Revitalization	SAC-Chicago	HQ Approved	07/06/2007
DDA0003303	10/09/2008	Demolition	SAC-Chicago	HQ Approved	08/06/2008
DDA0003312	08/13/2008	Dispo Subpart F	SAC-Chicago	HQ Approved	08/13/2008
IBSAL00110		HOPE VI Revitalization	SAC-Chicago	HQ Approved	10/18/2000
IBSAL00111		Demolition/Disposition	SAC-Chicago	HQ Approved	02/21/2002
IBSAL00112		Demolition	SAC-CHICAGO	HQ Approved	04/06/1995
IBSAL00113		Demolition	SAC-CHICAGO	HQ Approved	05/10/1996
IBSAL00114		Demolition	SAC-CHICAGO	HQ Approved	09/13/1996
IBSAL00115		Demolition	SAC-CHICAGO	HQ Approved	03/02/1998

Figure 1: Application Tab

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

- **Submission** 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.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000007	10/21/2002	Demolition	SAC-Chicago	HQ Approved	01/07/2003
DDA0000174	10/21/2002	Demolition	SAC-Chicago	HQ Approved	03/21/2003
DDA0000228	05/12/2003	Disposition	SAC-Chicago	HQ Approved	05/19/2003
DDA0000351	09/09/2003	Disposition	SAC-Chicago	HQ Approved	09/22/2003
DDA0000764		DeMinimis	SAC-Chicago	Draft	10/27/2008
DDA0000766	05/03/2004	Demolition	SAC-Chicago	Inactive	05/01/2004
DDA0001563	10/01/2004	Eminent Domain	SAC-Chicago	HQ Approved	07/14/2005
DDA0003373	02/02/2002	Disposition	SAC-Chicago	Draft	10/06/2008

Figure 2: Application List.

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 that 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 3).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List						
Select View:	FO HA DD Application <input type="button" value="Select"/>					
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations <input type="button" value="Select"/>					
Hub:	4HLOU Louisville Hub <input type="button" value="Select"/>					
Field Office:	4IPH LOUISVILLE HUB OFFICE					
Field Office HA:	KY001 Louisville <input type="button" value="Select"/>					

Figure 3: Field Office

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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List						
Select View:	TARC HA DD Application <input type="button" value="Select"/>					
HQ Office:	Public and Indian Housing					
HQ Division:	PB Office of Troubled Agency Recovery <input type="button" value="Select"/>					
TARC:	PB1 Cleveland TARC <input type="button" value="Select"/>					
TARC HA:	CT022 New London Housing Authority <input type="button" value="Select"/>					

Figure 4: Troubled Agency Recovery Center application

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

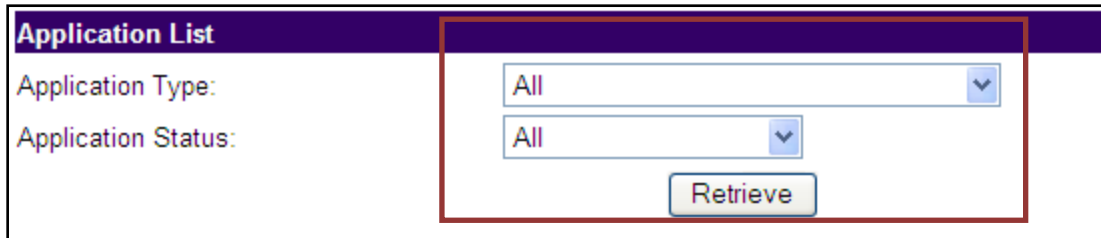
When the user selects **SAC DD Application** option from the **Select View** list, the following layout will be displayed (see Figure 4).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List						
Select View:	SAC DD Application <input type="button" value="Select"/>					
HQ Office:	Public and Indian Housing					
HQ Division:	PIA Special Applications Center <input type="button" value="Select"/>					
SAC Office:	SAC-Chicago					

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).



The screenshot shows a section titled "Application List" with a purple header. Below the header, there are two filter fields: "Application Type:" and "Application Status:". Both fields have a dropdown menu with "All" selected. Below these fields is a "Retrieve" button. A red rectangular box highlights the filter fields and the button.

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.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000184	01/09/2002	Disposition	SAC-Chicago	HQ Approved	04/03/2003
DDA0000781	06/11/2004	Disposition	SAC-Chicago	HQ Approved	05/10/2004
DDA0001783	01/17/2006	Demolition	SAC-Chicago	HQ Approved	12/13/2005
DDA0002705	07/08/2004	HOPE VI Revitalization	SAC-Chicago	HQ Approved	07/06/2007
DDA0003303	10/09/2008	Demolition	SAC-Chicago	HQ Approved	08/06/2008
DDA0003312	08/13/2008	Dispo Subpart F	SAC-Chicago	HQ Approved	08/13/2008
IBSAL00110		HOPE VI Revitalization	SAC-Chicago	HQ Approved	10/18/2000
IBSAL00111		Demolition/Disposition	SAC-Chicago	HQ Approved	02/21/2002
IBSAL00112		Demolition	SAC-CHICAGO	HQ Approved	04/06/1995
IBSAL00113		Demolition	SAC-CHICAGO	HQ Approved	05/10/1996
IBSAL00114		Demolition	SAC-CHICAGO	HQ Approved	09/13/1996
IBSAL00115		Demolition	SAC-CHICAGO	HQ Approved	03/02/1998

Figure 7: New 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** 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.

Application	Application Review	Comments
List		
HQ Office:	Public and In	
HQ Division:	PO Field Ope	
Hub:	2HNWK Newa	
Field Office:	2FPH NEWAR	
Field Office HA:	NJ002 Newarl	
Demolition / Disposition Create Applic		
Please, navigate to the SAC DD Applic application.		
Housing Authority:	NJ002 Newarl	
SAC Processing Office:	SAC-Chicago	
HA Submission Date:	<input type="text"/>	
Processor Received Date:	<input type="text"/>	
Application Type:	DeMinimis	
Executive Director's Name:	Kinard, Keith	
Primary Contact's Name:	Booker, Cory	
* Designates a required field.		
		<input type="text"/>

Figure 8: Create Demolition/Disposition application

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).



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List	Form HUD-52860 Supporting Documents Quality Checklist					Submission
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	2HNYC New York City Hub					
Field Office:	2APH NEW YORK CITY HUB OFFICE					
Field Office HA:	NY003 Yonkers HA, City of					
Application:	DDA0003672					
Demolition / Disposition Application						
Application Type:	DeMinimis		Processor:	SAC-Chicago		
Application Status:	Submitted		Status Date:	04/02/2010		
Modify Application Status						
Add/Remove Development						
Section	Section Type	Status	Status Date			
Section 1: General Information	Required	Not Started	04/02/2010			
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/02/2010			
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	04/02/2010			
Section 4: Description of Property	Required	Not Started	04/02/2010			
Section 5: Description of Proposed Removal Action	Required	Not Started	04/02/2010			
Section 6: Relocation	Required	Not Started	04/02/2010			
Section 7: Resident Consultation	Not Required	Not Started	04/02/2010			
Section 8: Offer of Sale	Not Required	Not Started	04/02/2010			
Section 9: Certification of Compliance	Required	Not Started	04/02/2010			
Delete Application						

Figure 9: Application Index

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.

1.2.1.1.1.1 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).

Section 1: General Information			
OMB Approval No. 2577-0075 (exp. 07/31/2008)			
Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.			
This information is required to request permission to demolish or sell all or portion of a development (i.e., dwelling units, non-dwelling property or vacant land) owned and operated by a Housing Authority. The information requested in the application is based on requirements of Section 18 of the United States Housing Act of 1937, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HAs to demolish or sell all or a portion of a public housing development. Responses to the collection of information are statutory and regulatory to obtain a benefit. Approval of this application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.			
1. Housing Authority:	AK001 AHFC	2. Date of Application:	05/03/2004 * MM/DD/YYYY
3. Address:	4300 BONIFACE PARKWAY		
City/Locality:	ANCHORAGE		
State:	Alaska	Zip Code:	99504.4387
4. Phone No:	(907) 330 - 8432	Ext.	Fax No: (907) 338 - 1683
Email Address:	hf.pz.vgzh.xusz@vpiftq		
5. Executive Director's Name:	Fauske Daniel R. ▼		
Phone No:	(907) 330 - 8452	Ext.	Fax No: (907) 338 - 9218
Email Address:	dfauske@ahfc.state.ak.us		
6. Primary Contact's Name:	Ayers Susan ▼		
Phone No:	(907) 330 - 8423	Ext.	Fax No: (907) 338 - 1683
Email Address:	sayers@ahfc.state.ak.us		
If you have access to the Housing Authority Submodule, the above information may be updated by clicking on the Housing Authority side navigation link or by clicking on the above Housing Authority Code and Name link.			
* Designates a required field.			
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

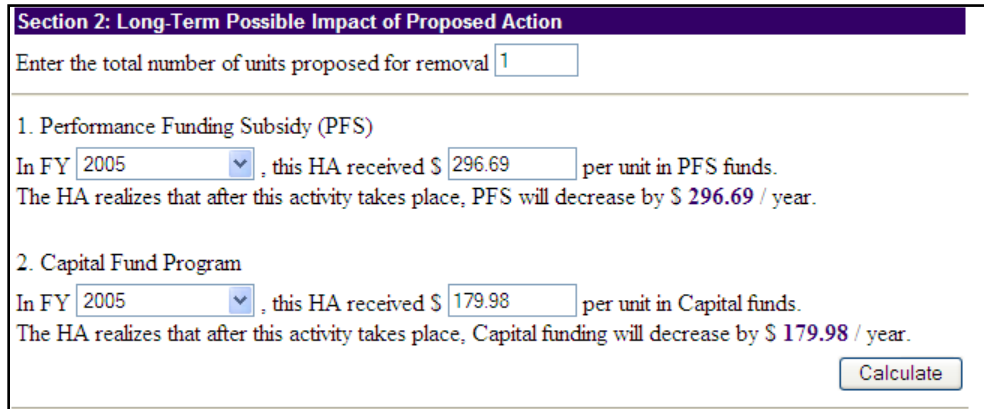
Figure 10: Section 1

1.2.1.1.1.2 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 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.



Section 2: Long-Term Possible Impact of Proposed Action

Enter the total number of units proposed for removal

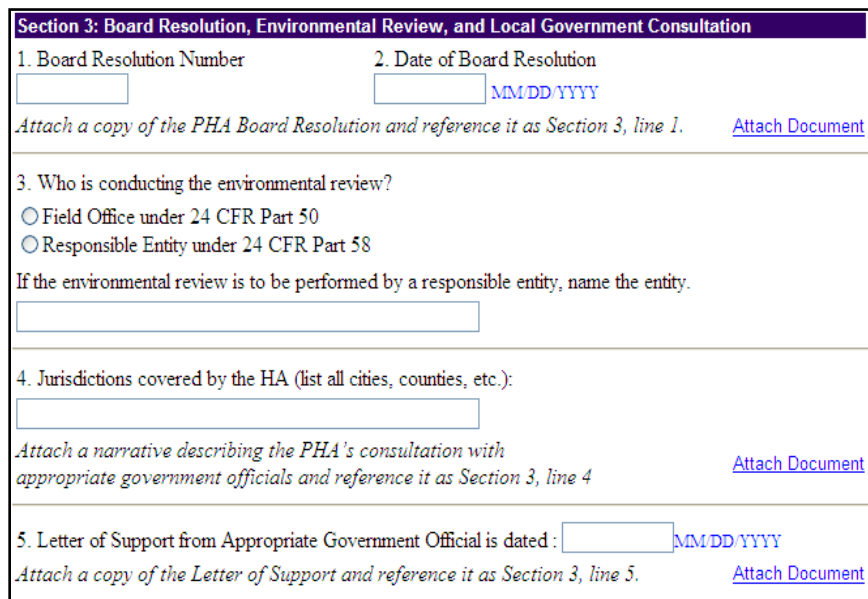
1. Performance Funding Subsidy (PFS)
In FY , this HA received \$ per unit in PFS funds.
The HA realizes that after this activity takes place, PFS will decrease by \$ **296.69** / year.

2. Capital Fund Program
In FY , this HA received \$ per unit in Capital funds.
The HA realizes that after this activity takes place, Capital funding will decrease by \$ **179.98** / year.

Figure 11: Section 2

1.2.1.1.1.3 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).



Section 3: Board Resolution, Environmental Review, and Local Government Consultation

1. Board Resolution Number 2. Date of Board Resolution

Attach a copy of the PHA Board Resolution and reference it as Section 3, line 1. [Attach Document](#)

3. Who is conducting the environmental review?
☐ Field Office under 24 CFR Part 50
☐ Responsible Entity under 24 CFR Part 58
 If the environmental review is to be performed by a responsible entity, name the entity.

4. Jurisdictions covered by the HA (list all cities, counties, etc.):

 Attach a narrative describing the PHA's consultation with appropriate government officials and reference it as Section 3, line 4. [Attach Document](#)

5. Letter of Support from Appropriate Government Official is dated:
 Attach a copy of the Letter of Support and reference it as Section 3, line 5. [Attach Document](#)

Figure 12: Section 3

1.2.1.1.1.4 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.

Section 4: Description of Property

1. Development Name: **MADISON GARDENS**

3. Date of Full Availability: **03/17/1958**

5. No. of Non-Residential Buildings: **0**

7. Scattered Site: **Y**

8. Single Family Houses:

3-Plexes:

Other:

9. Row House: **198**

High Rise: **0**

10. Total Acres of the Development:

2. Development Number: **DE001000001**

4. No. of Residential Buildings: **1**

6. Date Constructed:

Duplexes:

4-Plexes:

Walk-Up: **28**

11. Existing Unit Distribution

	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Merged Units	Total Existing Units	Approved Units yet to be Removed	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	0	0	0	0	0	0	0
2 Bdrms	0	0	0	0	0	0	0
3 Bdrms	0	0	0	0	0	0	0
4 or more Bdrms	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Figure 13: Section 4

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.

