



HOUSING AUTHORITY 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 List

Application Type: All [Create Application](#)

Application Status: All [Retrieve](#)

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000344	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000609	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0002344	04/03/2006	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0003135	05/08/2008	Disposition	SAC-Chicago	HQ Approved	04/23/2008
DDA0003696		Demolition	SAC-Chicago	Draft	07/10/2009
IBSOH00210		Disposition	SAC-Chicago	HQ Approved	08/23/2001
IBSOH00211		Section 5(h)	SAC-Chicago	HQ Approved	06/12/1997
IBSOH00212		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
IBSOH00213		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
IBSOH00214		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
IBSOH00215		Demolition	SAC-CHICAGO	HQ Approved	01/29/1999

Figure 1: Application Tab

There are four other pages under the **Application** 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
- **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 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 **Select View** drop-down allows HA user to select only FO HA DD Application:

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).

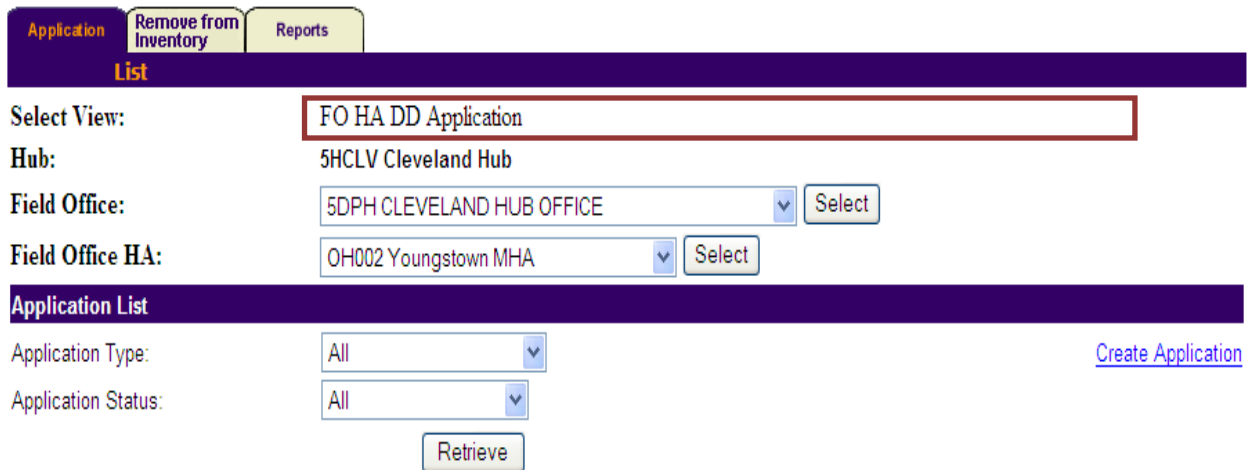


Figure 3: Field Office

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.

Additionally, all of the described above layout has two filter fields, **Application Type** and **Application Status** located in the **Application List** section of the screen (see Figure 4).

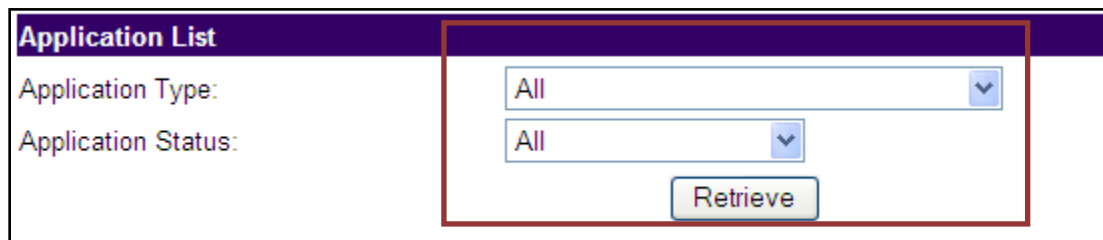


Figure 4: Application List

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 **Create Application** link (see Figure 5). 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 Remove from Inventory Reports

