

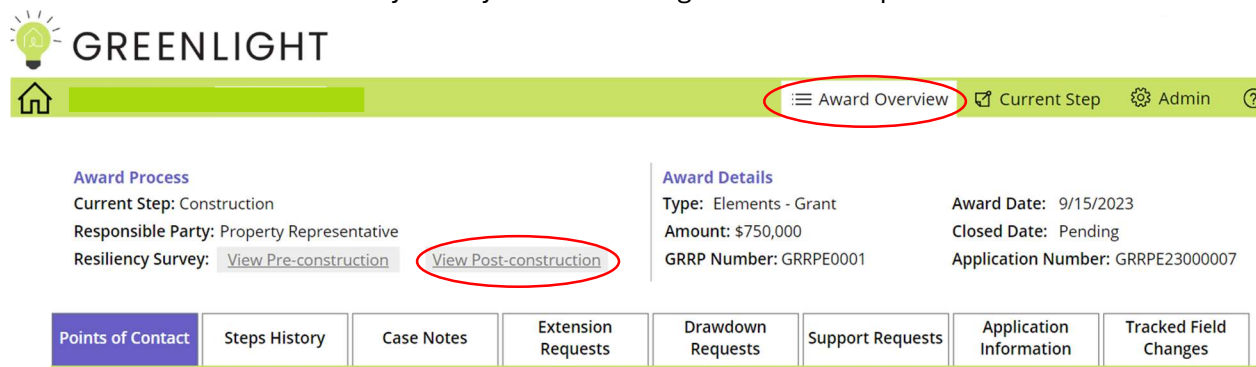
Green & Resilient Retrofit Program (GRRP)

Elements Cohort: Completion Certification Submission Process for Awardees

This document is intended to provide GRRP Awardees (“Owner”) with information on how to submit the GRRP Completion Certification in Greenlight upon the completion of the total Scope of Work for the project. A GRRP Completion Certification must be submitted within 45 days of completion of the Scope of Work and no later than the deadline shown on page 1 of your GRRP Grant or Loan Agreement.

Prior to Completion Certification Submission:

- 1) **All GRRP Award draw requests for the full amount must have been submitted and approved in Greenlight (“Construction”) step.** While Recap will not disburse the remaining 10% of the Award funds until GRRP Completion Certification approval, all draws should have been submitted and approved prior to GRRP Completion Certification submission.
- 2) **Complete the required Post-construction Resiliency Survey in Greenlight.** This survey can be found in Greenlight on the Award Overview tab. The survey itself provides guidance for how to complete it. Note that Elements awardees did not need to complete the Pre-construction Resiliency Survey and thus can ignore the “View pre-construction” link.

