

MODEL FORM

Model Contract Administrator Certification for OCAF Exception Request

Owners applying to HUD for the new one-time good-cause exception to their annual OCAF contract rent adjustments for RAD Project Based Vouchers (PBV) must submit a certification acknowledging that their Contract Administrator is aware that the owner is making such a request that's signed by the PHA serving as the PBV Contract Administrator. Here's the Model Acknowledgement based on the template posted on the HUD RAD Resource Desk.

CONTRACT ADMINISTRATOR CERTIFICATION FOR EXCEPTION TO THE OCAF

[PHA/CA NAME] hereby acknowledges that:

1. Alternative Operating Cost Factor Request: [PROJECT OWNER] of [RAD PBV Project Name] will submit a request to the Department of Housing and Urban Development (HUD) to use an alternative operating cost factor (OCF) in lieu of the Operating Cost Adjustment Factor (OCAF), as described in Section 1.6.B.6 of the RAD Notice. If the use of an alternative OCF is approved, the Department will not provide additional Housing Choice Voucher (HCV) funding to cover the increased subsidy cost of the contract. [PHA NAME] will cover the cost increase from existing HCV budget authority or Housing Assistance Payment (HAP) reserves, if available.

2. HUD Determination of Alternative OCF: In the event HUD approves the owner requested alternative OCF, HUD will calculate the project specific alternative OCF and provide the factor and the resulting contract rents calculated by use of the factor to both the [PHA/CA NAME] and [PROJECT OWNER]. At that time, [PHA/CA NAME] will determine whether it has the budgetary resources to execute the contract rent adjustment and complete a rent reasonableness determination. Implementation of an alternative OCF may not cause or exacerbate an existing shortfall in [PHA NAME]'s HCV's budget authority.

ACCEPTED AND AGREED TO:

☐ PHA/CA

By: _____

Name: _____

Title: _____

Date: _____

Certification: Signatories certify that information provided to HUD is true and accurate, to the best of its knowledge. HUD will prosecute false claims and statements. Convictions may result in criminal and/or civil penalties (18 U.S.C. 1001,1010,1012; 31 U.S.C. 3729/FS3802).