

Penns Grove Housing Authority
40 South Broad Street
Penns Grove, NJ 08069

Minutes of the Meeting March 1, 2023

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Margie Pollard. The motion was unanimously approved by all present.

ROLL CALL

Present: Karen Wright, Margie Pollard, Laverne Hill, Ignacia Washington, James K. Grace, Catherina Rutland and Carolina Valdez

Absent: Hersell Smith, Dorraine Robinson, and Jesus Lopez

APPROVAL OF MINUTES:

A motion to approve the regular minutes of the February 1, 2023 meeting was made by Ignacia Washington and seconded by Laverne Hill. The motion was unanimously approved by all present.

OLD BUSINESS

STATUS REPORT

Catherina went over the status report. She stated we currently have no vacant units at Penn Towers and two vacant units at Silver Run Park.

Catherina stated that in their packet was the monthly maintenance and unit report.

Catherina reported that we are processing two cases for eviction for multiple lease violations and no court date has been set.

Catherina stated to please let her know if the Board has any non-profit agencies that they would like us to highlight for our tenants.

Catherina reminded the Board of the following work session:

- Work Session Wednesday, March 22, 2023 at 5PM at Bridgeport Holiday Inn

Catherina stated that the back mailboxes for Silver Run have been delivered and should be installed next week.

Catherina informed the Board that the Penns Grove Fire Department held a meeting at Penn Towers on February 20, 2023 to go over fire procedures with our tenants. She stated that they have changed our fire procedures to a shelter in place system.

Catherina was pleased to report that the new washers and dryers on pedestals have been installed for our seniors at Penn Towers.

Catherina presented a copy of our grant application that we submitted to the Salem Health and Wellness Foundation for our basketball camp that they would like to run from August 7th to the 11th. There was some discussion on the matter.

Catherina reminded the Board about the following events planned:

1. Saturday, March 11th, 2023 Franklin Institute Field trip and dinner
2. Tuesday, March 14th, 2023 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
3. Friday, June 2, 2023 Daddy and Daughter Dance

Catherina was pleased to report that we are receiving Capital Funds for 2023 in the amount of \$399,818.00 which was an increase from last year of \$7505.00.

Catherina presented documentation for an emergency roof repair at Penn Towers that took place on February 25, 2023. There was some discussion on the matter.

Catherina requested vacation approval for Monday July 3, 2023 returning Monday July 17, 2023. A motion was made by Laverne Hill to approve Catherina's vacation request of Monday July 3, 2023 returning Monday July 17, 2023. The motion was seconded by Ignacia Washington and approved unanimously by all present.

STREAMLINE RAD APPLICATION

Catherina presented RAD Streamline Resolution 4-2023 with a draft application attached authorizing the submission of an application for streamlined voluntary conversion of 153 public housing units at the Penns Grove Housing Authority. There was some discussion on the matter. A motion was made by Laverne Hill to approve Resolution 4-2023 authorizing the submission of an application for streamlined voluntary conversion of all Penns Grove Housing Authority public housing units. The motion was seconded by Ignacia Washington and approved unanimously by all present.

Catherina stated she is working on obtaining approval letters for the Mayor and our annual plan from HUD as well as other documents needed for the RAD application.

INTERCOM SYSTEM PENN TOWERS

Catherina stated that they are waiting on the intercom system to be delivered. There was some discussion on the matter. She stated she will update the Board at the next meeting.

NEW BUSINESS

RFP RESULTS FOR A & E

An advertisement had been placed in the paper for proposals for Architect and Engineering Services for the March 1, 2023 to March 1, 2025. Catherina stated that two bids were received. Her recommendation was to appoint Lammey & Giorgio. She stated that Lammey & Giorgio costs were lower, geographic location closer and they had a wider array of HUD experience. A motion to appoint Lammey & Giorgio as the PGHA architect and engineering firm was made by Ignacia Washington and seconded by Laverne Hill. The motion was approved unanimously by all present.

RFP FOR BOILERS AT PENN TOWERS/RFP FOR ROOF REPLACEMENT

Catherina requested that we pass a motion to have Lammey & Giorgio begin working on the following projects: site surveys needed for RAD, boilers for Penn Towers, and a roof replacement for Penn Towers. There was some discussion on the matter. A motion to authorize Lammey & Giorgio to begin working on the following projects: site surveys needed for RAD, boilers for Penn Towers and a roof replacement for Penn Towers was made by Margie Pollard and seconded by Laverne Hill. The motion was unanimously approved by all present.

APPROVAL OF BILLS

A motion to approve the bills listed below was made by Laverne Hill and seconded by Ignacia Washington. The motion was unanimously approved by all present. General Fund checks 16735 thru 16769 and no MOD checks. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the February Board meeting.

PUBLIC PORTION

There was no public present.

ADJOURNMENT

A motion to adjourn the meeting was made by Laverne Hill and seconded by Margie Pollard. The motion was unanimously approved by all present.



