|  |  |  |
| --- | --- | --- |
| **Firm Application Checklist**  Section 223(d) - COVID |  | **U.S. Department of Housing and Urban Development**  Office of Residential Care Facilities |

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

|  |
| --- |
| **Project Name:** |
| **Project Number:** |

**SUBMISSION REQUIREMENTS:**

* Upload one electronic copy of all the documents identified in the table below to the Section 232 Portal for receipt of the Firm Application submission.
* Lenders are not required to submit N/A exhibits, but if choosing to do so, please identify that it is “N/A” in the document name. For example, “2-3.B\_NA-Phase II Environmental Report.”
* For “Other” documents that are not standard Checklist exhibits, please add a descriptor to the file name so that files are more easily identified. For example, “2.3E\_Other Specify-Tank Closure.”

| **No.** | **Item** | **N/A** | **Incl.** |
| --- | --- | --- | --- |
| **Section 1: Underwriting** | | | |
|  | 1. Payment receipt – FHA Application Fee (0.3% of Mortgage Loan Amount)   Payment receipt generated by Pay.gov   1. Section 223(d) Firm Application Checklist - COVID 2. Intentionally Omitted |  |  |
|  | HUD-90011-ORCF, Lender Narrative (including applicable addenda)  Submit electronic versions in both Word and PDF document format.Do not alter the narrative format; if a particular section does not apply, it should be noted as Not Applicable. |  |  |
|  | HUD-92264A-ORCF, Maximum Insurable Mortgage Calculation |  |  |
|  | Section 223(d) Firm Commitment  Submit electronic draft version in a Word document.Please include the exhibit number and title at the top of the page of the following exhibits to the Firm Commitment.   1. Exhibit A, Legal Description 2. Exhibits B – F. Intentionally Omitted |  |  |
|  | HUD-90012-ORCF, Consolidated Certification-Lender |  |  |
|  | HUD-90024-ORCF, Contact List  Submit electronic version in a Word document. |  |  |
|  | Copies of any email guidance provided by ORCF for the subject project prior to application submittal |  |  |
|  | HUD-2-ORCF, Request for Waiver of Housing Directive  Previously signed and/or draft form |  |  |
|  | Exhibits 1-9. – 1-10. Intentionally Omitted |  |  |
| **Section 2: Third Party Reports – Intentionally Omitted** | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 3: Borrower** | | | | | | | | |
|  | Organizational Chart - Executed Certificate of No Change with Organizational Documents | |  | | |  | | |
|  | Intentionally Omitted | |  | | |  | | |
|  | HUD-90013-ORCF, Consolidated Certification-Borrower  Part IX Previous Participation, Part XV Certification of Multiple Projects for 223(a)(7), Attachment 1 and Attachment 2 are NOT required to be completed. | |  | | |  | | |
|  | Intentionally Omitted | |  | | |  | | |
|  | Financial Statements – Year-to-Date  The latest unaudited statement should be no more than 3 months old. Statements audited by a CPA/IPA should be no more than 6 months old.   1. Balance Sheet 2. Schedule and Aging Accounts Receivable 3. Schedule and Aging of Notes Receivable 4. Schedule and Aging of Accounts Payable 5. Schedule of Notes and Mortgages Payable 6. Schedule of Legal Proceedings 7. Income and Expense Statement 8. HUD-91126-ORCF, Financial Statement Certification | |  | | |  | | |
|  | Financial Statements – FY 20XX – (copy of audit submitted to HUD) | |  | | |  | | |
|  | Financial Statements – FY 20XX– (copy of audit submitted to HUD) | |  | | |  | | |
|  | Financial Statements – FY 20XX – (copy of audit submitted to HUD) | |  | | |  | | |
|  | Exhibits 3-9. – 3-12. Intentionally Omitted | |  | | |  | | |
| **Section 4: Principal of Borrower – Intentionally Omitted** | | | | | | | | |
| **Section 5: Operator** | | | | | | | | |
|  | Organizational Chart - Executed Certificate of No Change with Organizational Documents | | |  | | | |  |
|  | Intentionally Omitted | | |  | | | |  |
|  | Intentionally Omitted | | |  | | | |  |
|  | HUD-90015-ORCF, Consolidated Certification-Operator  Part IX Previous Participation, Part XV Certification of Multiple Projects for 223(a)(7), Attachment 1 and Attachment 2 are NOT required to be completed. | | |  | | | |  |
|  | Exhibits 5-2. – 5-10. Intentionally Omitted | | |  | | | |  |
| **Section 6: Parent of Operator** | | | | | | | | |
|  | Organizational Chart - Executed Certificate of No Change with Organizational Documents | | |  | | | |  |
|  | Exhibits 6-2. – 6-9. Intentionally Omitted | | |  | | | |  |
| **Section 7: Management Agent** | | | | | | | | |
|  | | Organizational Chart - Executed Certificate of No Change with Organizational Documents | | |  | |  | |
|  | | Exhibits 7-2. – 7-7 Intentionally Omitted | | |  | |  | |
| **Section 8: Real Estate** | | | | | | | | |
|  | | 1. Not Applicable 2. Exhibits B – D. Intentionally Omitted 3. Monthly deposits: Provide evidence of the current monthly escrow deposits, including replacement reserves, taxes, and insurance. | | |  | |  | |
|  | | 1. Current Facility License 2. Exhibits B – D. Intentionally Omitted | | |  | |  | |
|  | | Exhibits 8-3. – 8-11. Intentionally Omitted | | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 9: Operations** | | | |
|  | Other – Certification Regarding Other Forms of COVID Assistance |  |  |
|  | 1. Operating Budget   12-months, including census mix and occupancy assumptions   1. Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Financial Statements for Operation– Year-to-Date  The latest unaudited statement should be no more than 3 months old. These statements should include the trailing 12 months. Statements audited by a CPA/IPA should be no more than 6 months old.   1. Balance Sheet 2. Schedule and Aging of Accounts Receivable 3. Schedule of Notes Receivable 4. Schedule and Aging of Accounts Payable 5. Schedule of Notes and Mortgages Payable 6. Schedule of Legal Proceedings 7. Income and Expense Statement 8. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements for Operation – FY 20XX  Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.   1. Balance Sheet 2. Income and Expense Statement 3. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements for Operation – FY 20XX  Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.   1. Balance Sheet 2. Income and Expense Statement 3. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements for Operation – FY 20XX  Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.   1. Balance Sheet 2. Income and Expense Statement 3. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Census history, by month and payment source   1. Year-to-date 2. FY 20XX 3. FY 20XX 4. FY 20XX |  |  |
|  | Exhibits 9-8. – 9-16. Intentionally Omitted |  |  |
| **Section 10: Professional Liability Insurance (PLI) – Intentionally Omitted** | | | |
| **Section 11: Additional Funding Sources – Intentionally Omitted** | | | |
| **Section 12: Accounts Receivable (AR) Financing Documents – Intentionally Omitted** | | | |
| **Section 13: Intentionally Omitted** | | | |
| **Section 14: Intentionally Omitted** | | | |
| **Section 15: Intentionally Omitted** | | | |