

RAD for PRAC Conversions: Guide to Completing and Submitting the Completion Certification to HUD

About this Guide

This document provides step by step instructions for Owners for completing and submitting the Completion Certification to HUD after conversion. This guide pertains only to RAD for PRAC conversions. There is a separate guide for RAD for Public Housing conversions.

This guide is divided into 3 parts:

- Part I: Step by Step Instructions for Navigating to the Completion Certification Page
- Part II: Instructions for Completing the Completion Certification: No Rehab version
- Part III: Instructions for Completing the Completion Certification: Rehab/Construction version

Types of Completion Certifications, Due Dates, & Requesting Extensions

All transactions must complete this certification electronically via www.radresource.net. There are two types of Completion Certifications, based on whether or not post-closing repairs were included in the RAD for PRAC Conversion Agreement that is executed as part of the RAD closing. The RAD Resource Desk automatically selects the appropriate Completion Certification type for your transaction based on the as-closed Sources and Uses information.

- 1) No Rehab:** If your transaction had no post-closing repairs (per Exhibit B of the PRAC Conversion Agreement), the Completion Certification is abbreviated and is due no later than 10 days following the effective date of your RAD HAP contract. If you are unable to meet this deadline, contact your RAD Closing Coordinator to request an extension.
- 2) Rehab:** If your transaction included post-closing repairs (per Exhibit B of the PRAC Conversion Agreement), the Completion Certification is due no later than 45 days following the rehab months on page 2 of the PRAC Conversion Agreement. If the repairs will not be complete within this timeframe, please email resourcedesk@radresource.net to request an extension. Your extension request should include information regarding the cause of the delay and when the work is expected to be completed.

Note for transactions that utilized tax credits: the completion certification should be submitted based on when the RAD Scope of Work has been completed. Do not wait for the tax credit cost certification to be completed and accepted.

HUD Review & Submission Acceptance Process

Once you have made your submission to HUD, it will be assigned to a staff member in HUD's Office of Recapitalization for review. You will be contacted by the HUD reviewer should any additional information be required; the HUD reviewer can "reopen" your submission to allow you to make edits or changes as needed. Once the submission has been reviewed and deemed complete, you will receive an email from resourcedesk@radresource.net letting you know that your submission has been acceptance.

Part I: Step by Step Instructions for Navigating to the Completion Certification Page

To complete the Completion Certification, following the steps below:

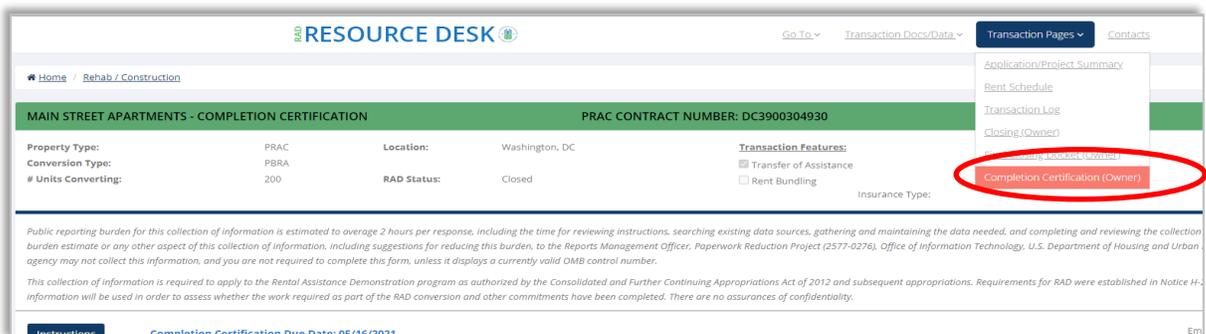
1. **Login** to www.radresource.net. Email resourcedesk@radresource.net for assistance with any login or access issues.



2. Once you have logged in, navigate to the menu card on your home page labeled **My Applications** and **click on the name of the property** that you wish to submit the Completion Certification for. *Note: You can only submit information for projects that are closed.*

MY APPLICATIONS					SUBMIT A MOD REHAB APPLICATION	SUBMIT A PRAC APPLICATION
Property Name	Contract Expiration	Date Application Submitted	Person Initiating App	Application Status*		
Hopeton Terrace	08/31/2020	11/15/2019	Rhodes, Stephanie	Closed		
Hopeton Terrace Testing	08/31/2020		Rhodes, Stephanie	Approved		
Kennedy Towers	10/31/2020		Rhodes, Stephanie	Closed		

3. Once you have clicked on the property name, the property-specific page will open. From there, navigate to the **Transaction Pages** menu at the top and select **Completion Certification (Owner)**. You will then be taken to the Completion Certification page and can begin inputting information.



