





# Rental Assistance Demonstration Resource Desk

U.S. Department of Housing and Urban Development  
Secretary Shaun Donovan

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## PHA Libraries - Upload Documents - Sample PHA

**Property Name**    MAIN STREET HOUSING   
 [View Application](#)   
**CHAP Issuance Date**    01/01/2013   
**Milestone Complete**    01/09/2013

**30 Days Following CHAP Issuance**                     
 **Due Date: 01/31/2013**                                     
 **HUD Review**

### 1. Accepted Lender Engagement or Commitment Letter

This letter must include the HUD-specified language which states that the lender is aware of all relevant RAD policies including the RAD Use Agreement provisions and ongoing requirements in the case of foreclosure or bankruptcy. The letter must also include the proposed loan amount, key business terms of the loan, pro forma sources and uses, and pro forma stabilized cash flow.

### 2. Statement of Development Team Capacity

This statement must identify the proposed development team members, corresponding resumes, and evidence of recent successful experience in financing, developing, rehabilitating, constructing, owning and/or operating similar properties. Proposed teaming partner relationships must be described. Note: If multiple financing sources are being proposed, the development team must demonstrate they have experience with at least three mixed/multiple financing transactions.

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

### UPLOAD DOCUMENTS

**Milestone Document:** Accepted Lender Engagement        [UPDATE TRANSACTION LOG](#)  
**Load Document:**   
   

### Existing Documents

### Comment History

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## PHA Libraries - Upload Documents - Sample PHA

Property Name: 'Uco r ng'Rt qrgt v' Pco g' View Application CHAP Issuance Date 01/01/2013 Milestone Complete N/A

**60 Days Following CHAP Issuance**

**Due Date: 03/02/2013**

**HUD Review**

### 1. The Significant Amendment to Annual/Five Year Plan

Non qualified PHAs must submit a significant amendment to the PHA's Five Year Plan and the Annual Plan. Qualified PHAs must submit a significant amendment to its Five Year Plan. Additionally, if the conversion will require changes to the PHA's Admissions and Continued Occupancy Plan (ACOP) and/or Section 8 Administrative Plan, these changes must be submitted with the significant amendment. In addition to the information already required by 24 CFR Part 903 for PHA Plan amendments, all PHAs must including the following information in their significant amendment: 1) description of units to be converted, including number of units, bedroom distribution, type of units; 2) any change in the number of units that is proposed as part of the conversion including de minimis unit reductions and unit reductions exempt from the de minimis cap; 3) any change in bedroom distribution of units that is proposed; 4) any change in policies that govern eligibility, admission, selection, waiting list preferences, and occupancy of units at the project after conversion; 5) If there will be a transfer of assistance at the time of conversion, it must also include the location and census tract of any converted units that will be transferred off-site. If some but not all of the assisted units will be transferred to another site at the time of conversion, it must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

### 2. Statement on PHAs Decision To Convert Project to PBV or to PBRA and Voucher Agency Letter (If Applicable)

The PHA must indicate if it will convert to PBVs or to PBRA. If the PHA chooses PBVs and does not administer a Housing Choice Voucher program, the PHA must also submit a signed letter from a voucher agency which states its willingness to administer the PBVs.

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

### UPLOAD DOCUMENTS

Milestone Document: Significant Amendment to Annual Plan

Load Document:

### Existing Documents

There are no documents associated with the 60 Day Milestone for this property.

### Comment History

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### PHA Libraries - Upload Documents - Sample PHA

Property Name    MAIN STREET HOUSING    [View Application](#)    CHAP Issuance Date    01/01/2013    Milestone Complete    N/A

**90 Days Following CHAP Issuance**

**Due Date: 04/01/2013**

**HUD Review**

#### 1. PHA Certification that Industry-standard Due Diligence has been Performed

This certification must indicate that all industry-standard due diligence has been performed and received by the lender and/or financing sources. A copy of the completed PCA report must be submitted with this certification.

