

Instructions for Submission of PIC Removal Application for Projects Approved for RAD

Background

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

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

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

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

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

The user will be creating a PIC “application” for the purposes of recording projects and units that are covered under a single CHAP under RAD. For projects with a CHAP award, users will only complete a limited number of fields in the PIC application, including:

- Selection of PIC Development(s)
- Selection of building/units
- Selection of acreage and non-dwelling buildings in Section 4 (If you haven’t put acreage into PIC prior to submitting the inventory removal application, PHA needs to research the dimensions of the acreage based on the legal description of the development and- work with PIC Coach to add the acreage into the system.)
- Attaching the CHAP
- Explanation of any discrepancy between the units identified in the PIC Removal Application and the units included in the CHAP. The PHA must attach a separate attachment titled “CHAP Unit Discrepancy” that provides an explanation why the number of units identified for PIC removal is greater than the number of units in the CHAP. This may be due to De Minimis reduction, merged units, non-dwelling units etc. See the attached template for use in cases of unit discrepancy.
- Attaching site map specifically indicating land area to be disposed as part of the RAD disposition.
- PHAs must submit one application for each CHAP HUD has issued. HUD will reset to draft any incomplete submissions.
- If PIC data is incorrect, contact your PIC coach to correct data prior to submitting PIC application.

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Step-By-Step Instructions

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

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

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

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3. Select from the drop-down lists:

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

Click “Create”

Get Help | Logoff / Return to Secure Systems

pic

Surendra Patel (H05382)
PIC Main
Housing Agency
Development
Inventory Removals
Logoff

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

HQ Office: Public and Indian Housing
 HQ Division: PO Field Operations
 Hub: 10HSEA Seattle Hub
 Field Office: 0APH SEATTLE HUB OFFICE
 Field Office HA: WA001 Seattle 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: WA001 Seattle Housing Authority
 SAC Processing Office: SAC-Chicago
 HA Submission Date: * MM/DD/YYYY
 Processor Received Date: * MM/DD/YYYY
 Application Type: RAD Conversion PBV
 Executive Director's Name: Lofton, Andrew J. *
 Primary Contact's Name: Ashkir, Aser *

* Designates a required field.

Cancel **Create**

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- Click on “Add/Remove Development”

[Add/Remove Development](#)

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

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

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The screenshot shows a web browser window displaying the HUD application system. The browser address bar shows the URL: <https://hudapps.hud.gov/pictest/demodispo/ddNewDevelopment.asp>. The page title is "Application New Development". The interface includes a navigation menu on the left with options like "PIC Main", "Housing Agency", "Development", "Inventory Removals", and "Logoff". The top navigation bar has sub-tabs: "Application", "Application Review", "Comments", "Remove from Inventory", "Reports", "BB w/ HUD Approval", and "Man-PIC Homeownership". The "Form HUD-52860" sub-tab is selected, showing application details for "Public and Indian Housing". The "Application Status" section shows "Application Type: RAD Conversion PBRA" and "Application Status: Submitted". The "Available Development" section lists several projects, and the "Proposed Development" section is empty. A red circle highlights the "Add" button in the "Available Development" section.

6. Four sub tabs will appear under the Application tab
 - Form HUD-52860 (Application Index)
 - Supporting documents
 - Quality Checklist
 - Submission

7. Under the Application sub tab (Form HUD 52860), the user will complete ONLY
 - Section 1 – General Information Section 5 – Description of Proposed Action by Project, including actual acreage to be disposed in the PIC application.

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

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

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1. Proposed Action By Building Type	
Calendar Year: <input type="text" value="2010"/> <input type="text" value="YYYY"/>	
Available Buildings : <small>(Building Number Building Number Entrance Address Line1 Text)</small>	Proposed Buildings : <small>(Building Number Building Number Entrance Address Line1 Text)</small>
<input type="text"/>	<input type="text" value="2211 \001\gvvigh wt12 v 02 / 2010"/>
<input type="button" value=">"/>	<input type="button" value="<"/>
<small># Indicates Non Dwelling Building Structures</small>	
2. Proposed Action By Unit Designation	
Select the building number(s): <input type="text" value="No Building Info"/>	
<small>* - indicates the building has units that are assigned in this application. @ - indicates the building is proposed in this application.</small>	
Calendar Year: <input type="text" value="2010"/> <input type="text" value="YYYY"/>	
No Units Information Found	
Available Units : <small>(Unit Number/Unit Designation/Bedroom Count)</small>	Proposed Units : <small>(Unit Number/Unit Designation/Bedroom Count)</small>
<input type="text"/>	<input type="text"/>
<input type="button" value=">"/>	<input type="button" value="<"/>
3. Proposed Action for Non Residential Inventory	
A. Acres included in Proposed Disposition	
Calendar Year : <input type="text"/> <input type="text" value="YYYY"/>	Number of Acres : <input type="text"/>
B. Buildings included in Proposed Disposition	
Calendar Year : <input type="text"/> <input type="text" value="YYYY"/>	Number of Non-Dwelling Buildings without PIC building numbers : <input type="text"/>

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



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

Repeat this step to attach the CHAP Unit Discrepancy document as well as a site map.

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

11. Submit the application.

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