**HUD’s Lean 232 Program**

**Office of Residential Care Facilities (ORCF)**

**Update as of August 5, 2019**

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**Section 232 Healthcare Facility Documents Implementation Date Clarification**

As announced in the July 5, 2019 Email Blast ([here](https://www.hud.gov/sites/dfiles/Housing/documents/JulyEmailBlast07052019.docx)), the new Section 232 Healthcare documents were published with a 90-day transition period.  During this transition time, old documents can still be used and are still available on our PRA documents website ([here](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/final_232_documents)).  However, on or after October 3, 2019, please see the following details for clarification:

**Production:** All new Firm Commitment application documents will be required for Firm applications submitted on or after Oct 3.  If an applicant chooses to use new Firm Commitment application documents before that date, then the applicant must also use new closing documents, regardless of closing date.  Additionally, all new closing documents must be used for any project that receives a Firm Commitment on or after Oct 3.

**Asset Management:**  All Asset Management transactions must use new documents on or after Oct 3.

***Keywords:*** *Section 232 Documents*

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**Production Portal Submissions**

The following is provided as guidance for Production submissions through the 232 Healthcare portal:

**Document Naming**

* **Decision Circuit:** The Decision Circuit is an optional document and is therefore not identified on Firm Application Checklists.  However, we are instituting a document naming convention for it so the files will be consistently named and located going forward.  Please name the Decision Circuit files “Others**\_Decision Circuit” and place it in the Section 1 Underwriting folder.**
* **Other Documents Not Identified on Checklists:** For other documents that are not standard Checklist exhibits, please add a descriptor to the file name so that the files are more easily identified.  For example, “Others**\_Promissory Note**” or “2-3.E\_Other Specify **– Tank Closure**”.
* **N/A Exhibits:** Lenders are not required to submit N/A exhibits, but if choosing to do so, please identify that it is “NA” in the document name so that reviewers don’t spend time opening documents that do not require review.  For example, “2-3.B\_ **NA** - Phase II Environmental Report”.
* **Multiple Version Documents:** Uploading multiple versions of the same document or adding additional description to “Others” documents is possible provided the document number (and underscore) is the same. Anything to the right of the underscore can be modified and uploaded.  For example,
  + 1-2-9002\_HUD-9002-ORCF, Lender Narrative
  + 1-2-9002\_HUD-9002-ORCF, Lender Narrative **– Common Sections**
  + 1-8.HUD 2\_HUD-2-ORCF, Request for Waiver of Housing Directive **– PCNA date**
  + 1-8.HUD 2\_HUD-2-ORCF, Request for Waiver of Housing Directive **– PLI**
  + 39\_HUD-92337-ORCF - Regulatory Agreement - Master Tenant
  + 39\_**Redline** HUD-92337-ORCF - Regulatory Agreement - Master Tenant
  + 44\_HUD-92323-ORCF - Operator Security Agreement **– Seattle Hospital**
  + 44\_HUD-92323-ORCF - Operator Security Agreement **– Caring Arms Management Agent**

The Document Naming Convention is posted on the Underwriting Guidance page at [ORCF Document Naming Convention for Checklist Exhibits](https://www.hud.gov/sites/dfiles/Housing/documents/Portal-FileNaming-FirmApplication.xlsx).

**Help Desk**

As a reminder, if you encounter issues or problems with the Portal that require assistance from the Help Desk, please submit a detailed request for help to [hhcp@hud.gov](mailto:hhcp@hud.gov).  If you have spoken with other AEs, Lenders, or WLMs who have also experienced the same issue that you have encountered, the Portal staff ask that you **please complete your own, separate Help Desk request.** Although the issue may have been reported by others and may be in the process of being addressed by the Portal staff, please submit your own individual request.  The reason for this is to aid the contractor and other Portal staff with a true gauge of just how widespread a particular problem might be and assist them with establishing priorities.

You can access other Portal resources including trainings and FAQ’s at: [How to Access the 232 Healthcare Portal](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/232_healthcare_portal).

***Keywords:*** *232 Healthcare Portal*

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Past Lean 232 Updates are [available online](http://portal.hud.gov/hudportal/HUD?src=/federal_housing_administration/healthcare_facilities/residential_care/mail_blast_index).

Have questions about the Lean 232 Program? Please contact [LeanThinking@hud.gov](mailto:LeanThinking@hud.gov).

For more information on the Lean 232 Program, check out: <http://www.hud.gov/healthcare>.

Have your loan servicing colleagues joined our email list? The Email Blasts contain information relevant to them as well. You might suggest they [Join here](http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Lean%20232%20Updates&list=LEAN-232-UPDATES-L).

We hope that you will want to continue receiving information from HUD. We safeguard our lists and do not rent, sell, or permit the use of our lists by others, at any time, for any reason. If you wish to be taken off this mail list, please [go here](http://portal.hud.gov/hudportal/HUD?src=/subscribe/signup&listname=Lean%20232%20Updates&list=LEAN-232-UPDATES-L).