



U.S Department of Housing and Urban Development  
Office of Housing and  
Office of Public and Indian Housing

# Faircloth-to-RAD Conversions



April 7, 2021

# Introduction

The severe shortage of available affordable housing leaves far too many of the nation's households paying more than 30% of their income to have a place to call home. Every year, we lose more affordable rental units to demolition, deterioration of aging properties, expiring affordability restrictions, and upward pressures in the local market. In the face of this crisis, HUD intends to deploy all tools available to provide affordable homes to those in need by improving the quality of affordable housing and adding new affordable homes.

To further these objectives, HUD has developed an innovative path for Public Housing Authorities (PHAs) to leverage their existing public housing "Faircloth Authority" to create new deeply rent-assisted housing through the Rental Assistance Demonstration (RAD). "Faircloth-to-RAD" conversions will help PHAs and their partners more readily access financing for the development of new deeply affordable units.

Many PHAs operate fewer deeply rent-assisted units than their "Faircloth" limits, which are caps Congress established in 1998 on the number of public housing units the Federal government would support. There is existing Federal authority to provide deep rent assistance for nearly 220,000 units, provided the PHAs can finance the initial construction. The Faircloth-to-RAD strategy targets this financing need.

In a Faircloth-to-RAD transaction, PHAs will develop public housing units using HUD's public housing mixed-finance program with pre-approval to convert the property to a long-term Section 8 contract following construction. With early-stage RAD conversion approvals, lenders and investors will have the revenue certainty through familiar Section 8 contracts to underwrite the construction of these projects.

HUD has streamlined and merged the mixed-finance development and RAD conversion processes to eliminate duplicative steps and to maximize predictability. In this guide, PHAs will find the following information to consider the Faircloth-to-RAD process:

- The number of "Faircloth" units available to each PHA;
- Guidance on how to implement Faircloth-to-RAD conversions, including the sequence of RAD and mixed-finance development processes;
- A description of the specific items HUD will need to review pre-construction to ensure the development will satisfy RAD requirements when construction is complete;
- Links to more detailed information about both the mixed-finance and RAD processes;
- The template that HUD will use to provide the anticipated RAD rents for new projects; and
- The template that HUD will use to provide a pre-construction conditional approval of the RAD conversion simultaneous with the mixed-finance development approval.

With these materials, any PHA with available authority under Faircloth can devise plans to create new deeply affordable housing.

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# Guidance on Faircloth-to-RAD Conversions

## Introduction

This guidance document is written for public housing authorities (PHAs) who have expressed interest in the following:

- Using the Office of Public Housing Investments (OPHI) Mixed-Finance<sup>1</sup> program to develop new public housing units from their available [Faircloth Authority](#); **and**
- Converting the assistance from public housing to Section 8 through the Rental Assistance Demonstration (RAD) program once the units have been entered into the PIH Information Center (PIC) after construction completion.

This conversion type is referred to as a “Faircloth-to-RAD” conversion. There are three phases in the process of developing and converting these units: (1) Pre-Development; (2) Construction; and (3) Conversion to Permanent Financing.

Exhibit A presents the key steps in the Faircloth-to-RAD conversion process. **The annotations, depicted by a numbered box to the left of this guide, reference the key steps depicted in Exhibit A of this guide.**

This guide is specific to Mixed-Finance Development under 24 CFR 905.604 subpart F. HUD is considering additional guidance on how to approach Faircloth-to-RAD conversions that opt to use other methods of development, such as conventional development and acquisition.

## Process Description – Pre-Development Period

1

The Faircloth-to-RAD conversion process begins with the PHA’s request for the Notice of Anticipated RAD Rents (NARR), thereby communicating its interest in developing and converting units from its available Faircloth authority to the Office of Recapitalization (Recap). This inquiry is made through the RAD Resource Desk ([www.radresource.net](http://www.radresource.net)) by selecting the “Faircloth Conversion” option and providing HUD with specific information, requested in the RAD Resource Desk, needed to calculate what the RAD rents for the project will be at the time of conversion. Please note that if the specific project characteristics used to calculate the RAD rents change by or before the PHA submits its Mixed-Finance Development Proposal (MFDP)<sup>2</sup>, the PHA will need to provide updated information for HUD to calculate revised rents.

In addition to requesting the NARR, the PHA must reserve conversion authority under RAD so that when a project is issued a Date of Funding Availability (DOFA), the PHA can be assured that there is availability under the statutory cap of public housing units that can be converted under RAD (currently set at 455,000 units). Conversion authority can be reserved for the units being developed through one of the following three options:

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<sup>1,2</sup> Please refer to [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph) for information on the Mixed-Finance program and to access MFDP template.

- **Option 1:** If the PHA has as an existing RAD Portfolio Award, then the PHA should select the option, in the RAD Resource Desk, to add the units to its portfolio award to cover the RAD conversion of the planned projects containing the Development Units.
- **Option 2:** If the PHA does not have a RAD Portfolio Award, then a PHA can secure conversion authority by submitting a RAD Portfolio Application<sup>3</sup>, as outlined in Section 1.9.C of the RAD Notice.
- **Option 3:** A PHA that does not meet the criteria in Section 1.9.C for a Portfolio Award (“PHA A”) because it has no other public housing properties may partner with another PHA (“PHA B”) who has an existing Portfolio Award. PHA A would submit a request to the RAD Resource Desk to update PHA B’s Portfolio Award to include the PHA A’s Development Units, thereby reserving authority under the RAD unit cap for PHA A. PHA B should note for HUD that a specified number of units are reserved on behalf of PHA A. The units will be removed from PHA B’s Portfolio Award when a CHAP is issued to PHA A.

2

Once HUD has calculated the RAD rents and conversion authority is secured, HUD will issue a NARR, which contains the estimated RAD rents. The RAD rents stated in the NARR can be used by the PHA to underwrite the project and should be reflected in the PHA’s MFDP that is submitted to OPHI. Please note that, as with all RAD conversions, a PHA has certain flexibilities under Section 1.6.B.5 and 1.7.A.5 to make modifications to the rents, including through rent bundling and using MTW flexibility.

3

When the PHA is close to submitting their MFDP, the PHA should request a preliminary conversion call through the RAD Resource Desk. Upon receiving this request, the assigned Transaction Manager (TM) from Recap will then schedule a call with the PHA and other relevant stakeholders, including OPHI. The preliminary conversion call will discuss the following agenda items:

- The Faircloth-to-RAD conversion process
- The construction delivery and occupancy plans, specifically whether all units will be completed at once or whether units will be delivered for occupancy over time (e.g., on a building-by-building basis)
- Permanent financing terms and the timing of the RAD conversion relative to construction completion and the take-out of the construction loan by permanent financing
- Housing Assistance Payments (HAP) contract funding during the first year after completion of construction

4

To expedite processing, Recap has established streamlined requirements for Faircloth-to-RAD conversions. Parallel to submission of the MFDP, a PHA will upload to the Resource Desk only the RAD Financing Plan documents that are not covered within the MFDP, specifically the following items:

- The Conversion Overview, including a description of the proposed RAD ownership structure
- Selection of Program Platform: Project Based Vouchers or Project Based Rental Assistance
- Certification of Board Approval of the RAD Conversion
- Operating Pro Forma

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<sup>3</sup> This application can be accessed on the Resource Desk by selecting the “Apply” icon and then clicking on the “RAD Portfolio Application” hyperlink which will download an Excel spreadsheet that must be completed by the PHA.

## Guidance on Faircloth-to-RAD Conversions

- Approved Significant Amendment to PHA Plan and, if applicable, the Approval of the MTW Agreement
- Initial Year Funding Tool

Because OPHI is underwriting the development of the project as public housing and because the conversion of assistance under RAD will not occur until the project has been constructed, HUD will underwrite the RAD conversion as a no-debt conversion without any construction. Therefore, all development activity should be reflected in the MFDP's discussion of sources and uses of funds, even if the expenditures may occur after the date of the RAD conversion and even if the expenditure is associated with the RAD conversion (such as legal fees for closing). The Transaction Log is not required at this time because Recap expects that all costs known at this stage of the process will be reflected in the Mixed Finance Development Proposal and the RAD "Sources and Uses" of funds would not have any transaction costs.

5 If OPHI approves the PHA's MFDP, Recap will, in conjunction with the Mixed-Finance Approval Letter, issue a RAD Conversion Conditional Approval (RCCA), along with a draft RAD Conversion Commitment  
6 (RCC). The draft RCC will stipulate the conditions upon which the PHA is receiving conditional approval and outline the steps that need to be completed for the PHA to effectively convert through RAD. Upon  
7 receipt of OPHI's Mixed-Finance Approval, the PHA will proceed towards closing the transaction (construction financing closing) under the standard Mixed-Finance development processes. No additional RAD steps, or Recap approvals, are required between issuance of the RCCA and construction closing.