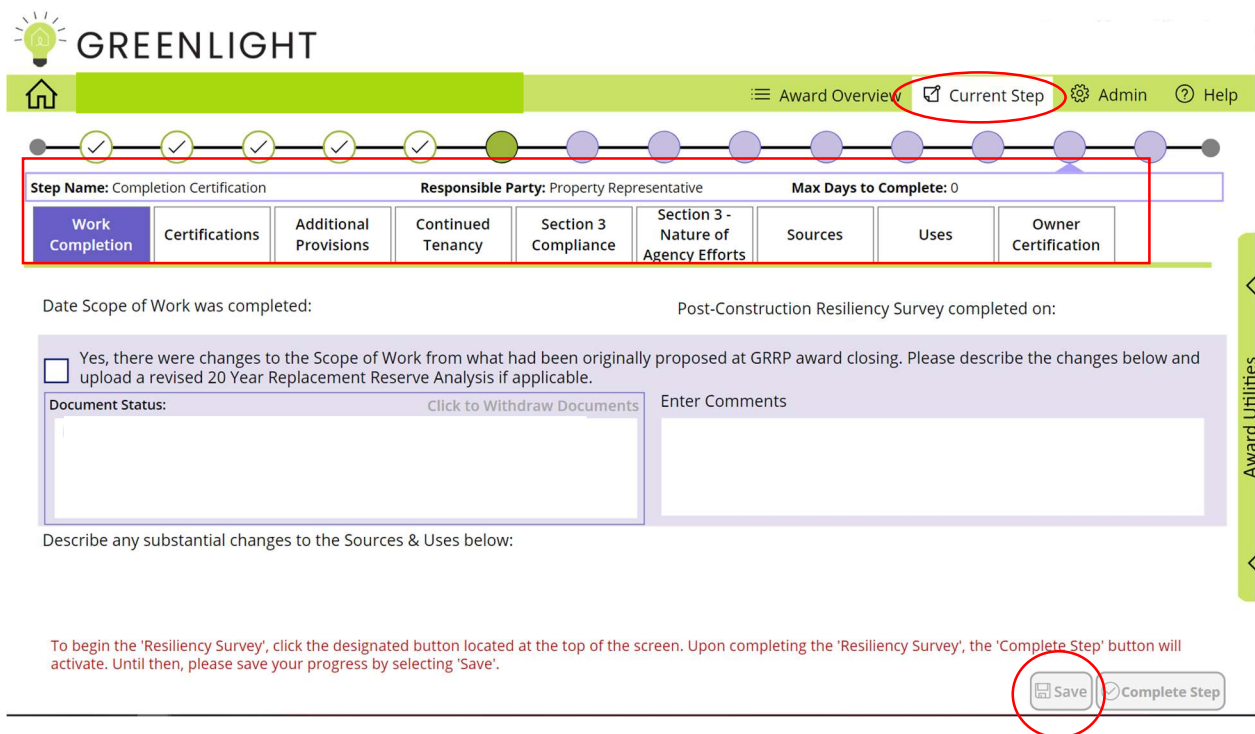


- 3) **Obtain Third Party Certifications.** The Completion Certification requires you to upload a signed and dated certification from the project’s architect or engineer, third-party accountant, and general contractor. A template certification is available on hud.gov/grrp.
 - a. Architect/Engineer certification to Elements Investments being incorporated into the rehab
 - b. Third-Party Accountant Certification of Final Costs
 - c. General Contractors Certification of Elements Integration
- 4) **Gather all required documentation prior to submission.**
 - a. Final Sources & Uses: Be prepared to input the projects post-rehab/construction S&U and to provide details as to any significant changes to the S&U from what was budgeted at the time of closing.
 - b. Updated 20-Year Replacement Reserve Analysis (if applicable): The awardees must have completed all Elements Investments. If the larger Scope of Work provided to HUD at closing was not fully completed or some items were removed, please provide a brief

explanation and upload a revised 20-year replacement reserve analysis inclusive of the SOW changes.

- c. Data and documentation regarding Continued Tenancy at the property.
 - i. You'll be asked to input the number of households that left the property and did not return between the GRRP Award Date and completion of the SOW. For each household in that category, be prepared to provide an explanation and evidence (the grounds and any documentation of the termination of lease for each, documentation if the resident household voluntarily relinquished the lease, etc.)

How to Submit the GRRP Completion Certification in Greenlight:



GREENLIGHT

Award Overview | **Current Step** | Admin | Help

Step Name: Completion Certification Responsible Party: Property Representative Max Days to Complete: 0

Work Completion | Certifications | Additional Provisions | Continued Tenancy | Section 3 Compliance | Section 3 - Nature of Agency Efforts | Sources | Uses | Owner Certification

Date Scope of Work was completed: Post-Construction Resiliency Survey completed on:

Yes, there were changes to the Scope of Work from what had been originally proposed at GRRP award closing. Please describe the changes below and upload a revised 20 Year Replacement Reserve Analysis if applicable.

Document Status: Click to Withdraw Documents Enter Comments

Describe any substantial changes to the Sources & Uses below:

To begin the 'Resiliency Survey', click the designated button located at the top of the screen. Upon completing the 'Resiliency Survey', the 'Complete Step' button will activate. Until then, please save your progress by selecting 'Save'.

Save | Complete Step

1. In Greenlight go to the “Current Step” of the project.
 - a. This must be the “Completion Certification” step for the Owner to be able to follow the remaining steps.
2. Click into the tabs at the top of the Completion Certification step page and complete the tabs as applicable. Note that all progress can be saved at any time by clicking the “Save” button in the bottom right-hand corner of each tab page.
 - a. “Work Completion” Tab:
 - i. The Owner will need to input the date that the Scope of Work was completed.
 - ii. The “Post-Construction Resiliency Survey complete on” field will automatically populate with the date that the Owner completed the Post-construction resiliency survey. See page 1 for information on how to complete that survey.
 - b. “Certifications” Tab:

- i. The Owner must upload the required certifications. Please ensure these certifications are signed and dated. There is a max file upload of three (3) per required certification.
 1. Architect/Engineer certification to Elements Investments being incorporated into the rehab
 2. Third-Party Accountant Certification of Final Costs
 3. General Contractors Certification of Elements Integration

