

The contents of this document, except when based on statutory or regulatory authority or law, does not have the force and effect of law and is not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

This checklist summarizes the submission requirements PRIOR to the **de minimis demolition** of public housing in accordance with Section 18(f) of the 1937 Act, 24 CFR part 970.27, and PIH Notice 2021-07. This checklist does not apply to other Section 18 demolitions proposed under PIH Notice 2021-07.

**The PHA must determine if it has the authority to demolish the proposed units (not more than the lesser of 5 dwelling units or 5 percent of the total public housing dwelling units and limited by the 5-year period, see 24 CFR 970.27(b) for how to count the units).** *Note: If demolition will occur after the proposed conveyance to an acquiring entity and no public housing funds will be used for the demolition, then submit a disposition only application.*

The basic De Minimis Demolition submission requires:

- Completion of IMS/PIC application screens (e.g., selecting buildings/units)
- HUD-52860, and required attachments as signed PDF uploaded
- Supporting documentation pursuant to 24 CFR part 970 and PIH Notice 2021-07, as summarized in this checklist.

**General Information.**

1. Date of application
2. PHA name & code
3. PHA contact
4. Local HUD Field Office (FO) of Public Housing and Expeditor

**Property Description.**

1. Units/buildings (PIC numbers)
2. Acreage
3. Description of land (e.g., survey, copy of the legal description, site map if for a portion of property on contiguous sites)
4. Recorded Declaration of Trust (DOT) or Declaration of Restrictive Covenant (DORC)
5. Personal Property (e.g., equipment, supplies, computer centers, furniture, and vehicles) that exclusively or primarily supports the project (do not include central office personal property). There is no specific field on the form HUD-52860 about personal property but attach a list.



<p>6. Description of UFAS-accessible unit distribution (at development and proposed for removal under S18) NOTE: PHAs report UFAS-accessible units for their entire Public Housing Portfolios in MicroStrategy. PHAs must ensure this information is current and complete. Incomplete UFAS-accessible data may delay FHEO review.</p>
<p><input type="checkbox"/> <b>PHA Plan.</b> The de minimis demolition must be included in a (HUD-approved) PHA Annual Plan or in a Significant Amendment to an Annual Plan. The description of the de minimis demolition in the Annual Plan must be identical to the description in the SAC application.</p>
<p><input type="checkbox"/> <b>Local Government Consultation.</b></p> <ol style="list-style-type: none"> <li>1. Name local jurisdiction(s)</li> <li>2. Mayor’s (or highest elected official) letter supporting the de minimis demo</li> <li>3. Narrative description of consultation with dates, meetings, issues raised</li> </ol>
<p><input type="checkbox"/> <b>Resident and Resident Group Consultation</b></p> <ol style="list-style-type: none"> <li>1. Resident. PHA develops de minimis demo application in consultation with residents to be displaced or otherwise affected. Provide date(s) and narrative of consultation process. Attach supporting documents (e.g., agenda, meeting notices; sign-in sheets; minutes, print-out of written or email consultation)</li> <li>2. Resident Council. If there is a Resident Council, provide name of council and date and narrative of consultation.</li> <li>3. Resident Advisory Board (RAB). Provide date and narrative of consultation.</li> <li>4. Attach copies of all written comments from residents or resident groups/organizations during the consultation</li> </ol>
<p><input type="checkbox"/> <b>Environmental Review (ER).</b> Completed under 24 CFR Part 50 or 58 identifying the demolition or disposition and any known future use. May include HUD-7015.16 to verify completion.</p>
<p><input type="checkbox"/> <b>Board Resolution.</b> Signed and dated AFTER the resident and local government consultation</p>
<p><input type="checkbox"/> <b>Timetable</b></p> <ol style="list-style-type: none"> <li>1. Begin and end relocations</li> <li>2. Execute demolition contract</li> <li>3. Remove property</li> </ol>
<p><input type="checkbox"/> <b>Relocation Plan</b></p> <ol style="list-style-type: none"> <li>1. Occupied Units (automatically populated in PIC) (no data entry required)</li> <li>2. Number of individual residents displaced (from public housing lease, even if no physical displacement)<sup>1</sup></li> <li>3. Name of agency providing relocation counseling services to residents (if different from PHA)</li> </ol>

<sup>1</sup> Form HUD-52860 requires PHAs to provide a summary of resident displacement by race/national origin and disability. HUD will review the data in the 50058 to confirm this information. Please ensure 50058 data is current.



- 4. Description of relocation counseling and advisory services
- 5. Estimated cost and anticipated funding source for resident moves (actual and reasonable) and other relocation expenses (including counseling)
- 6. If PHA does NOT administer an HCV Program, name of Section 8 HCV Administrating Agency (who agrees in writing) and approval from local HUD Office of Public Housing FO
- 7. Number of TPVs requested, narrative supporting TPV request and proposed use for relocation (how TPVs will be offered, i.e. tenant-based voucher with or without the option to lease on-site, project-based voucher—existing, or project-based voucher—new/rehabilitated after an AHAP and development period)
- 8. Comparable housing offered to displaced residents (check box on 52860). PHAs may offer more than one form of comparable housing. Consider family relocation preferences, households where a family member has a disability, and families not eligible for Section 8 HCV assistance (i.e. because over-income)

**PHAs may, but are not required to, submit a comprehensive written Relocation Plan. The Uniform Relocation Act (URA) does not apply. See 24 CFR 970.21**

**If applicable, Waiver for use of proceeds for repayment of outstanding debt**

Where the PHA is requesting a waiver of the requirement for the application of proceeds for repayment of outstanding debt, the PHA must request such a waiver in its application, along with a description of the proposed use of the proceeds.

**HUD-52860**

Submitted as PDF (including signed certifications)

**HUD-5837 (required only if de minimis demo will remove all remaining units from the PHA's ACC inventory/PIC count)**

Submitted as PDF (including signed certifications)

**Other PHA Considerations (no submissions required)**

- 1. Energy Performance Contract (EPC), Capital Fund Financing Program (CFFP), Repayment Agreement(s). If any obligation impacts the units, resolution is required before SAC approval.
- 2. Community Supportive Services (CSS) program. If property has an existing Resident Opportunities and Self Sufficiency (ROSS), Family Self Sufficiency (FSS), or Jobs Plus (JP) grant, review conversion impact to grant/families. For FSS or ROSS, contact PIH Field Office with questions. For JP, contact your Grant Manager with questions.