The Mixed-Finance construction closing process includes, but is not limited, to the preparation of the following "evidentiary" documents:

- Mixed-Finance Annual Contributions Contract (ACC) Amendment,
- Declaration of Restrictive Covenants (DORC), and
- Regulatory & Operating Agreement (R&O).

During the Mixed-Finance construction closing process, the PHA also submits to HUD, as applicable, the first mortgage and subordinate mortgage loan documents, the ownership entity partnership agreement/operating agreement, the ground lease, construction documents, the management agreement, the management plan, and all other documents for the real estate development transaction. The bulleted documents listed above are unique to public housing and will be terminated/moot at the time of the RAD conversion (see templates referenced in Section 3 of this document). As a result, these documents are expected to be effective for only a short time. Therefore, the PHA should draft and negotiate these documents with that limited lifespan in mind. OPHI and the PHA should also inform the HUD Office of General Counsel team that the transaction will be converting to RAD once the units are entered into PIC so that the legal documents prepared at the time of the Mixed-Finance construction closing are reviewed with RAD in mind.

### Process Description – Construction Period

9 Once the Mixed-Finance transaction is closed, the PHA can begin construction. As the units near construction completion, the PHA should prepare to submit to PIH the documents that onboard the units as public housing. The units must be developed, fit for occupancy, and included within the public

housing program pursuant to the requirements of 24 C.F.R. Part 905 Subpart F. When the public housing Field Office verifies the DOFA eligibility, the Field Office will enter the units into PIC, officially classifying them as public housing.

8

The PHA is also responsible for notifying Recap as construction of the units are nearing construction completion. The timing to approach Recap is at the PHA's discretion, but 60 days before the DOFA is strongly encouraged if the PHA wants to minimize the time that it will operate the units under public housing requirements. At this stage in the process, as described in the RCCA, the PHA must upload/update the following on the RAD Resource Desk:

- Construction Completion Update – contains the PHA's certification that the completed project is consistent with the terms specified in the RCCA. The PHA should include any work to be done after the date of the RAD conversion which was not reflected in the MFDP or subsequent OPHI approvals. The PHA should also inform Recap of any financing liens to be created post-RAD conversion so that they may be reviewed, approved, and identified as HUD-approved liens in the Additional Provisions exhibit of the RCC. PHAs may not place additional liens on a RAD converted property without HUD approval and this pre-approval will ensure a smooth subsequent closing of the lien.
- Attachments to the Construction Completion Update – explains and documents material changes from the transaction structure as previously approved by Recap, if necessary.
- Resource Desk Transaction Log – The Transaction Log will be pre-populated to reflect \$0 Sources and \$0 Uses as all costs identified at the time of the Mixed Finance Development Approval will be reflected in the Mixed Finance sources and uses. With the Construction Completion Update, provide updates to the Transaction Log to include to any changes to the sources and uses that are not reflected in prior OPHI approvals, if necessary.

Once the documents and updates identified above, as applicable, are submitted to Recap, Recap will review to confirm that the transaction remains consistent with RAD requirements. Recap will then assign a Closing Coordinator and HUD's Office of General Counsel will assign counsel to bring the RAD conversion to completion. The PHA may begin uploading the RAD closing documents to the RAD Resource Desk. The list of necessary closing documents is available on the RAD Resource Desk. As noted above, many of these documents can be negotiated at the time of the construction closing if the PHA chooses. Uploading documents at this time is strongly encouraged as it will permit the Recap and HUD's Office of General Counsel team to begin reviewing the closing documents to prepare for RAD closing. This will minimize the time operating under public housing requirements and the time it takes to complete the RAD closing.

### Process Description – Conversion to Permanent Financing Period

10

Once the PHA has notified Recap that construction is nearing completion and Recap has approved the Construction Completion Update and other documents, as applicable, Recap will coordinate with PIH to track when the units are established as public housing by being entered into PIC. Once the units are in PIC, Recap will issue the Commitment to Enter into a Housing Assistance Payments Contract (CHAP) and RCC simultaneously, as the Financing Plan was previously reviewed and approved during the Pre-Development period, described in Section 1. The RAD conversion can then proceed to final RAD closing reviews.

11

## RAD Closing

12 The RAD closing process for Faircloth-to-RAD conversions is the same as all other RAD conversions. The closing process generally takes approximately 60 days, which can begin when the PHA uploads a  
14 complete package of closing documents. The PHA may upload the closing documents before the units are in PIC (as noted above) or after issuance of the RCC. RAD Closing can only occur after HUD approves all documents. The PHA team should familiarize themselves, prior to CHAP issuance, with the following guidance documents available on the Resource Desk:

- [Overview of the RAD Closing Process for PHAs](#)
- RAD Closing Checklist & Overview – [PBRA<sup>4</sup>/PBV](#)

13 Additionally, also available on the Resource Desk, the following three templates relevant for projects developed through the Mixed Finance program are applicable for Closing of Faircloth-to-RAD conversions:

- [Mixed Finance – Termination of Mixed Finance Amendment to the ACC](#)
- [Mixed Finance – Release from Declaration of Restrictive Covenants](#)
- [Mixed Finance – Termination of Regulatory & Operating Agreement](#)

## Funding in the Conversion Year

For the remainder of the first Calendar Year in which a Section 8 Housing Assistance Payments (HAP) contract is effective (the “year of conversion”), Operating Funds and Capital Funds will be obligated to the PHA for the Covered Project at the level of public housing subsidy, which that project is eligible to receive regardless of the initial contract rent amount (stated in the NARR) or Operating Cost Adjustment Factor. These are the funds that the project will rely on for the balance of the calendar year. New public housing projects are funded in the following way:

- 1) PHAs must follow Operating Fund processing guidance<sup>5</sup> to initiate funding for new projects. Please note that each year the Operating Fund establishes a new project submission deadline, typically in the early summer of each year. Projects that meet DOFA after this date and/or that fail to provide the Operating Fund submissions by this date will not receive Operating Funds in the year of conversion.
- 2) The public housing Capital Fund provides funding to PHAs each year based on public housing units in PIC on the Capital Fund certification date in the prior calendar year. As such, PHAs do not receive funding for new projects in the year that they come on-line in PIC.

To calculate funding in the year of conversion, all RAD conversions require the PHA to submit the [Initial Year Funding Tool](#) as part of the Financing Plan to ensure that all parties understand funding available. This tool is also submitted in final form at RAD Closing. It is the Initial Year Funding Tool that establishes the subsidy that the PHA will receive in the year of conversion and not the terms set forth in the R&O.

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<sup>4</sup> For PBRA conversions, HUD Asset Management requires that the property and owner information is entered into APPS and that the Management Certification is completed. Please refer to the Resource Desk “Submitting the Financing Plan” section of the Document Library to access ‘2530 Guidance for RAD Transactions’ and ‘2530 MF Development Compliance and Credit Requirements’ for more information.

<sup>5</sup> See <https://www.hud.gov/sites/dfiles/PIH/documents/pih2021-04.pdf> for Calendar Year 2021 guidance

As such, developers and PHAs should take this and Capital fund timing considerations into account when considering the planned construction of the project and in creating their budget. For example, the development team may wish to consider establishing a year-of-conversion reserve to supplement the public housing funding and provide the project with the normal RAD rent revenue, particularly if the permanent loan conversion requires stabilized occupancy for a period of time that would be impacted by the lack of capital funds in the year of conversion. The project will receive the rent revenue outlined in the Initial Year Funding Tool until the January 1 following the HAP contract effective date, at which time payment of the RAD rents as specified in the HAP contract will begin.

Any permanent loan conversion could occur before, simultaneous with, or after the RAD conversion. Any lenders will need to subordinate their loans to the RAD Use Agreement, and the Office of General Counsel will need to review the draft subordination agreement(s), associated with the loans, that would be signed at closing.

### Resident Considerations if Units are Leased as Public Housing

Once the units are in PIC, the PHA can choose whether to begin leasing the units as public housing under public housing rules or to wait and lease only after RAD conversion, when the units are under the Section 8 program. If the units are delivered for occupancy over time (e.g., on a building-by-building basis) and have multiple DOFA dates, the RAD conversion can only occur after all units exist as public housing.