PENNS GROVE HOUSING AUTHORITY RESOLUTION 4-23
AUTHORIZATION TO SUBMIT AN APPLICATION FOR STREAMLOINED VOLUNTARY CONVERSION FOR
153 PUBLIC HOUSING UNITS

WHEREAS, the Penns Grove Housing Authority (PGHA) has 153 units of public housing (Section 9) located at Penn Towers South and Silver Run Park; and

WHEREAS, the U.S. Department of Housing & Urban Development has initiated an Asset Repositioning Program for public housing that is called "Streamlined Voluntary Conversion" (SVC); and

WHEREAS, the SVC program provides for Housing Authorities with less than 250 units to convert their public housing units to Section 8; and

WHEREAS, the PGHA has included the proposed conversion in its Annual Plan and seeks to move forward with the SVC application since it will result in an efficient transition to Section 8 and provide the greatest financial benefit to the Housing Authority; and

WHEREAS, The PGHA has held several meetings with the residents at both properties to inform them of the conversion opportunities and their rights as residents; and

WHEREAS, The PGHA would like to move forward with the conversion process immediately in an effort to effectuate the Streamlined Voluntary Conversion prior to December 31st, 2023 which will allow the PGHA to convert its entire public housing portfolio to Section 8; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Penns Grove Housing Authority that the Housing Authority is authorized to move forward with submitting an application for Streamlined Voluntary Conversion for Penns Towers South and Silver Run Park; and

BE IT FURTHER RESOLVED that the Executive Director and Chairperson are authorized to execute all documents and to take actions necessary to process the Streamlined Voluntary Conversion.

PENNS GROVE HOUSING AUTHORITY

Karen C. Wright, Chairperson

ATTEST:

The foregoing resolution was duly adopted at a regular meeting of the PENNS GROVE HOUSING AUTHORITY on 3/1/23.

Catherina Rutland
Executive Director

**Inventory Removals
Application
HUD-52860**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

OMB Approval No. 2577-0075
(exp. 08/31/2023)

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

This general information is required to request HUD approval to remove public housing property (residential or non-residential) from public housing requirements, including use restrictions imposed under the Annual Contributions Contract (ACC) and the Declaration of Trust (DOT)/Declaration of Restrictive Covenants (DoRC). PHAs may request such HUD approval under the following laws: demolition and disposition (Section 18 of the 1937 Act and 24 CFR part 970); voluntary conversion (Section 22 of the 1937 Act and 24 CFR part 972); required conversion (Section 33 of the 1937 Act and 24 CFR part 972); homeownership (Section 33 of the 1937 Act and 24 CFR part 906); retentions under 2 CFR 200.311 (PIH Notice 2016-20 or subsequent notice); and eminent domain (PIH Notice 2012-8, or subsequent notice).

Note: This form requests general information only and PHAs are required to submit an additional addendum for the specific type of proposed removal. This form in addition to the applicable addendum are collectively known as the SAC application since these applications are processed by HUD's Special Applications Center (SAC). HUD will use this information to review PHA requests, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. The information requested does not lend itself to confidentiality. PHAs are required to submit this information electronically to HUD through the Inventory Removals Submodule of the Inventory Management System/PIH Information Center (IMS/PIC) system (or a later electronic system prescribed by HUD). IMS/PIC will assign each SAC application a "DDA" number.

This form does not apply to proposed removals (conversions) under HUD's Rental Assistance Demonstration (RAD) program; and the instructions for RAD application submissions via IMS/PIC is provided and governed by a separate OMB-approved HUD form.

Section 1: General Information

1. Date of Application:	2/3/23
2. Name of Public Housing Agency (PHA):	Penns Grove Housing Authority
3. PHA Identification Number:	NJ074
4. PHA Address:	45 S. Broad Street, #1/2, Penns Grove, NJ 08069
5. Contact Person Name at PHA:	Catherina Rutland
6. Contact Person Phone No.:	856 299-0101
7. Contact Person Email:	crutland@pennsgroveha.org
8. Is the PHA operating under any remedial order, compliance agreement, final judgment, consent decree, settlement agreement or other court order or agreement, including but not limited to those related to a fair housing or other civil rights finding of noncompliance? <i>If yes, attach a narrative description of explaining how the proposed removal is consistent with such order, agreement or other document</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Name of Local HUD Field Office	Newark, NJ
10. Name of Expeditor at Local HUD Field Office who assisted PHA with application	

Section 2: N/A

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

1. PHA Plan: Year of PHA Plan that includes the removal action and approval date:	Year: Approval Date:
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Attach evidence that the removal action is included in the approved PHA Plan and approval date

2. Board Resolution that approves the removal action; and PHA's submission of removal application to HUD:

Board Resolution Number:

Board Resolution Date:

Attach a copy of signed PHA Board Resolution

3. Environmental Review: Check the box for the entity that conducted the Environmental Review (ER):	<input type="checkbox"/> HUD under 24 CFR part 50 <input checked="" type="checkbox"/> Responsible Entity (RE) under 24 CFR part 58 Name of RE: Date ER was conducted:
Attach a copy of HUD's approval of the Environmental Review (i.e. HUD-7015.16). See instructions.	
4. Local Government Consultation: The PHA covers the following jurisdiction(s):	Penns Grove, New Jersey
5. Date(s) of letter(s) of support from (local) government officials:	
Attach copies of all letters of support from local government officials, along with a narrative description of the PHA's consultation (if applicable)	

