|  |  |  |
| --- | --- | --- |
| **Firm Application Checklist**Section 232/223(f)  |  | **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).

|  |
| --- |
| **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.”

**Portfolios:** On portfolios being submitted and reviewed in underwriting by ORCF at relatively the same time, the portions of Sections 4, 5, 6, 7, 10, 12, and 13 (as applicable) that are the same across all or a batch of projects may be submitted in one (or more) Master Mortgage Credit submission(s).

[**Section 232 Program Questions and Answers**](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/knowledgebase)

| **No.** | **Item** | **N/A** | **Incl.** |
| --- | --- | --- | --- |
| **Section 1: Underwriting** |
|  | 1. Payment receipt – FHA Application Fee (0.3% of Mortgage Loan Amount)

Payments are made at [Pay.gov](https://www.pay.gov/public/search/agencyforms?agencyFilters=HUD+Office+of+Administration&searchCategory=PAYMENT&searchType=AGENCYPAYMENT&agencyId=1642). Select ‘Healthcare Program Fees,’ and ensure all information entered is correct. The project type should reflect whichever type makes up the most beds at the facility. [Pay.gov Instructions for ORCF](https://www.hud.gov/sites/dfiles/Housing/documents/Pay.gov_.docx). 1. [Section 232/223(f) Firm Application Checklist](https://www.hud.gov/sites/dfiles/Housing/documents/ORCF_CHKLST_223F.docx)
2. Intentionally Omitted
 |  | [ ] [ ]  |
|  | A. [HUD-9002-ORCF, Lender Narrative](https://www.hud.gov/sites/dfiles/OCHCO/documents/9002-orcf.docx) \*For Green MIP applications see NOTE section at end of checklist. 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. B. [Decision Circuit](https://www.hud.gov/sites/dfiles/Housing/documents/Decision%2520Circuit%25202.0.xlsx) (optional supplement to the Lender Narrative) | [ ]  | [ ] [ ]  |
|  | [HUD-92264A-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/92264a-ORCF.xlsx), Maximum Insurable Mortgage CalculationSigned by the lender underwriter |  | [ ]  |
|  | [Section 232/223(f) Firm Commitment](https://www.hud.gov/sites/documents/firmcommitment-223f.doc) (optional supplement) Submit draft version in a Word document.Please include the exhibit number, title, and FHA # at the top of the page of the following exhibits to the Firm Commitment. Please see the [Special Condition Menu](https://www.hud.gov/sites/dfiles/Housing/documents/Special_Conditions_Menu.docx) for template special conditions.:1. Exhibit A, Legal Description (PDF document)
2. Exhibit B, Replacement Reserve Schedule (PDF document)
3. Exhibit C, List of Required Repairs (PDF document) \*For Green MIP applications see NOTE section at end of checklist.
4. Exhibit D, Intentionally Omitted
5. [Master Lease List of Properties](https://www.hud.gov/sites/dfiles/Housing/documents/Sample%20Master%20Lease%20Facilities%20Table.docx) (optional supplement)
6. [Accounts Receivable Financing Terms Memo](https://www.hud.gov/sites/dfiles/Housing/documents/A-R_Terms_Memo-Supplemental-Exhibit.docx) (Word document, optional supplement)
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | [HUD-90012-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90012_orcf.docx), Consolidated Certifications – Lender |  | [ ]  |
|  | [HUD-90024-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90024_orcf.docx), Contact List (Word document) |  | [ ]  |
|  | Copies of any email guidance provided by ORCF for the subject project prior to application submittal. Examples of when to contact Lean Thinking: All Special Use Facilities (see [Key Decision Criteria](https://www.hud.gov/sites/dfiles/Housing/documents/KeyDecCrit_Special_Use_Facilities.docx)). Questions on Eligible Debt, Environmental, Experience, etc. Lean Thinking’s email address: leanthinking@hud.gov | [ ]  | [ ]  |
|  | [HUD-2-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/2_orcf.docx), Request for Waiver of Housing Directive Submit as Word document. See [PLI Waiver review aid](https://www.hud.gov/sites/dfiles/Housing/documents/PLI_rev_aid.docx). | [ ]  | [ ]  |
|  | Portfolio Acceptance Letter and attachmentsApplies to large-sized portfolios. | [ ]  | [ ]  |