[CERTIFICATION TEMPLATE](#)

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

#### UPLOAD DOCUMENTS

Milestone Document: Certification that Due Diligence Performed

[UPDATE TRANSACTION LOG](#)

Load Document:

[ADD FILE](#)

[ADD COMMENT](#)

#### Existing Documents

There are no documents associated with the 90 Day Milestone for this property.

#### Comment History

There are no comments associated with the 90 Day Milestone for this property.

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## PHA Libraries - Upload Documents - Sample PHA

Property Name      Application Not Available      CHAP Issuance Date      11/01/2012      Milestone Complete      N/A

**180 Days Following CHAP Issuance**      **Due Date: 04/30/2013**      **HUD Review**

### 1. RAD Financing Plan

Item	DESCRIPTION	COMPLIANCE SATISFIED BY EITHER ATTACHING A FILE, CHECKING A BOX, OR ITEM IS NOT APPLICABLE		
		FILE ATTACHED	CHECK BOX	N/A
1	Type of Conversion	Note filename for upload if there's been a change in conversion type	Place an "X" by the appropriate selection	
2	Physical Condition Assessment (PCA)	Note filenames here for the narrative and the EXCEL tool		
3	Scope of Work	Note filenames here for upload		Place an "X" here if not applicable
4	Completed Environmental Review	Note filename here for upload		Place an "X" here if FHA-insured
5	Relocation&Accessibility Checklist Template Below			Place an "X" here if not applicable
6	Development Budget	Note filename here for upload		Place an "X" here if not applicable
7	Development Team	Note filename here for upload		Place an "X" here if not applicable
8	Proposed Financing	Note filename here for upload		Place an "X" here if not applicable
9	Operating Pro Forma	Note filename here for upload		
10	Market Study	Note filename here for upload		Place an "X" here if not applicable
11	Rehabilitation/ Construction Management	Note filename here for upload		Place an "X" here if not applicable

[#5 - Accessibility and Relocation Plan Checklist Template](#)

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

### UPLOAD DOCUMENTS

Milestone Document:

Load Document:

  

### Existing Documents

There are no documents associated with the 180 Day Milestone for this property.

### Comment History

There are no comments associated with the 180 Day Milestone for this property.

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### PHA Libraries - Upload Documents - Sample PHA

Property Name    MAIN STREET HOUSING    [View Application](#)    CHAP Issuance Date    01/01/2013    Milestone Complete    N/A

**320 Days Following CHAP Issuance**

**Due Date: 11/17/2013**

**HUD Review**

#### 1. Submit Firm Commitment for Financing or Equivalent

The PHA must submit evidence of firm commitment of financing or equivalent securing all sources of financing required to close the transaction.

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

#### UPLOAD DOCUMENTS

Milestone Document:  Financing Firm Commitment

[UPDATE TRANSACTION LOG](#)

Load Document:

[ADD FILE](#)

[ADD COMMENT](#)

#### Existing Documents

There are no documents associated with the 320 Day Milestone for this property.

#### Comment History

There are no comments associated with the 320 Day Milestone for this property.

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## PHA Libraries - Upload Documents - Sample PHA

Property Name    MAIN STREET HOUSING    [View Application](#)    CHAP Issuance Date    01/01/2013    Milestone Complete    N/A

**360 Days Following CHAP Issuance**                      **Due Date:12/27/2013**                      **HUD Review**

### 1. Closing of RAD Transaction

Closing must include evidence of the following: 1) Release of the Public Housing Declaration of Trust; 2) Removal from the public housing ACC; 3) Execution of the new PBRA or PBV HAP contract; 4) Execution and Recordation of the RAD Use Agreement; 5) Closing of any bridge, construction, permanent debt, or equity financing; 6) Closing of the terms and conditions of the RCC; 7) Lender's Counsel opinion to HUD stating that the closing took place in accordance with the Notice and all other applicable requirements. Note: If the project is being financed with an FHA-insured loan, the MAP guide closing requirements will apply.

