

AGPMR ADVISORY

ADVISORY NO. 13-03

(Replaces Canceled ADVISORY No. 13-01, dated Nov. 14, 2012)

Title: Reporting of Excess Real Property to the Department of Housing and Urban Development (HUD) in Compliance with the McKinney-Vento Homeless Assistance Act (Public Law 101-645)

1. SUMMARY

Public Law 101-645 (McKinney-Vento Homeless Assistance Act) and Agriculture Property Management Regulation 110-51.106 require all Federal agencies to report on a quarterly basis their inventory of excess real property to HUD.

For the purpose of this Advisory, “excess” real property refers to an asset that the agency has determined to be excess, for which it has identified funding for demolition or offsite removal, and is using agency-specific statutory or delegated disposal authority. In other words, the agency has specific plans to dispose of the asset and plans to do so independent from the General Services Administration (GSA). Therefore, this Advisory does not pertain to real property the agency reports excess to GSA for disposal, because in that case GSA would submit a HUD Title V Checklist to HUD for the agency.

2. REFERENCES

Agriculture Property Management Regulation 102-75.1170 – 1180
<http://www.dm.usda.gov/pmd/docs/part11075.pdf>

McKinney-Vento Homeless Assistance Act
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/lawsandregs/laws

3. ACTIONS

When the agency has determined a real property asset to be “excess,” has identified funding for demolition or offsite removal, and is using agency-specific statutory or delegated disposal authority:

1. Change the asset’s status in the Corporate Automated Property Information System (CPAIS) to “EXISTING - EXCESS TO DEPT.”
2. Prepare a HUD Title V Property Survey Federal Property Information Checklist. Here is a link to HUD’s form: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_13004.pdf. The Office of Procurement and Property Management (OPPM) has also posted an electronic, fillable version of the HUD Title V Checklist form on the Property Management Division SharePoint site.
3. Submit the completed HUD Title V Checklist to:

Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development
ATTN: Ms. Juanita Perry
451 7th Street, SW
Washington, DC 20410

Alternately, you may email a maximum of 10 HUD Title V Checklists at a time to Ms. Perry at this address: Juanita.A.Perry@hud.gov. Batches greater than 10 are to be sent by regular mail. HUD Title V Checklists are due to HUD by the end of each quarter, or by December 31, March 31, June 30, and September 30. It is recommended they be submitted as soon as the status is changed in CPAIS. Please do not send the HUD Title V Checklists to OPPM. Instead, OPPM will submit a summary CPAIS status change report to HUD at the end of each quarter for reconciliation purposes.

For additional information, please contact Brenda Woodley, Realty Specialist, by phone on (202) 720-4455 or email at Brenda.Woodley@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until canceled.



Paul Walden, Chief, PMD