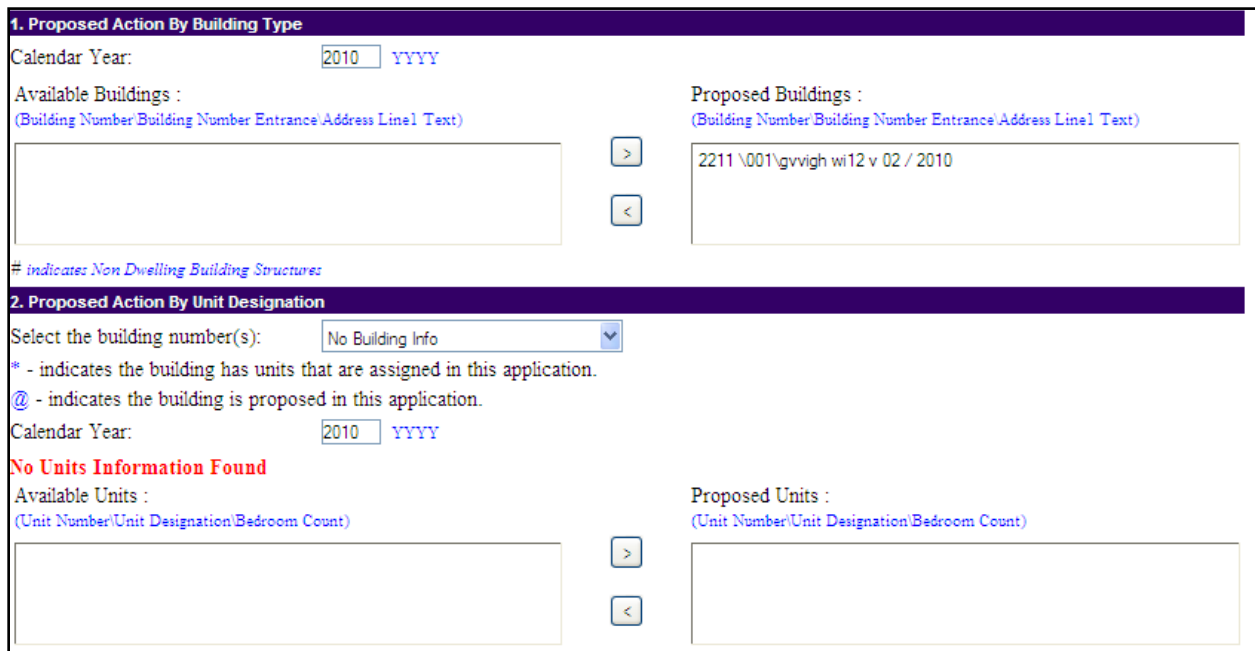
Applications in which all of the units at a building entrance are being proposed for removal are handled differently from those in which a portion of the units are being proposed. In the latter circumstance, line item 2 is used to select the buildings and units, otherwise line item 1 can be used. Line 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.



1. Proposed Action By Building Type

Calendar Year: 2010 YYYY

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

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

2211 \001\gvvigh wi12 v 02 / 2010

indicates Non Dwelling Building Structures

2. Proposed Action By Unit Designation

Select the building number(s): No Building Info

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

Calendar Year: 2010 YYYY

No Units Information Found

Available Units :
(Unit Number Unit Designation Bedroom Count)

Proposed Units :
(Unit Number Unit Designation Bedroom Count)

Figure 14: Section 5 line items 1-2

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.

3. Proposed Action for Non Residential Inventory	
A. Acres included in Proposed Disposition	
Calendar Year : <input type="text"/> YYYY	Number of Acres : <input type="text"/>
B. Buildings included in Proposed Disposition	
Calendar Year : <input type="text"/> YYYY	Number of Non-Dwelling Buildings without PIC building numbers : <input type="text"/>
4.	
<i>Intentionally deleted to conform to HUD-52860</i>	
5. If the proposed action involves a partial removal of a Development, a site map is required \$ <input type="text"/>	
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)	
<input type="checkbox"/> A. Disposition at Fair Market Value (FMV)	
<input type="checkbox"/> B. Disposition at less than Fair Market Value (e.g. donation)	
<input type="checkbox"/> C. Disposition which includes an exchange of property	
If B and/or 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:	
\$ <input type="text"/>	
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? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If so, name of appraiser who conducted the appraisal: <input type="text"/>	
Date of appraisal: <input type="text"/> MM/DD/YYYY	

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)

10. Calculation of Net Proceeds Estimated Sales Price \$ <input type="text"/> - Debt \$ <input type="text"/> - Cost & Fees \$ <input type="text"/> = Estimated Net Proceeds \$ <input type="text"/> <i>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</i> Attach Document	
11. How will the Net Proceeds be used? <i>Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11</i> Attach Document	
12. What is the estimated cost of demolition? (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.) (a) \$ <input type="text"/> (b) Indicate the source of funds: <input type="checkbox"/> Operating Funds for FY <input type="text"/> YYYY <input type="checkbox"/> CFP Funds for FY <input type="text"/> YYYY <input type="checkbox"/> CDBG Funds <input type="checkbox"/> Other <i>If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12</i> Attach Document	
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: Attach Document	
A. Begin relocation of residents <input type="text"/>	B. Complete relocation of residents <input type="text"/>
C. Execution of contract for removal (e.g. sales contract or demolition contract) <input type="text"/>	D. Actual Removal Action (e.g. demolition or sale closing) <input type="text"/>

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).

Section 6: Relocation

1. Occupied units:
a. Of the **1** units proposed for removal, **0** are occupied as of the date of this application.
Attach a narrative explaining the circumstances that resulted in the units becoming vacant and the relocation of the residents and reference it as Section 6, line 1(a). [Attach Document](#)
b. Of the **1** total units in the development to be removed, **1** units will remain after removal.
c. Of the **1** units that will remain after removal, **0** are occupied as of the date of this Application.

If any units are listed as occupied in 1(a), complete questions 2-8

2. How many individuals will be affected by this action?

3. How will counseling and advisory services be provided?
Attach a narrative explaining and reference it as Section 6, line 3. [Attach Document](#)

4. What housing resources are expected to be used for relocation?
☐ Other Public Housing ☐ Section 8 ☐ Other
Attach a narrative explaining and reference it as Section 6, line 4. [Attach Document](#)

	Per Unit Cost x	No. of Units =	Total ⁺
5. Estimated cost of counseling and advisory services	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
6. Estimated cost of moving expenses	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
7. Total cost of relocation expenses			\$ <input type="text"/>

* All the totals are calculated.

8. What sources of funding will be used to pay for relocation activities?
☐ Operating Funds for FY: YYYY
☐ Capital Fund for FY: YYYY
☐ Other
If Other, provide an attachment explaining and reference it as Section 6, line 8. [Attach Document](#)

Figure 17: Section 6

1.2.1.1.1.7 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. <i>Attach a narrative explaining the PHA's consultation with the residents of the affected Development and reference it as Section 7, line 1</i>	
Attach Document	
<i>If proposed action is for Demolition and/or Disposition under Section 18 of the Act, complete questions 2-5</i>	
2. Resident Council (at development): Provide the name of the Resident Council representing the residents of the development <i>Attach a narrative explaining the PHA's consultation with the Resident Council of the affected Development and reference it as Section 7, line 2</i>	<input type="text"/> (if none, state none) Attach Document
3. Resident Council (PHA-jurisdiction-wide): Provide the name of the PHA-wide Resident Council representing the interests of the residents of the development <i>Attach a narrative explaining the PHA's consultation with Resident Council (PHA jurisdiction-wide), and reference it as Section 7, line 3</i>	<input type="text"/> (if none, state none). Attach Document
4. Resident Advisory Board (RAB) (as defined by 24 CFR 903.13): <i>Attach a narrative explaining the PHA's consultation with the RAB and reference it as Section 7, line 4.</i>	Attach Document
5. Did you receive any written comments from the residents, the Resident Council(s), or the RAB? <i>If yes, attach the comments, along with any evaluation the PHA has made of those comments and reference it as Section 7, line 5</i>	<input type="radio"/> Yes <input type="radio"/> No Attach Document

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 8: Offer of Sale

1. Is the PHA exercising any of the exceptions to the offer of sale requirement permitted by 24 CFR 970.9(b)(3): ☐ Yes ☐ No

2. If yes, check the exception below:

☐ 24 CFR 970.9 (b)(3)(i): a unit of state or local government requests to acquire vacant land that is less than two acres in order to build or expand its public services (a local government wishes to use the land to build or establish a police substation)

☐ 24 CFR 970.9 (b)(3)(ii): the PHA seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families (e.g., day care center, administrative building, mixed-finance housing, or other types of low-income housing)

☐ 24 CFR 970.9 (b)(3)(iii): the units that have been legally vacated in accordance with the HOPE VI program, the regulations at 24 CFR Part 971, or the Required Conversion regulations at 24 CFR part 972, excluding developments where the PHA has consolidated vacancies

☐ 24 CFR 970.9 (b)(3)(iv): the units are distressed units required to be converted to tenant-based assistance under Section 33 of the Act

☐ 24 CFR 970.9 (b)(3)(v): the proposed disposition is for non-dwelling property, including administration and community buildings, and maintenance facilities.

If No, complete questions #3-7 below.

Attach documentation supporting the exception and reference it as Section 8, line 2 [Attach Document](#)

Figure 19: Section 8

1.2.1.1.1.9 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:

 [Information by State](#)
 [Print version](#)

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

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

EXHIBIT A: Reason for Removal
PHA Certification of Compliance Section 18 Demolition/Disposition
<p>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.</p> <p>Check one. Check two if the proposed removal action involves <u>both</u> a demolition and a disposition.</p>
<p>Demolition:</p> <p>The demolition of the Development is in the best interest of the residents and this PHA because:</p> <p>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;</p> <p><i>*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)</i></p> <p>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;</p> <p><i>*Attach a narrative or documentation to justify how density reduction will result from the partial demolition and reference it as Section 18 Certification.</i></p>
<p>Disposition:</p> <p>The retention of the Development (or a portion thereof) and/or the PHA property is not in the best interests of the residents or the PHA because:</p> <p>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;</p> <p>Replacement Housing—24 CFR 970.17(b): The disposition allows the acquisition, development, or rehabilitation of other properties or developments that will be more efficiently or effectively operated as low-income housing developments;</p> <p>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;</p> <p>Vacant Land and Non-dwelling Facilities (Excess)—24 CFR 970.17(d)(1): The disposition of vacant land or non-dwelling structures exceed the needs of the Development (after Date of Full Availability--DOFA)</p> <p>Vacant Land and Non-dwelling Facilities (Incidental)—24 CFR 970.17(d)(2): The disposition of vacant land or non-dwelling structures is incidental to, or does not interfere with, the continued operation of the remaining portion of the Development;</p> <p><i>*Attach a narrative or documentation to justify the PHA's specific reason for disposition checked above and reference it as Section 18 Certification.</i></p>

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>

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 Attach Document	
PHA Certification of Compliance: HUD 52860	
Section 18 Demolition/Disposition	
Section 18 Disposition 24 CFR Subpart F	
De Minimis Exception to Demolition	
Section 32 Homeownership	
Section 33 Required Conversion	
Section 22 Voluntary Conversion	
Eminent Domain	
These Certifications can be found at the SAC web site	
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 Attach Document	
The new HUD-52860 form and its addendums include:	
HUD-52860-B: Total Development Cost (TDC) Calculation	Attach for all Demolition actions and for all Disposition actions where the justification is obsolescence
HUD-52860-C: Homeownership	Attach for all actions involving homeownership
HUD-52860-D: Required Conversion	Attach for all actions involving the required conversion of public housing units
HUD-52860-E: Voluntary Conversion	Attach for all actions involving the voluntary conversion of public housing units
HUD-52860-F: Eminent Domain	Attach for all disposition actions involving eminent domain proceedings

Figure 21: Section 9

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.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership																																								
List Form HUD-52860 Supporting Documents Quality Checklist Submission																																														
HQ Office:		Public and Indian Housing																																												
HQ Division:		PO Field Operations																																												
Hub:		4HBIR Birmingham Hub																																												
Field Office:		4CPH BIRMINGHAM HUB OFFICE																																												
Field Office HA:		AL001 BIRMINGHAM																																												
Application:		DDA0003673																																												
Demolition / Disposition Application																																														
Application Type:		DeMinimis		Processor:		SAC-Chicago																																								
Application Status:		Submitted		Status Date:		04/02/2010																																								
Modify Application Status																																														
Add/Remove Development																																														
<table border="1"><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>04/02/2010</td></tr><tr><td>Section 2: Long-Term Possible Impact of Proposed Action</td><td>Not Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 3: Board Resolution, Environmental Review, and Local Government Consultation</td><td>Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 4: Description of Property</td><td>Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 5: Description of Proposed Removal Action</td><td>Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 6: Relocation</td><td>Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 7: Resident Consultation</td><td>Not Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 8: Offer of Sale</td><td>Not Required</td><td>Not Started</td><td>04/02/2010</td></tr><tr><td>Section 9: Certification of Compliance</td><td>Required</td><td>Not Started</td><td>04/02/2010</td></tr></tbody></table>							Section	Section Type	Status	Status Date	Section 1: General Information	Required	Not Started	04/02/2010	Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/02/2010	Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	04/02/2010	Section 4: Description of Property	Required	Not Started	04/02/2010	Section 5: Description of Proposed Removal Action	Required	Not Started	04/02/2010	Section 6: Relocation	Required	Not Started	04/02/2010	Section 7: Resident Consultation	Not Required	Not Started	04/02/2010	Section 8: Offer of Sale	Not Required	Not Started	04/02/2010	Section 9: Certification of Compliance	Required	Not Started	04/02/2010
Section	Section Type	Status	Status Date																																											
Section 1: General Information	Required	Not Started	04/02/2010																																											
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/02/2010																																											
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Section 4: Description of Property	Required	Not Started	04/02/2010																																											
Section 5: Description of Proposed Removal Action	Required	Not Started	04/02/2010																																											
Section 6: Relocation	Required	Not Started	04/02/2010																																											
Section 7: Resident Consultation	Not Required	Not Started	04/02/2010																																											
Section 8: Offer of Sale	Not Required	Not Started	04/02/2010																																											
Section 9: Certification of Compliance	Required	Not Started	04/02/2010																																											
<div>Delete Application</div>																																														