|  | [HUD-91128-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91128_orcf.xlsx), Initial Operating Deficit Escrow Calculation TemplateIn excel format; Applies to addition or change of beds/units | [ ]  | [ ]  |
| **Section 2: Third Party Reports** |
|  | 1. Appraisal
 |  | [ ]  |
|  | 1. Project Capital Needs Assessment (PCNA) Also provide any required specialty reports \* For Green MIP applications see NOTE section at end of checklist.
2. Architectural Analyst Report (if applicable)
3. Seismic Analysis (if applicable)
4. Engineer & Specialty Reports (if applicable)
5. Construction Cost Analyst Report (if applicable)
6. Intentionally Omitted
7. Intentionally Omitted
8. Intentionally Omitted
9. Intentionally Omitted
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Environmental Third-party environmental reviews are accepted through the HUD Environmental Review Online System (HEROS) for Section 232 mortgage insurance applications. HEROS submissions by third-party consultants, when completed thoroughly and accurately, and in accordance with [ORCF guidance](https://hud.gov/sites/dfiles/Housing/documents/HEROS_ORCF_Guidance.docx), help to expedite the Section 232 environmental review process. While such submissions remain voluntary at this time, ***lenders are encouraged to use HEROS submissions to facilitate completion of environmental reviews.*** The third-party consultants can assign the HEROS review to ORCF at the time of, or shortly before, the application’s submission to HUD. Upon approval by the lender, the consultant should submit the HEROS review to ORCF by using the “Assign Review” feature and selecting Wayne Harris as the assignee. ***Please do not contact Wayne Harris regarding HEROS; his name is only used to store the HEROS submissions until an environmental reviewer is assigned to the project.*** Questions regarding HEROS should be submitted to LeanThinking@hud.gov. Please also see [ORCF’s Environmental Resource Page](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/environmental_resources).Consultants should enter the name of the facility and the FHA Project Number in the “Project Name” field on the Initial Screen (1105) in HEROS. For example, 111-22999-ABC-Healthcare. Providing the FHA number with the project’s name allows ORCF to quickly identify the subject of the HEROS review. A download of the HEROS environmental review record (ERR) should be included in the mortgage insurance application in *Section 2: Third-Party Reports*. The HEROS exhibit should be named “Other-**HEROS ERR**” to identify its content. Please note that a HEROS submission does not replace or eliminate any application exhibits.**FFRMS Floodplain Documentation:** Provide documentation in HEROS or in the application named “Other-FFRMS” documenting whether the site is located in the FFRMS floodplain. If the project is within the FFRMS floodplain, include Exhibit 2-4.**Projects in the 100-year Floodplain:** HUD Handbook 4232.1, Production, Chapter 7.5.C.9 states that for Section 223(f) projects HUD will evaluate risks and mitigation measures in making its decision, but it discourages these actions if either the lowest floor, or the life support facilities, or egress and ingress of the existing building, are below the 100-year floodplain line. Lenders with projects in the 100-year floodplain should address the following:* Elevation of the of the mechanical, electrical, generator, elevator mechanical equipment, residential units, medical storage, food preparation, food service, food storage, ingress/egress
* Ability of staff and emergency personnel to enter and exit the building during a flood to deliver necessary supplies, resident care and to evacuate residents.
* Information about any previous flooding at the project

Appropriate mitigation measures vary based on the specific project, so lenders should submit proposed mitigation measures to Lean Thinking ahead of application submission in the event that the project is an unacceptable flood risk and/or to avoid significant delays in application processing.1. Phase I Environmental Site Assessment
2. Phase II Environmental Report
3. Operations and Maintenance Plan - Asbestos
4. Standard Flood Hazard Determination Form, FEMA No. 086-0-32 (Required for all projects)