Section 4: Description of Existing Development				
1. Name of Development:	Penn Towers & Silver Run Park			
2. Development Number:	NJ074-01			
3. Date of Full Availability (DOFA):	8/18/72			
4. Number of Residential Buildings:	13			
5. Number of Non-Residential Buildings:	0			
6. Date Constructed:	9/30/72			
7. Is the Development Scattered Site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
8. Number of Buildings (single family, duplexes, 3-plexes, 4-plexes, other):	13			
9. Number of Types of Structures (row houses, walk-up units, high-rise unit):	1 Highrise & 12 Walkups			
10. Total Acres in Development:				
11. Existing Unit Distribution	General Occupancy	Elderly/Disabled Designated Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 – Bedroom				
1 – Bedroom	8	83		91
2 – Bedrooms	24			24
3 – Bedrooms	26			26
4 - + Bedrooms	12			12
Total	70	83		153
Attach a description of the distribution of UFAS accessible units (bedroom size; unit type, e.g., mobility or sensory)				

Section 5: Description of Proposed Removal						
1. Type of Removal Action(s) (e.g., Demolition, Disposition, Disposition to allow for Public Housing Mixed-Finance Modernization, Demolition and Disposition, DeMinimis Exception under Demolition, Voluntary Conversion, Required Conversion, Homeownership, Eminent Domain, Retention under 2 CFR part 200)						
2. Proposed Action by Unit Type (e.g. bedroom size)						
Existing Unit Distribution	General Occupancy	Elderly/Disabled Designated Units	UFAS Mobility Units	UFAS Sensory Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 – Bedroom						
1 – Bedroom	8	83				91
2 – Bedrooms	24					24
3 – Bedrooms	26					26
4 - + Bedrooms	12					12
Total	70	83				153

3. Proposed Action by Building Type	Buildings to be Demolished Only	Buildings to be Disposed of Only
Residential Buildings	0	0
Non-Residential Buildings	0	0
Total Buildings	0	0
<i>If the removal action is for only a portion of property at a contiguous site, attach a site map</i>		
4. Total Acreage Proposed for Removal (if applicable)	N/A	
(a) Attach a description of the land (e.g. survey, copy of the legal description)		
(b) Attach a copy of the recorded Declaration of Trust (DOT)/Deed of Restrictive Covenant (DoRC)		
(c) If the removal action is for only a portion of property at a contiguous site, attach a site map.		
5. Estimated Value of the Proposed Property	\$	
(a) Was an independent appraisal conducted to determine the estimated Fair Market Value?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
(b) If yes, date of appraisal and name of appraiser:	Date:	Name:
(c) If not, describe other form of valuation used:	N/A	
<i>Attach an executive summary of the appraisal or other form of valuation</i>		
6. Timetable		
Activity		Estimated Number of Days After HUD Approval:
(a) Begin Relocation of Residents:	N/A <input type="checkbox"/> -if vacant or for non-dwelling building	
(b) Complete Relocation of Residents:	N/A <input type="checkbox"/> -if vacant or for non-dwelling building	
(c) Execute Contract for Removal		
(d) Removal of the property		

Section 6: Relocation	
1. Number of Units Proposed for Removal that are Occupied as of the Submission Date of this SAC application: (Note: These numbers are not editable and automatically populated when application is submitted)	0
2. Number of individual residents that the PHA estimates will be displaced by this removal action:	0
<i>Attach a summary of the number of individual residents estimated to be displaced by race and national origin and a summary of households estimated to be displaced by who have a member who is a person with a disability</i>	
3. Who will provide relocation counseling and advisory services to residents?	<input type="checkbox"/> PHA staff <input type="checkbox"/> Another Entity contracted by the PHA Describe:
<i>Attach a description of the relocation counseling and advisory services that the will be provided to residents who will be displaced by this action</i>	
4. What is the estimated costs of relocation and moving expenses (including advisory services)?	\$ N/A
5. What is the anticipated source of funds for relocation and moving expenses (including advisory services)?	<input type="checkbox"/> Capital Funds <input type="checkbox"/> Operating Funds <input type="checkbox"/> Funding Source Year: <input type="checkbox"/> Non-1937 Act Funds (describe:)
6. What comparable housing resources does the PHA expect to offer to displaced residents?	<input type="checkbox"/> Public Housing. If checked, number: <input type="checkbox"/> Section 8 HCV (existing resources. If checked, number: <input checked="" type="checkbox"/> Section 8 HCV (new award of TPVs) (see question #7). If checked, number: <input checked="" type="checkbox"/> PBV Unit. If checked, number: <input type="checkbox"/> Other (attach description). If checked, number:
<i>Attach a summary of the comparable housing resources that the PHA expects to offer to be displaced residents.</i>	

<p>7. Tenant Protection Vouchers (TPVs): If the PHA is eligible to receive TPVs in connection with the proposed removal action, how many TPVs is the PHA requesting?</p>	<p><input checked="" type="checkbox"/> Yes - Replacement TPVs. If checked, number:</p> <p><input type="checkbox"/> Yes - Relocation TPVs. If checked, number:</p> <p><input type="checkbox"/> No TPVs will be requested</p>
<p><i>Attach a brief explanation supporting the TPV request. See PIH Notice 2017-10 and PIH Notice 2018-04 (or any successor notices). If the PHA is a public housing only-PHA, the PHA must partner with a PHA that administers an HCV program.</i></p>	

