

Rental Assistance Demonstration: Instructions for Completing the Rehab/Construction Completion Milestone

Introduction: This document provides step by step instructions for submitting various documentation and certifications once all post-closing repairs shown in the RAD Conversion Commitment (RCC) have been completed, including submitting data on the rehab/construction completed, resident relocation, and Section 3 requirements. All items must be submitted electronically via the RAD Resource Desk (www.radresource.net) within **45 days** of the Work Complete Date shown in the RAD Conversion Commitment.

1. **Login** to www.radresource.net. If you need your login information sent to you, need to create a new login, or need to update access under your existing login, please email resourcedesk@radresource.net for assistance.

The Rental Assistance Demonstration (RAD) allows proven financing tools to be applied to at-risk public and assisted housing and has two components:

1. 1st Component - Allows Public Housing properties to convert, under a competition limited to 185,000 units, to long-term Section 8 rental assistance contracts; and
[Data & Resources](#)
[Public Access - 1st Component](#)
2. 2nd Component - Allows Rent Supplement (Rent Supp), Rental Assistance Payment (RAP), and Mod Rehab properties to convert tenant-based vouchers issued upon contract expiration or termination to project-based assistance.
[Public Access - 2nd Component](#)

RAD is a central part of the Department's rental housing preservation strategy, which works to preserve the nation's stock of deeply affordable rental housing, promote efficiency within and among HUD programs, and build strong, stable communities.

\$6 billion

\$5 billion
\$4 billion
\$3 billion
\$2 billion
\$1 billion

\$4,424,818,546
Total Construction Activity Leveraged
(closed projects, 1st component)

2. Click on **My PHA Libraries**

Main Menu Selections

- [PHA Primary Portal](#)
- [My PHA Libraries \(Upload Documents\)](#)
- [Document Library](#)

3. Scroll to **Closed Properties** and click on the name of the project you will be submitting information for.
4. Scroll to the bottom of the page where you will see a blue bar titled **Rehab/Construction Completion Milestone** and click **Upload Files**.

5. **Section 1: Property/Ownership Information.** Review the information shown in this section for accuracy and update as necessary. Check the appropriate box indicating that the information displayed is correct.

6. **Section 2: Ownership Certifications.** Review the certifications shown in this section, provide the requested information and/or comments, and click the checkbox on the right indicating compliance with the corresponding certification statement. Below are instructions on how to complete the various input fields found in this section.
 - a. Populate the **Actual Construction Costs** field based on the final rehab/construction cost amount. For reference, the construction costs that were shown in the final RCC Sources & Uses exhibit prior to closing is populated in the **Construction Costs per Final S&U** field. Use the provided comment box to explain any cost increases/decreases and, for increases, how those costs were covered.
 - b. Input the date that the work was completed in the **Date Work Completed** field. This should be the date that all repairs shown in the RCC exhibit were completed.
 - c. **Third Party Completion Certification:** Please upload a certification from a third party (lender, general contractor, LIHTC investor, etc.) confirming that the repairs outlined in the RAD Conversion Commitment scope of work were completed. HUD requests that you submit this certification via the template provided in the link that says **View Template**. To upload the certification, click **Browse**, select the file on your computer, and click **Add File**. *Note: A third party completion certification is only required if the repairs exceeded \$2,000 PU.*
 - d. Populate the number of units abated for lead-based paint hazards. If no units were abated, input zero ("0").

7. **Section 3: Right to Return.** Input the requested information pertaining to residents' right to return. The first two questions are meant to ascertain the total number of residents who were eligible for the right to return. The remaining questions allow the user to identify whether those residents have returned to the property. Utilize the comment box at the end to explain any discrepancies or unusual circumstances.

Right to Return

Complete the following questions:

1. Number of households living at the Project at the time of CHAP issuance (01/01/2013):	<input type="text"/>
2. Number of move-ins between CHAP issuance and completion of rehab/construction:	<input type="text"/>
3. Total Households Eligible for the Right of Return:	○
4. Of the households identified above in item 3, how many:	
4a. Are in residence at the Covered Project?	<input type="text"/>
4b. Moved out or were evicted between CHAP issuance and the completion of rehab/construction?	<input type="text"/>
4c. Accepted Alternative Housing options?	<input type="text"/>
Total households unaccounted for:	○
Please explain any discrepancies or abnormalities in the data provided above:	
<input style="width: 100%; height: 100%;" type="text"/>	

8. **Section 4: Section 3 Reporting Information.** All RAD conversions that completed rehab/construction as outlined in the RAD Conversion Commitment are subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (Section 3). Provide the required Section 3 information as prompted. Click on **View Section 3 Instructions** for additional instructions. For general questions about Section 3, email section3@hud.gov and for specific questions about Section 3 reporting, email 60002Questions@hud.gov.
9. **Submit to HUD.** Once you have completed all of the above steps and are ready to submit the information to HUD, click the red button that reads **“Submit Section 3 & Completion Certification to HUD.”** Clicking this button will notify HUD so it is important that you do not click this button until your submission is complete. If you wish to save and continue working at a later time, click **Save & Return Later**. If you have clicked the **Submit Section 3 & Completion Certification to HUD** button in error, please email resourcecedesk@radresource.net so that your submission can be returned to you.

Certification Statement

By submitting this Section 3 report, I certify under penalty of perjury under 28 U.S.C. Section 1746 that the statements and information contained herein: (1) meet the regulatory requirements of Section 3 of the Housing and Urban Development Act of 1968 as set forth at 24 CFR Section 135; and (2) are, to the best of your knowledge, truthful and accurate.

[Save & Return Later](#) [Submit Section 3 & Completion Certification to HUD](#)

[Return to Property Listing](#)

Questions? Email resourcecedesk@radresource.net