Flood Insurance: Required when any part of the structure is located in a Special Flood Hazard Area (aka a 100-year flood zone). Refer to the Flood Insurance requirements in HB 4232.1, Rev-1, Production, Section II, Part 14.7.H.1. Intentionally Omitted
2. Radon Report
3. Other-HEROS ERR
4. Water Quality Report
5. Other: *<describe here>*
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | FloodplainThe following information is required if the site is located in the FFRMS Floodplain1. Evidence of participation in an early warning system

Indicate the specific method(s) used to monitor weather conditions and flooding alerts (e.g., NOAA weather radio continuously monitored by staff and an emergency alert agreement with the state or municipal emergency services agency.)1. Emergency evacuation and relocation plan

Provide a plan for emergency evacuation and relocation to a facility of like capacity that is equipped to provide required critical needs-related care and services at a level similar to the subject facility. This should include names and addresses of like facilities (i.e., similar residential healthcare facilities) that have agreements or contracts with the subject to serve as temporary relocation sites for the subject’s residents. At least one of the facilities should be outside the 500-year floodplain. For reference, the Centers for Medicare & Medicaid Services (CMS) has issued an Emergency Preparedness Checklist for health care facilities as a recommended tool for emergency planning. 1. Identification of evacuation route(s) out of the FFRMS floodplain

Provide road maps out of the FFRMS floodplain to the relocation sites. Relocation facilities should be located outside the 500-year flood zone. Provide a flood map with the relocation facility marked on it.1. Intentionally Omitted
2. Example Resident Notification

**Note that the following language is directly from Regulation 24 CFR Part 55 and all of these requirements must be included in the example resident notification.** New and renewal leases must include acknowledgements signed by residents indicating that they have been advised that the property is in a floodplain and flood insurance is available for their personal property. Notification shall also include the location of ingress and egress routes relative to the FFRMS floodplain, available emergency notification resources, and the property's emergency procedures for residents in the event of flooding. See [example](https://www.hud.gov/sites/dfiles/Housing/documents/ResNotif_Ex.docx).1. Intentionally Omitted
2. Intentionally Omitted
3. Modified 8 Step Documentation

Provide an analysis of the floodplain. See [example](https://www.hud.gov/sites/dfiles/Housing/documents/Mod_8_Step_Temp.docx).1. Incidental Portion Exception-Floodplain (24 CFR 55.12(g))

All FFRMS floodplains (not including floodway, LIMWA or coastal high hazard areas) are only incidental portions of the site, and construction (including existing improvements) or landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the FFRMS floodplain. The following documentation is required:1. Evidence of participation in an early warning system
2. Emergency evacuation and relocation plan
3. Identification of evacuation route(s) out of the FFRMS floodplain
4. De Minimis Floodway (24 CFR 55.8): Existing projects with floodway on site that does not cross existing buildings or improvements above de minimis improvements. De minimis improvements means improvements that do not affect the intended use of the property and would not displace significant amounts of flood water. Examples of de minimis improvements include landscaping, existing sport courts, trails, some fences, retaining walls, and storm drainage pipes and outlets and minimal placement of impervious surface to ensure accessibility. Projects with floodways are located in a floodplain and require the modified 8 Step (Item 2-4 G). The following documentation is required:
5. Protective covenant to be placed on the property’s continued use to preserve the floodplain. The covenant must run with the land to provide for permanent preservation of the floodplain and must not be dependent on the mortgage instrument. [Sample Covenant](https://www.hud.gov/sites/documents/RestrictvCovFldplWtld.doc)
6. Evidence of participation in an early warning system
7. Emergency evacuation and relocation plan
8. Identification of evacuation route(s) out of the FFRMS floodplain
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | State Historic Preservation Office (SHPO) requirements All projects that include activities beyond the scope of routine maintenance require consultation with the SHPO.1. Documentation sent to SHPO, including [Delegation of Authority Memorandum](https://www.hud.gov/sites/dfiles/OCHCO/documents/HousingSection106.pdf)
2. SHPO response
 | [ ]  | [ ] [ ] [ ]  |
|  | Tribal Notification InformationORCF must complete the Tribal Notification process, please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/documents/223f_EnvChecklist.xlsx) for activities that may require Tribal consultation, including ground disturbance (digging), installation of an underground tank, installation of utility lines, construction, etc.). To assist ORCF with this process, please provide the following. 1. Project description including: Type of project, Purpose of the Project, the proposed activities/site work, and the Current Condition of the Site (what is on the site now)
2. Maps including: Location Map, Aerial View, Site Layout Map and Topographic Map
 | [ ]  | [ ] [ ]  |
|  | Aboveground Storage Tank (AST) Information: When existing or proposed AST(s) of explosive or flammable hazards located on-site or directly visible from the site provide:For projects that are not adding beds: A conformance letter must be requested from the local fire department that specifically addresses the safety of the AST.1. Letter that was sent to the Fire Department (required)
2. Conformance letter received from the Fire Department.
3. Completed acceptable separation distance (ASD) calculations (required when the Fire Department did not provide a conformance letter)
4. Proposed mitigation (please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/documents/223f_EnvChecklist.xlsx) for mitigation guidance)