If units are leased as public housing, the PHA must consider the resident engagement requirements under the RAD Notice that are applicable given when the residents begin occupancy relative to where the transaction is in the RAD conversion process. The PHA must take the following additional steps:

- On move-in, inform the residents in writing of the pending RAD conversion through issuance of the [RAD Information Notice](#) (RIN), which may be modified to fit the circumstances.
- If units are built on a building-by-building basis, the CHAP and RCC are not issued until the last building has established a DOFA date in PIC. As mentioned above, the PHA has the option to begin leasing as public housing as the units come on-line in the PIC system or wait till after the RAD conversion. In this scenario, where residents are moving in prior to issuance of the RCC, the PHA must conduct all resident engagement activities required during the period between submission of the Financing Plan and issuance of the RCC.<sup>6</sup>
- If residents move in after issuance of the RCC but before the RAD conversion, conduct all resident engagement activities required following issuance of the RCC.
- Include documentation of the Resident Meetings and Comments in the Conversion Overview or in the RAD Closing document submission.

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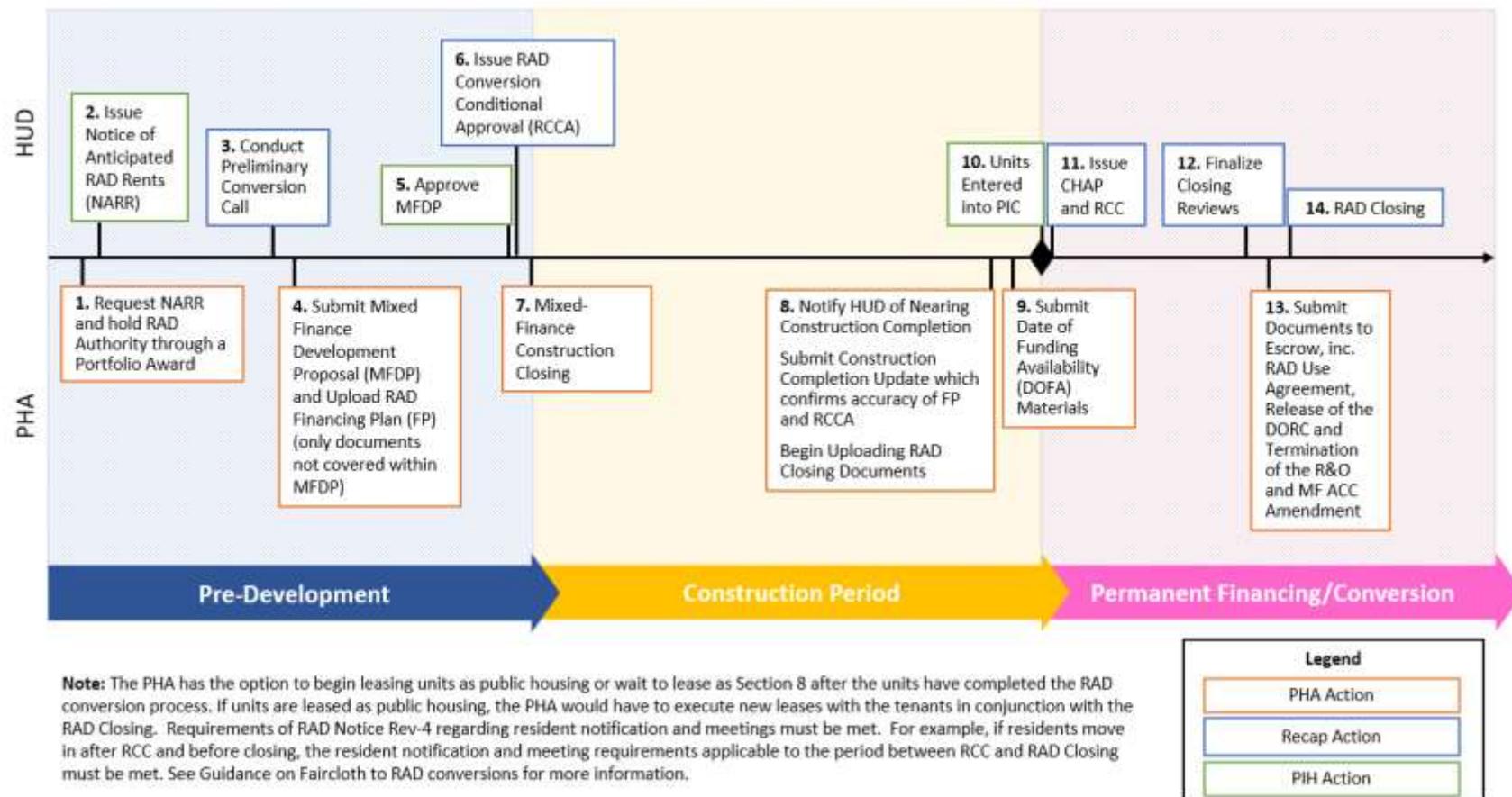
<sup>6</sup> For purposes of resident engagement in the new construction context, the NARR shall be treated as the equivalent of the CHAP. As the units are entirely new, developed based on Faircloth authority, there are no residents in occupancy pre-application, or prior to the Concept Call, or between the Concept Call and the Financing Plan submission. If the public housing development is a mixed-finance acquisition and rehab of an occupied structure, as opposed to new construction, additional resident engagement processes would apply.

## Guidance on Faircloth-to-RAD Conversions

- Enter into new Section 8 leases with the tenants prior to RAD Closing or activate the transition from public housing to Section 8 leases if the tenants signed lease forms contemplating the transition.

Exhibit A

# Faircloth to RAD Conversion Process





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

[Date]

[Executive Director Name]  
[Housing Authority Name]  
[Housing Authority Address]  
[Housing Authority City, State and Zip]

Re: Notice of Anticipated RAD Rents for  
[Proposed Project Name and Address]  
[Housing Authority Name] (PHA)

Dear [Executive Director Greeting]:

The Department has received your expression of interest in undertaking public housing development activities and then subsequently converting the public housing assistance under the Rental Assistance Demonstration (RAD) for [number] units at the above-named project.

Public housing development activities are governed by the requirements set forth in 24 C.F.R. Part 905 Subpart F. For a project to be included within the public housing program, the following criteria must be met: 95% of the proposed public housing units must have a certificate of occupancy, the Department must issue a public housing Date of Funding Availability (DOFA) applicable to the project (24 C.F.R. 905.108 and 905.600(c)(4), the Department must activate the public housing unit in the PIH Information Center (PIC) system, and the Department must confirm compliance with all applicable requirements of 24 C.F.R. Part 905 Subpart F. Once these criteria are met, the public housing assistance will be available to these units, which may then be converted through RAD.

Conversion of public housing assistance under RAD is governed by the Consolidated and Further Continuing Appropriations Act of 2012 (P.L. No. 112-55, approved November 18, 2011); as amended by the Consolidated Appropriations Act, 2014 (P.L. 113-76, approved January 17, 2014); the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235, approved December 16, 2014); the Consolidated Appropriations Act, 2016 (P.L. 113-113, approved December 18, 2015); the Consolidated Appropriations Act, 2017 (P.L. 115-31, approved May 5, 2017); the Consolidated Appropriations Act, 2018 (P.L. 115-141), approved March 23, 2018); section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq (collectively, the "RAD Statute"). Conversion under RAD is further governed by the requirements contained in the Rental Assistance Demonstration – Final Implementation, Revision 4 Notice H-2019-09 PIH-2019-23 (HA) (the "RAD Notice").

Subject to the conditions enumerated in this letter, this letter serves to notify you that:

- The Department has received the submission of information sufficient to serve as the RAD Application for the above referenced project.
- The Department has confirmed eligibility for the conversion of assistance of \_\_\_\_ units to Section 8 assistance under RAD.

## Notice of Anticipated RAD Rents

- The Department will issue a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) for the above-referenced project when the project is eligible to be included within the public housing program pursuant to 24 C.F.R. Part 905 Subpart F.
- Based on the unit mix you have proposed, the RAD unit Contract Rents upon conversion of the above referenced project will be as set forth in the attached Exhibit A.

