

<b>CHECKLIST FOR REVIEW OF RAD/CHOICE PROJECTS</b>	
√	<b>TASKS</b>
	<b>CHOICE AND RAD AWARD</b>
	Choice award letter sent to PHA – prepared by Choice Grant Administrator
	RAD Multi-Phase Award Letter or CHAP sent to PHA – prepared by Recap/OPHI
	<b>DEMOLITION</b>
	Choice demolition approval letter sent to PHA – prepared & sent by Choice
	Converted Pending Transfer (CPT) Agreement sent to PHA – prepared by Recap
	Copy of demolition approval letter sent to SAC
	PIC Module – confirm RAD and Choice entries by PHA
	<b>DISPOSITION</b>
	RAD approval (at closing)
	SAC approval letter sent
	<b>RELOCATION</b>
	Relocation Plan completed per Choice requirements
	<b>ENVIRONMENTAL REVIEW</b>
	Part 58 completed per Choice
	Part 50 completed by Recap for PBRA and/or FHA projects
	<b>ARCHITECTURAL REVIEW</b>
	Accessibility review of plans by OPHI architects completed
	Complies with Choice Green Building requirements
	<b>TENANT PROTECTIONS</b>
	Complies with one-for-one replacement requirements of Choice & RAD
	Complies with resident right to return requirements for Choice & RAD
	<b>RAD APPLICATION</b>
	Sections 1-3 completed by PHA
	CHAP issued by Recap/OPHI to PHA
	<b>PROPOSAL REVIEW</b>
	Projects with PBRA and/or FHA financing uploaded to Resource Desk & sent to FHA for review
	Development Proposal submitted & Reviewed – HUD 50157 and HUD 50156
	Conversion Overview Template uploaded to RAD Resource Desk
	PHA confirmed Conversion Type in RAD Resource Desk
	Development Budget (sources & uses) – HUD 50156
	1 – OPHI Cost Control and Safe Harbor Standards
	2 – TDC & HCC
	3 – RAD requirements for reserve accounts
	4 – RAD requirements for resolution of existing debt; documents uploaded to RAD Resource Desk
	5 – Final construction & permanent budgets (Ex Fs) uploaded to RAD

	Subsidy Layering Review
	1 – Choice review of development budget
	2 – RAD review of operating budget
	Development Team
	1 – PBRA projects – upload information, including HUD 2530 to RAD
	2 – Confirm ownership entity meets RAD requirements
	Operating Pro Forma – HUD 50156
	1 – Confirm use of RAD income & expense escalators
	2 – Final pro forma uploaded to RAD Resource Desk
	3 – Upload additional information to RAD Resource Desk
	a – EPC approval letter
	b – PILOT legal opinion
	c – PBRA market study
	PHA/MTW Plan Approval uploaded to RAD Resource Desk
	1 – Field Office approval letter and RAD checklist uploaded to RAD
	2 – MTW Office confirmation of compliance with MTW Agreement uploaded to RAD
	<b>Site and Neighborhood Standards</b>
	Complies with Choice requirements
	<b>OTHER MISCELLANEOUS</b>
	1 – Affirmative Fair Housing Market Plan for PBRA only
	2 – Estimate of HAP Subsidy
	3 – Request for timing of transfer of RAD assistance
	4 – Financing Plan Certification
	5 – RAD/Choice Checklist
	<b>PROEJCT APPROVAL</b>
	Development Proposal presented to Choice Housing Review Panel
	Proposal revised based on Choice Housing Panel comments
	Project recommendation sent from Choice Director to Recap Director
	RAD Conversion Commitment (RCC) signed by Recap Director (attached to approval letter)
	Development Proposal approval letter sent by Choice (signed by Choice & Recap)
	<b>EVIDENTIARY DOCUMENT REVIEW &amp; APPROVAL (managed by Recap)</b>
	RAD Closing Coordinator assigned by Recap when RCC signed
	Checklist of all closing documents provided by Recap to PHA or downloaded from RAD Resource Desk
	Choice documents received by Choice from Closing Coordinator
	1 – Choice Declaration of Restrictive Covenants
	2 – Choice Program Income Certification
	3 – Choice Certifications & Assurances
	4 – Choice Legal Opinions
	5 – Updated Development Proposal reflecting material changes
	6 – Other, as required by Choice
	Choice documents approved by Choice OGC via email to Project Coordinator
	Choice documents approved by Choice Director via email to Recap
	<b>POST CLOSING RELEASE OF CHOICE FUNDS</b>

	Receive 2 CDs of final, executed evidentiary documents from Recap
	Receive Choice Budget Revision from PHA
	Budget revision approved by Choice
	Choice funds authorized in e-LOCCS