<p>Section 7: Resident Consultation</p>	
<p>1. Will any residents be displaced or otherwise affected by the proposed removal action? If yes, date(s) PHA consulted with residents?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date(s):</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation (e.g., agenda, meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>2. Is there a Resident Council (at affected development)? If yes, name of Resident Council and dates PHA consulted it:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: Date(s): <input type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>3. Is there a Resident Council (PHA-wide jurisdiction)? If yes, name of Resident Council and dates PHA consulted it:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: Date(s): <input type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>4. Date(s) PHA consulted with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13)</p>	<p>Name of RAB: Date(s): <input checked="" type="checkbox"/> N/A to removal action</p>
<p><i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i></p>	
<p>5. Did the PHA receive any written comments from residents or resident groups/organizations during the consultation process?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><i>If yes, attach comments received, along with an evaluation by the PHA</i></p>	

<p>Section 8: N/A</p>

<p>Section 9: PHA Certification of Compliance</p>
<p><i>Acting on behalf of the Board of Commissioners of the PHA, as its Chairman, Executive Director, or other authorized PHA official, I approve the submission of this SAC Application known as DDA # _____ for removing public housing property from public housing use restriction, of which this document is a part, and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of this SAC application and the implementation thereof:</i></p>
<p>1. All information contained in this SAC application (including all supporting documentation, attachments and required form HUD-52860 addendums) is true and correct as of today's date.</p> <p>2. Resident demographic data in the IMS/PIC system is updated and current as of the date of the submission of this SAC application.</p> <p>3. The PHA will comply with all applicable fair housing and other civil rights requirements, including but not limited to HUD's general non-discrimination and equal opportunity requirements listed at 24 CFR 5.105(a), as well as the duty to affirmatively further fair housing (AFFH) related to this SAC application. AFFH includes ensuring that the proposed inventory removal development is not in conflict with fair housing goals and strategies in my agency's PHA or MTW Plan, and is consistent with my agency's obligation to AFFH, certification and supporting activities. The PHA conducted the submission requirements of this SAC application (including removal justification; resident consultation, etc.) in conformity with Title</p>

VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act of 1990, state or local accessibility requirements, and other applicable civil rights laws. If HUD approves this SAC application, the PHA will carry out and implement this removal action (including relocation, if applicable), in conformity with all applicable civil rights requirements. The requirements for AFFH can be found at 24 CFR §§ 5.150-5.152, 5.154, 5.156, 5.158, 5.160, 5.162, 5.164, 5.166, 5.168, and 5.169-5.180.

4. The removal action proposed in this SAC application does not violate any remedial civil rights order or agreements, conciliation agreements, voluntary compliance agreements, final judgments, consent decrees, settlement agreements or other court orders or agreements to which the PHA is a party. If the PHA is operating under such a document, it must indicate this by uploading a document to the SAC application that provides a citation to the document and explains how the proposed demolition or disposition is consistent with such document.
5. If the PHA is a non-qualified PHA under the Housing and Economic Recovery Act of 2008 (HERA), it has complied with the PHA Plan requirements regarding the proposed removal action at 24 CFR part 903 and the applicable statutory removal authority. For instance, if the removal action is a demolition or disposition, the PHA must describe the demolition or disposition in its PHA Plan or in a Significant Amendment to that PHA Plan and that description must be substantially identical to the description in the SAC application. If the PHA is a qualified PHA, the PHA certifies that it has discussed the removal action at a public hearing.
6. The PHA has conducted all applicable resident consultation and will conduct all relocation activities associated with this SAC application in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6) and with 49 CFR 24.5, and as applicable, the Americans with Disabilities Act of 1990. The PHA will take reasonable steps to ensure meaningful access to their programs and activities for persons who have limited ability to read, speak, or understand English – i.e., individuals who have limited English proficiency (LEP).
7. The PHA will comply with all applicable Federal statutory and regulatory requirements and other HUD requirements, including applicable PIH Notices, in carrying out the implementation this SAC application, as approved by HUD. The PHA specifically certifies that the property proposed for removal in this SAC application is in compliance with Declaration of Trust (DOT) or Declaration of Restrictive Covenants (DoRC) requirements.
8. The PHA will comply with the terms and conditions of any HUD approval that HUD may issue for this SAC application, including requirements applicable to future use, record-keeping and reporting; and will specifically retain records of the SAC application and its implementing actions of HUD's approval of this SAC application for a period of not less than 3 years following the last required action of HUD's approval. The PHA further certifies that it will make such records available for inspection by HUD, the General Accountability Office and the HUD Office of Inspector General. If the PHA wants to make any material changes from what it described in its SAC application and/or HUD's approval of the SAC application, it will request HUD approval for such changes, in accordance with applicable HUD guidance.
9. The PHA will not take any action to remove or otherwise operate the property proposed for removal outside of public housing requirements until it receives written approval of this SAC application from HUD.
10. If any units proposed for removal by this SAC application are subject to an Energy Performance Contracting (EPC), the PHA agrees to comply with additional instructions provided by HUD regarding the EPC and will not take any steps to implement this SAC application (if approved by HUD), without receiving confirmation from HUD that all applicable EPC requirements are satisfied.
11. If any units proposed for removal by this SAC application are subject to a Capital Fund Financing Plan (CFFP) or other Section 30 debt, the PHA agrees to comply with additional instructions provided by HUD regarding the CFFP or other Section 30 and will not take any steps to implement this application (if approved by HUD), without receiving confirmation from HUD that all applicable CFFP or other Section 30 requirements are satisfied.
12. If the PHA is in the process of removing all of its public housing units from its ACC low-rent inventory through this or other SAC applications and/or other pending removal actions, including the Rental Assistance Demonstration (RAD) program, the PHA agrees to comply with additional instructions provided by HUD regarding the close-out of its public housing portfolio.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Catherina Rutland
Official Title:	Executive Director
Signature:	
Date:	