Step Name: Completion Certification		Responsible Party: Property Representative				Max Days to Complete: 0		
Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification

Upload Certificate Type <small>* Denotes required document</small>	Description	Document <small>45MB per file limit</small>	Status
Third-Party Accountant's Certification of Final Costs	Upload certification of the final Elements Eligible Costs from third party accountant	Pending Upload. File upload limit is 3.	Click to Withdraw Documents
General Contractor's Certification of Element Integration	Upload certification from the General Contractor that the Elements Investments have been incorporated into the property	Pending Upload. File upload limit is 3.	Click to Withdraw Documents
Architect's Certification of Element Integration	Upload certification from the Architect that the Elements Investments have been incorporated into the property	Pending Upload. File upload limit is 3.	Click to Withdraw Documents

c. "Additional Provisions" Tab:

- i. Applicable only if Exhibit X of your GRRP Grant or Loan Agreement includes an additional provision. The Owner will attest that the additional provision(s) have been completed and must upload required supporting documentation. The Owner can also input comments as desired.

Step Name: Completion Certification		Responsible Party: Property Representative				Max Days to Complete: 0		
Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification

Yes, the additional provision(s) for the grant/loan agreement has been completed.

Document Status: [Click to Withdraw Documents](#)

Pending Upload. File upload limit is 3.

Enter Comments

d. "Continued Tenancy" Tab:

- i. The Owner must select whether all resident households occupying a unit between GRRP award date and SOW completion returned to (or remained at) the property or if some households left the property and did not return. If one or more households did not return between GRRP Award Date and SOW completion, the Owner must input the number of households and provide supporting documentation such as evidence of the lease termination or written consent from the household to relinquish their lease, etc.

Step Name: Completion Certification		Responsible Party: Property Representative			Max Days to Complete: 0			
Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification

Did any households occupying an assisted unit at the time of GRRP Award 01/05/2024 not return to the property following completion of the Scope of Work?

All households remained onsite and/or were temporarily relocated offsite and returned to the property following completion of the Scope of Work.

One or more households left the property and did not return between GRRP Award Date 01/05/2024 and Scope of Work completion. Complete the following information:

Number of households that did not return to the property:

Provide an explanation for each household above. Provide the grounds and documentation of the termination of lease for each household, whether the resident household voluntarily relinquished the Lease, or other explanation for any households that did not return to the property. If the resident household voluntarily relinquished the Lease, the resident's written consent and/or acknowledgement must be uploaded.

Document Status: Pending Upload. File upload limit is 3. Click to Withdraw Documents

Drag file or click to attach document

Award Utilities

e. "Section 3 Compliance" Tab:

- i. The Owner must input data regarding Section 3 compliance, including total labor hours worked, number of labor hours worked by Section 3 workers, and number of Section 3 labor hours worked by targeted section 3 workers.
- ii. The "Start Date" should be the date that the GRRP award close and the "end date" should be the SOW completion date input in the "Work Completion" tab.

Step Name: Completion Certification		Responsible Party: Property Representative			Max Days to Complete: 0			
Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification

Labor Hours:
Owners must meet or exceed the safe harbor benchmarks that are established in 24 CFR §75.25. See below Nature of Efforts if safe harbor benchmarks are not met. Complete the following information:

	Start Date	End Date	Benchmark 1: [TOTAL S3 W HRS] / [TOTAL LABOR HOURS] must be 25% or greater. Benchmark 2: [Targeted S3 W HRS] / [TOTAL LABOR HOURS] must be 5% or greater
	Total Number of Labor Hours Worked		
	Total Number of Labor Hours Worked by Section 3 Workers		0.00%
	Of the Total Section 3 Labor Hours input above, how many were worked by Targeted Section 3 Workers?		0.00%

Award Utilities

- f. “Section 3 – Nature of Agency Efforts” Tab:
- i. Owners must select that they engaged in the minimum required efforts and can then select additional efforts made to engage with Section 3 workers and businesses. Owners are required to upload supporting documentation of these efforts such as event flyers, workshop sign in sheets, partnership letters, etc.

Step Name: Completion Certification		Responsible Party: Property Representative			Max Days to Complete: 0			
Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification

Based on Compliance Section 3 benchmarks for Labor Hours, the Reporting Agency failed to meet safe harbor criteria. Please complete the section below.
Check all that apply. Reporting agency must maintain records available for HUD review to document any efforts checked.