**For projects that are adding beds:**Projects that are increasing residential density must comply with the hazardous operations standards in 24 CFR Part 51 Subpart C. For existing or proposed AST(s) of explosive or flammable hazards located on-site or directly visible from the site provide:1. Completed acceptable separation distance (ASD) calculations.
2. Proposed mitigation plan (please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/documents/223f_EnvChecklist.xlsx) for mitigation guidance)

**For projects that are exempt from HUD’s explosive/flammable evaluation:** Propane ASTs up to 1000 gallons that comply with the National Fire Protection Association (NFPA) Code 58 (version 2017) are exempt from HUD’s explosive/flammable hazards evaluation. 1. Intentionally omitted
2. Provide documentation that the propane tank is 1,000 gallons or less in volume, and:
3. Confirmation that the state or locality has adopted NFPA 58 (2017 version), available at [CodeFinder™ (nfpa.org)](https://codefinder.nfpa.org/?country=United%20States%20of%252%200America&nfpanumber=58); or documentation that a qualified person (i.e., LPG distributor, qualified engineer, or fire protection professional) has determined that the individual tank complies with NFPA 58 (2017). [Sample Memo: Documentation of Compliance with NFPA 58 (2017)](https://www.hudexchange.info/resource/6230/sample-memo-documentation-of-compliance-with-nfpa-58-2017/)
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Section 3: Borrower** |
|  | Organizational ChartEnsure compliance with [Housing Notice H 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF). Org chart should include the Borrower entity only. |  | [ ]  |
|  | Organizational Documents

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |  |
| B. Bylaws | B. Certificate of Partnership |  |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |  |
| [ ]  LLC | [ ]  Trust |  |  |
| A. Articles of Organization | A. Trust Agreement |  |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |  |
| C. Authorizing Resolutions | C. N/A |  |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | [HUD-90013-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90013_orcf.docx), Consolidated Certifications – Borrower \*For Green MIP applications see NOTE section at end of checklist.Part VI Parties to the Transaction, Part XIII Section 223(d) Certifications, Part XV Certification of Multiple Projects for Section 223(a)(7), are NOT required to be completed. Be sure to include all applicable Attachments. Previous Participation Certification:See [Housing Notice 2016-15](https://www.hud.gov/sites/documents/16-15hsgn.pdf) for additional guidance on the Previous Participation Certification * 1. Complete HUD-90013-ORCF, Part IX Previous Participation, include Attachment 1, and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR*** 1. Active Partners Performance System (APPS) Submittal: Previous Participation Certification via APPS. Include a copy of the signature pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report |  | [ ]  |
|  | Financial Statements – Year-to-DateThe 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement

1. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
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5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
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|  | Financial Statements – FY 20XXFill 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
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10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
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|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 4: Principal of Borrower** ***<Name of Principal>*** |
| Duplicate this section and include the name of the principal for each Principal of the Borrower. Each Borrower Principal should have its own folder in the Portal as well. Include individuals and entities providing financial capacity and operating experience.  |
|  | Organizational Chart Ensure compliance with [Housing Notice H 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF). Org chart should include the Borrower entity only. | [ ]  | [ ]  |
|  | Organizational Documents

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified |  | [ ]  |
|  | [HUD-90014-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90014_orcf.docx), Consolidated Certifications – Principal of the BorrowerPart VI Parties to the Transaction, and Attachment 1 are NOT required to be completed. Be sure to include all applicable Attachments. Previous Participation Certification:See [Housing Notice 2016-15](https://www.hud.gov/sites/documents/16-15hsgn.pdf) for additional guidance on the Previous Participation Certification 1. Complete HUD-90014-ORCF, Part VII Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signature pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report1. Principal of Borrower

If a principal is a business entity (i.e., corporation, partnership) with an operating history, a credit report is required only on the business firm, not the owners of the firm.1. Sampling of Principal’s Other Business Concerns (From list attached to Consolidated Certification)
 | [ ] [ ]  | [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 5: Operator** [ ]  |
|  | Organizational ChartEnsure compliance with [Housing Notice H 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF). Org chart should include the Operator entity only. | [ ]  | [ ]  |
|  | Organizational Documents

|  |  |  |
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| [ ]  Corporation | [ ]  Partnership |  |
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| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified |  | [ ]  |
|  | [HUD-90015-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90015_orcf.docx), Consolidated Certifications – OperatorPrevious Participation Certification: See [Housing Notice 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF) for additional guidance on the Previous Participation Certification 1. Complete HUD-90015-ORCF, Part VII Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

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 | [ ] [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report for Operator  | [ ]  | [ ]  |
|  | Financial Statements – Year-to-DateThe 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
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 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill in the year in the file name. 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
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|  | Financial Statements – FY 20XXFill in the Year in the file name. 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
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10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill in the Year in the file name. 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | 1. Operating Lease with [HUD-91116-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91116_orcf.docx), Addendum to Operating Lease
2. Memorandum of Lease
3. [HUD-91110-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91110_orcf.docx), Subordination, Non-Disturbance and Attornment Agreement of Operating Lease (SNDA) Required only for non-related borrowers and operators.
4. [HUD-91117-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91117_orcf.docx), Operator Estoppel Certificate
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
| **Section 6: Parent of Operator** [ ]  |
|  | Organizational ChartEnsure compliance with [Housing Notice H 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF). Org chart should include the Parent of Operator entity only. | [ ]  | [ ]  |
|  | Organizational Documents

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified |  | [ ]  |
|  | [HUD-90016-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90016_orcf.docx), Consolidated Certifications – Parent of Operator | [ ]  | [ ]  |
|  | Credit Report1. Parent of Operator
2. Sampling of Parent of Operator’s Other Business Concerns (From list attached to Consolidated Certification)
 | [ ] [ ]  | [ ] [ ]  |
|  | Financial Statements – Year-to-DateThe 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill in the Year in the file name. 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill in the Year in the file name. 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XXFill in the Year in the file name. 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. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
| **Section 7: Management Agent** [ ]  |
|  | Organizational Chart Ensure compliance with [Housing Notice H 2016-15](https://www.hud.gov/sites/documents/16-15HSGN.PDF). Org chart should include the Management Agent entity only. |  | [ ]  |
|  | Organizational Documents

