

## **Instructions for Updating the PIH Information Center (PIC) for Projects Approved for RAD v032014**

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### **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
- Attaching the CHAP

**HUD will reject any incomplete submissions. The PIC Development selected in this application must match the PIC Development number included on the CHAP and the CHAP must be attached.**

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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.

Application Remove from Inventory Reports

Select View: FO HA DD Application

Hub: 5HCLV Cleveland Hub

Field Office: SDPH CLEVELAND HUB OFFICE [Select]

Field Office HA: OH002 Youngstown MHA [Select]

Application List

Application Type: All [Select]

Application Status: All [Select]

[Retrieve]

**Create Application**

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Application Number	Received Date	Application Type	Processor	Status	Status Date
DDA0000000	09/04/2003	Disposition	SAC-Chicago	HQ Approved	09/08/2003
DDA0000005	06/28/2004	Disposition	SAC-Chicago	HQ Approved	03/01/2004
DDA0000014	04/03/2004	Demolition/Disposition	SAC-Chicago	HQ Approved	11/20/2006
DDA0000125	05/03/2003	Disposition	SAC-Chicago	HQ Approved	04/23/2006
DDA0000136		Demolition	SAC-Chicago	Draft	07/10/2006
ISSCH00010		Disposition	SAC-Chicago	HQ Approved	08/23/2001
ISSCH00043		Section 504	SAC-Chicago	HQ Approved	08/12/1997
ISSCH00012		Demolition	SAC-CHICAGO	HQ Approved	09/18/1996
ISSCH00013		Demolition	SAC-CHICAGO	HQ Approved	01/14/1997
ISSCH00014		Disposition	SAC-CHICAGO	HQ Approved	01/02/1997
ISSCH00015		Demolition	SAC-CHICAGO	HQ Approved	01/25/1996

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3. Select from the drop-down lists:

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

Click "Create"

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 [Select]

Executive Director's Name: Kelly, Michael [Select]

Primary Contact's Name: Kelly, Michael [Select]

\* Designates a required field.

[Cancel] **Create**

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4. Click on “Add/Remove Development”

[Add/Remove Development](#)

Section	Section Type	Status	Status Date
<a href="#">Section 1: General Information</a>	Required	Not Started	09/06/2013
<a href="#">Section 2: Long-Term Possible Impact of Proposed Action</a>	Required	Not Started	09/06/2013
<a href="#">Section 3: Board Resolution, Environmental Review, and Local Government Consultation</a>	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

5. 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.

The screenshot shows the HUD Application New Development web interface. The browser address bar displays <https://hudapps.hud.gov/pictest/demodisps/ddNewDevelopment.asp>. The page title is "Application New Development". The interface includes a navigation menu with options like "Application Review", "Comments", "Remove from Inventory", "Reports", "BB with HUD Approval", and "Non-PIC Homeownership". The main content area displays application details for Form HUD-52860, including HQ Office, HQ Division, Hub, Field Office, Field Office HA, and Application information. The application type is "RAD Conversion PBRA" and the status is "Submitted". The processor is "SAC-Chicago" and the status date is "09/04/2013".

On the left side, there is a list of "Available Development" items. The selected item is "JASPER PARRISH PLACE - NY002000012". Below the list, there are two arrow buttons (right and left) and an "Add" button, which are circled in red. To the right of these buttons is a "Proposed Development" box. At the bottom right, there are "Cancel" and "Save" buttons.

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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

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.

The image shows three screenshots of the HUD-52860 application form. The first screenshot is titled "1. Proposed Action By Building Type" and includes fields for "Calendar Year" (set to 2010), "Available Buildings" (empty), and "Proposed Buildings" (containing "2211 \001'gvvigh w12 v 02 / 2010"). The second screenshot is titled "2. Proposed Action By Unit Designation" and includes a dropdown for "Select the building number(s)" (set to "No Building Info"), a "Calendar Year" field (set to 2010), and a "No Units Information Found" message. The third screenshot is titled "3. Proposed Action for Non Residential Inventory" and includes fields for "A. Acres included in Proposed Disposition" (with "Calendar Year" and "Number of Acres" sub-fields) and "B. Buildings included in Proposed Disposition" (with "Calendar Year" and "Number of Non-Dwelling Buildings without PIC building numbers" sub-fields).

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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 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]

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](#)