## RAD Completion Certification: How to Request an Extension via the RAD Resource Desk

The RAD Completion Certification must be completed and submitted within 45 days of completion of the RAD-required scope of work found in the RAD Conversion Commitment (RCC), as amended, or RAD for PRAC Conversion Agreement. If a project requires additional time parties can submit a request for an extension via the RAD Resource Desk (<u>www.radresource.net</u>) by following the below steps. It is recommended that parties submit an extension request at least 45 days prior to the RAD Completion Certification due date.

## Step by Step Instructions:

**Step 1**: Login to <u>www.radresource.net</u>. Email <u>resourcedesk@radresource.net</u> if you need login assistance.

**Step 2**: Navigate to the "My Closed Properties" card (RAD for PHAs) or "My Applications" (RAD for PRACs) on your homepage and click on the Property Name.

**Step 3**: Navigate to the "Post-Closing Processing" transaction page by selecting it from the "Transaction Pages" menu at the top of the page for the closed property.

<u>Go To</u> ~	<u>Action Items</u> ~	Transaction Docs/Data ~	Transaction Pages ~ <u>Contacts</u>
			PHA Summary (PHA)
			Concept Call Checklist
			<u>Financing Plan (PHA</u> )
			Transaction Log
ITERED SITES	Nev	v Property Name:	<u>Closing (PHA)</u>
			Final Closing Docket (PHA)
osed	Actu	ual Close Date:	Public Housing Summary (PIH)
			Post-Closing Processing (PHA)
			Fair Housing Summary (FHEO)
			<u>Asset Management</u>

**Step 4:** Once you are on the Post-Closing Processing transaction page, click on Create a New Request.

Create a New Request			
DR			
Croate a New PAD Tran	sfer of Assistance Restrictive Covenant R	alassa Paquast	
Create a New IAD ITall	sier of Assistance Restrictive covenant is	elease Request	
			Artius Delaneous
	Total Releases Proposed: Releases Not Started:	0 0	Active Releases: Completed Releases:
Active Requests +/- (0)	Total Releases Proposed:	0	

**Step 5:** Input a name for your request and select the request type "Completion Certification Extension Request (including RAP)."

Post Closing Requests	
Name this Request:	Completion Cert Extension Request
	Input a unique name for the request. The default is "New Request."
Post Closing Activity:	
Select all that apply	Completion Certification Extension Request (including RAP)
	Correction of errors - HAP Contract
	Correction of errors in closing documents (other than HAP Contract)
	Delayed Conversion Agreement - Modification or Extension
	Delayed Conversion Agreement - Ready for HAP Contract Execution
	DOT Release
	Partial Release of Property from RAD Use Agreement
	Property Sale/Ownership Transfer
	Public Housing Subsidy/Funding Issues - During Year of Conversion
	Rehab/New Construction Complete - Conversion to Permanent
	Financing
	Rehab/New Construction - New Financing or Modifications to Existing
	Financing in order to complete RAD Scope of Work
	CRehab/New Construction - Unable to Complete Entire RAD Scope of
	Work
	Relocation Changes as a result of the RAD Scope of Work

## **Step 6**: Complete all the fields in the "Completion Certification Extension Request" section.

COMPLETION CERTIFICATION EXTENSION REQUEST
New Due Date Requested:
<b>Review your RAD HAP contract. Do you need an extension for any of these dates?</b> O Yes O No When the RAD scope of work takes longer than originally anticipated, you may need to request extensions for dates in your RAD HAP Contract. Part 2 of your RAD HAP Contract contains an end date for Rehab Assistance Payments (RAP) that you can request to extend if the outstanding scope of work items are preventing the units from being occupied. Part 2 of your HAP Contract also contains a date by which the Owner can certify that the units are in decent, safe, and sanitary condition (PBRA) OR that all contract units meet HQS, or successor standard (PBV).
Condition of the Property Date (Section 2.1(b))
Requested New Date:
Rehab Assistance Payments Date (Section 2.5(b))
Requested New Date:
Explain why additional time is needed and what caused the delays.

This section prompts you to review the HAP contract and consider if any of the below dates also require an extension. If so, click "Yes" and include the requested dates.

- RAD PBRA HAP Contract:
  - Part II: Condition of Property: The date by which the "Owner warrants that the rental units to be leased by the Owner under the HAP Contract are in decent, safe and sanitary condition." If the ongoing repairs impact the condition of the rental units, you may wish to include a request to amend this date.
  - RAD for PHAs only: Section 2.5(b), Rehab Assistance Payments: The date by which all RAD Rehab Assistance Payments (RAP) shall end. If the ongoing repairs impact the Owner's ability to lease/occupy the units, you may wish to include a request to amend this date.
- RAD PBV HAP Contract:
  - Part 2: Owner Certification: If the ongoing work impacts the ability of the units to meet HQS, you may wish to include a request to amend this date: *"All contract units meet HQS, or successor standard, or will meet HQS no later than the date of completion of the "Work" (including any environmental mitigation measures) as indicated in the RAD Conversion Commitment (RCC) which will be no later than\_\_\_\_, 20 ."*
  - RAD for PHAs only: Part 2, Paragraph 27 Rehab Assistance Payments: The date by which all RAD Rehab Assistance Payments (RAP) shall end. If the ongoing repairs impact the Owner's ability to lease/occupy the units, you may wish to include a request to amend this date.

**Step 7:** Scroll to the section of the page labeled "Upload Documents" and upload any additional files for the request, if applicable. If you are ready to submit your request to HUD, click the red "Submit to HUD" button. If you are not ready to submit your request, click "Save & Return Later" to save everything on the request and continue working on it later.

File Name/Description	File Uploaded	Comments from Owner/PHA	HUD Reviewer Commen
Narrative Overview of Request	Browse No file selected.		
		li.	
	Example_Document1.pdf	This is the narrative overview of this post-closing request.	
Upload Additional Documents Enter File Name/Description	File Upload	Comments:	
	Browse No file selected.	<i></i>	
Other Documents	File Name	Coments from Owner/PHA	HUD Review Comments
Additional Document	<u>Example_Document.pdf</u>	This is another document related to this post-closing request.	
Add File			
Save Comments			
Save & Return Later			

**Step 8:** To return to the request, navigate to the Post-Closing Processing transaction page and select your request as shown below. Note that the "Date Submitted" field will remain empty until you click "Submit to HUD."

Active Requests +/- (3)						
	Transaction Name	HUD Reviewer	Date Submitted			
	Correct AP Contract		08/18/2021			
	New Request 7/18/22	Transaction Division	07/18/2022			
	Completion Cert Extension Request					

Once you have clicked "Submit to HUD" your request will be assigned for review, and you will receive an email from the assigned HUD staff member within 3-5 business days.

Questions? Email <u>ResourceDesk@radresource.net</u> for help