List

Select View: FO HA DD Application

Hub: 5HCLV Cleveland Hub

Field Office: 5DPH CLEVELAND HUB OFFICE Select

Field Office HA: OH002 Youngstown MHA Select

Application List

Application Type: All

Application Status: All

Retrieve

Create Application

Page No: 1 of 1

Page: 1

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000344	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000609	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0002344	04/03/2006	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0003135	05/08/2008	Disposition	SAC-Chicago	HQ Approved	04/23/2008
DDA0003696		Demolition	SAC-Chicago	Draft	07/10/2009
IBSOH00210		Disposition	SAC-Chicago	HQ Approved	08/23/2001
IBSOH00211		Section 5(h)	SAC-Chicago	HQ Approved	06/12/1997
IBSOH00212		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
IBSOH00213		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
IBSOH00214		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
IBSOH00215		Demolition	SAC-CHICAGO	HQ Approved	01/29/1999

Page No: 1 of 1

Page: 1

Figure 5: New Application

The **Create Application** link enables the user to create an application. When the user clicks the **Create Application** link, the system displays the following page (see Figure 6). The first section of the **List** sub tab displays the controls that allow the user to select the desired entity. The **Primary Contact** and **Executive Director** lists allow 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

Remove from Inventory

Reports

List

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

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

Application Type:

DeMinimis

Executive Director's Name:

Kelly, Michael

Primary Contact's Name:

Kelly, Michael

* Designates a required field.

Cancel

Create

Figure 6: Create Demolition/Disposition application

If the user clicks **Create**, the application process will continue and the following screen will be displayed (see Figure 7). 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	Remove from Inventory	Reports		
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:	DDA0000174			
Demolition / Disposition Application				
Application Type:	Demolition	Processor:	SAC-Chicago	
Application Status:	HQ Approved	Status Date:	03/21/2003	

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Modified	03/21/2003
Section 2: Long-Term Possible Impact of Proposed Action	Required	Modified	03/21/2003
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation	Required	Modified	03/21/2003
Section 4: Description of Property 24 CFR Part 970.8 AK001000199 PACIFIC TERRACE	Required	Modified	04/13/2008
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9 AK001000199 PACIFIC TERRACE	Required	Modified	04/13/2008
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7 AK001000199 PACIFIC TERRACE	Required	Modified	04/13/2008
Section 7: Relocation 24 CFR Part 970.8 AK001000199 PACIFIC TERRACE	Required	Modified	04/13/2008
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8 AK001000199 PACIFIC TERRACE	Required	Modified	04/13/2008
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13 AK001000199 PACIFIC TERRACE	Not Required	Modified	04/13/2008

Figure 7: 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 7).

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 8).

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.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.			
<div>Cancel Save</div>			

Figure 8: 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 9), 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 9: 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 10).

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 10: Section 3

1.2.1.1.1.4 Section 4: Description of Property

The **Description of Property** gives the user an overview of the property and its features. The section contains eleven options (see Figure 11). 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 11: 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.

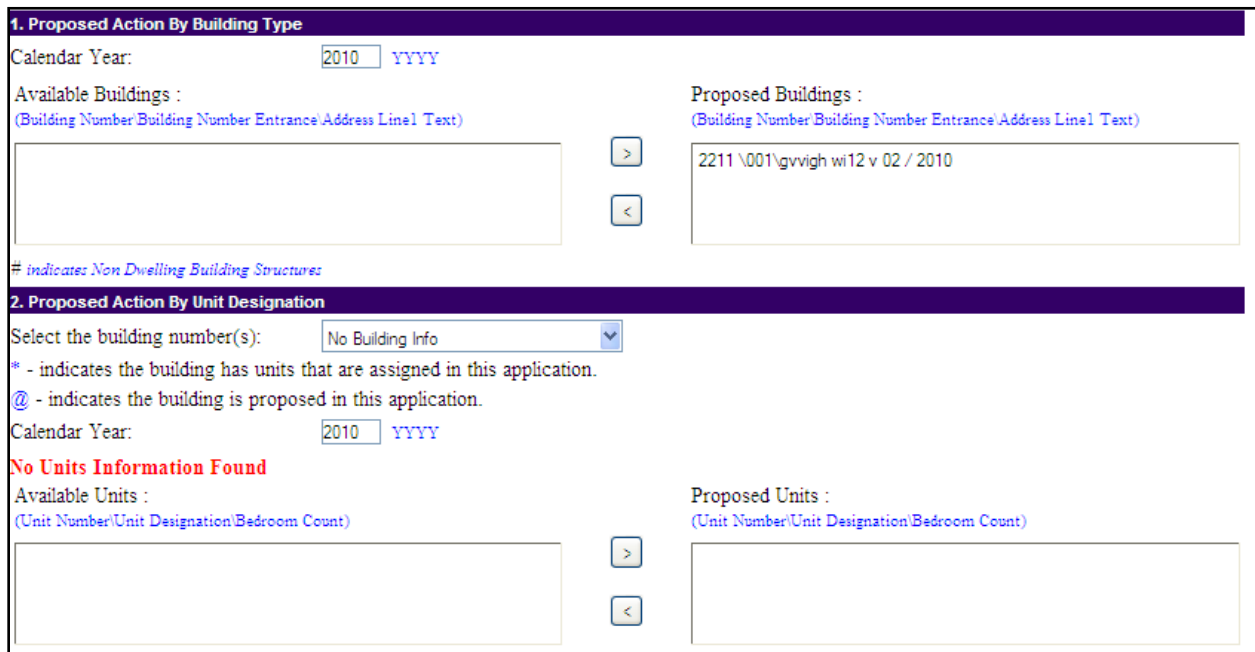
Applications in which all of the units at a building entrance are being proposed for removal are handled differently from those in which a portion of the units are being proposed. In the latter circumstance, line item 2 is used to select the buildings and units, otherwise line item 1 can be used. Line 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, 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 IMS application interface for Section 5 line items 1 and 2. The interface 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\grrvigh wi12 v 02 / 2010".
- Navigation:** Two buttons, ">" and "<", are located between the Available and Proposed Buildings fields.
- Legend:** A note below the fields states "# indicates Non Dwelling Building Structures".

