



Required Conversions Checklist

January 2023

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 is for the conversion of public housing units to tenant-based assistance under a **Required Conversion** in accordance with Section 33 of the 1937 Act, 24 CFR Part 972 Subpart A, and PIH Notice 2019-10. Before submitting your application work with an Expediter at your PIH Field Office to confirm submission compliance.

The basic Required Conversion application requires:

- Completion of IMS/PIC application screens (e.g., selecting buildings/units)
- HUD-52860, HUD-52860-D, and required attachments as signed PDF uploaded
- A description of the future use or HUD-H2860-D form item #2
- Completion of the Cost Comparison Spreadsheet
- Supporting documentation pursuant to 24 CFR 972 Subpart A and PIH Notice 2019-10, as summarized in this checklist.

<input type="checkbox"/> General Information. <ol style="list-style-type: none"> 1. Date of application 2. PHA name & code 3. PHA contact 4. Local HUD Field Office (FO) of Public Housing and Expeditor
<input type="checkbox"/> Property Description. 24 CFR 972.230 <ol style="list-style-type: none"> 1. Units/buildings (PIC numbers) 2. Acreage 3. Description of land along with a copy of the legal description 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.
<input type="checkbox"/> PHA Plan. 24 CFR 972.224(b) The conversion action must be specifically authorized in a (HUD-approved) PHA Annual Plan or in a Significant Amendment to an Annual Plan. The description of the Required Conversion in the Annual Plan must be identical to the description in the SAC application.
<input type="checkbox"/> Local Government Consultation. 24 CFR 972.224(b) <ol style="list-style-type: none"> 1. Name of local jurisdiction(s)

<p>2. Certification from the appropriate local officials that the Required Conversion Plan is consistent with the Consolidated Plan; or narrative description of consultation with dates, meetings, issues raised and PHA responses, and letter of support</p>
<p><input type="checkbox"/> Resident Participation. 24 CFR 972.227(c) Submit evidence of at least one meeting with residents of each site (including Resident Council, if any). Submit evidence of how invitations were made (e.g., USPS). Submit evidence that at the meeting, the PHA: (i) explained Required Conversion requirements (Section 33, 24 CFR Part 972, PIH Notice 2019-10); (ii) distributed draft Required Conversion plans and (iii) offers residents a reasonable comment period. Evidence may include sign-in sheets, agenda, notices, minutes. Submit summary of resident comments (if any) with PHA’s responses/actions taken</p>
<p><input type="checkbox"/> Future Use of Property Description. 24 CFR 972.230(a). Generally, one of the following:</p> <ol style="list-style-type: none"> Disposition (sale/ground lease) at fair market value (FMV). Indicate if public bid or negotiated sale. Include appraisal summary (dated within past year) and name of appraiser. Indicate anticipated amount and proposed use of proceeds (for purposes authorized under Section 18 of the 1937 Act and PIH Notice 2020-23). Disposition (sale/ground lease) at below FMV. Indicate planned future use (e.g., retention of units as rental housing for low-income families). Include appraisal or alternative form of valuation (e.g., tax assessor opinion). Indicate name and certification of good standing for acquiring entity. May include Transaction Table described in Appendix A. Retention. PHA retains title after release from Annual Contributions Contract (ACC)/Declaration of Trust (DOT). Indicate dollar amount of all funds (distinguishing between federal and non-federal) invested in the property (acquisition and maintenance). Include FMV appraisal summary (dated within past year) and name of appraiser. Indicate if requesting an exception to the compensation requirement of 200.311(c)(1). May include Transaction Table. <p>For all the above, if property remains rental housing after conversion, families may remain using tenant-based assistance.¹ For all the above, if demolition is proposed, describe if it occurs before or after DOT release, and source of funds. PHAs may propose different future uses for different properties/units. PHAs may propose staggered relocation timelines by submitting separate DDA PIC applications (e.g. to preserve Operating Subsidy in some units; stagger the families moving off-site with tenant-based assistance to not over-saturate the market).</p>
<p><input type="checkbox"/> Environmental Review (ER). 24 CFR 972.212(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"/> Board Resolution. 24 CFR 972.230 Approving Required Conversion Plan and dated after resident meeting, as Required Conversion Plan may change based on resident feedback.</p>
<p><input type="checkbox"/> Timetable. 24 CFR 972.230(g)(3) Estimated timeframes for:</p> <ol style="list-style-type: none"> Start date of relocation/conversion of families to tenant-based assistance (issuing Tenant Protection Vouchers (TPV)



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2. End date to complete relocation/conversion of families
3. Proposed date of DOT release (retention or disposition)

Include multiple timetables if sites/units will be converted, removed from IMS/PIC & released from DOT sequentially.

Relocation Plan. 24 CFR 972.230(g)(3)

1. Number of impacted households, by bedroom size, by number of accessible units
2. The relocation resources that will be necessary, including the number of Tenant Protection Vouchers (TPVs) that will be requested
3. A budget (and source of funds) for carrying out relocation activities, including a schedule for providing actual and reasonable expenses for families who will be relocated as a result of the conversion

Impact Analysis. 24 CFR 972.230(b)

Describe impacts of conversion in the neighborhood(s) where the units are located, include availability of affordable housing, concentration of poverty, other substantial impacts.

Additional Supporting Evidence (Optional) 24 CFR 972.224

Evidence of why Require Conversion Plan principally benefits the residents to be converted, the PHA, and the community (e.g. rental market analysis; narrative or data availability of landlord providing tenant-based assistance; resident access to schools, jobs, and transportation; voucher utilization).

Cost Comparison Spreadsheet Analysis.

Note: This cost methodology for required conversion is different than for the voluntary Conversion.

HUD-52860 and HUD-52860-D

Submitted as PDFs (including signed certifications)

HUD-5837 (Notification of Public Housing Closeout or Future Development)