The foregoing notification is subject to the following conditions:

- Changes in the unit mix and characteristics of the building(s) to be developed may impact the anticipated RAD unit Contract Rents shown in Exhibit A. This notification will need to be amended and updated to be consistent with your public housing development proposal, submitted pursuant to 24 C.F.R. Part 905 Subpart F. To avoid delays, you must provide updated information to HUD if the unit mix and characteristics of the building(s) to be included in the public housing development proposal are modified.
- The units must be developed, fit for occupancy, and included within the public housing program pursuant to the requirements of 24 C.F.R. Part 905 prior to conversion.
- There must be no material change in the status of the public housing authority relative to the criteria set forth in Section 1.3.2 through Section 1.3.7 of the RAD Notice.
- When so instructed by the Department, the PHA must submit through the RAD Resource Desk all documents and certifications necessary to implement a RAD conversion as described in the RAD Notice and must meet the requirements contained in the RAD Notice. This notification shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the RAD Notice, and all other applicable RAD guidance.
- ***[If they do not have a Portfolio Award because they don't have an active CHAP and can't find a partner PHA to reserve authority for them, insert the following special condition:*** The RAD statute limits the number of units that may be converted under RAD, and conversion authority may be secured through a Portfolio Award by following the procedures outlined in the RAD Notice. The PHA does not currently have a Portfolio Award reservation. As such, the ability to convert the units discussed in this notification is dependent on the availability of adequate authority for conversion when the project has been issued a DOFA, the public housing units are activated in PIC, and the Department has confirmed compliance with all applicable requirements of 24 C.F.R. Part 905 Subpart F.]
- ***[Insert here any additional conditions unique to this PHA which would normally be included in a CHAP for this PHA.]***

As this represents a conditional notification by the Department, the Department reserves the right to revoke or amend this determination at any time prior to issuance of the CHAP if the Department, in its sole judgment, determines that any of the following conditions are present:

- The PHA or any of the units proposed for development and conversion are not eligible for such activities;
- The PHA could not develop the housing as public housing, convert the housing under RAD, or operate the housing under either public housing or Section 8 due to prior or ongoing litigation;
- The proposed development and conversion strategy is not or will not be financially feasible;
- The PHA cannot demonstrate to HUD's satisfaction that it is making adequate progress towards development and conversion;
- The PHA fails to comply with applicable requirements or deadlines;

## Notice of Anticipated RAD Rents

- The PHA fails to cooperate with the Department's requests;
- There is any violation of program rules, including fraud;
- The PHA fails to discuss the development plans as a significant action in the PHA's Five-Year Plan, Annual Plan, MTW Plan, or CFP 5-Year Action Plan, as applicable, or fails to submit an approved significant amendment of such documents to HUD; or
- The terms of the development or conversion activities would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

The Department will request periodic discussions with the PHA to assess whether the PHA is making adequate progress on the development of the public housing units and on planning for a RAD conversion. To ensure PHAs are making consistent progress, within one year of the date of this letter, the PHA must submit a development plan to the Office of Public Housing Investments. The PHA may submit a request for an extension through a project-specific due date, which request must be adequately justified. Approval of any request for an extension is at HUD's sole discretion. If the Department, in its sole judgment, determines that the PHA has failed to make adequate progress and the Department declines to extend the deadline for submission of a development plan, this notification will be revoked.

If you have any questions or concerns regarding the public housing development process, please contact your Office of Public Housing Investments Grant Manager. For questions or concerns regarding the anticipated RAD conversion process, please contact the Office of Recapitalization by accessing the RAD Resource Desk at [www.radresource.net](http://www.radresource.net) and selecting the option "Contact RAD."

Sincerely,

Susan A. Wilson  
Director, Urban Revitalization Division  
Office of Public Housing Investments

**Notice of Anticipated RAD Rents**

**EXHIBIT A**

**Contract Rents Subsequent to a  
Rental Assistance Demonstration Conversion**

The Contract Rents set forth below for the subject proposed public housing development project are based on Fiscal Year 2020 Federal Appropriations and assumptions regarding applicable rent caps. Following the review and approval of the public housing development proposal, the final RAD Contract Rents will continue to be based on Fiscal Year 2020 Federal Appropriations and assumptions, without regard to potential changes in appropriation levels between the date hereof and date of the RAD HAP contract. The final RAD Contract Rents will be adjusted to reflect Operating Cost Adjustment Factors (OCAFs) and are subject to applicable program rent caps. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Project Reference: [Proposed Project Name and Address]**

Number of Bedrooms	Number of Contract Units	Contract Rent	Utility Allowance	Gross Rent
0				
1				
2				
3				
4				
5				

Please note that this rent schedule does not include any OCAF adjustment for which the PHA may be eligible. OCAF adjustments will be confirmed on issuance of the CHAP.

Please note that this rent schedule does not include utility allowances. Utility allowances will be added to the rent schedule and will increase the Gross Rent when the PHA provides HUD with data on the initial Utility Allowances



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF HOUSING

[Date]

[Executive Director Name]

[Housing Authority Name]

[Housing Authority Address]

[Housing Authority City, State and Zip]

Re: RAD Conversion Conditional Approval for  
[Proposed Project Name and Address]

Dear [Executive Director Greeting]:

The Department has received your development proposal to create [number] new public housing units at the above referenced project (the "Development Units") pursuant to the requirements of 24 C.F.R. Part 905 Subpart F and your request for the subsequent conversion of such newly created public housing units under the Rental Assistance Demonstration (RAD).

As explained in the Notice of Anticipated RAD Rents dated \_\_\_\_\_, conversion under RAD is only possible after the Development Units have been built and the Department confirms compliance with the requirements of 24 C.F.R. Part 905 Subpart F and activates the units as public housing in the PIH Information Center (PIC) system. At that time, conversion of public housing assistance under RAD is governed by the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011; the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017; the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq (collectively, the "RAD Statute"). Conversion under RAD is further governed by the requirements contained in the Rental Assistance Demonstration – Final Implementation, Revision 4 Notice H-2019-09 PIH-2019-23 (HA) (the "RAD Notice").

In conjunction with the approval by HUD's Office of Public Housing Investments (OPHI) of the development proposal under the requirements of 24 C.F.R.. Part 905 Subpart F, HUD's Office of Recapitalization (Recap) has determined that, except as noted in this letter and the attachments hereto, the documents submitted to OPHI and Recap with respect to the Development Units satisfy the requirements of the Financing Plan under the RAD Notice and that your request meets RAD requirements. This letter serves as a conditional approval of your request to convert the Development Units under RAD.

In the event of a RAD conversion, the Development Units will receive rental assistance in the form of a 20-year [Project Based Rental Assistance/Project Based Voucher] Housing Assistance Payment (HAP)

## RAD Conversion Conditional Approval

contract. Attached to this conditional approval as “Attachment A” is a draft of the RAD Conversion Commitment (“RCC”). This draft RCC includes the following exhibits:

- **Exhibit A:** Special conditions and additional provisions of the anticipated RCC;
- **Exhibit B:** Anticipated Sources and Uses;
- **Exhibit C:** Monthly HAP Contract Rents; and
- **Exhibit D:** Scope of Work in addition to the work identified in the approved public housing development proposal.

Final approval and authority to implement the conversion of the Development Units is subject to the following conditions:

- 1) The Development Units must be developed, fit for occupancy, and included within the public housing program pursuant to the requirements of 24 C.F.R. Part 905 Subpart F.
- 2) There must be no material change in the status of the public housing authority relative to the criteria set forth in Section 1.3.2 through Section 1.3.5 and in Section 1.3.7 of the RAD Notice.
- 3) All the conditions and requirements of the draft RCC apply to this conditional approval.
- 4) ***[If they do not have a Portfolio Award because they don't have an active CHAP and can't find a partner PHA to reserve authority for them, insert the following special condition:*** The RAD statute limits the number of units that may be converted under RAD, and conversion authority may be secured through a Portfolio Award by following the procedures outlined in the RAD Notice. The PHA does not currently have a Portfolio Award reservation. As such, the ability to convert the units discussed in this notification is dependent on the availability of adequate authority for conversion when the project has been issued a DOFA, the public housing units are activated in PIC, and the Department has confirmed compliance with all applicable requirements of 24 C.F.R. Part 905 Subpart F.]
- 5) ***[Insert here any additional conditions unique to this PHA which would normally be included in a CHAP for this PHA.]***

As this notification is a conditional commitment by the Department, the Department reserves the right to revoke or amend this determination at any time prior to issuance of the CHAP and/or the RCC if the Department, in its sole judgment, determines that any of the following conditions are present:

- The PHA or any of the units proposed for development and conversion are not eligible for such activities;
- The proposed development and conversion strategy no longer meets the program and underwriting requirements of the RAD Notice;
- The PHA could not develop the housing as public housing, convert the housing under RAD, or operate the housing under either public housing or Section 8 due to an injunction or ruling issued by a court of competent jurisdiction;
- The PHA fails to comply with applicable requirements or deadlines;
- The PHA fails to cooperate with reasonable requests from the Department related to the Development Units;
- There is any violation of program rules, including fraud; or

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- The terms of the development or conversion activities would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

When the Development Units are approaching or have achieved construction completion, the PHA must submit through the RAD Resource Desk a "Completion Update" comprised of 1) a certification that the completed project is consistent with the documents reviewed by OPHI and Recap prior to issuance of this conditional approval or disclosing any material changes from such documents and 2) such additional documents and certifications as may be necessary to implement a RAD conversion as described in the RAD Notice. Following Recap's review and approval of the Completion Update and OPHI's confirmation that the project is included within the public housing program pursuant to 24 C.F.R. Part 905 Subpart F, the Department will issue for the above-referenced project a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) and an RCC in the form attached hereto as Attachment A, as amended consistent with the Completion Update.