Form HUD-52860 Instructions

Refer to SAC website at www.hud.gov/sac for more information

This form request general information from PHAs about proposed removal actions under the following laws: demolition and disposition (Section 18 of the 1937 Act and 24 CFR part 970); voluntary conversion (Section 22 of the 1937 Act and 24 CFR part 972); required conversion (Section 33 of the 1937 Act and 24 CFR part 972); homeownership (Section 32 of the 1937 Act and 24 CFR part 906); retentions (PIH Notice 2016-20 and 24 CFR 200.311); and eminent domain (PIH Notice 2012-8, or replacement notice). This form is the first part of a SAC application that must be submitted via the fields in the Inventory Removal Submodule of IMS/PIC (or replacement system).

PHAs must complete the sections of this form where there is no field in the IMS/PIC SAC application for the requested information. PHAs must then upload this form and other supporting documentation requested by this form to the IMS/PIC SAC application. PHAs must label that supporting documentation by section number of this form and/or by name (e.g. Resident Consultation). PHAs must complete and submit applicable addendums as indicated below as part of a SAC application. PHAs must refer to the applicable regulations, PIH notices and other program guidance noted above for detailed requirements on the submissions required for the specific removal action proposed in the SAC application at SAC web site.

Proposed Removal Action	Additional HUD Form Required
Section 18 Disposition and/or Demolition	HUD-52860-A
Section 18 Demolition Rehab Needs and Cost-Test	HUD-52860-B
Section 32 Homeownership	HUD-52860-C
Section 33 Required Conversion	HUD-52860-D
Section 22 Voluntary Conversion	HUD-52860-E
Eminent Domain	HUD-52860-F
Part 200 Retention	HUD-52860-G

NOTE: The removal of public housing units from the PHA's inventory through these actions will impact (decrease) the PHA's Operating and Capital Fund subsidy from HUD. See 24 CFR 990.190 and PIH Notice 2017-22 (or successor notice) for impacts on Operating Fund. Capital Funds for units will terminate at the time the units are removed from ACC via IMS/PIC. However, PHAs may be eligible for Demolition Disposition Transition Funding (DDTF) pursuant to 24 CFR 905.400(j).

Section 1: General Information

Some fields will automatically populate from IMS/PIC. If not, complete all fields.

Section 2: N/A

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

Refer to the regulation, PIH Notice or other HUD guidance document for guidance on these requirements for the specific removal action proposed, but generally the following apply:

PHA Plan: PHAs must include the removal action in their approved PHA plan for all SAC applications.

Board Resolution: PHAs must obtain a board resolution approving the removal action for all SAC applications. For demolitions and dispositions proposed under 24 CFR part 970, the board resolution must be dated after the date of resident and local government consultation.

Environmental Clearance: HUD will not process or approve a SAC application without evidence that the proposed removal action has received Environmental Clearance. This evidence will generally be a copy of a HUD signed Authority to Use Grant Funds (HUD-7015.16 form or subsequent form) for the proposed removal action (including future use, if known) to evidence an environmental review acceptable to HUD was completed under 24 CFR part 58. In some instances, evidence of Environmental Clearance may be a letter from the Responsibly Entity stating the activity was exempt or categorically excluded under 24 CFR part 58. The only exception to obtaining Environmental Clearance under 24 CFR part 58 is if HUD, in its sole discretion, decides to complete the environmental review itself under 24 CFR part 50. In this case, the applicable local HUD Office of Public Housing must have actually completed the environmental review and determined the action has Environmental Clearance before HUD will process or approve a SAC application.

Local Government Consultation: PHAs must consult with their local government officials and obtain a letter of support for all SAC applications (except for eminent domain and homeownership). For demolitions and dispositions proposed under 24 CFR part 970, PHAs must include a narrative description of its consultation with local government officials.

Sections 4-9 must be completed and submitted separately for each Development covered by this Application

Section 4: Description of Existing Development(s)

Most information should automatically populate from IMS/PIC information, except for Section 4, Line item 10 (Total Acres of the Development) which the PHA must complete. If line 10 is not completed or less than proposed for disposition under Section 5, PHA will not be able to fill in Section 5, line 4. The development number should be the HUD development number. All development numbers are at least 8 characters long (and may be up to 11 characters for AMP developments).

Section 5: Description of Proposed Removal

Unlike section 4, this information will not automatically populate. PHAs must complete the fields of this form where there is no field in the IMS/PIC SAC application for the requested information (i.e. UFAS information).