Part II: Completing the Completion Certification- No Rehab Version

Section 1: Ownership Certification. Click the checkbox under “Check to certify” to certify that the Owner made the required Initial Deposit to the Replacement Reserve. Use the provided comment box to note any deviations or issues. Click the checkbox under “Check to certify” to certify that there are no liens on the property or any liens on the property are approved by HUD. Use the provided comment box to note any deviations or issues.

SECTION 1: OWNERSHIP CERTIFICATION

Read each statement below and click the checkbox to certify to the statement. Provide explanations as needed.

Check to certify★

Owner certifies that Owner has made the Initial Deposit to the Replacement Reserves in the amount of \$0.00, except as described below. If the deposit has not been made or a different amount was deposited, describe below:

Owner certifies that there are no liens on the property OR that all liens (including mechanic's liens) have been released and that there are no liens placed on the covered property aside from those approved by HUD and outlined in the RAD Conversion Agreement, or as described below. Describe any liens on the property not approved by HUD.

Section 2: Right to Return. This section tracks the right to return for all residents residing at the project prior to the conversion to RAD (at submission of the RAD Conversion Plan). A core feature of the RAD program is that any resident has a right to return to the property after the RAD conversion. For the most updated guidance please see the RAD Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice. Permanent involuntary displacement of residents may not occur as a result of a project’s conversion of assistance and each resident must be able to exercise his or her right to return. However, a resident can opt to voluntarily and permanently relocate by accepting an Alternative Housing Option from the project owner, though this would be rare in conversions that did not include any rehab. Please complete all questions found in this section. If all of the PRAC units were vacant at the time of the RAD Conversion Plan submission, click the first box and skip the rest of the section. Otherwise, this section is applicable to all projects, regardless of whether or not there was relocation. Use the comment box to describe anything unusual.

SECTION 2: RIGHT TO RETURN

Complete the below section on households in place during the RAD conversion. A core feature of the RAD program is that any resident has a right to return to the property after the RAD conversion. Permanent involuntary displacement of assisted residents may not occur as a result of a project's conversion of assistance and each resident must be able to exercise his or her right to return. However, a resident can opt to voluntarily and permanently relocate by accepting an Alternative Housing Option from the project owner. Please complete the following Right to Return questions.

Check this box if the converting project was vacant at the time of RAD Conversion Plan submission (rare). [Skip remainder of section.](#)

Questions 1 through 4 are asking about the time period from when the project submitted a RAD Conversion Plan through when the RAD HAP contract went into effect. The goal of these questions is to determine the number of households that have a right to return to or remain at the Covered Project following conversion. The total number of households eligible for the right of return is calculated in #5.

1. How many assisted households were living in units proposed for conversion to RAD at the time of RAD Conversion Plan submission ()? Note that this cannot be 0. For conversions that involved a transfer of assistance from the Converting Project to a Covered Project, this should be the number of households living in assisted units at the Converting Project:

2. How many assisted households moved-in to a unit proposed for RAD conversion between RAD Conversion Plan submission (j) and the RAD HAP contract effective date (12/01/2021)?

3. How many assisted households moved out of a unit proposed for RAD conversion between RAD Conversion Plan submission (j) and the RAD HAP contract effective date (12/01/2021)? Move-outs for health reasons (such as moving in with a family member or to a health care facility) should be included here, as should any residents who passed away during this time. Do not include any move-outs associated with households accepting Alternative Housing Options or temporary relocation that occurred after RAD Conditional Approval but before HAP effective date. Only move-outs unrelated to the RAD rehab and/or associated relocation should be included here.

4. How many assisted households were evicted from a unit proposed for RAD conversion between RAD Conversion Plan submission (j) and the RAD HAP contract effective date (12/01/2021)? Note that households who move-out prior to eviction proceedings concluding should be accounted for in Question 3 (move-outs) above.

5. Total Households Eligible for the Right of Return (Line 1 + Line 2 - Line 3 - Line 4):

Questions 6 and 7 are asking about what became of the households identified in Question 5 above following the RAD conversion. HUD's expectation is that every household has either returned to or remained in the Covered Project (Question 6a) OR has accepted an alternative housing option (Question 6b). The Owner may explain below any households that may not fit into either of these categories.