Regardless of whether the RAD conversion closes, HUD shall not be responsible for any expenses or transaction costs incurred by you or at your direction in connection with the RAD-related aspects of the transaction.

This conditional approval shall be interpreted and implemented in accordance with all HUD statutory and regulatory requirements, the RAD Notice, and all other applicable RAD guidance.

Thank you for your commitment to affordable housing and your interest in the RAD program. If you have any questions regarding your proposed RAD conversion, please contact the Office of Recapitalization by accessing the RAD Resource Desk at [www.radresource.net](http://www.radresource.net) and selecting the option "Contact RAD."

Sincerely,

Thomas R. Davis  
Director, Office of Recapitalization

Attachments: Attachment A: Draft RAD Conversion Commitment

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Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required for developing a Mixed-Finance rental project pursuant to HUD regulations 24 CFR 905. The information will be used to provide HUD with sufficient information to enable a determination that the proposed housing project is demographically and financially feasible and that HUD statutory and regulatory requirements have been met.

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Pursuant to 24 CFR 905.606, prior to developing public housing, either through new construction or through acquisition (with or without rehabilitation), public housing authorities (PHA) must submit a Development Proposal to HUD which contains information about the project. Submission of a Development Proposal allows HUD to assess the viability and financial feasibility of a proposed development and to assure compliance with public housing regulations.

A Development Proposal must be submitted for all types of public housing development, including mixed-finance development. If a PHA does not submit a Development Proposal and secure HUD approval, the PHA may have to repay any public housing funds used in conjunction with the project.

The purpose of this document is to provide a template for preparation of the Development Proposal. Information may be typed directly into the form. This template may be used for all types of public housing development. However, it is required to be used for mixed-finance public housing development. This document replaces the previously used Rental Term Sheet (HUD form 50030). This document may also be modified by HUD for use with projects including development of non-public housing units through programs such as Choice Neighborhoods, RAD, or Moving to Work.

This document, along with its attachments, generally includes all information required to be included in a Development Proposal, though HUD reserves the right to request additional information or to require less information to carry out its review. In addition, for mixed-finance projects, this document identifies additional documentation needed to allow HUD to complete a Subsidy Layering Analysis for the project, as required under section 102(d) of the HUD Reform Act of 1989. Note that this Subsidy Layering Analysis does not satisfy the subsidy layering requirements related to Housing Choice Vouchers.

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For non-mixed-finance public housing development, the Development Proposal and all attachments must be submitted to the appropriate HUD Field Office.

For mixed-finance projects or other non-public housing development, Development Proposals and all attachments must be submitted to HUD Headquarters, Office of Public Housing Investments. PHAs should work with their assigned HUD Project Manager to prepare the Development Proposal. Submission must be made well in advance of closing to allow adequate time for review and approval.

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**Section 1: Project Information**

PHA: \_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_\_\_ (Old Name, if applicable)

PIC Project Number: \_\_\_\_\_

PHA Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

MTW Agency? [\_\_\_\_\_] Yes [\_\_\_\_\_] No

RAD Conversion? [\_\_\_\_\_] Yes [\_\_\_\_\_] No

HOPE VI Grant Name: \_\_\_\_\_

HOPE VI Grant Number: \_\_\_\_\_

Choice Neighborhoods Grant Name: \_\_\_\_\_

Choice Neighborhoods Grant Number: \_\_\_\_\_

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**Section 2: Project Description\***

Provide a narrative description of the proposed project that gives an overview of the development, including the following information:

- Current project status (ownership, units, occupancy, condition, etc.)
- Proposed project status
- Development method (new construction, rehab, acquisition, etc.)
- Housing type (elevator, walk-up, row house, detached/semi-detached)
- The number of units by type (public housing, LIHTC, PBV, unrestricted, etc.) using Form A of the Development Proposal Calculator
- Proposed energy rating for units (energy star, LEED, local code, etc.)
- Proposed type of internet access
- Non-dwelling space type & size (community center, maintenance shed, etc.)
- Phasing plan (if this project is part of a larger, multi-phases development)
- Proposed residents to be served (families, elderly, disabled, etc.)
- Role of PHA
- Identification and description of Developer
- Description of project plans to convert assistance through a RAD conversion, if applicable
  - Selection of Program Platform: Project Based Vouchers (PBV) or Project Based Rental Assistance (PBRA) Housing Assistance Payments (HAP) contract
- Other pertinent information
- Identification of any work requirement or work preference for public housing residents

\* Information in this Section 2 must also be included in Exhibit B of the Mixed-Finance Amendment to the ACC Amendment for the project.

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**Section 3: Site Information**

Provide information on the development site, including the following:

- A physical description of the site
- Environmental issues
- Description of the neighborhood
- Proximity of site to retail, education, social services, transportation, jobs, etc.
- Describe any unusual features which might affect development
- Site map
- Map of the surrounding neighborhood and city
- Other pertinent information

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**Section 4: Key Development Partners and Participating Parties\***

Provide the following information for each major partner in the Project:

<b>ROLE</b>	<b>ENTITY NAME &amp; CONTACT INFORMATION (person, phone &amp; email)</b>	<b>FINANCIAL INTEREST (%)</b>	<b>RELATIONSHIP TO PHA (if any)</b>
Developer			
Ownership Entity			
General Partner or Managing Member of the Owner			
Limited Partner or Investor/Limited Member of the Owner			
Public Housing Authority, Instrumentality or Affiliate			
Property Manager			
Construction Lender			
Permanent Lender(s)			
Other			
Other			
Other			

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For RAD, documents must demonstrate how the ownership will meet RAD's Ownership and Control requirements (See Section 1.4.A.11 of the RAD Notice). Provide the following information about the Development Team:

- Identification of all participants, including the PHA, the general contractor, the legal entity that will own the project, the proposed management agent, and all "principals" of those entities. The submission must disclose any identity of interest between any of the parties.
- For PBRA conversions, evidence that all principals have Previous Participation Certification in the Active Partners Performance System (APPS) (formerly the Form 2530) and are not be debarred, suspended, or subject to a Limited Denial of Participation.<sup>7</sup>

If a PHA instrumentality or affiliate is involved in the project, provide a description of the relationship between the PHA and the instrumentality/affiliate as it relates to the project (see PIH Notice 2007-15):

\*Information in this Section 4 must also be included in Exhibit A to the Mixed-Finance Amendment to the ACC for the project.

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<sup>7</sup> The APPS/2530 applies to all FHA transactions and transactions in which 20% of the units in the Covered Project will be covered under a PBRA contract (PBV transactions without FHA financing are exempt). The PHA and any entities wholly owned by the PHA are not subject to 2530/APPS. For LLCs and LPs, non-PHA members and partners, respectively, with 25% or more of the ownership interests are subject to approval provided that for LIHTC transactions, limited partners or investment members are exempt. For non-profit entities, 2530s are required for Board Officers but not Board Members. Management agents are subject to 2530 unless wholly-owned.

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**Section 5: Project Schedule\***

Provide projected dates for each activity identified below:

ACTIVITY	COMPLETION DATE
Demolition Approval from HUD	
Disposition Approval from HUD	
LIHTC Award	
Environment Review Completed (HUD-7015.16 signed)	
Relocation Completed	
Financial Closing	
Abatement/Demolition Completed	
Construction Start	
Construction Completed	
Target Date of Full Availability (DOFA) for Public Housing Units	
LIHTC Placed-in-Service Date	
Lease Up Complete	
Submission of Final Cost Certification	
Other:	
Other:	

\*Information in this Section 5 must also be included in Exhibit D of the Mixed-Finance Amendment to the ACC Amendment for the project.