Figure 22: Application Index

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.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List Form HUD-52860 Supporting Documents Quality Checklist Submission						
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	10HSEA Seattle Hub					
Field Office:	0CPH ALASKA COMMUNITY SERVICE CENTER					
Field Office HA:	AK001 AHFC					
Application:	DDA0000228					
Application Status						
Application Type:	Disposition	Processor:	SAC-Chicago			
		Reviewer:	TURHAN BROWN			
Application Status:	HQ Approved	Status Date:	05/19/2003			
<div><div>Available Development:<ul style="list-style-type: none">Wrangell - AK001000213Cordova - AK001000216Bethel - AK001000257Nome - AK001000260ANCHORAGE NORTH - AK001000273ANCHORAGE EAST - AK001000274FAIRBANKS - AK001000275JUNEAU - AK001000277KETCHIKAN - AK001000279SITKA - AK001000280</div><div>></div><div><</div><div>Proposed Development:<ul style="list-style-type: none">Demo/Dispo Buildings - AK001000199Wasilla - AK001000244Anchorage Central - AK001000247Valdez - AK001000263Kodiak - AK001000265ANCHORAGE SOUTH - AK001000271</div></div>						
<div>Cancel Save</div>						

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.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission		
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HPIT Pittsburgh Hub					
Field Office:	3EPH PITTSBURGH HUB OFFICE					
Field Office HA:	PA001 Pittsburgh HA					
Application:	DDA0003674					
Demolition / Disposition Application						
Application Type:	DeMinimis	Processor:	SAC-Chicago			
Application Status:	Submitted	Status Date:	04/05/2010			
Modify Application Status						
Add/Remove Development						
Section	Section Type	Status	Status Date			
Section 1: General Information	Required	Not Started	04/05/2010			
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/05/2010			
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	04/05/2010			
Section 4: Description of Property	Required	Not Started	04/05/2010			
Section 5: Description of Proposed Removal Action	Required	Not Started	04/05/2010			
Section 6: Relocation	Required	Not Started	04/05/2010			
Section 7: Resident Consultation	Not Required	Not Started	04/05/2010			
Section 8: Offer of Sale	Not Required	Not Started	04/05/2010			
Section 9: Certification of Compliance	Required	Not Started	04/05/2010			
Delete Application						

Figure 24: Modify Application Status

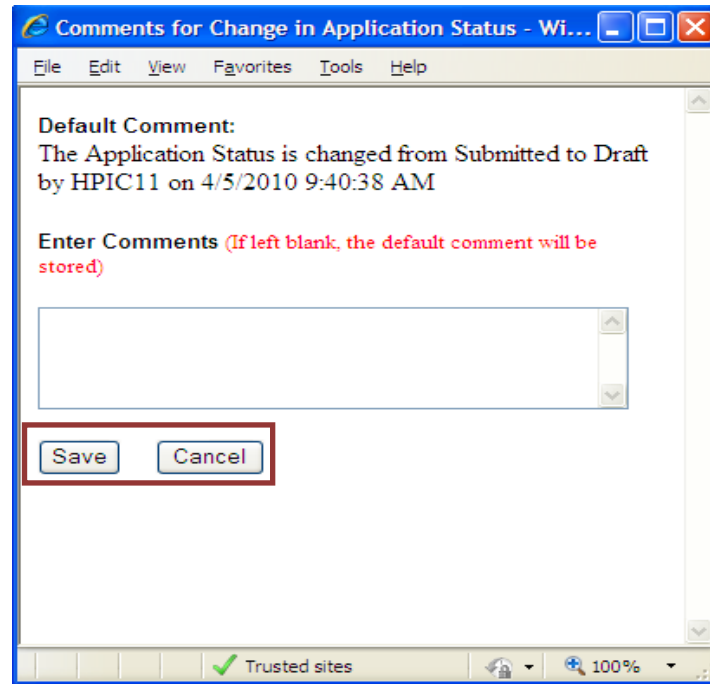


Figure 25: Comments for Change in Application Status

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.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission		
HQ Office:		Public and Indian Housing				
HQ Division:		PO Field Operations				
Hub:		3HBLT Baltimore Hub				
Field Office:		3GPH WASHINGTON, DC PROGRAM CENTER				
Field Office HA:		DC001 D.C Housing Authority				
Application:		DDA0002206				
Application Status						
Application Type:		Disposition	Processor:	SAC-Chicago		
			Reviewer:	Surendra R Patel		
Application Status:		HQ Approved	Status Date:	08/22/2006		
Upload Inventory Removal Application Supporting Documentation						
Attachment Type:		<input type="text" value="[Please Select]"/>				
Enter Description:		<input type="text"/>				
Attach File:		<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Attach"/>		
Application Attachments						
Section ▲	Description	Date - Time	Owner Name	Download	Delete	
Section 3, Line 2 : Board Resolution	Board Resolution	08/22/2006-11:25:14	vxroz ovevi	Download	Delete	
Section 3, Line 6 : Letter of Acknowledgement from Local Government Official	Local Gov't Letter	08/22/2006-11:30:18	vxroz ovevi	Download	Delete	
Development Attachments						
Section ▲	Development	Description	Date - Time	Owner Name	Download	Delete
Section 5, Line 11 : Net Proceeds	WADE APARTMENTS	Net Proceeds	08/23/2006-10:43:02	vxroz ovevi	Download	Delete
Section 5, Line 13 :	WADE	Timetable	08/23/2006-	vxroz	Download	Delete

Figure 26: The Application Supporting Documents page

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	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission		
HQ Division: Public and Indian Housing HQ Office: PO Field Operations Hub: 10HSEA Seattle Hub Field Office: OCPH ALASKA COMMUNITY SERVICE CENTER Field Office HA: AK001 AHFC Application: DDA0000007						
Application Status						
Application Type:		Demolition	Processor:	SAC-Chicago		
			Reviewer:	CASSANDRA LOVING		
Application Status:		HQ Approved	Status Date:	01/07/2003		
Application Dates						
HA Submission Date:						
Application Received Date:						
Demolition / Disposition Check List						
The Quality Checklist displays all fields missing in a section based on the application type of the selected application. Note that the missing fields are not necessarily mandatory.						
Development Number:		<input type="text" value="Kbao/Aknax Kcmcgvsmr - AK001000199"/>				
Line Item	Application/Development					
Section 3: Environmental Review - Review initiation date	Application					
Section 3: Environmental Review - Review responsible entity name	Application					
Section 3: Local Government Consultation - Letter of acknowledgement from Local Government Official Date	Application					
Section5 Line3: Non Residential inventory - Calender year	Development					
Section5 Line3: Non Residential inventory - Proposed count	Development					
Section6 Line5: Occupancy Information - Unit count	Development					
Section6 Line5: Occupancy Information - Vacant less than 12 month unit count	Development					
Section6 Line5: Occupancy Information - Vacant more 12 month unit count	Development					
Section6: Demo justification - Density Reduction	Development					
Section7 Line7: Relocation -Funding Sources - Operating funds	Development					
Section7 Line7: Relocation -Funding Sources - Capital funds	Development					

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*.



Get Help | Logout / Return to Secure Systems

Application	Application Review	Comments	Remove from Inventory	Reports	BP via HUD Agency	New PIC Homeownership
Form HUD-52860						
Supporting Documents						
Quality Checklist						
Submission						
HQ Office: Public and Indian Housing						
HQ Division: PO Field Operations						
Hub: 4HHS Jackson Hub						
Field Office: 4GPH JACKSON HUB OFFICE						
Field Office HA: MS001 Hattiesburg HA						
Application: DDA0002057						
Application Status						
Application Type: Disposition						
Processor: SAC Chicago						
Reviewer: Phaedra Mapp						
Status Date: 06/01/2006						
Summary of Demolition and/or Disposition Activity						
View Land Information						
Development	0-Bdm Units	1-Bdm Units	2-Bdm Units	3-Bdm Units	4 & 4+ Units	Total Resid. Units
MS001000001	0	0	0	0	0	0
UIAYFJBIEHVMEVL	0	0	0	0	0	0
Totals:	0	0	0	0	0	0
Application Submission						

Figure 28: Submission sub tab.

Development : DC001031	Total Acres of the Development :	0
Applications	Acres Section 4, Item 11	Acres proposed in Section 5
DDA0000491	4.42	4.42
DDA0003171	10.01	10.01

Figure 29: View Land Information.

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.



Application | Application Review | Comments | Remove from Inventory | Reports | DD w/ HUD Approval | Non-PIC Homeownership

List

Select View: FO HA DD Application [Select]
HQ Division: Public and Indian Housing
HQ Office: PO Field Operations [Select]
Hub: 10HSEA Seattle Hub [Select]
Field Office: OCPH ALASKA COMMUNITY SERVICE CENTER [Select]
Field Office HA: AK001 AHFC

Application List

[Assign Processor Reviewer](#)

Application Type: All [Select] Processor: SAC-Chicago
Application Status: All [Select] Reviewer: All [Select] [Retrieve]

Page No: 1 of 1 Page: 1

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼	Reviewer ▲
DDA0000007	0/21/2002	Demolition	SAC-Chicago	HQ Approved	01/07/2003	CASSANDRA LOVING
DDA0000174	0/21/2002	Demolition	SAC-Chicago	HQ Approved	03/21/2003	WILLIAM R COUTRE
DDA0000228	5/12/2003	Disposition	SAC-Chicago	HQ Approved	05/19/2003	TURHAN BROWN
DDA0000351	9/09/2003	Disposition	SAC-Chicago	Under Review	09/22/2003	SUNNY S GROVER

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.

Application | Application Review | Comments | Remove from Inventory | Reports | DD w/ HUD Approval | Non-PIC Homeownership

List | **Application Milestones** | **Active Status**

Select View: FO HA DD Application [Select]
HQ Office: Public and Indian Housing
HQ Division: PO Field Operations [Select]
Hub: 3HBLT Baltimore Hub [Select]
Field Office: 3GPH WASHINGTON, DC PROGRAM CENTER [Select]
Field Office HA: DC001 D.C.Housing Authority [Select]
Application: DDA0000075 [Select]

Application Status

Application Type: Disposition Processor: SAC-Chicago
Application Status: HQ Approved Reviewer: Surendra R Patel
Status Date: 02/01/2003

Select Reviewer

SAC Processing Office: SAC-Chicago *
Reviewer: Surendra R Patel *

* Designates a required field.

Figure 31: Assign Processor/Reviewer

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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List						
Application Milestones						
Active Status						
HQ Division:	Public and Indian Housing					
HQ Office:	PO Field Operations					
Hub:	10HSEA Seattle Hub					
Field Office:	0CPH ALASKA COMMUNITY SERVICE CENTER					
Field Office HA:	AK001 AHFC					
Application:	DDA0000007					
Application Status						
Application Type:	Demolition			Processor:	SAC-Chicago	
				Reviewer:	CASSANDRA LOVING	
Application Status:	HQ Approved			Status Date:	01/07/2003	
Modify Application Status						
Demolition / Disposition Application Summary						
1. HA Submission Date:	10/09/2002		2. Application Received Date:	10/21/2002		
3. Reviewer Completion Date:	03/13/2003		4. Processor Completion Date:	03/13/2003		
5. HQ Received Date:	03/13/2003		6. HQ Approval Date:	03/13/2003		

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.



DeMinimis

DeMinimis

Demolition

Demolition/Disposition

Dispo Subpart F

Disposition

Eminent Domain

Homeownership-NO LONGER USED

HOPE I

HOPE III/5(h)

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

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
Modify Application Type			
Demolition / Disposition Application Summary			
1. HA Submission Date:	<input type="text" value="08/22/2008"/>	2. Application Received Date:	<input type="text" value="08/22/2008"/>
	MM/DD/YYYY		MM/DD/YYYY
3. Reviewer Completion Date:	<input type="text"/>	4. Processor Completion Date:	<input type="text"/>
	MM/DD/YYYY		MM/DD/YYYY
5. HQ Received Date:	<input type="text"/>	6. HQ Approval Date:	<input type="text"/>
	MM/DD/YYYY		MM/DD/YYYY
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

Figure 34: Application Dates

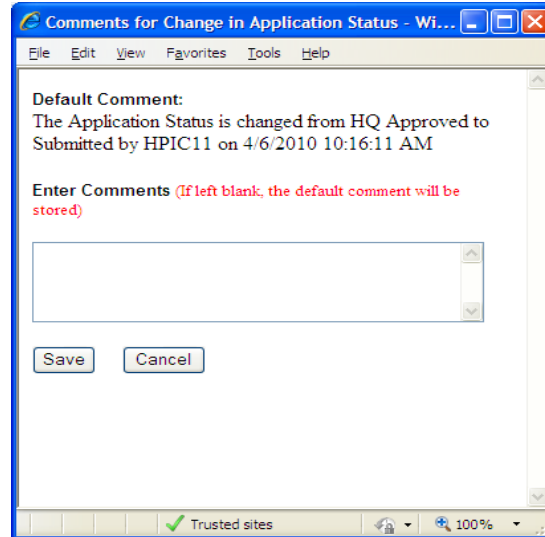


Figure 35: Change Application Status

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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List		Application Milestones		Active Status		
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HPL Philadelphia Hub					
Field Office:	3APH PHILADELPHIA HUB OFFICE					
Field Office HA:	PA002 Philadelphia HA					
Application:	DDA0003417					
Application Status						
Application Type:	Demolition/Disposition	Processor:	SAC.Chicago			
		Reviewer:	Darnell Shareef			
Application Status:	Under Review	Status Date:	11/12/2008			
Demolition / Disposition Application Active Status						
						Modify Active Status
Application Number:	DDA0003417					
Application Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No					
Active Application Development(s):			Inactive Application Development(s):			
PA002000061 PASCHALL APARTMENTS						

Figure 36: The Application Preview Active Status page



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
<div> <div>List</div> <div>Application Milestones</div> <div>Active Status</div> </div>						
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HPL Philadelphia Hub					
Field Office:	3APH PHILADELPHIA HUB OFFICE					
Field Office HA:	PA002 Philadelphia HA					
Application:	DDA0003417					
Application Status						
Application Type:	Demolition/Disposition		Processor:	SAC-Chicago		
			Reviewer:	Darnell Shareef		
Application Status:	Under Review		Status Date:	11/12/2008		
Demolition / Disposition Application Active Status						
Application Number:	DDA0003417					
Application Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No					
<div> <div>Active Application Development(s):</div> <div> <div>PA002000061 PASCHALL APARTMENTS</div> <div></div> </div> <div> <div>></div> </div> <div>Inactive Application Development(s):</div> <div></div> </div>						
<div> <div>Cancel</div> <div>Save</div> </div>						

1.2.3 The Comments Tab

1.2.3.1 List Sub Tab

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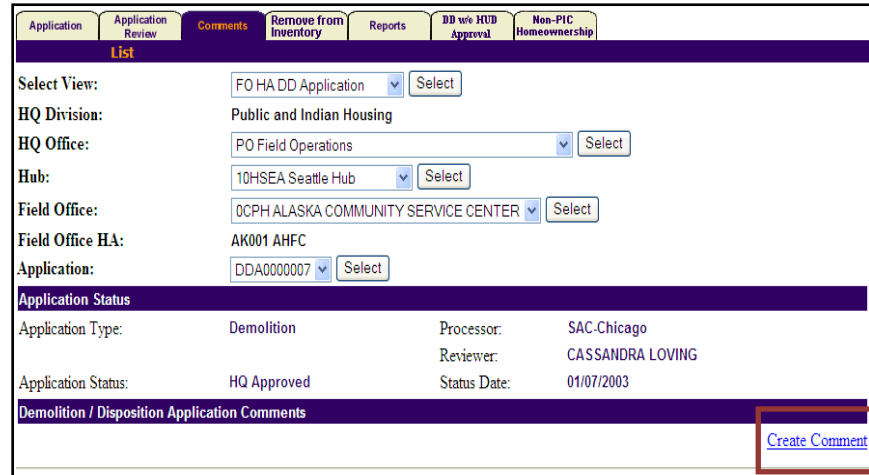


Figure 38: The Comments List page.

