**Fast Track Submission Checklist for PHAs**

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| **INSTRUCTIONS:** *The checklist on the following page contains a list of all the required documents that the PHA must upload to the RAD Resource Desk (*[*www.radresource.net*](http://www.radresource.net)*) within 60 days of receiving a tax credit award or allocation.* ***This LIHTC Fast Track procedure replaces all milestones and certifications required prior to issuance of the RAD Conversion Commitment for properties using LIHTC equity and not using FHA financing. A complete submission, including all items on this checklist, will meet the 60-, 90-, 150- and 180-day milestones for the RAD program.*** *The PHA should complete the right hand column using the checkboxes provided, and upload this checklist along with the required documents. The checklist is divided into two parts- “Part 1: Underwriting Documents,” which are documents 1-9 and are required for all non-FHA LIHTC Fast Track transactions, and “Part 2: Administrative Program Requirements,” which are documents 10-14 and are required for all RAD conversions. Any questions should be directed to your assigned RAD Transaction Manager or* *resourcedesk@radresource.net**.* * ***This checklist, and the accompanying documents, must be uploaded within 60 days of receipt of the LIHTC award or allocation from the state allocating agency.***
* *The PHA may request an extension of this 60-day deadline, of up to an additional 120 days, with respect to the Underwriting Documents only. Extension requests should be submitted, in writing, to your RAD Transaction Manager. The Transaction Manager will amend the submission deadline accordingly.*
* *Please submit the Administrative Program Requirement documents, along with this checklist as soon as possible, and no later than 60 days after receiving the LIHTC award or allocation, to allow HUD sufficient time to complete our internal processing.*
* *HUD will review only substantially complete submissions.*
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| **No.** | **Item Name** |  **Description** |  **Included?** |
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| **Part 1: Underwriting Documents** |
| **1** | **Conversion Overview Template** | *Complete using the prescribed template available on* [*www.radresource.net*](http://www.radresource.net) | [ ] Yes[ ] No |
| **2** | **Experience & Structure of Development Team:** Submit the following items for the Ownership entity, Management Agent and Development Partner (as applicable). Additional background information is not required. 1. Organizational Chart
2. Narrative description for each entity:
	* Name of Entity
	* Role in the transaction
	* Description of relevant experience
 |  | [ ] Yes[ ] No |
| **3** | **LIHTC Award/Allocation Letter from Credit Issuing Authority** |  | [ ] Yes[ ] No |
| **4** | **Funding Commitments**:1. Commitment from First Mortgage Lender
2. Commitment(s) from all secondary funding sources
 |  | [ ] Yes[ ] No |
| **5** | **Completed RAD Physical Conditional Assessment (RPCA) Excel Tool**(Note: Only the completed tool is required, not the full RPCA Scope of Work. Submission of plans and specifications is not required.) | *Excel tool available for download at* [*www.radresource.net*](http://www.radresource.net) | [ ] Yes[ ] No |
| **6** | **Environmental Review**:1. PBV: Submit completed Part 58 Environmental Review from Responsible Entity
2. PBRA: Submit Phase 1 Environmental Review for HUD to complete Part 50 Review
 | *If converting to PBV and the Responsible Entity (RE) is unable to complete a Part 58 review, submit a Phase 1 and HUD will perform a Part 50 review.* | [ ] Yes[ ] No |
| **7** | **Development Sources & Uses**  | *Please submit the most updated Sources and Uses Document – may be a document prepared for the LIHTC investor or lender.*  | [ ] Yes[ ] No |
| **8** | **Operating Pro Forma** | *Please submit the most updated Operating pro forma – may be a document prepared for the LIHTC investor or lender. Must include the RAD rents as reflected in the RAD CHAP (or amended CHAP) as well as any other sources of income & relevant expenses.* *(Note: If PILOT will continue, submit supporting legal opinion as required by RAD Notice)* | [ ] Yes[ ] No |
| **9** | **Copy of Approved Subsidy Layering Review Completed by Housing Finance Agency OR Request for HUD to perform Subsidy Layering Review** | *If HFA is not willing or able to perform Subsidy Layering Review, HUD will perform the review* | [ ] Evidence of HFA Approval of Subsidy Layering Review included[ ]  No SLR completed – requesting HUD to perform SLR |
| **Part 2: Administrative Program Requirements** |
|  **10** | **Screenshot showing Evidence of Initial PIC Inventory Removal** | *See RAD PIC Inventory Removal Instructions on* [*www.radresource.net*](http://www.radresource.net) | [ ] Yes[ ] No |
| **11** | **Evidence of Submission or Approval of Significant Amendment to the PHA Annual Plan**1. If it has not yet been approved by HUD, PHA should submit evidence that the Significant Amendment was submitted to RADPHAPlans@hud.gov
2. If the Significant Amendment has been approved by HUD, submit evidence of HUD Approval
 | *See Sample Amendment on* [*www.radresource.net*](http://www.radresource.net)*; note that 45 days tenant notice required prior to submission* | [ ]  Submitted to HUD, awaiting approval (evidence of submission included)[ ]  Submitted to HUD & approved (evidence of approval included) |
| **12** | **RAD Accessibility and Relocation Checklist** | *Checklist available on* [*www.radresource.net*](http://www.radresource.net) | [ ] Yes[ ] No |
| **13** | **PBRA only: APPS/2530 Submission(s) for all applicable entities and individuals** | *See RAD 2530 Matrix on* [*www.radresource.net*](http://www.radresource.net) | [ ] Yes[ ] No[ ] N/A – PBV |
| **14** | **Evidence of Section 18 Approval (if applicable)** | *If your RAD conversion involves Section 18 approval, submit evidence of HUD approval.* | [ ] Yes[ ] No[ ] N/A |