**Section 6: Compliance with Design and Accessibility Requirements**

The design of the project, including the lay-out of units, must comply with accessibility requirements specified at 24 CFR 905.312 and 905.604(g) and any other requirements which apply to the specific project.

PHAs must submit the following architectural plans:

- Site Plan
- Building Plans
- Sections and Elevations
- Unit Plans

The following information must be reflected on the plans or separately provided:

- Site Plans: show exterior private spaces, public recreational areas, location of trees to shade walks, parking areas, etc.
- Building Plans: show the location, type, and mix of accessible and visitable units
- Exterior Elevations and Building Sections: identify materials on walls and roof areas
- Unit Plans: show the livability of the spaces within the dwelling unit by providing adequate floor area for furniture and circulation spaces
- Energy efficiency/green design

Plans for mixed-finance projects will be reviewed by a HUD architect. Before submitting plans, the PHA should consult with the HUD Project Manager to determine where the plans should be sent and in what format, i.e. hard copy, electronic, CD, etc.

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**Section 7: Project Costs**

Provide the following information regarding project costs and financing:

**A: Project Budget\***

- Provide a construction period project budget reflecting all sources and uses of funds (including grant numbers, if applicable) during project construction using Construction Budget Tab of the Development Proposal Calculator.
- Provide a permanent project budget reflecting all sources and uses of funds (including grant numbers, if applicable) following construction completion using the Permanent Budget Tab of the Development Proposal Calculator.
- Provide a construction draw schedule that shows the projected sources and uses of funds on a monthly basis throughout the construction period using the Draw Schedule Tab of the Development Proposal Calculator.

\*The construction and permanent project budgets must also be included in Exhibit F of the Mixed-Finance Amendment to the ACC for the project.

**B. Compliance with Total Development Cost (TDC) and Housing Construction Cost**

**(HCC) Limits**

- Projects must comply with TDC and HCC limits imposed by HUD on the development of public housing units, pursuant to 24 CFR 905.314. Provide a calculation of TDC and HCC limits for the project using TDC and HCC Tab of the Development Proposal Calculator.

**C. Pro Rata Test**

- The proportion of public housing funds to total project funds may not exceed the proportion of public housing units to the total number of units. For example: if there are 100 units and 40 are public housing, the amount of public housing funds committed to the project cannot exceed 40% of the total project budget. Note: projects which use public housing funds to construct non-public housing units may include these units in the pro rata test.

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- NOTE: the pro rata test applies only to those project costs shown in “Part A” of permanent project budget in the Development Proposal Calculator. “Part B” costs, which are generally costs incurred by the PHA, are not included.
- Provide the following information:

Type	Number/Amount	Percent of Total
Public Housing Units/Approved Non-PH units		
Non-Public Housing Units		
<b>Total Housing Units</b>		<b>100%</b>
Public Housing Funds		
Non-Public Housing Funds		
<b>Total Funds</b>		<b>100%</b>

**D. Construction Cost Estimate**

- Submit an independent construction cost estimate (cover letter and summary page showing costs broken down by major trades) or the actual construction contract which supports the permanent and construction budgets provided above.

**E. Limitation on the Cost of New Construction**

- A PHA may not construct new public housing unless the cost of construction is less than the cost of acquiring existing units (with or without rehab.)
- For projects involving new construction, provide the following:

1) Documentation which shows the construction cost of the new project is less than the cost to acquire (and rehab as necessary) similar units in the same neighborhood that would serve the same purpose as the new housing; or,

2) Documentation which shows there is insufficient housing in the neighborhood to acquire that would serve the same purpose as the new housing.

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F. Predevelopment Costs

- Pursuant to 24 CFR 905.612(a)(2), use of public housing funds for predevelopment expenses related to mixed-finance projects must be approved by HUD prior to expenditure. PHAs should submit requests to HUD prior to expenditure of funds for predevelopment activities.
- The percentage of predevelopment costs borne by the PHA should be in compliance with HUD's "Cost Control and Safe Harbor Standards for Mixed-Finance Development (April 2003) (Safe Harbor Standards)." Provide the following Information:

Total Predevelopment Costs: \$ \_\_\_\_\_

Amount paid by the PHA: \$ \_\_\_\_\_ %

Amount paid by the Developer: \$ \_\_\_\_\_ %

- Provide a justification if the Safe Harbor Standard is exceeded:

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**Section 8: Project Financing\***

A. Project Financing

- Provide a separate description for each source of financing, i.e., public housing, other public, and private (construction and permanent) included in the project budget. In the description, include the following:
  - 1) Name of the provider
  - 2) Amount
  - 3) Use of funds
  - 4) Grant number (if Capital Funds, RHF, HOPE VI, Choice, etc.)
  - 4) Type of financing (grant, permanent loan, construction loan, second mortgage, etc.)
  - 6) Terms of the financing, such as: length of the loan, interest rate, debt service payments, deferred amounts debt coverage ratio, other lender requirements
  - 7) Other relevant information
  
- NOTE: Construction loans made by housing authorities or grantees with federal funds may not earn interest.

B. Federal Low Income Housing Tax Credits (LIHTC)

- For projects that include LIHTC, provide the following information:

Total Tax Credit Allocation	\$				
Total Equity Commitment	\$				
Equity Per Dollar of Allocation (Equity divided by Allocation)	\$				
Type of Tax Credits	9%			4%	

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Pay in Schedule for Investor Equity		
Milestone	Projected Date	Amount
<b>TOTAL AMOUNT OF EQUITY</b>		\$

- Describe the proposed exit strategy for the Investor at the end of the 15 year LIHTC compliance period, including the role of the PHA, continued preservation of affordable units, and how any exit taxes will be paid.

**C. Other Tax Credits**

- For projects that include other types of tax credits, such as state LIHTC, federal and state historic preservation, new market, etc. provide the following:

Type of Tax Credit	Amount of Equity

**D. Existing Financing**

Identify any existing financing, such as funds through a Capital Fund Financing Program (CFFP) transaction or an Energy Performance Contract (EPC).

- Identify the amount of funding.
- Describe how the debt will be addressed as part of the new project.
- Provide evidence of approval

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E. Reserve Accounts

Public housing funds may be contributed towards reserve accounts, subject to the following limitations:

- Public housing funds may not be used to initially fund reserve accounts, with the exception of establishment of an Initial Operating Subsidy Reserve for public housing units only.
- Public housing Operating Subsidy and public housing tenant rents may be used to replenish reserve accounts, but only to replace funds which have been disbursed for allowable public housing expenses.
- Public housing Operating Subsidy and public housing tenant rents may be used to fund the Replacement Reserve, but only in an amount proportionate to the number of public housing units.
- Public housing funds may not be used to fund an Exit Tax Reserve.
- Public housing funds in all reserve accounts must be tracked separately
- Public housing funds in all reserve accounts must remain with the project if sold/ transferred or returned to the PHA.
- Reserve accounts must be described in detail in the Regulatory and Operating Agreement between the PHA and the Owner Entity.

Submit the following information for each Reserve Account included in the project:

1) Initial Operating Period/Lease-Up Reserve (public housing only): \$ \_\_\_\_\_

Identify source of funds to establish reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds may be drawn down	
What entity owns the reserve account	

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2) Operating Subsidy Reserve (public housing only): \$ \_\_\_\_\_

Identify source of funds to establish reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds may be drawn down	
What entity owns the reserve account	

3) Operating Deficit Reserve: \$ \_\_\_\_\_

What type of units does this cover (all, only PH, only non-PH, etc.)	
Identify source of funds to establish the reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds can be drawn down	
What entity owns the reserve account	

4) Replacement Reserve: \$ \_\_\_\_\_ per unit per month

What type of units does this cover (all, only-PH, only non-PH, etc.)?	
Identify source of funds to establish reserve account	
Identify source of funds to replenish reserve account	
Briefly describe when funds can be drawn down	
What entity owns the reserve account	

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For RAD, the annual deposit to the replacement reserve must be based on a financial model (the 20-year capital needs schedule and associated determination of the Initial Deposit to Replacement Reserve, or IDRR, and the Annual Deposit to Replacement Reserve, or ADRR). However, if the MFDP entails new construction or the use of 9% LIHTC, no financial model is needed as long as the annual deposit to the replacement reserve is at least \$450 per unit per year (\$37.50 per unit per month).

5) Other: Identify other reserve accounts and provide the above information for each.

\*Information in this Section 8 must also be included in Exhibit B to the Mixed-Finance Amendment to the ACC for the project.

