

To: CHAP Awardees  
From: Thomas R. Davis  
Director, Office of Recapitalization

Date: March 14, 2018

Subject: Timelines for Closing RAD Public Housing Conversions in 2018

Each year, the Office of Recapitalization has established timelines for closing RAD transactions in the fourth quarter of the calendar year when the RAD closing volume is very heavy. This memo specifies the timelines for 2018. We strongly encourage PHAs and their development partners to close as early in the calendar year as possible. We provide these timelines and establish deadlines to make our workload management as transparent and predictable as possible.

We seek to accommodate all RAD conversions on the PHA's preferred schedule. However, closing priority at the end of CY2018 will depend on meeting the RCC issuance date deadline and on the timely submission of draft documents as shown below.

Required Action	Deadline to close by <b>November 30, 2018</b>	Deadline to close by <b>December 31, 2018</b>
Upload all required Financing Plan documents*	June 15	July 13
Receive a HUD-executed RCC**	August 17	September 14
Submit complete closing package**	September 1	October 1
All RAD documents approved and ready for HUD signatures**	November 15	December 13

\* Note: FHA applications should be submitted at roughly the same time as the Financing Plan documents. PHAs should coordinate with their FHA lender to stay on track.

\*\* Note: An RCC that has already been extended up to or beyond 6 months past the date of issuance will have a lower priority for Closing during CY2018.

HUD reserves the right to modify these deadlines in response to changing conditions. Note that adherence to these dates does not guarantee that HUD will be able to accommodate your closing in a particular month. **If closing by a specific date is important to the success of your transaction, we strongly recommend that you submit ahead of the applicable deadlines, build sufficient time into your schedule to meet all timeline requirements, and allow for unexpected delays.**

When transaction volume exceeds our processing capacity, HUD will prioritize our work based on several factors, including:

- Adherence to the deadlines set forth in this memo

- Prioritization categories for CHAP processing listed in Section 1.11 of the RAD Notice
- Critical deadlines beyond the control of the PHA and its development team. HUD will require documentation of these deadlines when considering this factor.
- Lower priority will be given to transactions when RCCs have been extended past their original 90-day term from HUD issuance, when RCCs have been placed on Inactive Status, and when an RCC expired and a new RCC was subsequently issued.

If you have any questions regarding these matters and you have an RCC, please contact your Closing Coordinator. If you do not yet have an RCC for your transaction, please contact your Transaction Manager.