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | [HUD-9839-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/9839_orcf.docx), Management Certification – Residential Care Facility  |  | [ ]  |
|  | Management Agreement and Form [HUD-92071-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/92071_orcf.docx), Management Agreement Addendum |  | [ ]  |
|  | Résumé/Evidence that individual or entity is qualified |  | [ ]  |
|  | [HUD-90017-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90017_orcf.docx), Consolidated Certification-Management AgentPrevious Participation Certification: See [Housing Notice 2016-15](https://www.hud.gov/sites/documents/16-15hsgn.pdf) for additional guidance on the Previous Participation Certification 1. . Complete HUD-90017-ORCF, Part X Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signature pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Intentionally Omitted |  |  |
| **Section 8: Real Estate**  |
|  | 1. Refinance
2. [HUD-9445-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/9445_orcf.docx), Certification of Outstanding Obligations
3. Pay-off Statement for each obligation

If obtaining a payoff is unduly burdensome, it can be provided during closing.1. Replacement Reserve Balance confirmation
2. [HUD-9807](https://www.hud.gov/sites/dfiles/OCHCO/documents/9807_orcf.docx) Prepayment Authorization Letter

Prepayment approval must be requested via form HUD-9807 in advance of application submission1. Copy of all outstanding notes

Include debt instrument and any other documentation per HUD Handbook 4232.1, Section II, Production, Chapter 3. Notes must be executed. For Capital Expenditures see [sample documentation](https://www.hud.gov/sites/dfiles/Housing/documents/CapExp_Example.pdf).1. Purchase
2. Purchase contract and amendments

**OR**1. Option Agreement
2. Intentionally Omitted
3. Intentionally Omitted
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Licenses 1. Current Facility License
2. Intentionally Omitted
3. Operator or Management Agent
4. Intentionally Omitted
 | [ ] [ ]  | [ ] [ ]  |
|  | Title1. Preliminary Title Report
2. Pro Forma – 2006 ALTA Title Insurance Policy
3. ALTA Form Environmental Endorsement
4. ALTA Form Comprehensive Endorsement
5. ALTA Form Endorsement deleting Arbitration Clause
6. ALTA Location of Improvements Endorsement
7. Intentionally Omitted
8. Intentionally Omitted
9. Intentionally Omitted
10. Intentionally Omitted
11. Intentionally Omitted
12. Other: <Specify>
13. Exception Documents Exception documents, title exceptions and survey noted exceptions should match. Exception documents must include copies of the actual documents. These documents must be legible.
14. Intentionally Omitted
 | [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | ALTA/ACSM Land Title Survey See [HUD-91111-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91111_orcf.docx), Survey Instructions and Borrower’s Certification for applicability. Electronic version of the survey must be legible when expanded.  |  | [ ]  |
|  | Evidence of Compliance1. Zoning
2. [HUD-91130](https://www.hud.gov/sites/dfiles/OCHCO/documents/91130_orcf.docx)-ORCF, Building Codes
3. Verification of Zoning and Code Variances
4. CMS Fire Safety Requirements for Long-Term Care Facilities, Automatic Sprinkler Systems (if applicable)
5. Intentionally Omitted
6. Intentionally Omitted