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**Section 9: Project Fees**

The HUD Cost Control and Safe Harbor Standards provide guidance for certain fees and costs related to development. Projects must comply with these Safe Harbor Standards or provide justification for non-compliance. In addition, Choice Neighborhoods projects which include Project Based Vouchers or Project Based Rental Assistance must comply with the “Cost Control and Safe Harbor Standards for Section 8 Projects under Choice Neighborhoods Program, dated November 2015.”

**A. Calculation and Pay Out of Developer Fee**

- The amount of the Developer Fee must be in accordance with the Safe Harbor Standards. Complete the Fees Tab 6 of the Development Proposal Calculator to accurately calculate the Developer Fee.
- Total Amount of Developer Fee: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- Amount of Fee Paid to Developer: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- Amount of Fee Paid to PHA: \$\_\_\_\_\_ = \_\_\_\_\_% of project costs
- If the Developer Fee exceeds the Safe Harbor Standards, provide a justification, based on the criteria in the Safe Harbor Standards.
- What is the pay-out schedule for the Developer Fee? Identify the milestone, such as closing or 50% construction completion, and the percent of the fee to be paid at each milestone.

Milestone	% of Developer Fee Paid

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- If the Developer Fee pay-out schedule exceeds the Safe Harbor Standards, provide a justification.

[Justification: ]

- If the PHA is providing a loan to the developer to cover developer overhead prior to financial closing, provide a description and justification. HUD approval is required prior to payment of any part of the developer fee.

[Description and Justification: ]

- Is the developer receiving any compensation separate from the Developer Fee, i.e., master planning, relocation, demolition, etc.? If so, identify below:

TASK	COMPENSATION

**B. Contractor Fees**

- The fee paid to the construction contractor must be in accordance with the Safe Harbor Standards. Complete the form in Tab 7 of the Development Proposal Calculator to accurately calculate the Contractor Fee.

Contractor Fee	Amount	% of Hard Construction Costs
Profit		
Overhead		
General Conditions + Performance Bond		
<b>TOTAL</b>		

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- It the total amount of the Contractor Fee exceeds the Safe Harbor Standards, provide a justification.

Justification: |

- Provide a written explanation of how construction savings (if any) will be allocated among the development parties. NOTE: per the Safe Harbor Standards, developers can only receive an amount equal to an additional 1% developer fee, with a maximum of a 12% fee.

Explanation: |

**C. Identity of Interest**

- If there is an identity of interest between the Developer and the contractor/builder, i.e., a financial relationship between the two parties, the Developer may award the construction contract to the related contractor/builder only if it has met one of the following requirements prior to HUD approval of the Development Proposal. Check the appropriate box and attach the required information:

24 CFR 905.604(i)(1): there has been a bidding procedure and the related contractor's bid was the lowest bid received. Provide documentation on the bidding process and bids received.

24 CFR 905.604(i)(2): there is an independent third party cost estimate that shows the related contractor's price to be at or below the cost estimate. Provide a copy of the cost estimate and the related contractor's cost or construction contract.

**C. Property Management Fees**

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- The fee paid to the Property Manager must be in accordance with the Safe Harbor Standards and must be described fully in the Management Agreement, which will be reviewed by HUD as part of its review of evidentiary materials.

- Identify the Property Manager: \_\_\_\_\_

- Is the Property Manager a:  PHA  
 PHA Instrumentality/Affiliate  
 Private Company  
 Private Company but affiliated with the  
Developer/Owner  
 PHA/Private Joint Venture  
 Other (explain) \_\_\_\_\_

- Describe how the Property Management Fee will be calculated:

[Description: ]

- If the Property Management Fee exceeds the Safe Harbor Standards, provide a justification.

[Justification: ]

- Identify any additional fees paid to the Property Manager. Indicate the amount or the fee and/or how the fee is calculated or earned.

Fee Description	Fee Amount/Calculation

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**D. Fees or Income Paid to the PHA\***

- Payments received by the PHA, such as developer fees or loan repayments, are generally referred to as program income. The PHA's use of program income is often restricted, depending upon the source of public housing funds contributed to the project.
- Identify any fees or income to be paid to the PHA or its instrumentality/affiliate and the proposed use of the funds:

<b>Source of Income</b>	<b>Amount</b>	<b>Use</b>
Developer Fee		
Loan Repayment (if fixed)		
Bridge Loan Interest		
Other:		
Other:		
Other:		

\*Information included in Paragraph D of Section 9 will also be included in Exhibit H of the Mixed-Finance Amendment to the ACC for the project.

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**Section 10: Operating Pro Forma**

To allow HUD to review the financial feasibility of the project, provide the following:

A) Provide a 15 year operating pro forma, including assumptions, using the pro forma included in the Development Proposal Calculator.

- Show all income and expenses, debt service, and distribution of cash flow (cash flow waterfall) on the pro forma.

For the public housing units, show, below, how the amount of public housing operating subsidy shown on the pro forma was calculated. Identify the projected PEL, UEL, add-ons, tenant rents, pro-ration, etc. Include assumptions made. Discuss on what information you based your numbers and assumptions.

- For RAD, the revenue for the public housing units must be based on the RAD Notice of Anticipated RAD Rents.

Methodology Discussion: [ ]

- Will all of the Operating Subsidy received by the PHA from HUD be transferred to the Owner Entity? If not, describe how the amount transferred to the Owner Entity will be determined, e.g., a percent of the subsidy, the actual gap between income and expenses, a negotiated amount, etc.  
NOTE: This is not applicable for RAD conversions.

Description: [ ]

- Note: Detailed information regarding payment of Operating Subsidy should be contained in the Regulatory and Operating Agreement and will be reviewed by HUD as part of its review of evidentiary documents.

B) Indicate, below, the waterfall or order of distribution of Net Operating Income, identifying all payments for debt service, fees, reserves, loans and excess cash flow.

Distribution: [ ]

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**Section 11: Local Cooperation Agreement**

Attach the following to the Development Proposal:

- A copy of the Cooperation Agreement with the local jurisdiction covering the public housing units OR
- For mixed-finance projects only, if public housing units are to be subjected to local real estate taxes, provide documentation/certification from an authorized official of the local jurisdiction that the project is consistent with the jurisdiction's Comprehensive Plan (previously known as a comprehensive housing affordability strategy.)
- For RAD, where the PHA indicates continuation of a Payment In Lieu of Taxes (PILOT), provide a legal opinion based upon state and local law of continuation of PILOT post conversion to a Section 8 contract. If the PILOT will not be continued after conversion, the PHA must provide documentation of real estate tax estimates.

**Section 12: Environmental Review Process and Documentation**

This project is subject to the environmental regulations found at 24 CFR part 58 or, if approved by HUD, 24 CFR part 50. The PHA must comply with all environmental review requirements, as required, including 24 CFR 905.602(f), prior to approval of the Development Proposal.

- Provide a brief narrative on the status of the environmental review process:

Status: [   ]

- Provide a brief narrative on the status of the “Section 106” (historic preservation) review process.

Status: [   ]

For RAD, if the property is converting to PBRA, the PHA may either a) request a Part 50 review or b) have a Responsible Entity perform a review under Part 58 for the purposes of the MFDP and subsequently re-use the reports in a submission of a streamlined Part 50 Review under RAD.

Upon completion of the environmental review process, provide the following documentation:

- Form HUD-4128, Environmental Assessment and Compliance Findings for Related Laws (part 50)
- Form HUD-7015.15, Request for Release of Funds and Certification (part 58 only)
- Form HUD-7015.16, Authority to Use Grant Funds (part 58 only)

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**Section 13: Market Analysis**

For mixed-finance projects which include the development of non-public housing units, provide the following, which should support the proposed development of non-public housing units:

- Attach the Executive Summary of the market analysis for the project.

For RAD, no market analysis is needed if all units in the project will be fully assisted under Section 8.

**Section 14: Other Requirements**

As applicable, provide the following information:

A) PHA Annual Plan/MTW Plan & Capital Fund Action Plan or MTW Plan: The project must be included in the PHA's Annual Plan or MTW Plan and the Capital Fund Program 5-Year Action Plan. Discuss the status of the plan approval processes.

NOTE: For RAD, the conversion must be included as a significant amendment to the Annual Plan/MTW Plan and approved by the HUD Field Office, unless included in the original Plan. A copy of the HUD Field Office approval letter must be submitted prior to closing. In addition, for MTW PHAs, an approved RAD amendment to Attachment A of the MTW Agreement may also be required.