Section 2: Proposed Action By Unit Designation

- Select the building number(s):** A dropdown menu showing "No Building Info".
- Legend:**
 - "# - 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:** A red text label.
- 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:** Two buttons, ">" and "<", are located between the Available and Proposed Units fields.

Figure 12: Section 5 line items 1-2

Line item 3 **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 13: Section 5 line items 3-9

In order to complete line items 10 and 11 of Section 5 (see Figure 14), 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"/>	
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: 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 14: 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 6 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. <i>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).</i> 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. <i>If any units are listed as occupied in 1(a), complete questions 2-8</i>			
2. How many individuals will be affected by this action? <input type="text"/>			
3. How will counseling and advisory services be provided? <i>Attach a narrative explaining and reference it as Section 6, line 3.</i> Attach Document			
4. What housing resources are expected to be used for relocation? <input type="checkbox"/> Other Public Housing <input type="checkbox"/> Section 8 <input type="checkbox"/> Other <i>Attach a narrative explaining and reference it as Section 6, line 4.</i> 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? <input type="checkbox"/> Operating Funds for FY: <input type="text"/> YYYY <input type="checkbox"/> Capital Fund for FY: <input type="text"/> YYYY <input type="checkbox"/> Other <i>If Other, provide an attachment explaining and reference it as Section 6, line 8.</i> Attach Document			

Figure 15: 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	<input type="text"/> (if none, state none)
<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>	
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	<input type="text"/> (if none, state none).
<i>Attach a narrative explaining the PHA's consultation with Resident Council (PHA jurisdiction-wide), and reference it as Section 7, line 3</i>	
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?	
<input type="radio"/> Yes <input type="radio"/> No	
<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>	
Attach Document	

Figure 16: 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 17: 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 18: 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 <u>and</u> 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>*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)</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>*Attach a narrative or documentation to justify how density reduction will result from the partial demolition and reference it as Section 18 Certification.</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>*Attach a narrative or documentation to justify the PHA's specific reason for disposition checked above and reference it as Section 18 Certification.</p>

Figure 19: Exhibit A

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 20: 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 21).

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. The HA user will be able to add developments until it is submitted.



Application	Remove from Inventory	Reports
List	Form HUD-52860	Supporting Documents
Quality Checklist		
Submission		
Hub:	5HCLV Cleveland Hub	
Field Office:	5DPH CLEVELAND HUB OFFICE	
Field Office HA:	OH002 Youngstown MHA	
Application:	IBSOH00213	
Demolition / Disposition Application		
Application Type:	Demolition	Processor: SAC-CHICAGO
Application Status:	HQ Approved	Status Date: 01/14/1997