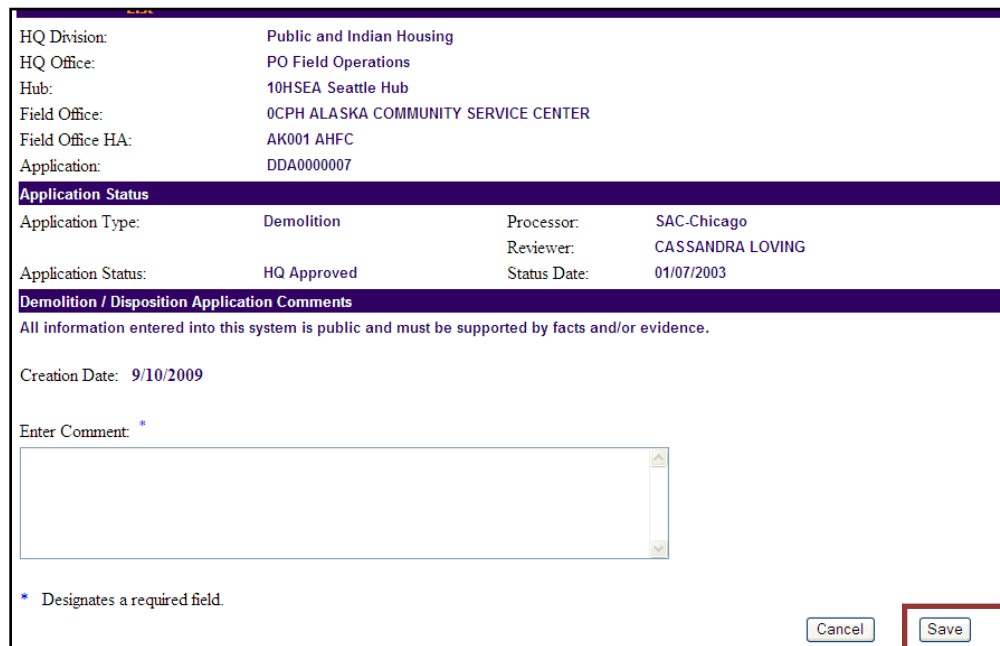


Figure 39: The Comments List page. Enter the user's comment in the box.

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)

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership		
Remove Bldg/Units			Unit Transaction	Submission		Review	Approval	
HQ Office:		Public and Indian Housing						
HQ Division:		PO Field Operations						
Hub:		3HPL Philadelphia Hub						
Field Office:		3APH PHILADELPHIA HUB OFFICE						
Field Office HA:		DE001 Wilmington HA						
Development Number:		DE001000001-MADISON GARDENS						
Unit Transaction Summary								
Status:		<input type="text" value="All"/>					Add Transaction	
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
#DDA0000111	Proposed Disposition				10	10	0.41	
DDA0000111	Actual Disposition	Removed from Inventory	06/28/2007	09/30/2003	4	0	0.00	
DDA0000111	Actual Disposition	Removed from Inventory*	06/28/2007	09/30/2003	2	0	0.00	
DDA0000111	Actual Disposition	Removed from Inventory	07/26/2006	07/17/2003	2	0	0.00	
DDA0000111	Actual Disposition	Removed from Inventory	02/19/2004	07/17/2003	2	0	0.00	
DDA0000243	Proposed Disposition				1	0	0.10	
DDA0000243	Actual Disposition	Removed from Inventory*	06/28/2007	09/30/2003	1	0	0.00	

Figure 40: The Remove from Inventory

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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership				
Remove Bldg/Units										
Select View: <input type="text" value="Development"/> <input type="button" value="Select"/> HQ Office: Public and Indian Housing HQ Division: <input type="text" value="PO Field Operations"/> <input type="button" value="Select"/> Hub: <input type="text" value="3HPIT Pittsburgh Hub"/> <input type="button" value="Select"/> Field Office: 3EPH PITTSBURGH HUB OFFICE Field Office HA: <input type="text" value="PA001 Pittsburgh HA"/> <input type="button" value="Select"/>										
Development List										
Application Type: <input type="text" value="All"/> Processor: <input type="text" value="All"/> <input type="button" value="Retrieve"/>										
Records 1 to 18 of 18										
Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units	Total Approved Non-Dwelling Structures	Total Removed Non-Dwelling Structures	Total Remaining Non-Dwelling Structures	Total Approved Acres	Total Removed Acres	Total Remaining Acres
PA001000001	ADDISON TERRACE	239	239	0	0	0	0	0.00	0.00	0.00
PA001000007	ST. CLAIR VILLAGE	508	323	185	0	0	0	0.00	0.00	0.00
PA001000008	BEDFORD DWELLINGS ADDITION	460	460	0	0	0	0	0.00	0.00	0.00
PA001000009	NORTHVIEW HEIGHTS	286	286	0	0	0	0	0.00	0.00	0.00

Figure 41: Remove from Inventory List

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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership		
Remove Bldg/Units			Unit Transaction	Submission	Review	Approval		
HQ Office:			Public and Indian Housing					
HQ Division:			PO Field Operations					
Hub:			3HPIT Pittsburgh Hub					
Field Office:			3EPH PITTSBURGH HUB OFFICE					
Field Office HA:			PA001 Pittsburgh HA					
Development Number:			PA001000001-ADDISON TERRACE					
Unit Transaction Summary								
Status:			<div>All</div>			Add Transaction		
Application Number	Transaction Type	Status	Transaction Date	Action/ Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/ Reject?
IBSPA00112	Proposed Mandatory Conversion				239	0	0.00	
IBSPA00112	Actual Mandatory Conversion	Removed from Inventory	11/03/2005	07/28/2004	48	0	0.00	
IBSPA00112	Actual Mandatory Conversion	Removed from Inventory	09/08/2008	06/05/2008	149	0	0.00	
IBSPA00112	Actual Mandatory Conversion	Removed from Inventory	11/03/2005	06/29/2004	42	0	0.00	

Figure 42: Unit Transactions

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.

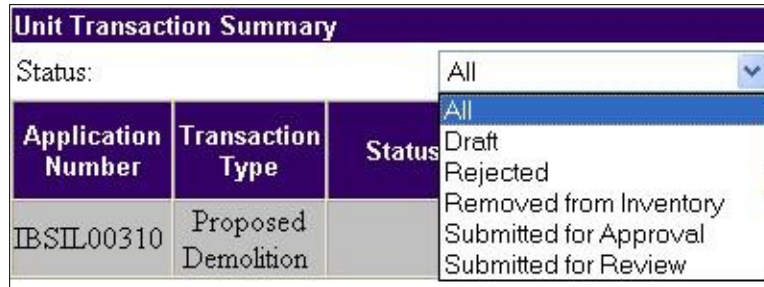
A **Unit Transaction Summary** table record includes the following information:

- 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.

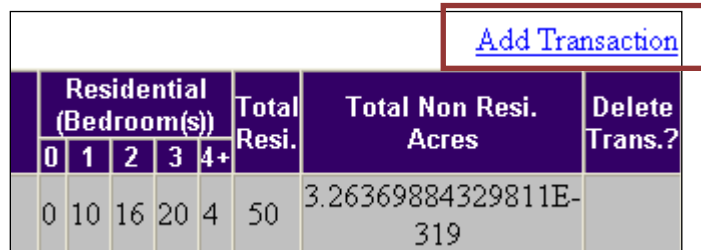
The **Status** filter can help you limit the records displayed in the **Unit Transaction Summary** table (see Figure 43).



Unit Transaction Summary		
Application Number	Transaction Type	Status
IBSIL00310	Proposed Demolition	<div> Status: <div> All Draft Rejected Removed from Inventory Submitted for Approval Submitted for Review </div> </div>

Figure 43: Status Filter.

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.



						Add Transaction	
Residential (Bedroom(s))					Total Resi.	Total Non Resi. Acres	Delete Trans.?
0	1	2	3	4+			
0	10	16	20	4	50	3.26369884329811E-319	

Figure 44: The Add Transaction link.

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.

Demolition Information	
Application Number:	IBSPA00112
Action/Closing Date:	<input type="text"/> MM/DD/YYYY
Remove Residential Inventory By Building	
Complete Buildings Available : (Building Number Building Number Entrance\Address Line1 Text)	Proposed Buildings : (Building Number Building Number Entrance\Address Line1 Text)
<input type="text"/>	<input type="text"/>
# indicates Non Dwelling Structures	
~Indicates the Units within the Building are not vacant.	
Remove Residential Inventory By Unit	
Select the building number:	No Bldg Info
No Unit Information available	
Units Available : (Unit Number\Unit Designation\Bedroom Count)	Proposed Units : (Unit Number\Unit Designation\Bedroom Count)
<input type="text"/>	<input type="text"/>
** Indicates at least one of the units of the building has been proposed in this transaction.	
Remove Non Residential Inventory	
A. Acres included in Proposed Disposition	
Number of Acres* :	0.00
B. Buildings included in Proposed Disposition	
Number of Non-Dwelling Buildings without PIC building numbers@ :	0

Figure 45: Add transaction/Unit transaction sub tab.

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.

Submit Transaction								
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	Actual Demolition	Draft	06/02/2008	01/01/2008	12	0	0.00	<input type="checkbox"/>

Figure 46: The Submit Transaction check box.

1.2.4.4 The Review sub Tab

The **Review** sub tab 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.

ED Approval of Removal From Inventory								
Application Number	Transaction Type	Status	Transaction Date	Action/Closing Date	Total Resi. Units	Total Non Resi. Structures	Total Acres	Approve/Reject?
DDA0000550	Proposed Disposition				0	0	3.00	
DDA0000767	Proposed Demolition				60	0	0.00	
DDA0000767	Actual Demolition	Submitted for Review	06/02/2008	01/01/2008	12	0	0.00	Select One

Figure 47: Review page

Total Non Resi. Acres	Accept/Reject?
3.26369884329811E-319	
3.26369884329811E-319	<div> <div>Select One</div> <div> <div>Select One</div> <div>Approve</div> <div>Reject</div> </div> </div>

Figure 48: The Accept/Reject dialog box.

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.

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

Figure 49: Approval sub tab

Total Non Resi. Acres	Approve/Reject?
3.26369884329811E-319	
3.26369884329811E-319	Select One ▼
	Select One
	Approve
	Reject

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.

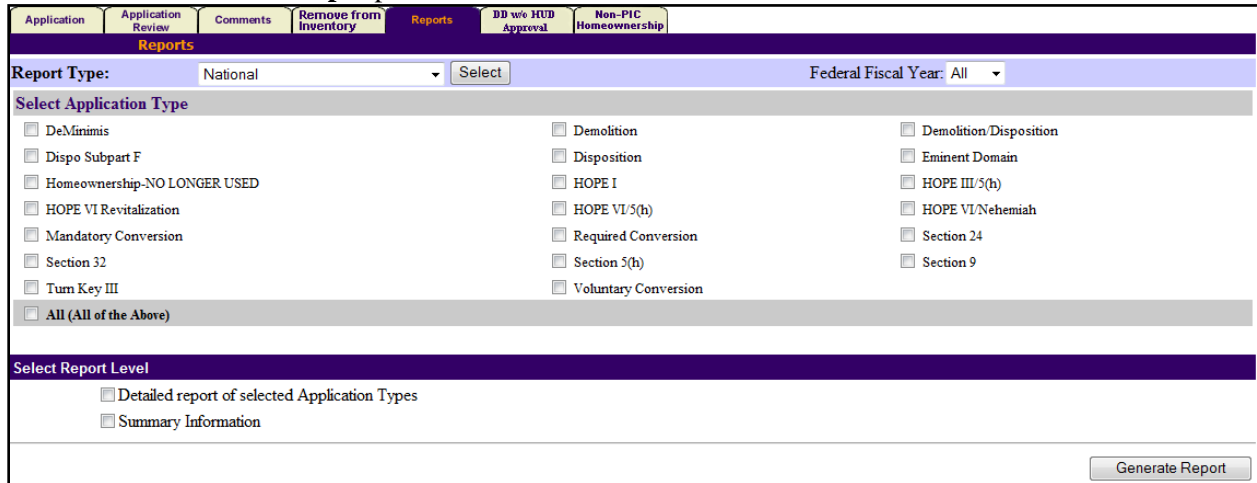


Figure 51: Reports tab

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.

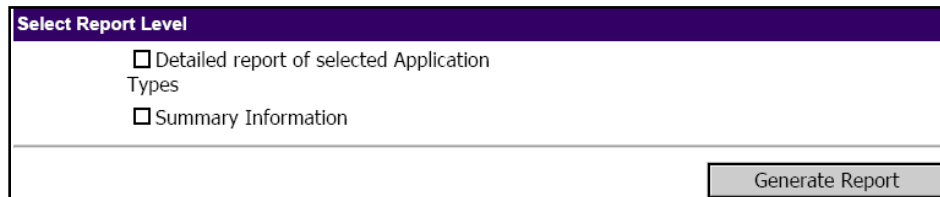



Figure 52: Selection of Application Types and Level of Detail.

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.