Status: [ ]

B) Faircloth Limits: Development of the project cannot result in an increase in the number of public housing units owned, assisted or operated by the PHA on October 1, 1999, as required by 24 CFR 905.602((b)). Provide the following:

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# public housing units Oct 1, 1999	
# public housing units (in PIC) today	
# net new public housing units created by project	
TOTAL public housing units after project completion	

C) Site and Neighborhood Standards: The project must be reviewed and approved by the HUD Field Office for compliance with Site and Neighborhood Standards, including those contained in 24 CFR 905.602(d), prior to approval of the Development Proposal. Provide a brief status of this approval process.

NOTE: Site and Neighborhood Standards do not apply to HOPE VI and Choice Neighborhoods projects. Project must comply with provisions of the Grant Agreement.

Status: | |

D) Relocation: Relocation activities, if any, must meet the requirements of 24 CFR 905.308(b)(9) or as provided in a HOPE VI or Choice Grant Agreement. Provide a brief status of relocation activities.

Status: | |

E) Resident Consultation: The PHA must have consulted with affected public housing residents prior to submission of the Development Proposal to solicit resident input into development of the project, as required by 905.600(c)(2) or as provided in a HOPE VI or Choice Neighborhoods Grant Agreement. Provide a brief description of how residents were consulted.

Description: | |

F) Acquisition of New Units: If the project involves acquisition of units that are less than 2 years old, the project may not have been constructed with the intention of selling it to the PHA unless all applicable Federal requirements were met, as required by 24 CFR 905.600(b)(3). If applicable, provide a brief discussion of compliance with this provision.

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Discussion: [ ]

G) Vouchers: If the project includes Project-Based Housing Choice Vouchers (PBV), the PHA must receive separate approval of the vouchers from the HUD Field Office prior to approval of the Development Proposal, including a separate subsidy layering review. If applicable, provide a brief status of the PBV approval process.

Status: [ ]

H) Designated Housing: If the project includes Designated Housing, the PHA must include the project in its Designated Housing Plan, which must have been approved by HUD prior to approval of the Development Proposal. If applicable, provide a brief status on approval of the Designated Housing Plan.

NOTE: This is not applicable in RAD conversions. Section 8 properties cannot be designated.

Status: [ ]

I) Demolition/Disposition: If the project includes demolition of existing public housing units and/or disposition (sale or lease) of public housing property, a separate approval must be received from the HUD Special Applications Center. If applicable, provide a brief status on the receipt of these approvals.

NOTE: HOPE VI and Choice Neighborhoods projects follow program specific guidance.

Status: [ ]

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**Section 15: Submission and Approval of Draft Evidentiary Documents for  
Mixed-Finance Projects**

For mixed-finance projects only, the following documents must be submitted in draft form to HUD for review and approval prior to HUD approval of the Development Proposal and prior to execution of the evidentiary documents, unless otherwise approved by HUD. Note: submission of these documents may be made separately after submission of the other elements of the Development Proposal.

- A) Mixed-Finance Amendment to the ACC (HUD Model Document)
  
- B) HUD Declaration of Restrictive Covenants and Partial Release of the existing Declaration of Trust, if applicable (HUD Model Document)
  
- C) Regulatory and Operating Agreement between the PHA and the owner entity
  
- D) Ground Lease and Memorandum of Ground Lease between the PHA and the owner entity
  
- E) Legal Opinion from PHA counsel (HUD Model Document)
  
- F) Updated Development Proposal and Development Proposal Calculator, reflecting any changes in the project since the original submission
  
- G) HUD Certifications and Assurances (form HUD-50161)
  
- H) Title Policy (pro forma submitted prior to closing and final policy submitted after closing showing HUD Declaration of Restrictive Covenant recorded in the order approved by HUD (reviewed by the HUD Field Office))

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- I) ALTA Survey (reviewed by the HUD Field Office)
  
- J) Management Plan, Management Agreement, and sample Tenant Lease (reviewed by the HUD Field Office)
  
- K) Other documents as may be required by HUD

Upon completion of HUD's review of the Development Proposal and the draft evidentiary documents listed above, HUD will issue a letter to the PHA which will approve the Development Proposal and the draft evidentiary documents and authorize the PHA to proceed with financial closing. However, no public housing funds may be expended by the PHA until the final, executed evidentiary documents have been submitted to and approved by HUD

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**Section 16: Submission and Approval of Final Evidentiary Documents for  
Mixed-Finance Projects**

For mixed-finance projects only, after financial closing, the PHA must submit the following information to HUD for approval:

- A) a compact disc (CD) or other electronic medium approved by HUD containing copies of all executed and recorded evidentiary documents previously submitted and approved by HUD in draft form. Each document should be copied to the CD or other electronic medium as a discrete file. All documents must be indexed to allow for uncomplicated retrieval;
- B) the required HUD opinion of counsel (HUD Model Document);
- C) a certification from PHA counsel attesting that no significant changes have been made to the evidentiary documents previously submitted to and approved by HUD in draft form, or if changes have been made, a list of all changes, and;
- D) the final title insurance policy that reflects the recordation of all liens, mortgages and encumbrances against the property in the order approved by HUD.

HUD will issue a final letter to the PHA which approves the executed evidentiary documents and authorizes expenditure of the public housing funds committed to the project.

**Section 17: Cost Certification**

Within one year of project completion, the PHA must submit to the Field Office the Actual Development Cost Certificate (Form HUD-52427) or Development Cost Budget/Cost Statement (HUD -52484) or another form or format as specified by the Field Office.

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**Section 18: Attachments & Additional Submissions to the Development Proposal**

- Attachment 1: Site Map
- Attachment 2: Neighborhood/City Map
- Attachment 3: Architectural Plans
- Attachment 4: Construction Draw Schedule
- Attachment 5: Independent Construction Cost Estimate
- Attachment 6: Documentation on Limitation on Cost of New Construction
- Attachment 7: Documentation on Identify of Interest (if applicable)
- Attachment 8: Cooperation Agreement or Documentation of Consistency with  
Comprehensive Plan
- Attachment 9: Environmental Compliance Documentation
- Attachment 10: Market Analysis Executive Summary
- Attachment 11: Draft Evidentiary Documents (may be submitted after other elements of  
the Development Proposal, but prior to HUD approval)
- Attachment 12: Final Evidentiary Documents (submitted after financial closing)

## PHAs with Over 1,000 Faircloth Units

State	Public Housing Authority	Potential New Homes
IL	Chicago Housing Authority	19,497
NY	New York City Housing Authority	10,864
LA	Housing Authority of New Orleans	10,347
GA	Housing Authority of the City of Atlanta Georgia	9,136
PA	Philadelphia Housing Authority	7,024
MD	Housing Authority of Baltimore City	6,252
PA	Housing Authority of the City of Pittsburgh	5,358
TN	Memphis Housing Authority	4,579
MI	Detroit Housing Commission	4,256
OH	Columbus Metropolitan Housing Authority	3,809
NJ	Newark Housing Authority	3,603
MO	St. Louis Housing Authority	3,452
RQ	Puerto Rico Public Housing Administration	3,260
TX	Housing Authority of the City of Dallas, Texas	3,063
DC	District of Columbia Housing Authority	2,772
CA	Housing Authority of the City & County of San Francisco	2,466
OH	Cincinnati Metropolitan Housing Authority	2,157
MA	Boston Housing Authority	2,139
KY	Louisville Metro Housing Authority	1,857
FL	Tampa Housing Authority	1,852
CA	Oakland Housing Authority	1,850
OH	Cuyahoga Metropolitan Housing Authority	1,814
TX	San Antonio Housing Authority	1,757
CA	Housing Authority of the City of Los Angeles	1,745
OH	Greater Dayton Premier Management	1,719
CT	Housing Authority of the City of Hartford	1,655
AL	Housing Authority of the City of Montgomery	1,561
AL	Housing Authority of the Birmingham District	1,560
MA	Cambridge Housing Authority	1,496
CA	San Diego Housing Commission	1,220
NJ	Housing Authority City of Jersey City	1,220
NJ	Paterson Housing Authority	1,183
VQ	Virgin Islands Housing Authority	1,173
WI	Housing Authority of the City of Milwaukee	1,163
OR	Home Forward (Housing Authority of Portland)	1,138
CT	Housing Authority of the City of New Haven	1,101
TN	Metropolitan Development & Housing Agency	1,072
NY	Municipal Housing Authority of the City of Yonkers	1,032
IL	Peoria Housing Authority	1,021

For a complete listing see: [https://www.hud.gov/sites/dfiles/PIH/documents/Faircloth%20List 11-30-20.pdf](https://www.hud.gov/sites/dfiles/PIH/documents/Faircloth%20List%2011-30-20.pdf)