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	12/05/2006
Section 2: Long-Term Possible Impact of Proposed Action	Required	Not Started	12/05/2006
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation	Required	Not Started	12/05/2006
Section 4: Description of Property 24 CFR Part 970.8 OH002003 hvnlsl plliy ovnnrp	Required	Modified	12/05/2006
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9 OH002003 hvnlsl plliy ovnnrp	Required	Modified	12/05/2006
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7 OH002003 hvnlsl plliy ovnnrp	Required	Modified	12/05/2006
Section 7: Relocation 24 CFR Part 970.8 OH002003 hvnlsl plliy ovnnrp	Required	Modified	12/05/2006
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8 OH002003 hvnlsl plliy ovnnrp	Required	Modified	12/05/2006
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13 OH002003 hvnlsl plliy ovnnrp	Not Required	Modified	12/05/2006

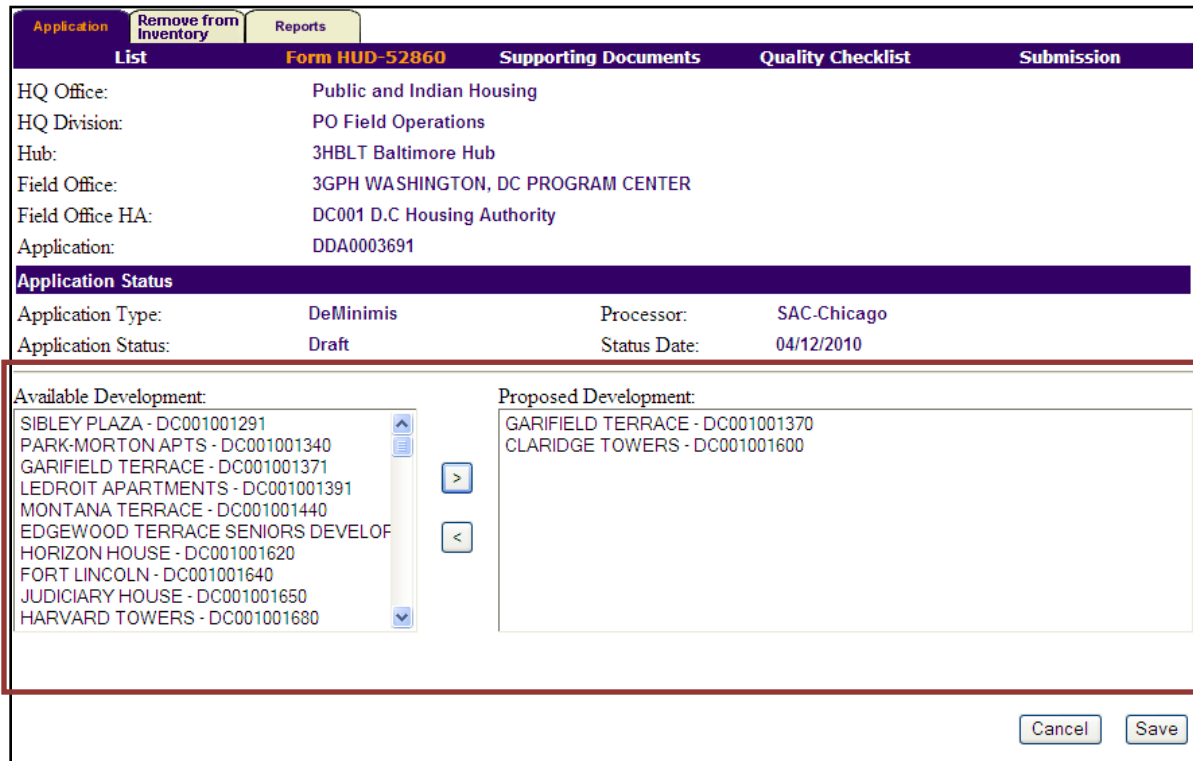
Figure 21: Application Index

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 22). 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	Remove from Inventory	Reports
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:	DDA0003691	
Application Status		
Application Type:	DeMinimis	Processor: SAC-Chicago
Application Status:	Draft	Status Date: 04/12/2010
<div> <div>Available Development:</div> <div> SIBLEY PLAZA - DC001001291 PARK-MORTON APTS - DC001001340 GARIFIELD TERRACE - DC001001371 LEDROIT APARTMENTS - DC001001391 MONTANA TERRACE - DC001001440 EDGEWOOD TERRACE SENIORS DEVELOP HORIZON HOUSE - DC001001620 FORT LINCOLN - DC001001640 JUDICIARY HOUSE - DC001001650 HARVARD TOWERS - DC001001680 </div> </div> <div> <div>Proposed Development:</div> <div> GARIFIELD TERRACE - DC001001370 CLARIDGE TOWERS - DC001001600 </div> </div>		
<div>Cancel</div> <div>Save</div>		