*When all required documents have been uploaded, PHA should upload Milestone Complete Certification, which will trigger Milestone Complete Date.*

### UPLOAD DOCUMENTS

Milestone Document:  New Executed PBRA or PBV HAP Contract   

Load Document:        

### Existing Documents

There are no documents associated with the 360 Day Milestone for this property.

### Comment History

There are no comments associated with the 360 Day Milestone for this property.

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UhgvdgDvvbwqfH#Ghp rqvudwrg#JhvxufH#Shvn#rs |uljkw#345#



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## PHA Libraries - Pro Forma Template

Property Name

MAIN STREET HOUSING

CHAP Issuance Date

01/01/2013

### Operating Pro Forma

If any item has changed, populate data for all items in the column. As-closed numbers must be entered for 360 Day Milestone, regardless of change.

	Application	30-Day Milestone	60-Day Milestone	90-Day Milestone	150-Day Milestone	180-Day Milestone	270-Day Milestone	320-Day Milestone	360-Day Milestone
		01/31/2013	03/02/2013	04/01/2013	05/31/2013	06/30/2013	N/A	11/17/2013	12/27/2013
<b>Check if no change for this milestone:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Apartment Unit Mix</b>									
RAD Apartments	100								
Market Rate Apartments	0								
Affordable Apartments (other than RAD)	0								

	Application	30-Day Milestone	60-Day Milestone	90-Day Milestone	150-Day Milestone	180-Day Milestone	270-Day Milestone	320-Day Milestone	360-Day Milestone
		01/31/2013	03/02/2013	04/01/2013	05/31/2013	06/30/2013	N/A	11/17/2013	12/27/2013
<b>Check if no change for this milestone:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPR RAD	\$ 608,400.00	\$	\$	\$	\$	\$	\$	\$	\$
GPR Market Rate Apartments	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
GPR Affordable Apartments (other than RAD)	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
GPR Commercial	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Vacancy Loss	\$ 30,420.00	\$	\$	\$	\$	\$	\$	\$	\$
Bad Debt Loss	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other Income	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Effective Gross Income</b>	\$ 577,980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative	\$ 96,560.00	\$	\$	\$	\$	\$	\$	\$	\$
Asset Management Fee	\$ 36,504.00	\$	\$	\$	\$	\$	\$	\$	\$
Tenant Services	\$ 18,685.00	\$	\$	\$	\$	\$	\$	\$	\$
Utility Expense	\$ 51,800.00	\$	\$	\$	\$	\$	\$	\$	\$
Ordinary Maintenance and Ops	\$ 263,634.00	\$	\$	\$	\$	\$	\$	\$	\$
Protective Services	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Real Estate Tax	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Property Insurance	\$ 46,521.00	\$	\$	\$	\$	\$	\$	\$	\$

HUD Form 52613

Liability Insurance	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other General Expenses	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Operating Expenses</b>	\$ 513,704.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Reserve Deposit	\$ 50,000.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Net Operating Income</b>	\$ 14,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First Mortgage Debt Service	\$ 6,362.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Cash Flow</b>	\$ 7,914.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### First Mortgage Detail (if any)

If any item has changed, populate data for all items in the column. As-closed numbers must be entered for 360 Day Milestone, regardless of change.

	Application	30-Day Milestone	60-Day Milestone	90-Day Milestone	150-Day Milestone	180-Day Milestone	270-Day Milestone	320-Day Milestone	360-Day Milestone
		01/31/2013	03/02/2013	04/01/2013	05/31/2013	06/30/2013	N/A	11/17/2013	12/27/2013
<b>Check if no change for this milestone:</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FHA Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financing Type (ex: 221(d)(4), 223f)	conv	d4							
Loan Amount	\$ 109,942.00	\$ 109,942.00	\$	\$	\$	\$	\$	\$	\$
Interest Rate	5.000%	3.000%	%	%	%	%	%	%	%
MIP	\$ 0.00	\$ 0.45	\$	\$	\$	\$	\$	\$	\$
Maturity Term	40.0	40.0							
Amortization Term	40.0	40.0							

### Sources

If any item has changed, populate data for all items in the column. As-closed numbers must be entered for 360 Day Milestone, regardless of change.