6. Of the households identified in Line 5 above, how many:

6a. Voluntarily accepted Alternative Housing Options in lieu of returning to the covered project following conversion (this is rare):

7. Total households not included above (Line 5 - Line 6a - Line 6b):

Certification & Submission to HUD: When all required fields have been completed, the **Submit Completion Certification to HUD** button will be bright red and you will be able to click it. When you click this button, you are certifying that you have the authority to make the submission on behalf of the Owner and that the information is truthful and accurate. If the button is not allowing you to click it, it means that some of the required fields are blank or you do not have permission to make the submission based on your RAD Resource Desk user profile. Contact resourcedesk@radresource.net for assistance. Click **Save and Return Later** if you are not done and wish to save the information without submitting it to HUD and resume completing the information at a later date.

Incomplete & not ready for submission:

CERTIFICATION

Certification Statement

I, Jennifer Green, certify that I have the authority to submit this information to HUD and further certify under penalty of perjury under 28 U.S.C. Section 1746 that the statements and information contained herein are, to the best of my knowledge, truthful and accurate.

Complete & ready for submission:

CERTIFICATION

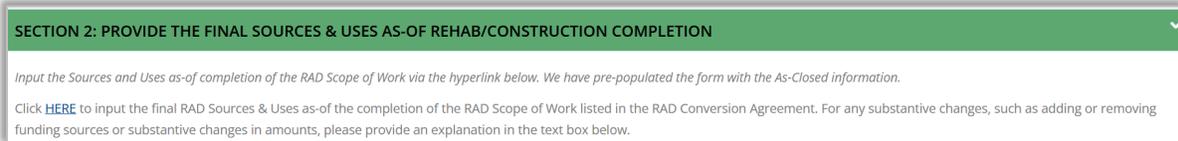
Certification Statement

I, Jennifer Green, certify that I have the authority to submit this information to HUD and further certify under penalty of perjury under 28 U.S.C. Section 1746 that the statements and information contained herein are, to the best of my knowledge, truthful and accurate.

Part III: Completing the Completion Certification - Rehab/Construction Version

Section 1: Review and Update Ownership Information. Review the information shown in this top section for accuracy and update as necessary, including inputting any missing information (highlighted in yellow). Check the appropriate box indicating that the information displayed is accurate. Click **Save** once done.

Section 2: Provide the Final Sources & Uses As-Of Rehab/Construction Completion. The Owner must input the final, post-rehab sources and using the same “Transaction Log” format provided to HUD during the RAD conversion. The Owner can access the Transaction Log via the “Click [HERE](#)” link on the completion certification screen.



SECTION 2: PROVIDE THE FINAL SOURCES & USES AS-OF REHAB/CONSTRUCTION COMPLETION

Input the Sources and Uses as-of completion of the RAD Scope of Work via the hyperlink below. We have pre-populated the form with the As-Closed information.

Click [HERE](#) to input the final RAD Sources & Uses as-of the completion of the RAD Scope of Work listed in the RAD Conversion Agreement. For any substantive changes, such as adding or removing funding sources or substantive changes in amounts, please provide an explanation in the text box below.

The Transaction Log has been pre-populated with the “as closed” data so the Owner should review the amounts and make changes as needed. The final S&U should include all permanent financing and any changes as a result of an increase or decrease in the RAD scope of work. Use the comment box on the completion certification screen to describe any major S&U changes.

For tax credit transactions, utilize the numbers available at RAD scope of work completion. Recap does not require the submission of audited financials for purposes of submitting the S&U for the completion certification. If conversion to permanent financing will be occurring later, make the completion certification submission now using the available numbers and include a comment in the comment box with an estimate regarding when the conversion to permanent financing will occur.