Figure 22: Add/Remove development

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	Remove from Inventory	Reports				
List	Form HUD-52860	Supporting Documents				
HQ Office:	Public and Indian Housing					
HQ Division:	PO Field Operations					
Hub:	3HBLT Baltimore Hub					
Field Office:	3BPH BALTIMORE HUB OFFICE					
Field Office HA:	MD001 Annapolis Housing Authority					
Application:	DDA0003243					
Application Status						
Application Type:	Demolition/Disposition	Processor: SAC-Chicago				
		Reviewer: Darnell Shareef				
Application Status:	HQ Approved	Status Date: 07/03/2008				
Upload Inventory Removal Application Supporting Documentation						
Application Attachments						
Section ▲	Description	Date - Time	Owner Name	Download	Delete	
Section 3, Line 2 : Board Resolution	Board Resolution CCT	07/15/2008-08:33:00	xriv mdliy	Download	-	
Attachment hook 01	Consultation with Local Government	07/15/2008-09:18:12	xriv mdliy	Download	-	
Attachment hook 02	Letter of Support from Local Government	07/15/2008-09:19:17	xriv mdliy	Download	-	
Attachment hook 03	Funding Cost of Demolition	07/15/2008-09:20:20	xriv mdliy	Download	-	
Attachment hook 04	Consultation with Residents	07/15/2008-09:22:07	xriv mdliy	Download	-	
Attachment hook 05	PHA Certification	07/15/2008-09:24:14	xriv mdliy	Download	-	
Development Attachments						
Section ▲	Development	Description	Date - Time	Owner Name	Download	Delete
Section 5, Line 11 : Net Proceeds	COLLEGE CREEK TERRACE	Use of Proceeds	07/14/2008-10:26:41	xriv mdliy	Download	-

Figure 23: 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 download the file to the local machine using the **Download** 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	Remove from Inventory	Reports
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:	3BPH BALTIMORE HUB OFFICE	
Field Office HA:	MD001 Annapolis Housing Authority	
Application:	DDA0003243	
Application Status		
Application Type:	Demolition/Disposition	Processor: SAC-Chicago
		Reviewer: Darnell Shareef
Application Status:	HQ Approved	Status Date: 07/03/2008
Application Dates		
HA Submission Date:		
Application Received Date:		
Demolition / Disposition Check List		
<i>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.</i>		
Development Number:	<input type="text" value="COLLEGE CREEK TERRACE - MD001000001"/>	
Line Item	Application/Development	
Section 3: Environmental Review - Review initiation date	Application	
Section 3: Local Government Consultation - Letter of acknowledgement from Local Government Official Date	Application	
Section5 Line5: Estimated Project Debt	Development	
Section5 Line8: Appraised Value	Development	
Section5 Line10: Estimate Net Proceeds - Fees amount	Development	
Section6: Demo justification - Density Reduction	Development	
Section6: Dispo justification - Change In Neighborhood	Development	
Section6: Dispo justification - One-for-One Replacement	Development	
Section6: Dispo justification - Non-Dwelling Structures and Land	Development	
Section7 Line7: Relocation -Funding Sources - Operating funds	Development	
Section9 Line2: Disposition Offer of Sale - Form Resident Organization	Development	

Figure 24: 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 25) 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 26) link allows the user to view information about the land such as *Total Acres of the Development*.

Get Help | Logoff | Return to Secure Systems

Application	Application Review	Comments	Remove from Inventory	Reports	BP via REAC Approval	Real PIC Homeownership	Form HUD-52860	Supporting Documents	Quality Checklist	Submodule	
HQ Office:							Public and Indian Housing				
HQ Division:							PO Field Operations				
Hub:							4HMS 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		
Application Status:							HQ Approved	Status Date:	06/01/2006		
Summary of Demolition and/or Disposition Activity											
View Land Information											
Development	0 Bdrm Units	1 Bdrm Units	2 Bdrm Units	3 Bdrm Units	4 & 4+ Units	Total Resid. Units	Total Non-Resid. Units	Resid. Bldgs.	Non-Resid. Bldgs.	Total Bldgs.	Acres Disposed
MS001000001	0	0	0	0	0	0	0	0	0	0	1.01
UIAYFJBIEHVMEVL	0	0	0	0	0	0	0	0	0	0	1.01
Totals:	0	0	0	0	0	0	0	0	0	0	1.01
Application Submission											

Figure 25: 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 26: View Land Information.