Demolition and Disposition Field Office Activity Report

HQ Division:

HQ Office:

Hub:

Field Office:

Public and Indian Housing

PO Field Operations

5HCHI Chicago Hub

5APH CHICAGO HUB OFFICE

Report generation Date:

Monday, June 02, 2008 3:15:40 AM

Buildings 1 to 50 of 65

HA Code	HA Name	State	Application Number	Application Type	Development Number	Fiscal Year	Approved Units	Actual Units
IL002	Chicago Housing Authority	IL	DDA0000091	DEMO	IL002222222	2003	54	0
IL002	Chicago Housing Authority	IL	DDA0000091	DEMO	IL002222222	2007	0	54
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002003000	2004	5	0
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002003000	2006	0	5
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002222222	2006	0	18
IL002	Chicago Housing Authority	IL	DDA0000247	DEMO	IL002222222	2004	18	0
IL002	Chicago Housing Authority	IL	DDA0000767	DEMO	IL002111111	2008	0	0

Download in Excel

Print

Figure 53: Demolition and Demolition/Disposition report

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.

Application Type: **All**

Fiscal Year	Approved Units	Actual Units	Percentage complete
2004	4,372	219	
2003	6,183	1,075	
2002	9,847	7,308	
2001	24,704	16,495	
2000	15,854	13,965	
1999	17,038	15,557	
1998	15,499	12,045	
1997	21,903	13,181	
1996	22,973	6,291	
1995	15,345	3,620	
1994	3,247	307	
1993	1,873	819	
1992	300	18	
1991	144	0	
Totals:	159,282	90,900	57.07 %

Figure 54: An example of a report.

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).

Reports

Report Type: Non PIC HomeOwnership - HA Federal Fiscal Year: All

Select View:

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 5HCLV Cleveland Hub

Field Office: 5CPH CINCINNATI COMMUNITY SERVICE CENTER

	HA Code	HA Name
<input type="checkbox"/>	OH004	CINCINNATI MHA
<input type="checkbox"/>	OH005	DAYTON MHA
<input type="checkbox"/>	OH015	BUTLER MHA
<input type="checkbox"/>	OH022	GREENE MHA
<input type="checkbox"/>	OH038	CLERMONT MHA
<input type="checkbox"/>	OH049	WARREN MHA
<input type="checkbox"/>	OH053	CLINTON MHA
<input type="checkbox"/>	OH081	BROWN MHA

☐ Select/Deselect All

Select Application Type

☐ Section 24

☐ Section 32

☐ Section 9

☐ All (All of the Above)

Display Filters

No of rows to display: 50 Rows per page

Sort report data by: HA Code Sorting order: in Ascending order.

Figure 56: Non PIC Home Ownership

Upon clicking on Generate Report button the following screen will be displayed (see Figure 57).



Demolition and Disposition Non PIC HomeOwnership - HA Report



[Download in Excel](#)



[Print](#)

HQ Office: Public and Indian Housing
HQ Division: PO Field Operations
Hub: 5HCHI Chicago Hub
Field Office: 5APH CHICAGO HUB OFFICE

Report Generation Date: Friday, October 29, 2010 3:12:50 PM

Applications 1 to 3 of 3

HA Code	Fiscal Year	Application Number	Application Type	Proposed Units	Approved Units	Removed Units
IL001	2008	DDA0001916	Section 32	0	0	0
IL004	2008	DDA0003154	Section 32	0	0	0
IL004	2008	DDA0003155	Section 32	0	0	0

Figure 57: Non PIC Home Ownership

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).



Application

Application Review

Comments

Remove from Inventory

Reports

DD w/o HUD Approval

Non-PIC Homeownership

List

Select View:FO HA DD ApplicationSelect

HQ Office:Public and Indian Housing

HQ Division:PO Field OperationsSelect

Hub:3HBLT Baltimore HubSelect

Field Office:3BPH BALTIMORE HUB OFFICESelect

Field Office HA:MD002 Baltimore City Housing AuthoritySelect

Application List

Application Type:AllEnter Application

Application Status:AllRetrieve

Page No: 1 of 1Page: 1

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0002947	12/06/2007	Demolition	SAC-Chicago	Approved	12/06/2007
DDA0002948	12/06/2007	Disposition	SAC-Chicago	Approved	12/06/2007
DDA0003014	01/01/2000	Demolition	SAC-Chicago	Approved	02/06/2008
DDA0003016	09/30/1995	Disposition	SAC-Chicago	Approved	02/06/2008
DDA0003129		Section 5(h)	SAC-CHICAGO	Approved	09/27/1996

Figure 58: Application Tab

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.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000007	10/21/2002	Demolition	SAC-Chicago	HQ Approved	01/07/2003
DDA0000174	10/21/2002	Demolition	SAC-Chicago	HQ Approved	03/21/2003
DDA0000228	05/12/2003	Disposition	SAC-Chicago	HQ Approved	05/19/2003
DDA0000351	09/09/2003	Disposition	SAC-Chicago	HQ Approved	09/22/2003
DDA0000764		DeMinimis	SAC-Chicago	Draft	10/27/2008
DDA0000766	05/03/2004	Demolition	SAC-Chicago	Inactive	05/01/2004
DDA0001563	10/01/2004	Eminent Domain	SAC-Chicago	HQ Approved	07/14/2005
DDA0003373	02/02/2002	Disposition	SAC-Chicago	Draft	10/06/2008

Figure 59: Application List.

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).

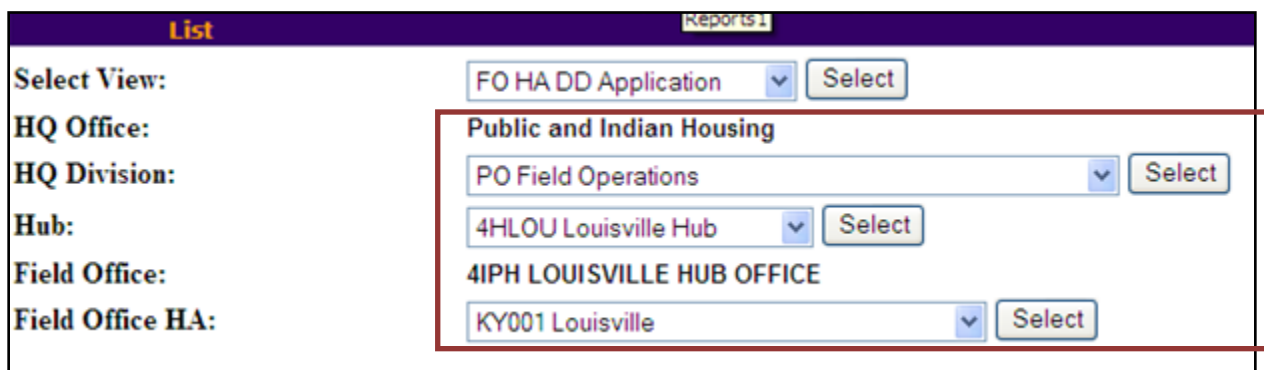


Figure 60: Field Office

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).

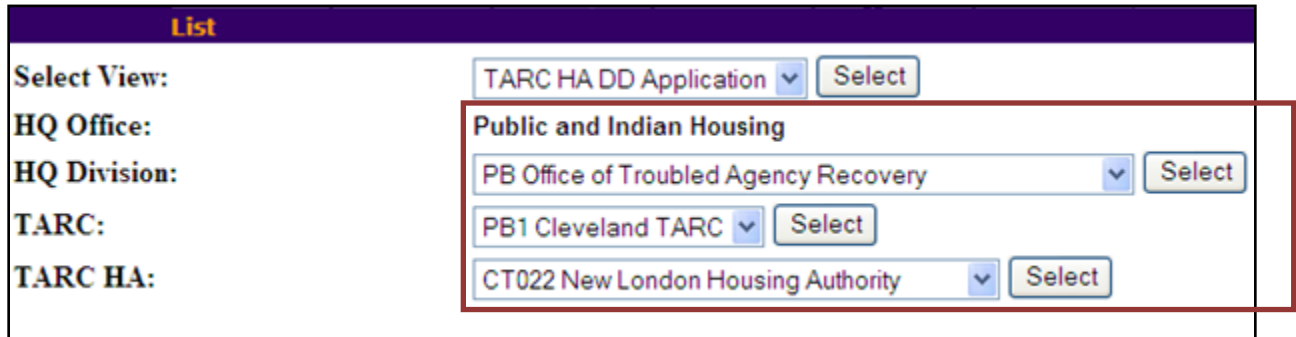


Figure 61: Troubled Agency Recovery Center application

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

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).

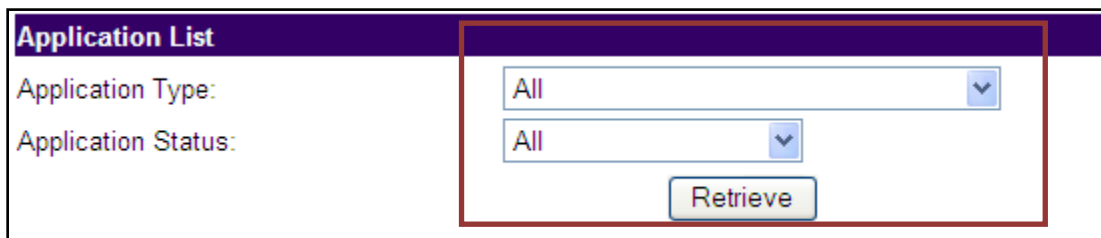


Figure 63: Application List



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.

List

Select View: FO HADD Application

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations

Hub: 4HBIR Birmingham Hub

Field Office: 4CPH BIRMINGHAM HUB OFFICE

Field Office HA: AL001 BIRMINGHAM

Application List

Application Type: All

Application Status: All

Page No: 1 of 1 Page: 1

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000184	01/09/2002	Disposition	SAC-Chicago	HQ Approved	04/03/2003
DDA0000781	06/11/2004	Disposition	SAC-Chicago	HQ Approved	05/10/2004
DDA0001783	01/17/2006	Demolition	SAC-Chicago	HQ Approved	12/13/2005
DDA0002705	07/08/2004	HOPE VI Revitalization	SAC-Chicago	HQ Approved	07/05/2007
DDA0003303	10/09/2008	Demolition	SAC-Chicago	HQ Approved	08/06/2008
DDA0003312	08/13/2008	Dispo Subpart F	SAC-Chicago	HQ Approved	08/13/2008
IRSAI00110		HOPE VI Revitalization	SAC-Chicago	HQ Approved	10/18/2000
IRSAI00111		Demolition/Disposition	SAC-Chicago	HQ Approved	02/21/2002
IRSAI00112		Demolition	SAC-CHICAGO	HQ Approved	04/06/1995
IRSAI00113		Demolition	SAC-CHICAGO	HQ Approved	05/10/1996
IRSAI00114		Demolition	SAC-CHICAGO	HQ Approved	09/13/1996
IRSAI00115		Demolition	SAC-CHICAGO	HQ Approved	03/02/1998

Figure 64: New 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** 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.

List	
HQ Office:	Public and Indian Housing
HQ Division:	PO Field Operations
Hub:	2HNWK Newark Hub
Field Office:	2FPH NEWARK HUB OFFICE
Field Office HA:	NJ002 Newark HA
Demolition / Disposition Create Application	
Please, navigate to the SAC DD Application view and select a SAC Office to process this application.	
Housing Authority:	NJ002 Newark HA
SAC Processing Office:	SAC-Chicago
HA Submission Date:	<input type="text"/> * MM/DD/YYYY
Processor Received Date:	<input type="text"/> * MM/DD/YYYY
Application Type:	DeMinimis <input type="button" value="v"/> *
Executive Director's Name:	Kinard, Keith <input type="button" value="v"/> *
Primary Contact's Name:	Booker, Cory <input type="button" value="v"/> *
* Designates a required field.	
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

Figure 65: Create Demolition/Disposition application

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.



List	Form HUD-52860	Supporting Documents	Application Milestones	Assign Action	Dates
HQ Office:	Public and Indian Housing				
HQ Division:	PO Field Operations				
Hub:	3HBLT Baltimore Hub				
Field Office:	3BPH BALTIMORE HUB OFFICE				
Field Office HA:	MD002 Baltimore City Housing Authority				
Application:	DDA0003687				
Demolition / Disposition Application					
Application Type:	DeMinimis	Processor:	SAC-Chicago		
Application Status:	Submitted	Status Date:	04/08/2010		
Add Remove Development					
Section	Section Type	Status	Status Date		
Section 1: General Information	Required	Not Started	04/08/2010		
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/08/2010		
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation	Required	Not Started	04/08/2010		
Section 4: Description of Property 24 CFR Part 970.8	Required	Not Started	04/08/2010		
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9	Required	Not Started	04/08/2010		
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7	Required	Not Started	04/08/2010		
Section 7: Relocation 24 CFR Part 970.8	Required	Not Started	04/08/2010		
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8	Not Required	Not Started	04/08/2010		
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13	Not Required	Not Started	04/08/2010		

Figure 66: Application Index

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).

Section 1: General Information

OMB Approval No. 2577-0075
(exp. 07/31/2008)

Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required to request permission to demolish or sell all or portion of a development (i.e., dwelling units, non-dwelling property or vacant land) owned and operated by a Housing Authority. The information requested in the application is based on requirements of Section 18 of the United States Housing Act of 1937, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HAs to demolish or sell all or a portion of a public housing development. Responses to the collection of information are statutory and regulatory to obtain a benefit. Approval of this application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.

1. Housing Authority:	AK001 AHFC	2. Date of Application:	05/03/2004 * MM/DD/YYYY
3. Address:	4300 BONIFACE PARKWAY		
City/Locality:	ANCHORAGE		
State:	Alaska	Zip Code:	99504-4387
4. Phone No:	(907) 330 - 8432	Ext.	
Email Address:	hf.pz.vgzgh.xusz@vpiftg		
5. Executive Director's Name:	Fauske Daniel R.		
Phone No:	(907) 330 - 8452	Ext.	
Email Address:	dfauske@ahfc.state.ak.us		
6. Primary Contact's Name:	Ayers Susan		
Phone No:	(907) 330 - 8423	Ext.	
Email Address:	sayers@ahfc.state.ak.us		

If you have access to the Housing Authority Submodule, the above information may be updated by clicking on the Housing Authority side navigation link or by clicking on the above Housing Authority Code and Name link.

* Designates a required field.

Cancel

Save

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.



Section 2: Long-Term Possible Impact of Proposed Action

Enter the total number of units proposed for removal

1. Performance Funding Subsidy (PFS)
In FY , this HA received \$ per unit in PFS funds.
The HA realizes that after this activity takes place, PFS will decrease by \$ **296.69** / year.