Minimum Required Efforts:

Outreach efforts to generate job applicants who are Public Housing Target Workers

Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)

Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services

Additional Efforts

Outreach efforts to generate job applicants who are Other Funding Targeted Workers

Upload Evidence of Agency Efforts:

Owner must upload supporting documentation that the minimum efforts have been satisfied. Supporting document examples include:

- Flyers for technical assistance workshops -Registration/sign-in forms of workshops (must include name, address, date and resident signature)
- Registration/sign-in forms of workshops (must include name, address, date and resident signature)
- Letter of partnerships that will provide technical assistance
- Resident referral forms that connect residents to job opportunities & other employment services
- Section 3 opportunity flyers (must include when it was posted and where it was posted)

<p>Document Status: Click to Withdraw Documents</p> <p style="text-align: center;">No File Uploaded by Property</p> <p style="text-align: center;">📎 Drag file or click to attach document</p>	<p>Enter Comments</p> <div style="border: 1px solid #ccc; height: 40px;"></div>
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- g. ‘Sources’ Tab:
- i. Enter the projects final Sources amounts.

Step Name: Completion Certification Responsible Party: Property Representative Max Days to Complete: 0

Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification
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Enter any Sources. You must click the Save icon on each Sources row to save. Once complete, select the "Uses Entry Form" to finalize your Sources & Uses and be able to select "Submit to HUD for Review" to submit a finalized copy to HUD for review. Once submitted, you will not be able to make edits unless you withdraw your submission on the Document Uploader or HUD returns for corrections. You can view your document on the appropriate row on the Document Uploader or in the Full Document List. Submit to HUD for Review

Sources Total: Uses Total:

Source Type	Source Subgroup	Source Provider	Amount

Save Complete Step

h. "Uses" Tab:

- i. Enter the projects final Sources amounts.

Step Name: Completion Certification Responsible Party: Property Representative Max Days to Complete: 0

Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Sources	Uses	Owner Certification
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Enter any Uses. Entries will automatically save. If you have not entered Sources, select the "Sources Entry Form" to finalize your Sources & Uses. Select "Submit to HUD for Review" to submit a finalized copy to HUD for review. Once submitted, you will not be able to make edits unless you withdraw your submission on the Document Uploader or HUD returns for corrections. You can view your document on the appropriate row on the Document Uploader or in the Full Document List. Submit to HUD for Review

Sources Total: Uses Total:

Use Type	Total	Use Subgroup	Amount
Acquisition Costs:			
Developer Fees:			
Hard Costs:			
Relocation Costs:			

Save Complete Step

i. "Owner Certification" Tab:

- i. This is the final tab where the Owner attests to the accuracy of the information provided in the previous tabs and acknowledges the statements listed on the page are accurate and true by marking the box at the bottom of the tab and submits the certification for HUD review. The GRRP Completion Certification will be locked after the Owner selects "Complete & Ready for HUD Review."
- ii. Once submitted, your assigned GRRP GLS will review your submitted GRRP Completion Certification and notify you of any deficiencies. Once accepted by HUD, your GLS will be able to disburse any remaining GRRP award funds.

Step Name: Completion Certification Responsible Party: Property Representative Max Days to Complete: 30 Due Date: 7/6/2024

Work Completion	Certifications	Additional Provisions	Continued Tenancy	Section 3 Compliance	Section 3 - Nature of Agency Efforts	Owner Certification
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By submitting the GRRP Completion Certification to HUD via Greenlight, Owner is certifying to the following:

1. All Elements Investments have been incorporated into the property.
2. The full Scope of Work was completed or the full Scope of Work was not completed and I have provided an explanation and supporting documentation with this submission.
3. I acknowledge the requirement to benchmark the property in EPA's Portfolio Manager for 5 years following the completion of the Scope of Work.
4. Property and Owner is in compliance with all GRRP requirements.
5. Property has adopted a Disaster Preparedness Plan

The below party hereby certifies that the information provided on this form and in any supporting documentation submitted herewith is true and accurate. The undersigned understand that any misrepresentations may be subject to civil and/or criminal penalties including, but not limited to, fine or imprisonment, or both under the provisions of Title 18, United States Code, Sections 1001 and 1010. This instrument has been made, presented, and delivered for the purpose of influencing an official action of HUD, and may be relied upon by HUD as a true statement of facts contained therein.

COMPLETE & READY FOR HUD REVIEW.