Removal Action Type: PHAs must select removal action type as the first step to creating the electronic SAC application in IMS/PIC.
Property description (Unit, Building, Acreage): PHAs identify the property by development number(s) and buildings by their IMS/PIC building PHAs provide the total acreage (refer to instructions for Section 4, line 10) and physical address of the property proposed for removal. If the removal action includes land (i.e., not just buildings), PHAs should attach a description of the land (e.g. survey, copy of the legal description), along with a copy of the DOT/DoRC that is recorded against the property, if available. If the proposed removal action (including demolition) is for only a portion of the property at a contiguous site, PHAs must attach a site map.

Estimated Value of Property: Attach an independent appraiser's appraisal summary or other valuation method.

Timetable: PHAs indicates the number of days after HUD approval of a SAC application that they estimate they will complete these activities.

Section 6: Relocation

PHAs complete this section for all proposed removal action where relocation will be required. PHAs may be required to complete additional relocation information in the applicable addendums (e.g. right of first refusal for homeownership applications; evidence of compliance with all applicable federal, state, and local laws for eminent domain actions).

For question #3, the summary of the type of counseling and advisory services should include a description of how the services will promote fair housing, including but not limited to how they will assist residents in obtaining housing in opportunity areas.

For question #6, the relocation summary should provide sufficient detail about the comparable housing that the PHA will offer to the displaced residents (i.e. based on available resources and resident preferences) Indicate how the PHA will identify and offer comparable housing to (a) displaced residents who have a family member who is a person with a disability; and (b) displaced residents who are not eligible for Section 8 HCV assistance (e.g. because they are over-income).

Note that a PHA's eligibility to receive TPVs is based on statutory Appropriations laws, and other HUD guidance, including but not limited to PIH Notice 2017-10 and PIH Notice 2018-04 (or any successor or replacement notices).

If the PHA is a public housing only-PHA and will partnering with a PHA that administers an HCV program for the TPVs, the partnering PHA must have jurisdictional authority and administrative capacity to administer the TPVs. PHAs should contact their local HUD Office of Public Housing for more information.

Section 7: Resident Consultation

Refer to the regulation, PIH Notice or other HUD guidance document for guidance on resident consultation for the specific removal action proposed.

Section 8: N/A

Section 9: PHA Certification of Compliance

The Executive Director, Board Chairperson, or other authorized agent of the PHA, should complete, sign and date the Certification and submit it (as a scanned PDF file) as part of its submission of the SAC application.

De Minimis Demolition

PHAs do not need HUD approval to demolish units under Section 18 de minimis authority. PHAs do need to submit information to HUD described at 970.7(a)(1), (2), (12), (13), and (15), which includes PHA plan, description of the property, board resolution, and environmental requirements. Thus, for purposes of de minimis demolitions, PHAs are submitting information and not a SAC application through this form.

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

(1) Cost Analysis:

Attach the results of the Cost Analysis in the form of the HUD-approved Excel Spreadsheet available on the HUD website at <https://apps.hud.gov/offices/pih/centers/sac/docs/costcomparison.xls>.

(2) Future Use: How does the PHA propose the public housing project will be used after conversion?

- ☐ Public Housing, including:
- ☒ Elderly
 - ☒ Family
 - ☐ Disabled
 - ☐ Mixed
- ☐ Other Assisted Housing, including:
- ☒ Project-Based Vouchers
- ☐ Rent-Controlled or Rent-Capped Housing
- ☐ LIHTC Housing
- ☐ Market-Rate Housing
- ☐ Other Housing:
- ☐ Other Non-Housing Purposes:

Attach a narrative of the planned future use of the project indicated above and the means and timetable for accomplishing any planned demolition, disposition, or redevelopment

(3) Complete the information requested below based on the appraisals/market analyses required by 24 CFR part 972 and any applicable HUD Notice on appraisals for voluntary conversions.

Market Valuation	Approach Used	Value
1. Current Value "As Is" Public Housing	<input type="checkbox"/> Income <input type="checkbox"/> Comparable Sale <input type="checkbox"/> Tax-Assessment <input type="checkbox"/> Cost Approach	\$N/A Less than 250 Units
2. Future Value "Post-Rehab" Public Housing	<input type="checkbox"/> Income <input type="checkbox"/> Comparable Sale <input type="checkbox"/> Tax-Assessment <input type="checkbox"/> Cost Approach	\$N/A Less than 250 Units

3. Current Value "As Is" (depends on proposed future use) Select One: <input type="checkbox"/> Other Assisted Housing <input type="checkbox"/> Rent-Controlled or Rent-Capped Housing <input type="checkbox"/> Market-Rate Housing <input type="checkbox"/> Other Housing	<input type="checkbox"/> Income <input type="checkbox"/> Comparable Sale <input type="checkbox"/> Tax-Assessment <input type="checkbox"/> Cost Approach	\$N/A Less than 250 Units
4. Future Value "Post-Rehab" (depends on proposed future use) Select One: <input type="checkbox"/> Other Assisted Housing <input type="checkbox"/> Rent-Controlled or Rent-Capped Housing <input type="checkbox"/> Market-Rate Housing <input type="checkbox"/> Other Housing	<input type="checkbox"/> Income <input type="checkbox"/> Comparable Sale <input type="checkbox"/> Tax-Assessment <input type="checkbox"/> Cost Approach	\$N/A Less than 250 Units
5. "Highest and Best Use" Value or "Market Value" (*Insert this value at Section 5(c) of the Cost Analysis Excel Spreadsheet as the "market value of property". Also insert this value whenever the "market value" of the property is requested in the calculation.)	<input type="checkbox"/> Income <input type="checkbox"/> Comparable Sale <input type="checkbox"/> Tax-Assessment <input type="checkbox"/> Cost Approach	\$N/A Less than 250 Units

