

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 **Part 200 Retention** of public housing in accordance with 2 CFR part 200, and PIH Notice 2016-20.

To be eligible for a retention the public housing property is no longer used or was never used for public housing dwelling purposes.

The basic Part 200 Retention submission requires:

- Completion of IMS/PIC application screens (e.g., selecting buildings/units)
- HUD-52860, HUD-52860-G, and required attachments as signed PDF uploaded
- Supporting documentation pursuant to 2 CFR part 200 and PIH Notice 2016-20, as summarized in this checklist.

<p><input type="checkbox"/> <b>General Information.</b></p> <ol style="list-style-type: none"> <li>1. Date of application</li> <li>2. PHA name &amp; code</li> <li>3. PHA contact</li> <li>4. Local HUD Field Office (FO) of Public Housing and Expeditor</li> </ol>
<p><input type="checkbox"/> <b>Property Description.</b></p> <ol style="list-style-type: none"> <li>1. Non-dwelling Units/buildings (PIC numbers)*</li> <li>2. Acreage</li> <li>3. Description of land along with a copy of the legal description</li> <li>4. Recorded Declaration of Trust (DOT) or Declaration of Restrictive Covenant (DORC)</li> <li>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.</li> </ol> <p>*Dwelling Property is only eligible if the public housing dwelling units were once assisted under Section 9 of the 1937 Act and are now vacant and no longer receiving the benefit of any Section 9 assistance because the assistance at the property was converted to Section 8 assistance through RAD Transfer of Assistance authority.</p>
<p><input type="checkbox"/> <b>PHA Plan.</b></p> <p>The retention 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 Part 200 Retention in the Annual Plan must be identical to the description in the SAC application.</p>



<input type="checkbox"/> <b>Statement for Retention.</b> The PHA must provide a statement describing why the public housing real property is no longer needed.
<input type="checkbox"/> <b>Estimate FMV of Property.</b> An estimate of the FMV of the public housing real property proposed for retention, as established on the basis of at least one appraisal of the highest and best use value of the project (i.e. without public housing ACC and DOT/DORC use restrictions).
<input type="checkbox"/> <b>Local Government Consultation.</b> <ol style="list-style-type: none"> <li>1. Name local jurisdiction(s)</li> <li>2. Mayor’s (or highest elected official) letter supporting the retention action</li> <li>3. Narrative description of consultation with dates, meetings, issues raised</li> </ol>
<input type="checkbox"/> <b>Resident and Resident Group Consultation</b> <ol style="list-style-type: none"> <li>1. Resident. PHA develops retention application in consultation with residents to be affected by the action. 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>
<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.
<input type="checkbox"/> <b>Board Resolution.</b> Signed and dated AFTER the resident and local government consultation
<input type="checkbox"/> <b>Timetable</b> <ol style="list-style-type: none"> <li>1. Execute contract</li> <li>2. Remove property from public housing</li> </ol>
<input type="checkbox"/> <b>HUD-52860 and HUD-52860-G</b> Submitted as PDFs (including signed certifications)
<input type="checkbox"/> <b>Compensation to HUD.</b> A notice of intent that sets forth whether the PHA is planning on compensating HUD for its percentage of participation in the cost of the original purchase, or if the PHA is requesting an exception to the compensation requirement. In cases where the PHA is requesting an exception, a statement of the proposed future use of the public housing real property that complies with this notice.
<input type="checkbox"/> <b>Civil Rights Certification.</b> A certification that the PHA will comply with all applicable civil rights requirements related to this retention.



**Certification of Terms and Conditions.**

A certification that the PHA will comply with the terms and conditions of any HUD approval of the Retention Application including requirements applicable to future use (including required use restrictions), record-keeping, and reporting; and specifically that the PHA will retain records of the application and its implementing actions of HUD’s approval of the application for a period of 3 years following the last required action of HUD’s approval (e.g. compensating HUD or the expiration of the use restriction period) and will make such records available for inspection by HUD, the General Accountability Office and the HUD Office of Inspector General.

**Other PHA Considerations.**

Any additional information requested by and determined to be necessary for HUD to support the Retention Application and assist HUD in making a determination to approve or disapprove the application under this notice.