Evidence should address requirements for rebuilding if partially destroyed. | [ ] [ ]  | [ ] [ ] [ ] [ ]  |
|  | Municipal Inspection Reports1. Fire Marshal
2. State Health Department
3. Verification that health standards are met for private sewer or water systems.
4. Intentionally Omitted
5. Intentionally Omitted
6. Intentionally Omitted
7. Intentionally Omitted
8. Intentionally Omitted
9. Intentionally Omitted
10. Intentionally Omitted
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Relocation Plan During Repairs  | [ ]  | [ ]  |
|  | Commercial Lease(s)  | [ ]  | [ ]  |
|  | Land/Ground Lease including HUD requirements/provisions outlined in [HUD-92070-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/92070_orcf.docx), Lease Addendum  | [ ]  | [ ]  |
|  | Real Estate Tax Abatement/Exemption (if applicable) | [ ]  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 9: Operations**  |
|  | 1. Operating Budget *12-months, including census mix and occupancy assumptions*
2. Intentionally Omitted
 |  | [ ]  |
|  | [Form HUD 91125-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91125_orcf.xlsx), Staffing schedule *Including job titles, salaries, and full time equivalents (FTE)* |  | [ ]  |
|  | Financial Statements for Operation– Year-to-Date**The initial financial record submitted to ORCF must be the same as those supplied to the third party appraiser.**1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements for Operation – FY 20XXFill in the Year in the file name. 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. **The financial record submitted to ORCF must be the same as those supplied to the third party appraiser.**1. Balance Sheet
2. Income and Expense Statement
3. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ]  | [ ] [ ] [ ]  |
|  | Financial Statements for Operation – FY 20XXFill in the Year in the file name. 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. **The financial record submitted to ORCF must be the same as those supplied to the third party appraiser.**1. Balance Sheet
2. Income and Expense Statement
3. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ]  | [ ] [ ] [ ]  |
|  | Financial Statements for Operation – FY 20XXFill in the Year in the file name. 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. **The financial record submitted to ORCF must be the same as those supplied to the third party appraiser.** 1. Balance Sheet
2. Income and Expense Statement
3. [HUD-91126-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/91126-orcf.pdf), Financial Statement Certification
 | [ ]  | [ ] [ ] [ ]  |
|  | Census history, by month and payment source1. Year-to-date
2. FY 20XX
3. FY 20XX
4. FY 20XX
 |  | [ ] [ ] [ ] [ ]  |
|  | Reimbursement1. PDPM reimbursements for last 12-months (Applicable to SNF only)
2. Evidence of Medicaid Rate
3. Intentionally Omitted
4. Intentionally Omitted
 | [ ] [ ]  | [ ] [ ]  |
|  | Rent rolls, last 3 months, including HUD certification and warning Certification and Warning must be signed and dated by the borrower/operator. (Applicable to ALF/B&C only). Rent roll data should include room number, room type (studio, one bedroom, etc.), occupancy status (occupied/unoccupied), and rental rate. | [ ]  | [ ]  |
|  | State licensing inspection reports for last 3-years for the subject project (including complaint surveys) | [ ]  | [ ]  |
|  | Facility Administrator1. Résumé
2. License
 | [ ]  | [ ] [ ]  |
|  | Example of Resident Care and/or Rental Agreement(s) for the facility | [ ]  | [ ]  |
|  | Provider Agreement(s) for the facility | [ ]  | [ ]  |
|  | Risk Management Program (Current or Proposed)Provide copies of any 3rd party Risk Management contracts in place or proposed. |  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 10: Professional Liability Insurance (PLI)**[Sample Review for Professional Liability (PL) & General Liability (GL)](https://www.hud.gov/sites/dfiles/Housing/documents/HUD-2-ORCF_GLPLsample.docx), [PLI 50+ Review - Sample Discussion for use in the Lender Narrative Template](https://www.hud.gov/sites/dfiles/Housing/documents/PLI_50.plus_sample%20narrative.docx), [Professional Liability Insurance Review Aid](https://www.hud.gov/sites/dfiles/Housing/documents/PLI_rev_aid.docx) |
| 1.
 | Information on the PLI provider: 1. Name of insurance carrier
2. Evidence of insurance company(s) rating (Printout from AM Best Rating or Demotech)
 | [ ] [ ]  | [ ] [ ]  |
|  | Limits of coverage, including deductible, and list of facilities (including bed counts) included under this coverage | [ ]  | [ ]  |
|  | If any related facility (operator, parent of the operator, or facility on the PLI policy) has recent (within the last 3 years) “G” or higher citations, deficiencies, or other instances of actual harm, please provide a narrative discussion regarding the topic, the risk, and how it will be mitigated. | [ ]  | [ ]  |
|  | Loss History. The operator or its parent operator must submit a six-year loss history of professional liability claims filed against it for all facilities controlled by the operator or parent operator. The six-year loss history should be provided in annual summary form (prepared by the insurance company or third-party administrator). See 4232,1, Section II, Production, Appendix 14.1 VII for guidance on loss history format. |  | [ ]  |
|  | Evidence of current PLI cost | [ ]  | [ ]  |
|  | 1. Recent Actuarial study
2. Financial Statements for any captive insurance company

