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| Project Capital Needs Assessment (PCNA)  10-year Checklist | **U.S. Department of Housing**  **and Urban Development**  Office of Residential Care Facilities |

**Warning**: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

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| **Project Name:** |
| **Project Number:** |
| **Applicant Name:** |

**SUBMISSION REQUIREMENTS:**

* This form should only be used for the approval of **Project Capital Needs Assessment (PCNA) – 10-year** submission.
* Lender shall transmit the checklist documents via the HUD Healthcare Portal (link [here](https://www.hud232portal.com/)), In the Portal, select *Asset Management > Project Request Form > PCNA*.
* It is **critical** that you name each file according to the naming convention provided in the checklist **highlighted in green.** These highlighted numbers are important codes that “guide” the Portal system to recognize the type of transaction submitted, section number of the checklist, and the identity of the document. Therefore, appropriate file names for this submission package would include **99901-a\_Lender’s Narrative [OR] 99901-a\_LendersNarrative [OR] 99901-a\_LNarrative.** In all three examples, the critically important portion of the file name is the five-digit number, dash, letter, and underscore that have been highlighted in green on the checklist. Do not use the following characters in your file names: Less than: (<), Greater than: (>), Colon: (:), Double quote: ("), Forward slash: (/), Backslash: (\), Vertical bar or pipe: (|), Question mark: (?), Asterisk: (\*).

| **No.** | **Item** | **Incl.** | **N/A** |
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|  | **92801-a\_**Copy of completed 10-year PCNA Checklist |  |  |
|  | **92802-a\_**Copy of PCNA |  |  |
|  | **92803-a\_**Lender’s PCNA Analysis  *Analysis should address the following items:*   * + *Adequacy of 10 year Reserve Schedule*   + *Proposed change to R4R amount*   + *ADA compliance*   + *Status of Critical Repair/Non Critical Repairs* |  |  |
|  | **92804-a\_**Plan of Correction for those Critical Repairs/Non Critical Repairs that have not been completed at the time of submission |  |  |
| **5.** | **92805-a\_**HUD-9250-ORCF  *Any requests to decrease the R4R deposit must include a detailed analysis and justification explaining how the conclusion was determined.* |  |  |
| **FINAL SUBMISSION DOCUMENTS** | | | |
| **6.** | **92806-a\_**Lender confirmation and documentation that all Critical and Non-Critical Repairs have been completed |  |  |