(4) Attach the "Executive Summary" of the appraisal/market analyses used for Box #5 in the above reference chart

PHA Certification for Section 22 Voluntary Conversion Applications:

My PHA specifically authorized this conversion action in its annual PHA Plan or in a Significant Amendment to that Plan and HUD approved the Plan or Significant Amendment and otherwise complied with all applicable PHA Plan requirements described at 24 CFR part 972 for this conversion action. If my PHA is a Qualified PHAs under the Housing and Economic Recovery Act of 2008 (HERA), my PHA described the proposed conversion at its required annual public hearing (or a second public hearing if it is submitting this Application between its annual public hearings). If my PHA is a Moving to Work (MTW) entity, it has authorized and described this conversion action in its MTW Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Catherina Rutland
Title	>Executive Director
Signature	
Date	

Instructions: Voluntary Conversions Addendum Form HUD-52860-E

This information is required as a supplement to the HUD-52860 for all inventory removal actions that involve a Voluntary Conversion based on the requirements of Section 22 of the 1937 Act and 24 CFR part 972, Subpart B. HUD will use this information to determine whether, and under what circumstances, to permit PHAs to remove from their inventories all or a portion of a public housing project under this authority, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. All capitalized terms not defined in this form have the meanings of 24 CFR part 972, except all references to development in that regulation are referred to project in this form. The information requested does not lend itself to confidentiality.

PHAs applying for Section 22 Voluntary Conversion are required to complete this Addendum (HUD-52860-E) as part of their Inventory Removals Application (HUD-52860) and submit it (as an attachment) with their application.

PHA applying for Voluntary Conversion must fulfill two primary requirements:

- (1) Perform a conversion assessment in accordance with 24 CFR 972.218 - 24 CFR 972.224 ("Conversion Assessment"); and
- (2) Prepare a conversion plan in accordance with 24 CFR 972.227- 24 CFR.233 within one year of performing the Conversion Assessment ("Voluntary Conversion Plan"). Both the Conversion Assessment and Voluntary Conversion Plan must be approved by HUD as part of the PHA's Plan. HUD will not accept any application for Voluntary Conversion until the PHA has completed a Conversion Assessment and Voluntary Conversion Plan; and included them in its PHA Plan.

Item 1:

Voluntary Conversions are permitted only if they are cost-effective. The cost methodology that PHAs must use to compare the costs of continuing to operate a development as public housing for the remainder of its useful life to the cost of providing tenant-based Housing Choice Voucher Assistance to the residents of that development was published as a final rule on March 21, 2006 (Appendix to 24 CFR part 972) ("Conversion Calculation Rule"). In order to assist PHAs in completing the calculations and comparisons required by the Rule, a downloadable spreadsheet calculator is available on the HUD website. HUD will look for completed cost calculations in reviewing the PHA's cost comparison of providing tenant-based Housing Choice Voucher Assistance with the cost of operating the development as public housing. Note: The cost methodology for Required Conversion is different from that for Voluntary Conversion. When comparing the cost of tenant-based Housing Choice Voucher Assistance versus public housing, PHAs should consider, as essential, the length of the remaining useful life for the public housing development that may be a 20 or 30-year period. (Typically, a 40-year period is used when rehabilitation is performed equal to new construction. A 30-year period is used when a PHA plans a modernization effort that addresses all backlog needs, any redesign that is necessary to keep a property viable and cost-effective for an ongoing useful life in accordance with the useful life of the building and its systems.) PHAs must use this calculation tool (spreadsheet) to compute the PHAs information on the development's operating, modernization, and accrual costs, as well as information on voucher costs for Voluntary Conversion.

PHAs must have an appraisal performed for the "Highest and Best Use" (as a commercial or residential use) value or potential market value of the public housing development and whether any residual value may be

generated from the sale of the development or the land (after demolition). The information from this appraisal is required to complete the HUD Cost Analysis. Specifically, the value that must be inserted into Section 5(c) of the Cost Analysis Spreadsheet Calculator is the "Highest and Best Use" value or ("Market Value") (See applicable HUD Notice on appraisal guidelines for Voluntary Conversions).