Section 3: RAD Scope of Work Completion. This section of the completion certification refers to the list of repairs/construction shown in Exhibit B (RAD Scope of Work) to the RAD for PRAC Conversion Agreement that was executed at closing. Provide the following:

- **Date Work Complete:** Input the date that all of the work shown in Exhibit B was completed in the **Date that the RAD Scope of Work Was Completed** field. Use the provided comment box to explain any deviations from the original completion timeline.
- **Original Estimated of RAD Scope of Work at Closing:** This field is prepopulated with the amount that the Owner estimated the RAD Scope of Work would cost. It is shown for reference only.
- **Actual Cost of RAD Scope of Work at Completion:** Input the actual amount that was spent on completing the RAD Scope of Work. If the Actual Amount is higher than the as-closed amount, input the **Source of Additional Funding**. Use the provided comment box to explain any deviations from the scope of work and cost increases/decreases and, for increases, how those costs were covered.
- **Upload Third Party Completion Certification:** If repairs exceed \$2,000 per unit, you are required to upload a certification from a third party (architect, lender, general contractor, etc.) that confirms that the repairs outlined in Exhibit B to the RAD for PRAC Conversion Agreement were completed. The document uploaded must specifically refer to the RAD

Scope of Work and HUD encourages Owner's to submit this certification via the template provided in the link that says **View Template**. Do not upload the full LIHTC Cost Certification unless it specifically references the RAD Scope of Work. To upload the certification, click **Browse**, select the file on your computer, and click **Add File**. Use the provided comment box to explain any deviations in scope or cost or any other abnormalities.

- Click **Save** once done.

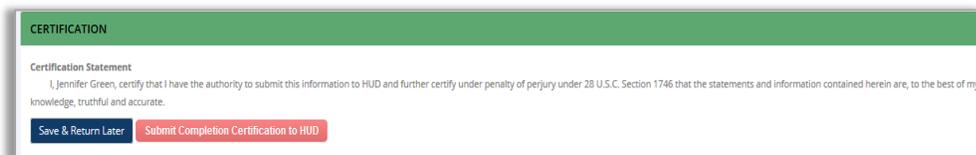
Section 4- Ownership Certifications. Read each certification and click the “check to certify” checkbox to certify to the statement. Provide explanations as needed in the available comment boxes.

Section 5 – Right to Return. This section tracks the right to return for all residents residing at the project prior to the conversion to RAD (at submission of the RAD Conversion Plan). A core feature of the RAD program is that any resident has a right to return to the property after the RAD conversion. For the most updated guidance please see the RAD Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice. Permanent involuntary displacement of residents may not occur as a result of a project's conversion of assistance and each resident must be able to exercise his or her right to return. However, a resident can opt to voluntarily and permanently relocate by accepting an Alternative Housing Option from the project owner. Please complete all questions found in this section. If all of the PRAC units were vacant at the time of the RAD Conversion Plan submission, click the first box and skip the rest of the section. Otherwise, this section is applicable to all projects, regardless of whether or not there was relocation. Use the comment box to describe anything unusual. Click **Save** once done.

Section 6 – Environmental Mitigations. If Exhibit C to your RAD for PRAC Conversion Agreement includes any additional provisions pertaining to the project's Part 50 Environmental Review, provide evidence of compliance by inputting a comment and/or uploading applicable documentation. This section will be pre-populated with any applicable additional provision language from your Conversion Agreement. Click **Save** once done.

Certification & Submission to HUD: When all required fields have been completed, the **Submit Completion Certification to HUD** button will be bright red and you will be able to click it. When you click this button, you are certifying that you have the authority to make the submission on behalf of the Owner and that the information is truthful and accurate. If the button is not allowing you to click it, it means that some of the required fields are blank or you do not have permission to make the submission based on your RAD Resource Desk user profile. Contact resourcedesk@radresource.net for assistance. Click **Save and Return Later** if you are not done and wish to save the information without submitting it to HUD and resume completing the information at a later date.

Incomplete & not ready for submission:



The screenshot shows a web form titled "CERTIFICATION" with a green header. Below the header, there is a "Certification Statement" section containing a text area with a pre-filled statement: "I, Jennifer Green, certify that I have the authority to submit this information to HUD and further certify under penalty of perjury under 28 U.S.C. Section 1746 that the statements and information contained herein are, to the best of my knowledge, truthful and accurate." At the bottom of the form, there are two buttons: "Save & Return Later" (a dark blue button) and "Submit Completion Certification to HUD" (a red button that is currently disabled, indicated by a greyed-out appearance).

Complete & ready for submission:

CERTIFICATION

Certification Statement

I, Jennifer Green, certify that I have the authority to submit this information to HUD and further certify under penalty of perjury under 28 U.S.C. Section 1746 that the statements and information contained herein are, to the best of my knowledge, truthful and accurate.

[Save & Return Later](#)

[Submit Completion Certification to HUD](#)