2. Capital Fund Program
In FY , this HA received \$ per unit in Capital funds.
The HA realizes that after this activity takes place, Capital funding will decrease by \$ **179.98** / year.

Figure 68: Section 2

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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
List Form HUD-52860 Supporting DocumentsApplication MilestonesAssign Action Dates						
HQ Office:		Public and Indian Housing				
HQ Division:		PO Field Operations				
Hub:		3HBLT Baltimore Hub				
Field Office:		3BPH BALTIMORE HUB OFFICE				
Field Office HA:		MD002 Baltimore City Housing Authority				
Application:		DDA0003687				
Application Status						
Application Type:		DeMinimis	Processor:		SAC-Chicago	
Application Status:		Submitted	Status Date:		04/08/2010	
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation						
1. Board Resolution Number		2. Date of Board Resolution				
<input type="text"/>		<input type="text"/> MMDD/YYYY				
3. Who is conducting the environmental review?						
<input type="radio"/> Field Office under 24 CFR Part 50						
<input type="radio"/> Responsible Entity under 24 CFR Part 58						
4. Give the date the HA contacted the HUD Field Office to initiate the environmental review for all the developments in the application.						
<input type="text"/>		MMDD/YYYY				
5. If the environmental review is to be performed by a responsible entity, name the entity.						
<input type="text"/>						
6. Letter of Acknowledgement from Local Government Official is dated <input type="text"/> MMDD/YYYY						
Attach a copy of the Letter of Acknowledgement and reference it as Section 3, line 6.						

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.

Section 4: Description of Property							
1. Development Name:	MADISON GARDENS			2. Development Number:	DE001000001		
3. Date of Full Availability:	03/17/1958			4. No. of Residential Buildings:	1		
5. No. of Non-Residential Buildings:	0			6. Date Constructed:			
7. Scattered Site:	Y						
8. Single Family Houses:	<input type="text"/>			Duplexes:	<input type="text"/>		
3-Plexes:	<input type="text"/>			4-Plexes:	<input type="text"/>		
Other:	<input type="text"/>						
9. Row House:	198			Walk-Up:	28		
High Rise:	0						
10. Total Acres of the Development:	<input type="text"/>						
<input type="button" value="Cancel"/> <input type="button" value="Save"/>							
11. Existing Unit Distribution							
	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Merged Units	Total Existing Units	Approved Units yet to be Removed	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	0	0	0	0	0	0	0
2 Bdrms	0	0	0	0	0	0	0
3 Bdrms	0	0	0	0	0	0	0
4 or more Bdrms	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

Figure 70: Section 4

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.

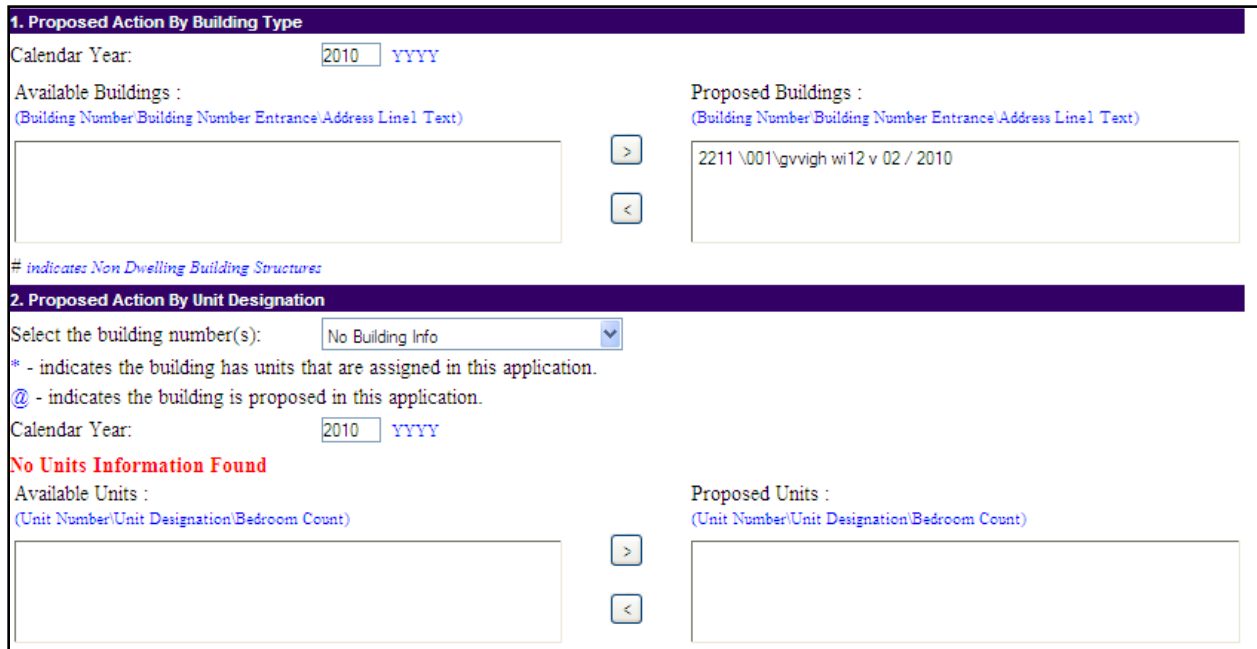
Applications in which all of the units at a building entrance are being proposed for removal are handled differently from those in which a portion of the units are being proposed. In the latter circumstance, line item 2 is used to select the buildings and units, otherwise line item 1 can be used. Line 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.



The screenshot displays the application interface for Section 5 line items. It is divided into two main sections: "1. Proposed Action By Building Type" and "2. Proposed Action By Unit Designation".

Section 1: Proposed Action By Building Type

- Calendar Year:** A dropdown menu showing "2010" and a text input field for "YYYY".
- Available Buildings :** A text input field with the placeholder "(Building Number Building Number Entrance Address Line1 Text)".
- Proposed Buildings :** A text input field with the placeholder "(Building Number Building Number Entrance Address Line1 Text)". It contains the text "2211 \001\gvvigh wi12 v 02 / 2010".
- Navigation buttons: ">" and "<" buttons are located between the Available and Proposed Buildings fields.
- # indicates: Non Dwelling Building Structures**

Section 2: Proposed Action By Unit Designation

- Select the building number(s):** A dropdown menu showing "No Building Info".
- * - indicates the building has units that are assigned in this application.**
- @ - indicates the building is proposed in this application.**
- Calendar Year:** A dropdown menu showing "2010" and a text input field for "YYYY".
- No Units Information Found** (in red text).
- Available Units :** A text input field with the placeholder "(Unit Number Unit Designation Bedroom Count)".
- Proposed Units :** A text input field with the placeholder "(Unit Number Unit Designation Bedroom Count)".
- Navigation buttons: ">" and "<" buttons are located between the Available and Proposed Units fields.

Figure 71: Section 5 line items 1-2

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.

3. Proposed Action for Non Residential Inventory	
A. Acres included in Proposed Disposition	
Calendar Year : <input type="text"/> YYYY	Number of Acres : <input type="text"/>
B. Buildings included in Proposed Disposition	
Calendar Year : <input type="text"/> YYYY	Number of Non-Dwelling Buildings without PIC building numbers : <input type="text"/>
4.	
<i>Intentionally deleted to conform to HUD-52860</i>	
5. If the proposed action involves a partial removal of a Development, a site map is required \$ <input type="text"/>	
<i>Attach a copy of the site map and reference it as Section 5, line 5</i> 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)	
<input type="checkbox"/> A. Disposition at Fair Market Value (FMV)	
<input type="checkbox"/> B. Disposition at less than Fair Market Value (e.g. donation)	
<input type="checkbox"/> C. Disposition which includes an exchange of property	
<i>If B and/or C are checked, provide a justification and reference it as Section 5, line 7.</i> Attach Document	
8. What is the value of the property subject to disposition:	
\$ <input type="text"/>	
<i>Attach evidence verifying the value (e.g. executive summary of the appraisal) and reference it as Section 5, line 8</i> Attach Document	
9. Was an appraiser used to determine the value of the property listed at Number 8? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If so, name of appraiser who conducted the appraisal: <input type="text"/>	
Date of appraisal: <input type="text"/> MM/DD/YYYY	

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)

10. Calculation of Net Proceeds			
Estimated Sales Price \$	<input type="text"/>	- Debt \$	<input type="text"/>
- Cost & Fees \$	<input type="text"/>	= Estimated Net Proceeds \$	<input type="text" value="0.00"/>
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			Attach Document
11. How will the Net Proceeds be used?			
Attach a narrative providing details concerning the use of Net Proceeds and reference it as Section 5, line 11			Attach Document
12. What is the estimated cost of demolition?			
(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.)			
(a) \$	<input type="text"/>		
(b) Indicate the source of funds:			
<input type="checkbox"/>	Operating Funds for FY	<input type="text"/>	YYYY
<input type="checkbox"/>	CFP Funds for FY	<input type="text"/>	YYYY
<input type="checkbox"/>	CDBG Funds		
<input type="checkbox"/>	Other		
If Other, attach a narrative explaining how the PHA will fund the demolition and reference it as Section 5, line 12			Attach Document
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:			
A. Begin relocation of residents		<input type="text"/>	
B. Complete relocation of residents		<input type="text"/>	
C. Execution of contract for removal (e.g. sales contract or demolition contract)		<input type="text"/>	
D. Actual Removal Action (e.g. demolition or sale closing)		<input type="text"/>	

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. a 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 \$

Bedroom Count by Building Type	No. of Units	TDC per Unit	TDC	Percentage of Rehabilitation Cost
0 -Bdrm Elevator Structure	0	0	0	
0 -Bdrm Non Dwelling Structure	0	0	0	
0 -Bdrm Row or Townhouse (Sep. entrances)	0	0	0	
0 -Bdrm Semi Detached (Sep. entrances)	0	0	0	
0 -Bdrm Single Family/Detached	0	0	0	
0 -Bdrm Multifamily/Walkup Apts (Shared Entrance)	0	0	0	
1 -Bdrm Elevator Structure	0	0	0	
1 -Bdrm Non Dwelling Structure	0	0	0	
1 -Bdrm Row or Townhouse (Sep. entrances)	0	0	0	
1 -Bdrm Semi Detached (Sep. entrances)	0	0	0	
1 -Bdrm Single Family/Detached	0	0	0	
1 -Bdrm Multifamily/Walkup Apts (Shared Entrance)	0	0	0	
2 -Bdrm Elevator Structure	0	0	0	
2 -Bdrm Non Dwelling Structure	0	0	0	
2 -Bdrm Row or Townhouse (Sep. entrances)	0	0	0	
2 -Bdrm Semi Detached (Sep. entrances)	0	0	0	
2 -Bdrm Single Family/Detached	0	0	0	
2 -Bdrm Multifamily/Walkup Apts (Shared Entrance)	0	0	0	
3 -Bdrm Elevator Structure	0	0	0	
3 -Bdrm Non Dwelling Structure	0	0	0	
3 -Bdrm Row or Townhouse (Sep. entrances)	0	0	0	
3 -Bdrm Semi Detached (Sep. entrances)	0	0	0	
3 -Bdrm Single Family/Detached	0	0	0	
3 -Bdrm Multifamily/Walkup Apts (Shared Entrance)	0	0	0	
4 + Bdrm Elevator Structure	0	0	0	
4 + Bdrm Non Dwelling Structure	0	0	0	
4 + Bdrm Row or Townhouse (Sep. entrances)	1	0	0	
4 + Bdrm Semi Detached (Sep. entrances)	0	0	0	
4 + Bdrm Single Family/Detached	0	0	0	
4 + Bdrm Multifamily/Walkup Apts (Shared Entrance)	0	0	0	
Total:			0	

Figure 74: Section 6

4. Units occupied at the time of application submission:

a. Of the 1 units proposed for **demolition** (based on Section 5, line 2), 0 are occupied.

b. Of the 0 units proposed for **disposition** (based on Section 5, line 2), 0 are occupied.

c. Units **remaining** after demolition/disposition: 480

d. Remaining **occupied units** after demolition/disposition: **285**

If any occupied units are listed in a or b, complete Section 7, line 1.

5. Occupancy Information as of the date of the application.

Unit Designation	Occupied Units	Units Vacant for less than 12 months	Units Vacant for more than 12 months	Total Vacant Units	Total Units Occupied and Vacant
0 -Bdrm	0			0	0
1 -Bdrm	0			0	0
2 -Bdrm	0			17	17
3 -Bdrm	0			49	49
4 -Bdrm	0			10	10
5 + Bdrm	0			19	19
Total:	0			95	95

Figure 75: 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).

Section 7: Relocation 24 CFR Part 970.8

1. How many individuals will be affected by this action?

2. How will counseling and advisory services be provided?
Provide an attachment explaining and referencing it as Section 7, line 2.

3. What housing resources are expected to be used for relocation?
☐ Other Public Housing ☐ Section 8 ☐ Other
 Provide an attachment explaining and referencing it as Section 7, line 3.

	Per Unit Cost x	No. of Units =	Total
4. Estimated cost of counseling and advisory services	\$0.00	0	\$0.00
5. Estimated cost of moving expenses	\$0.00	0	\$0.00
6. Total cost of relocation expenses			\$0.00

7. What sources of funding will be used to pay for relocation activities?
☐ Operating Funds ☐ Capital Fund ☐ Other
 Provide an attachment explaining and referencing it as Section 7, line 7.