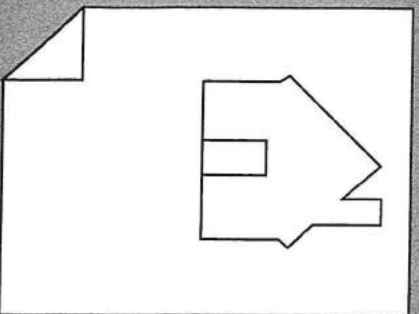
Item 2:

"Public Housing" means low-income housing, and all necessary appurtenances thereto, assisted under the 1937 Act, other than assistance under Section 8 of the 1937 Act. "Other Assisted Housing" is housing with some form of non-public housing subsidy provided for under the 1937 Act. "Rent-Controlled or Rent-Capped Housing" has no subsidy, but provides for a rental cap such as with property with rent controls consistent with state regulated Low Income Housing Tax Credits or other statutory or regulatory cap such as rent control. The income levels of tenants in such properties may be regulated or limited by state or local regulations. "Market Rate Housing" has no restrictions on rental rates, operating costs, profits, rental rate increases, or improvements that can be made to the property. "Other Housing" is housing that does not fall into the options above but may include other subsidized housing (e.g., state subsidized housing, rural development agency), or other sources. In the narrative describing the intended future use for the development, PHAs must provide details of their specific plans for the public housing development after conversion (e.g., whether the property will be demolished, disposed of for other housing, retained and utilized to house low-income residents, etc.). The narrative should provide credible evidence of the capacity and capability of the PHA and its partners, if applicable, to complete the proposed future use of the property, especially in case where the PHA sells its property for Fair Market Value (FMV) and receives significant sales proceeds, or a PHA leases or sells its property for less than FMV and collaborates with a joint venture partner to develop other types of low-income housing or housing for low-income families.

Items 3 and 4:

Refer to PIH Notice 2014-14 (or any replacement notice) for additional guidance.

Rental Assistance Demonstration (RAD) Program



Penns Grove Housing Authority

Presenters:

William F. Snyder & William Katchen
Execu-Tech, Inc.



What is RAD?

- It is the conversion from Section 9 Public Housing Assistance to Project Based Section 8 Assistance.
- You will be released from your Public Housing Annual Contributions Contract and the Declaration of Trust.
- You will have less administrative burden (HUD estimates about 15%).
- You will be relieved from the burdens imposed by REAC (PASS, FASS, MASS).
- RAD is an attempt to recapitalize public housing through private debt & equity.



Penns Grove Asset Repositioning options

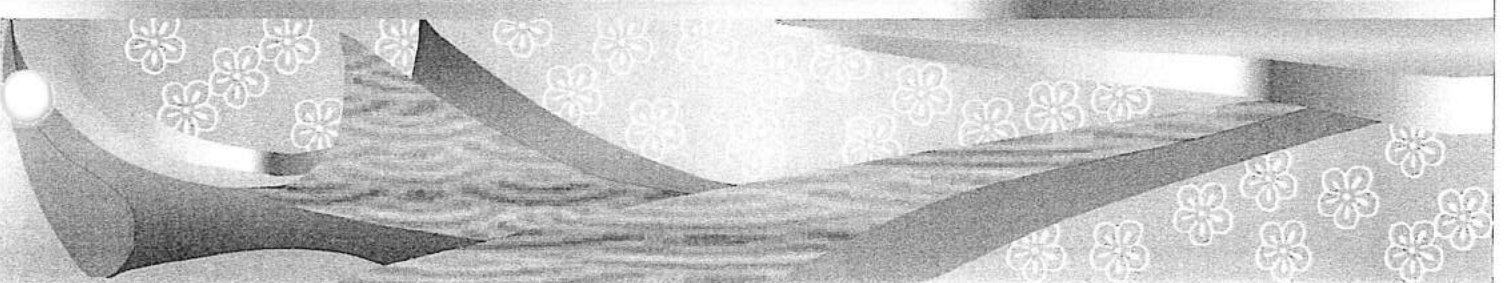
RAD/Section 18 Blend

- Converts the current Section 9 (Public Housing) to Section 8 Project Based Vouchers (PBV).
- 80% of the rents will be at the RAD rents and 20% can be at the Section 8 Payment standard. Most tenants will still pay the same amount of rent.
- Tenants will be issued Tenant Protection Vouchers that can be converted to Project Base Vouchers without their approval.
- The Blend would provide more cashflow than the RAD option. This would allow for more capital improvements than the RAD Program



Green Physical Condition Assessment-PCA

- The PCA is at the center of the conversion process.
- It provides the 20 year capital needs for the property.
- It is not the same as your Physical Needs Assessment-PNA.
- It is very important to the overall project financing.
- All PCA capital needs must be supported through the upfront financing and an annual deposit to a reserve for replacement (R&R) or a combination of both.
- If this cannot be accomplished, the project is not feasible!
- The PCA is not required for SVC.



Closing

Official Step in removing your project from the Public Housing Program

- You will be assigned a Closing Coordinator.
- Project moved from Section 9 to Section 8
- Placed under a Section 8 Housing Assistance Payments (HAP) contract with a RAD Use Agreement
- All financing is closed at this time
- Your are released from the Annual Contributions Contract and related Declaration of Trust
- Locate the DOC before closing!



Construction

- Will commence shortly after closing.



Nest Steps

- Decide which repositioning option to pursue
- Proceed with the Physical Condition Assessment (if required).
- Finalize a financial proforma to determine the potential rehabilitation amount.

**REMEMBER YOU CAN WITHDRAW FROM THE
PROCESS ANYTIME PRIOR TO CLOSING.**