1.2.2 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 27) in the **Inventory Removals** sub module is where the process is performed.



Application

Remove from Inventory

Reports

Remove Bldg/Units

Select View: Development

Hub: 5HCLV Cleveland Hub

Field Office: 5DPH CLEVELAND HUB OFFICE Select

Field Office HA: OH002 Youngstown MHA Select

Development List

Application Type: All Processor: All

Retrieve

Records 1 to 5 of 5

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
OH002000100	WESTLAKE HOMES	100	100	0	1	0	1	18.63	0.00	18.63
OH002000600	YOUNGSTOWN MHA	13	8	5	0	0	0	0.00	0.00	0.00
OH002001	WESTLAKE HOMES	289	289	0	0	0	0	0.00	0.00	0.00
OH002003	KIMMEL BROOK HOMES	159	159	0	0	0	0	0.00	0.00	0.00
OH002014	SCATTERED SITES	2	2	0	0	0	0	0.00	0.00	0.00

Figure 27: 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)”

1.2.2.1 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 28) 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.

Remove Bldg/Units

Select View: Development Select

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations Select

Hub: 3HPIT Pittsburgh Hub Select

Field Office: 3EPH PITTSBURGH HUB OFFICE

Field Office HA: PA001 Pittsburgh HA Select

Development List

Application Type: All Processor: All

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 28: Remove from Inventory List



1.2.3 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 29). 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.

The screenshot displays the 'Reports' tab interface. At the top, there are three tabs: 'Application', 'Remove from Inventory', and 'Reports', with 'Reports' being the active tab. Below the tabs is a header bar with the title 'Reports'. Under this header, there are two dropdown menus: 'Report Type:' set to 'National' and 'Federal Fiscal Year:' set to 'All'. Below these are two main sections. The first section, 'Select Application Type', contains a grid of checkboxes for various application types: DeMinimis, Dispo Subpart F, Homeownership-NO LONGER USED, HOPE VI Revitalization, Mandatory Conversion, Section 32, Turn Key III, Demolition, Disposition, HOPE I, HOPE VI 5(h), Required Conversion, Section 5(h), Voluntary Conversion, Demolition/Disposition, Eminent Domain, HOPE III/5(h), HOPE VI/Nehemiah, Section 24, and Section 9. The second section, 'Select Report Level', contains two checkboxes: 'Detailed report of selected Application Types' and 'Summary Information'. At the bottom right of the form is a 'Generate Report' button.

Figure 29: 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. Using the **Federal Fiscal Year** list the user can select the desired report time frame, and click the **Generate Report** button.

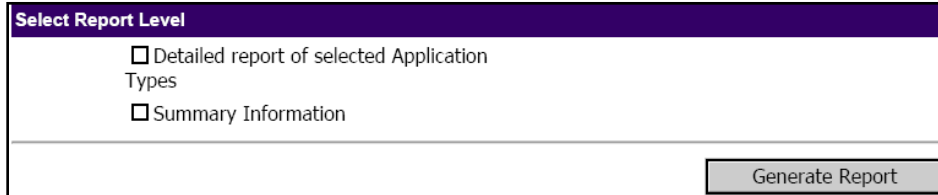



Figure 30: Selection of Application Types and Level of Detail.



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 313 is for Demolition and Demolition/Disposition.



Demolition and Disposition Field Office Activity Report


[Download in Excel](#)

[Print](#)

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

Figure 31: 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 32 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 32: 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 33). 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 33: 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 34).



Reports

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

Select View: Field Office HA Select

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations Select

Hub: 5HCLV Cleveland Hub Select

Field Office: 5CPH CINCINNATI COMMUNITY SERVICE CENTER Select

	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

Generate Report

Figure 34: Non PIC Home Ownership

Upon clicking on Generate Report button the following screen will be displayed (see Figure 35).



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 35: Non PIC Home Ownership

The report contains two options for further use of this data (see Figure 33). 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.