[Return to Application Index](#)

Figure 76: Section 7 Relocation

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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
List						
Form HUD-52860						
Supporting Documents						
Application Milestones						
Assign Action Dates						
HQ Office:		Public and Indian Housing				
HQ Division:		PIA Special Applications Center				
SAC Office:		SAC-Chicago				
Housing Authority:		MD002 Baltimore City Housing Authority				
Application:		DDA0003016				
Development:		MD002000200 VACANT HOUSE				
Application Status						
Participant:		MD002 Baltimore City Housing Authority		Processor:		SAC-Chicago
Application Type:		Disposition		Reviewer:		
Application Status:		Approved		Status Date:		02/06/2008
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8						
1. Describe how the residents of the development were informed and consulted about this activity. Refer to form HUD-52860 (04/15/2002).						
2. If there is an organization representing the residents of the development in this application, identify the group, and describe how you informed and consulted with them by referencing Section 8, Line 2. If there is not a resident organization representing this development please select here:						
						<input type="radio"/> Yes <input type="radio"/> No
3. If there is an organization representing the residents of the whole HA, identify the group, and describe how you informed and consulted with them by referencing Section 8, Line 3. If there is not a resident organization representing the whole HA, please select here:						
						<input type="radio"/> Yes <input type="radio"/> No
4. Describe, and identify, how you informed the Resident Advisory Board (RAB), as defined by the 24 CFR Section 903.13, of the proposed activity by referencing Section 8, line 4.						
5. Did you receive any written comments concerning this application?						
						<input type="radio"/> Yes <input type="radio"/> No

Figure 77: Section 8

1.2.6.1.1.9 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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
List Form HUD-52860 Supporting Documents Application Milestones Assign Action Dates						
HQ Office:		Public and Indian Housing				
HQ Division:		PIA Special Applications Center				
SAC Office:		SAC-Chicago				
Housing Authority:		MD002 Baltimore City Housing Authority				
Application:		DDA0003016				
Development:		MD002000200 VACANT HOUSE				
Application Status						
Participant:		MD002 Baltimore City Housing Authority	Processor:		SAC-Chicago	
Application Type:		Disposition	Reviewer:			
Application Status:		Approved	Status Date:		02/06/2008	
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13						
1. Did the HA provide an offer of sale to the resident organization(s) at the development?					<input type="radio"/> Yes <input type="radio"/> No	
2. If no organization existed, provide an explanation and reference it as Section 9, line 2.						
3. Is the HA exercising any of the exceptions to the offer of sale requirements permitted by 24 CFR 970.13(a)(2)? If "yes", which of the following exceptions apply. Check the one that applies and reference it as Section 9, Line 3.					<input type="radio"/> Yes <input type="radio"/> No	

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.



HQ Office:	Public and Indian Housing		
HQ Division:	PO Field Operations		
Hub:	4HBIR Birmingham Hub		
Field Office:	4CPH BIRMINGHAM HUB OFFICE		
Field Office HA:	AL001 BIRMINGHAM		
Application:	DDA0003673		
Demolition / Disposition Application			
Application Type:	DeMinimis	Processor:	SAC-Chicago
Application Status:	Submitted	Status Date:	04/02/2010
Modify Application Status			
Add/Remove Development			
Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	04/02/2010
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/02/2010
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	04/02/2010
Section 4: Description of Property	Required	Not Started	04/02/2010
Section 5: Description of Proposed Removal Action	Required	Not Started	04/02/2010
Section 6: Relocation	Required	Not Started	04/02/2010
Section 7: Resident Consultation	Not Required	Not Started	04/02/2010
Section 8: Offer of Sale	Not Required	Not Started	04/02/2010
Section 9: Certification of Compliance	Required	Not Started	04/02/2010
Delete Application			

Figure 79: Application Index

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.

HQ Office:	Public and Indian Housing		
HQ Division:	PO Field Operations		
Hub:	10HSEA Seattle Hub		
Field Office:	0CPH ALASKA COMMUNITY SERVICE CENTER		
Field Office HA:	AK001 AHFC		
Application:	DDA0000228		
Application Status			
Application Type:	Disposition	Processor:	SAC-Chicago
		Reviewer:	TURHAN BROWN
Application Status:	HQ Approved	Status Date:	05/19/2003
Available Development:		Proposed Development:	
Wrangell - AK001000213 Cordova - AK001000216 Bethel - AK001000257 Nome - AK001000260 ANCHORAGE NORTH - AK001000273 ANCHORAGE EAST - AK001000274 FAIRBANKS - AK001000275 JUNEAU - AK001000277 KETCHIKAN - AK001000279 SITKA - AK001000280		Demo/Dispo Buildings - AK001000199 Wasilla - AK001000244 Anchorage Central - AK001000247 Valdez - AK001000263 Kodiak - AK001000265 ANCHORAGE SOUTH - AK001000271	
<div style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div>			

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.



HQ Office:	Public and Indian Housing		
HQ Division:	PO Field Operations		
Hub:	3HPIT Pittsburgh Hub		
Field Office:	3EPH PITTSBURGH HUB OFFICE		
Field Office HA:	PA001 Pittsburgh HA		
Application:	DDA0003674		
Demolition / Disposition Application			
Application Type:	DeMinimis	Processor:	SAC-Chicago
Application Status:	Submitted	Status Date:	04/05/2010
Modify Application Status			
Add/Remove Development			
Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	04/05/2010
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	04/05/2010
Section 3: Board Resolution, Environmental Review, and Local Government Consultation	Required	Not Started	04/05/2010
Section 4: Description of Property	Required	Not Started	04/05/2010
Section 5: Description of Proposed Removal Action	Required	Not Started	04/05/2010
Section 6: Relocation	Required	Not Started	04/05/2010
Section 7: Resident Consultation	Not Required	Not Started	04/05/2010
Section 8: Offer of Sale	Not Required	Not Started	04/05/2010
Section 9: Certification of Compliance	Required	Not Started	04/05/2010
Delete Application			

Figure 81: Modify Application Status

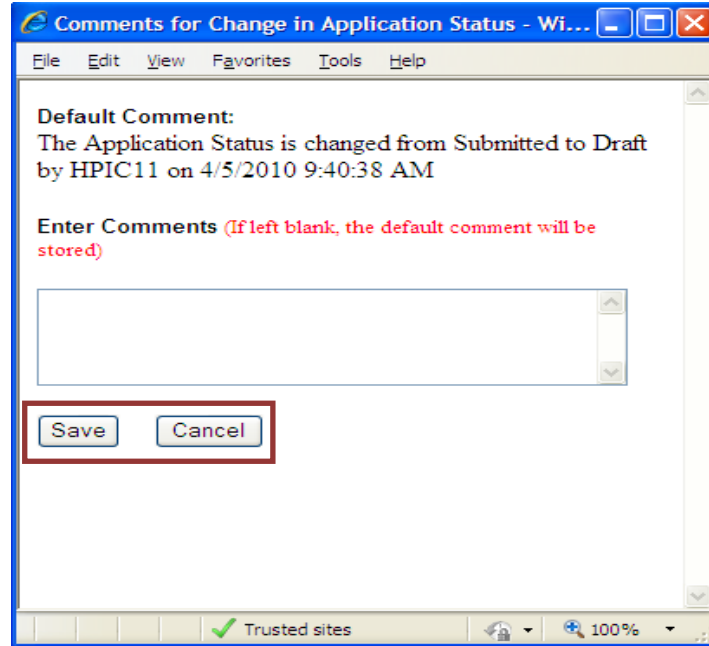


Figure 82: Comments for Change in Application Status

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.

List	Form HUD-52860	Supporting Documents	Quality Checklist	Submission		
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HBLT Baltimore Hub					
Field Office:	3GPH WASHINGTON, DC PROGRAM CENTER					
Field Office HA:	DC001 D.C Housing Authority					
Application:	DDA0002206					
Application Status						
Application Type:	Disposition	Processor:	SAC-Chicago			
		Reviewer:	Surendra R Patel			
Application Status:	HQ Approved	Status Date:	08/22/2006			
Upload Inventory Removal Application Supporting Documentation						
Attachment Type:	[Please Select] ▼					
Enter Description:	<input type="text"/>					
Attach File:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Attach"/>			
Application Attachments						
Section ▲	Description	Date - Time	Owner Name	Download	Delete	
Section 3, Line 2 : Board Resolution	Board Resolution	08/22/2006-11:25:14	vxroz ovedi	Download	Delete	
Section 3, Line 6 : Letter of Acknowledgement from Local Government Official	Local Gov't Letter	08/22/2006-11:30:18	vxroz ovedi	Download	Delete	
Development Attachments						
Section ▲	Development	Description	Date - Time	Owner Name	Download	Delete
Section 5, Line 11 : Net Proceeds	WADE APARTMENTS	Net Proceeds	08/23/2006-10:43:02	vxroz ovedi	Download	Delete
Section 5, Line 13 :	WADE	Timetable	08/23/2006-	vxroz	Download	Delete

Figure 83: The Application Supporting Documents page

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.



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List		Form HUD-52860		Supporting Documents		Application Milestones
HQ Office:		Public and Indian Housing				
HQ Division:		PIA Special Applications Center				
SAC Office:		SAC-Chicago				
Housing Authority:		WI002 MILWAUKEE HA				
Application:		DDA0003055				
Application Status						
Participant:		WI002 MILWAUKEE HA		Processor:		SAC-Chicago
Application Type:		Section 5(h)		Reviewer:		
Application Status:		Approved		Status Date:		02/25/2008
Demolition / Disposition Application Summary						
1. SAC Submission Date:		01/01/2006		2. SAC Application Received Date:		01/01/2006
3. SAC Reviewer Date:		01/01/2006		4. Application Approval Date:		01/01/2006
5. SAC Approval Date (For RMI):		05/17/2006				

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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List		Form HUD-52860		Supporting Documents		Assign Action Dates
HQ Office:		Public and Indian Housing				
HQ Division:		PIA Special Applications Center				
SAC Office:		SAC-Chicago				
Housing Authority:		WI002 MILWAUKEE HA				
Application:		DDA0003055				
Developments		WI002000016				
Application Status						
Participant:		WI002 MILWAUKEE HA		Processor:		SAC-Chicago
Application Type:		Section 5(h)		Reviewer:		
Application Status:		Approved		Status Date:		02/25/2008
Assign Action Dates						
Units 1 to 2 of 2						
Building Number	Building Entrance Number	Unit Number	Unit Transaction Type	Action Dates		
SS745 ~	1	690745	Actual Section 5(h)	03/10/2006		
SS770 ~	1	690770	Actual Section 5(h)	05/16/2006		
<p>Note: 1. It is mandatory to Save the record if changes are made before traversing through the pages.</p> <p>Note: 2. ~ indicates that the building/unit are not vacant</p>						

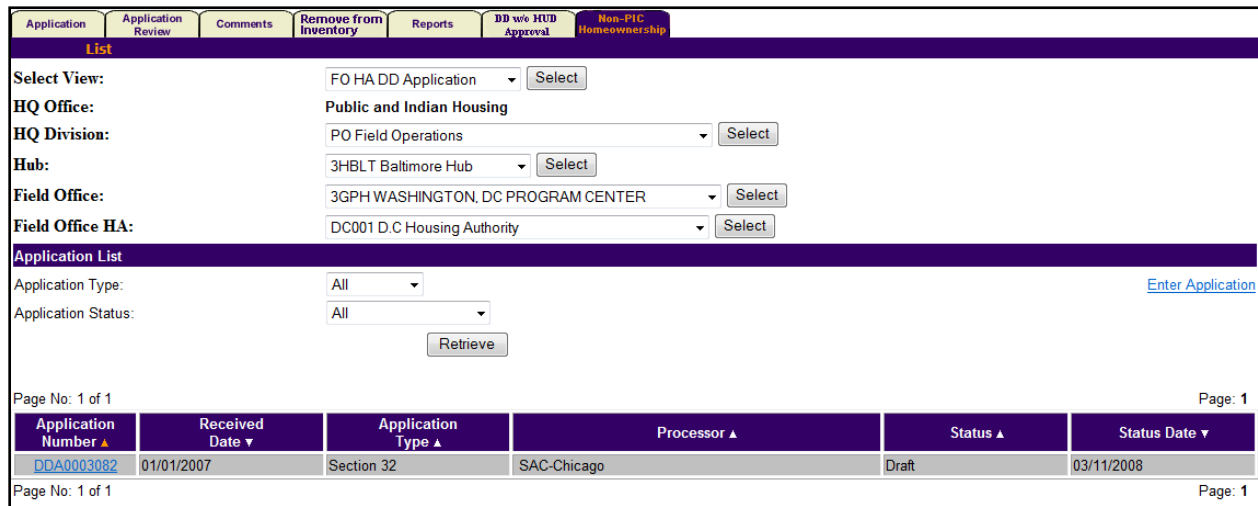
1.2.7 The Non-PIC Homeownership

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).



Application Number	Received Date	Application Type	Processor	Status	Status Date
DDA0003082	01/01/2007	Section 32	SAC-Chicago	Draft	03/11/2008

Figure 84: Application Tab

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.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000007	10/21/2002	Demolition	SAC-Chicago	HQ Approved	01/07/2003
DDA0000174	10/21/2002	Demolition	SAC-Chicago	HQ Approved	03/21/2003
DDA0000228	05/12/2003	Disposition	SAC-Chicago	HQ Approved	05/19/2003
DDA0000351	09/09/2003	Disposition	SAC-Chicago	HQ Approved	09/22/2003
DDA0000764		DeMinimis	SAC-Chicago	Draft	10/27/2008
DDA0000766	05/03/2004	Demolition	SAC-Chicago	Inactive	05/01/2004
DDA0001563	10/01/2004	Eminent Domain	SAC-Chicago	HQ Approved	07/14/2005
DDA0003373	02/02/2002	Disposition	SAC-Chicago	Draft	10/06/2008

Figure 85: Application List.

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 that 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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/ HUD Approval	Non-PIC Homeownership
List						
Select View: HQ Office: HQ Division: Hub: Field Office: Field Office HA:						
<div> FO HA DD Application ▼ Select </div> <div> Public and Indian Housing </div> <div> PO Field Operations ▼ Select </div> <div> 3HBLT Baltimore Hub ▼ Select </div> <div> 3GPH WASHINGTON, DC PROGRAM CENTER ▼ Select </div> <div> DC001 D.C Housing Authority ▼ Select </div>						

Figure 86: Field Office

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).

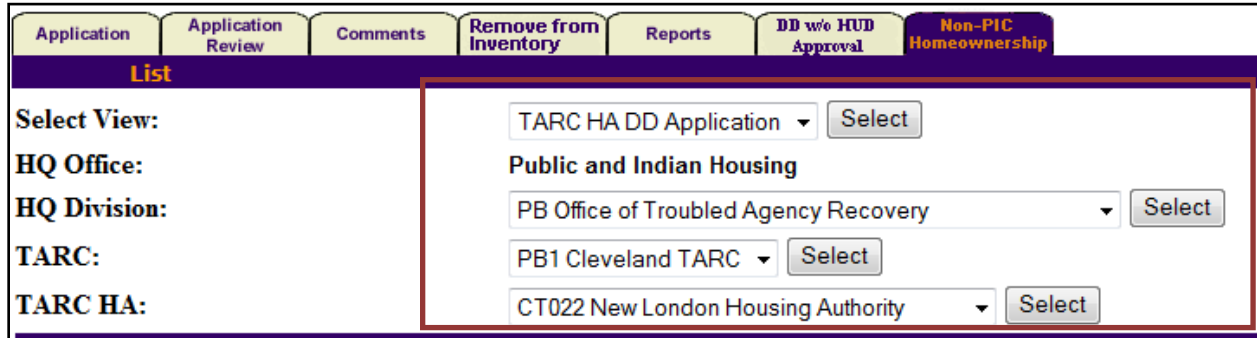


Figure 87: Troubled Agency Recovery Center application

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).

