

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

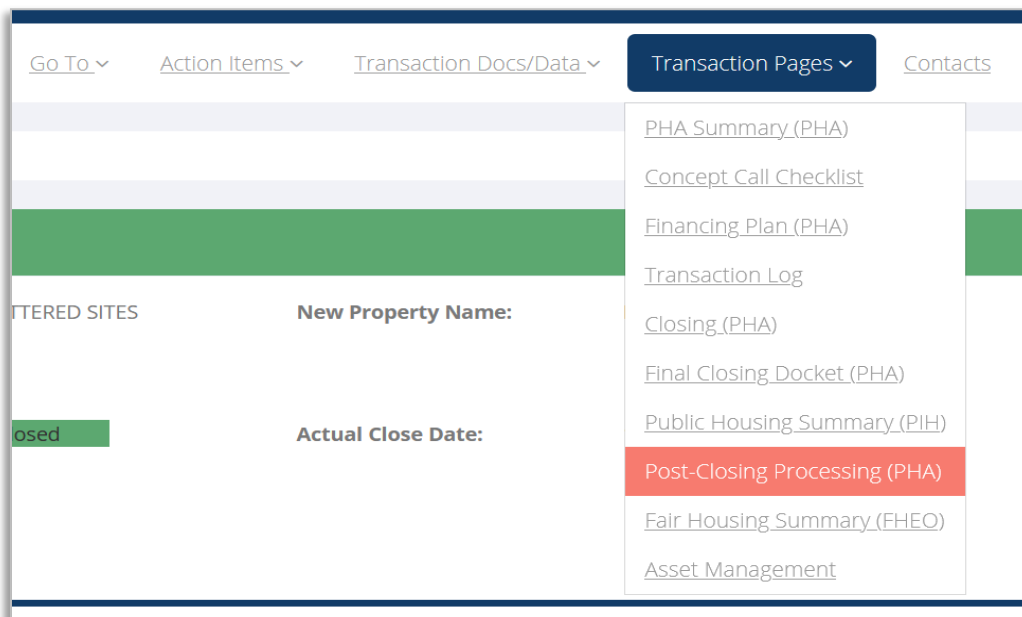
The RAD Completion Certification must be completed and submitted within 45 days of completion of the RAD-required scope of work found in the RAD Conversion Commitment (RCC), as amended, or RAD for PRAC Conversion Agreement. If a project requires additional time parties can submit a request for an extension via the RAD Resource Desk (www.radresource.net) 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 www.radresource.net. Email resourcedesk@radresource.net 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.



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

Post Closing Requests

 [Create a New Request](#)

OR

[Create a New RAD Transfer of Assistance Restrictive Covenant Release Request](#)

Total Releases Proposed: 0 Active Releases: 0
 Releases Not Started: 0 Completed Releases: 0

Active Requests +/- (0)


Transaction Name	HUD Reviewer	Date Submitted
------------------	--------------	----------------

Completed Requests +/- (0)


Transaction Name	HUD Reviewer	Date Completed
------------------	--------------	----------------

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: 

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
- Rehab/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.

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.

The screenshot shows the 'UPLOAD DOCUMENTS' section of a web application. It features a green header and several input fields and buttons. Orange arrows point to the 'Narrative Overview of Request' field, the 'Enter File Name/Description' field, the 'Add File' button, the 'Save Comments' button, the 'Save & Return Later' button, and the 'Submit to HUD' button.

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 ResourceDesk@radresource.net for help