	Application	30-Day Milestone	60-Day Milestone	90-Day Milestone	150-Day Milestone	180-Day Milestone	270-Day Milestone	320-Day Milestone	360-Day Milestone
		01/31/2013	03/02/2013	04/01/2013	05/31/2013	06/30/2013	N/A	11/17/2013	12/27/2013
<b>Check if no change for this milestone:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New First Mortgage Loan	\$ 109,942.00	\$	\$	\$	\$	\$	\$	\$	\$
Public Housing Operating Reserves	\$ 521,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Prior Year Public Housing Capital Funds	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Replacement Housing Factor	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Low Income Housing Tax Credit Equity - 4%	\$ 757,990.00	\$	\$	\$	\$	\$	\$	\$	\$
Low Income Housing Tax Credit Equity - 9%	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other: Insurance & Tax Escrow	\$ 70,552.00	\$	\$	\$	\$	\$	\$	\$	\$
Other: Seller Note	\$ 1,883,268.00	\$	\$	\$	\$	\$	\$	\$	\$
Other: Deferred Dev Fee	\$ 192,444.00	\$	\$	\$	\$	\$	\$	\$	\$
Other:	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other:	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other:	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Sources</b>	\$ 3,535,196.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Uses

If any item has changed, populate data for all items in the column. As-closed numbers must be entered for 360 Day Milestone, regardless of change.

	Application	30-Day Milestone	60-Day Milestone	90-Day Milestone	150-Day Milestone	180-Day Milestone	270-Day Milestone	320-Day Milestone	360-Day Milestone
		01/31/2013	03/02/2013	04/01/2013	05/31/2013	06/30/2013	N/A	11/17/2013	12/27/2013
<b>Check if no change for this milestone:</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Acquisition Costs</b>									
Building and Land Acquisition	\$ 1,883,268.00	\$	\$	\$	\$	\$	\$	\$	\$
Other Costs	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Payoff Existing Loans</b>	\$ 146,358.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Construction Costs</b>	\$ 620,242.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Relocation Costs</b>	\$ 16,000.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Professional Fees</b>									
Architecture & Engineering	\$ 37,600.00	\$	\$	\$	\$	\$	\$	\$	\$
Physical Condition Assessment	\$ 15,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Borrower's Legal Counsel	\$ 35,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Lender's Legal Counsel	\$ 35,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Feasibility Studies	\$ 10,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Environmental Reports	\$ 15,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Appraisal / Market Study	\$ 15,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Accounting	\$ 8,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Survey	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other Costs FFE & Soft Cost Coi	\$ 21,585.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Loan Fees and Costs</b>									
FHA MIP	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
FHA Application Fee	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
FHA Inspection Fee	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Financing Fee	\$ 24,486.00	\$	\$	\$	\$	\$	\$	\$	\$
Organizational Costs	\$ 10,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Title Insurance/Exam Fee	\$ 12,800.00	\$	\$	\$	\$	\$	\$	\$	\$
Recordation Fee	\$ 3,200.00	\$	\$	\$	\$	\$	\$	\$	\$
Closing Escrow Agent Fee	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Prepayment Penalty/Premium	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Payables	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Construction Interest	\$ 87,727.00	\$	\$	\$	\$	\$	\$	\$	\$
Construction Loan Fees	\$ 12,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Cost of Bond Issuance	\$ 45,000.00	\$	\$	\$	\$	\$	\$	\$	\$
Other Costs	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserves</b>									

Initial Deposit to Replacement Reserve	\$ 53,843.00	\$	\$	\$	\$	\$	\$	\$	\$
Initial Operating Deficit Escrow	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Operating Reserve	\$ 368,087.00	\$	\$	\$	\$	\$	\$	\$	\$
Tax and Insurance Escrow	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
Other _____	\$ 0.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Developer Fees</b>	\$ 60,000.00	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Uses</b>	\$ 3,535,196.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



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