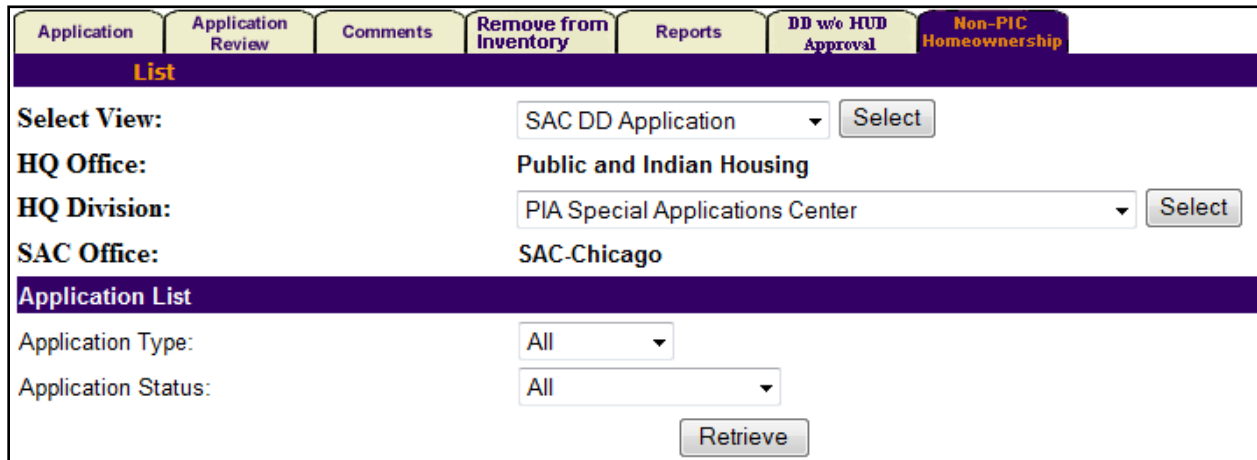


Figure 88: Special Applications Center

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).

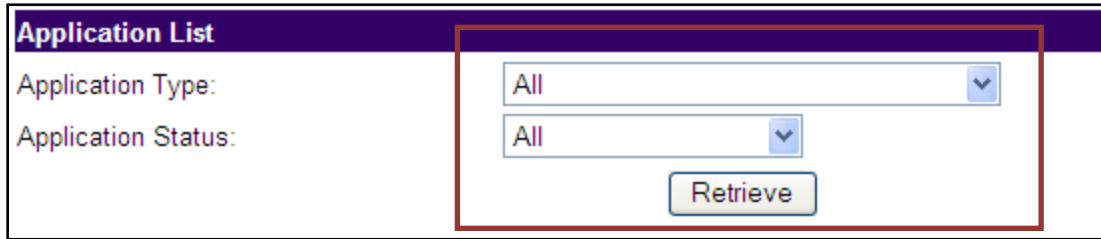


Figure 89: Application List

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.



List

Select View:

HQ Office:

HQ Division:

Hub:

Field Office:

Field Office HA:

Application List

Application Type:

Application Status:

Page No: 1 of 1 Page: 1

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
QDA0000184	01/09/2002	Disposition	SAC-Chicago	HQ Approved	04/03/2003
QDA0000781	06/11/2004	Disposition	SAC-Chicago	HQ Approved	05/10/2004
QDA0001783	01/17/2006	Demolition	SAC-Chicago	HQ Approved	12/13/2005
QDA0002705	07/08/2004	HOPE VI Revitalization	SAC-Chicago	HQ Approved	07/06/2007
QDA0003303	10/09/2008	Demolition	SAC-Chicago	HQ Approved	08/06/2008
QDA0003312	08/13/2008	Dispo Subpart F	SAC-Chicago	HQ Approved	08/13/2008
IBSAI00110		HOPE VI Revitalization	SAC-Chicago	HQ Approved	10/18/2000
IBSAI00111		Demolition/Disposition	SAC-Chicago	HQ Approved	02/21/2002
IBSAI00112		Demolition	SAC-CHICAGO	HQ Approved	04/06/1995
IBSAI00113		Demolition	SAC-CHICAGO	HQ Approved	05/10/1996
IBSAI00114		Demolition	SAC-CHICAGO	HQ Approved	09/13/1996
IBSAI00115		Demolition	SAC-CHICAGO	HQ Approved	03/02/1998

Figure 90: New 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.

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List						
HQ Division:	Public and Indian Housing					
HQ Office:	PO Field Operations					
Hub:	3HBLT Baltimore Hub					
Field Office:	3GPH WASHINGTON, DC PROGRAM CENTER					
Field Office HA:	DC001 D.C Housing Authority					
Demolition / Disposition Create Application						
Please, navigate to the SAC DD Application view and select a SAC Office to process this application.						
Housing Authority:	DC001 D.C Housing Authority					
SAC Processing Office:	SAC-Chicago					
HA Submission Date:	<input type="text"/> * MM/DD/YYYY					
Processor Received Date:	<input type="text"/> * MM/DD/YYYY					
Application Type:	Section 24 ▾ *					
Executive Director's Name:	Todman, Adrienne ▾ *					
Primary Contact's Name:	Congo, Richard ▾ *					
Total Number of Units to be Proposed:	<input type="text"/> 0 *					
					Cancel	Create

These applications must have properties which are not in PIC inventory.

Figure 91: Create Demolition/Disposition application

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 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.

1.2.7.1.1.1 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).

Section 1: General Information			
		OMB Approval No. 2577-0075 (exp. 07/31/2008)	
<small>Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</small>			
<small>This information is required to request permission to demolish or sell all or portion of a development (i.e., dwelling units, non-dwelling property or vacant land) owned and operated by a Housing Authority. The information requested in the application is based on requirements of Section 18 of the United States Housing Act of 1937, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HAs to demolish or sell all or a portion of a public housing development. Responses to the collection of information are statutory and regulatory to obtain a benefit. Approval of this application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.</small>			
1. Housing Authority:	AK001 AHFC	2. Date of Application:	05/03/2004 * MM/DD/YYYY
3. Address:	4300 BONIFACE PARKWAY		
City/Locality:	ANCHORAGE		
State:	Alaska	Zip Code:	99504-4387
4. Phone No:	(907) 330 - 8432	Ext.	Fax No: (907) 338 - 1683
Email Address:	hf.pz.vgzgh.xusz@vpiftq		
5. Executive Director's Name:	Fauske Daniel R. ▼		
Phone No:	(907) 330 - 8452	Ext.	Fax No: (907) 338 - 9218
Email Address:	dfauske@ahfc.state.ak.us		
6. Primary Contact's Name:	Ayers Susan ▼		
Phone No:	(907) 330 - 8423	Ext.	Fax No: (907) 338 - 1683
Email Address:	sayers@ahfc.state.ak.us		
If you have access to the Housing Authority Submodule, the above information may be updated by clicking on the Housing Authority side navigation link or by clicking on the above Housing Authority Code and Name link.			
* Designates a required field.			
		Cancel	Save

Figure 92: Section 1

1.2.7.1.1.2 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 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.

Section 2: Long-Term Possible Impact of Proposed Action

Enter the total number of units proposed for removal

1. Performance Funding Subsidy (PFS)

In FY , this HA received \$ per unit in PFS funds.
 The HA realizes that after this activity takes place, PFS will decrease by \$ **296.69** / year.

2. Capital Fund Program

In FY , this HA received \$ per unit in Capital funds.
 The HA realizes that after this activity takes place, Capital funding will decrease by \$ **179.98** / year.

Figure 93: Section 2

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).

HQ Office:	Public and Indian Housing		
HQ Division:	PO Field Operations		
Hub:	3HBLT Baltimore Hub		
Field Office:	3BPH BALTIMORE HUB OFFICE		
Field Office HA:	MD002 Baltimore City Housing Authority		
Application:	DDA0003687		
Application Status			
Application Type:	DeMinimis	Processor:	SAC-Chicago
Application Status:	Submitted	Status Date:	04/08/2010
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation			
1. Board Resolution Number	2. Date of Board Resolution		
<input type="text"/>	<input type="text"/> MM/DD/YYYY		
3. Who is conducting the environmental review?			
<input type="radio"/> Field Office under 24 CFR Part 50 <input type="radio"/> Responsible Entity under 24 CFR Part 58			
4. Give the date the HA contacted the HUD Field Office to initiate the environmental review for all the developments in the application.			
<input type="text"/> MM/DD/YYYY			
5. If the environmental review is to be performed by a responsible entity, name the entity.			
<input type="text"/>			
6. Letter of Acknowledgement from Local Government Official is dated <input type="text"/> MM/DD/YYYY			
Attach a copy of the Letter of Acknowledgement and reference it as Section 3, line 6.			
Section 7: Resident Consultation	Not Required	Not Started	
Section 8: Offer of Sale	Not Required	Not Started	
Section 9: Certification of Compliance	Required	Not Started	

Figure 94: Section 3

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
- 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.

HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HBLT Baltimore Hub					
Field Office:	3GPH WASHINGTON, DC PROGRAM CENTER					
Field Office HA:	DC001 D.C Housing Authority					
Application:	DDA0002206					
Application Status						
Application Type:	Disposition	Processor:	SAC-Chicago			
		Reviewer:	Surendra R Patel			
Application Status:	HQ Approved	Status Date:	08/22/2006			
Upload Inventory Removal Application Supporting Documentation						
Attachment Type:	<input type="text" value="[Please Select]"/>					
Enter Description:	<input type="text"/>					
Attach File:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Attach"/>			
Application Attachments						
Section ▲	Description	Date - Time	Owner Name	Download	Delete	
Section 3, Line 2 : Board Resolution	Board Resolution	08/22/2006-11:25:14	vxroz overi	Download	Delete	
Section 3, Line 6 : Letter of Acknowledgement from Local Government Official	Local Gov't Letter	08/22/2006-11:30:18	vxroz overi	Download	Delete	
Development Attachments						
Section ▲	Development	Description	Date - Time	Owner Name	Download	Delete
Section 5, Line 11 : Net Proceeds	WADE APARTMENTS	Net Proceeds	08/23/2006-10:43:02	vxroz overi	Download	Delete
Section 5, Line 13 :	WADE	Timetable	08/23/2006-	vxroz	Download	Delete

Figure 95: The Application Supporting Documents page

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	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
ListForm HUD-52860Supporting DocumentsApplication MilestonesAssign UnitsAssign Action DatesFO Approval						
HQ Division:	Public and Indian Housing					
HQ Office:	PO Field Operations					
Hub:	3HPIT Pittsburgh Hub					
Field Office:	3EPH PITTSBURGH HUB OFFICE					
Field Office HA:	PA001 Pittsburgh HA					
Application:	DDA0003827					
Application Status						
Application Type:	Section 24		Processor:	SAC-Chicago		
Application Status:	Submitted		Status Date:	05/06/2010		
Modify Application Type						
Demolition / Disposition Application Summary						
Modify Application Dates						
1. SAC Submission Date:	01/01/2005		2. SAC Application Received Date:	01/01/2005		
3. SAC Staff Completed:			4. HQ Approved Date (Application):			
5. FO Approved Date (RMI):						

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).



Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
List Form HUD-52860 Supporting Documents Application Milestones Assign Units Assign Action Dates FO Approval						
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	10HSEA Seattle Hub					
Field Office:	0CPH ALASKA COMMUNITY SERVICE CENTER					
Field Office HA:	AK001 AHFC					
Application:	DDA0003690					
Application Status						
Application Type:	Section 24		Processor:	SAC-Chicago		
Application Status:	Submitted		Status Date:	04/08/2010		
Non PHA Unit List Non PHA Unit Details						
PHA Code	AK001					
Address Line 1	<input type="text"/>					
Address Line 2	<input type="text"/>					
City	<input type="text"/>					
County	<input type="text"/>					
State	Alaska					
Zip Code	<input type="text"/> - <input type="text"/>					
Bedroom Count	<input type="text"/>					
<input type="button" value="Reset"/> <input type="button" value="Save"/>						

Figure 97: Assign Units

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.

HQ Office:	Public and Indian Housing			
HQ Division:	PIA Special Applications Center			
SAC Office:	SAC-Chicago			
Housing Authority:	WI002 MILWAUKEE HA			
Application:	DDA0003055			
Developments	WI002000016			
Application Status				
Participant:	WI002 MILWAUKEE HA		Processor:	SAC-Chicago
Application Type:	Section 5(h)		Reviewer:	
Application Status:	Approved		Status Date:	02/25/2008
Assign Action Dates				
Units 1 to 2 of 2				
Building Number	Building Entrance Number	Unit Number	Unit Transaction Type	Action Dates
SS745 ~	1	690745	Actual Section 5(h)	03/10/2006
SS770 ~	1	690770	Actual Section 5(h)	05/16/2006
 Note: 1. It is mandatory to Save the record if changes are made before traversing through the pages. Note: 2. ~ indicates that the building/unit are not vacant				

Figure 98: Assign Action Dates



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).

Application	Application Review	Comments	Remove from Inventory	Reports	DD w/o HUD Approval	Non-PIC Homeownership
ListForm HUD-52860Supporting DocumentsApplication MilestonesAssign UnitsAssign Action DatesFO Approval						
HQ Division:	Public and Indian Housing					
HQ Office:	PO Field Operations					
Hub:	3HPIT Pittsburgh Hub					
Field Office:	3EPH PITTSBURGH HUB OFFICE					
Field Office HA:	PA001 Pittsburgh HA					
Application:	DDA0003827					
Application Status						
Application Type:	Section 24	Processor:	SAC-Chicago			
Application Status:	Submitted	Status Date:	05/06/2010			
Transaction Status Search						
Transaction Status:	<input type="text" value="All"/>		<input type="button" value="Retrieve"/>			
FO Unit Approval						

The Units can be FO Approved only if the HQ Approved Date has been saved.

Figure 99: Field Office Approval