Actuarial study required if the entity utilizes self-insurance. If the entity utilizes commercial (third-party) PLI, submit an actuarial study only if one has been previously completed. Note: This information is considered proprietary and is exempt from Freedom of Information Act requests. Please see 4232.1, Section II, Production, Appendix 14.1 III B and IV B for PLI self-insurance guidance. | [ ] [ ]  | [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 11: Additional Funding Sources** [ ]  |
|  | Grant and/or Secondary Financing Loan Documents  | [ ]  | [ ]  |
|  | Bond Financing - Itemized costs of issuance, discounts and financing fees to be paid out of pocket by borrower and explanation regarding the necessity of each cost | [ ]  | [ ]  |
|  | Tax Credits1. Letter of commitment from tax credit syndicator or investor (specifying equity amount and pay-in schedule)
2. Reservation, executed copy
3. Bridge Loan agreements
4. Intentionally Omitted
 | [ ]  | [ ] [ ] [ ]  |
| **Section 12: Accounts Receivable (AR) Financing Documents** [ ]  |
|  | AR Loan Note and all amendments |  | [ ]  |
|  | [HUD-92323-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/92323_orcf.docx), Operator Security Agreement |  | [ ]  |
|  | All UCC-1 Filings and UCC Searches |  | [ ]  |
|  | Guarantees  | [ ]  | [ ]  |
|  | List of all FHA-insured facilities on the AR financing line, including property name, borrower name, location (city/state), FHA number, and FHA lender. |  | [ ]  |
|  | AR Cash Flow of Funds DiagramFor final approval, cash flow charts must clearly detail all appropriate account numbers and directional arrows indicating the proper flow of funds. Detail whether the account has a DACA/DAISA. Include the legal name of the account. |  | [ ]  |
|  | [HUD-92322-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/92322-orcf.docx), Intercreditor Agreement, **Redlined Version**Please provide a redlined version. |  | [ ]  |
|  | AR Lender Deposit Account Instructions and Service Agreements (DAISA), Deposit Account Control Agreements (DACA) or Blocked Account Agreements, or equivalent control agreement(s) |  | [ ]  |
|  | [HUD-90020-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90020_orcf.docx), Accounts Receivable Financing Certification  |  | [ ]  |
|  | Security Agreement with AR Lender and Amendments |  | [ ]  |
| **Section 13: Master Lease Documents** **[ ]**   |
| A Master Lease is required for all mid-sized and large-sized portfolios, and for small portfolios with three or more properties and/or $15 million or more in aggregate mortgage amount. |
|  | Organization Chart |  | [ ]  |
|  | Previous Participation Certification – Master TenantSee Housing Notice 2016-15 for additional guidance on the Previous Participation Certification 1. Previous Participation Certification-Controlling Participant, Form [HUD-90021-ORCF](https://www.hud.gov/sites/dfiles/OCHCO/documents/90021_orcf.docx), is completed.

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ]  | [ ] [ ]  |
| **Section 14: Contractor – Intentionally Omitted** |
| **Section 15: Construction and Architectural Documents** [ ] **NOTE: For Green MIP Projects, include Exhibit 15-11** |
| **15-11.** | HUD-91124-ORCF, Design Architect Certification, \*For Green MIP applications see NOTE section at end of checklist. |  | [ ]  |
| **Section 16: Green MIP** [ ]  |
| Provide all relevant Green MIP docs executed/signed (see below) See [Green MIP Directives/Documents](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/green_mip) page. Note, documents must be submitted individually and not embedded in other documents. |
| **16-1.** | A. Statement of Energy Performance (SEP) signed by the Energy Professional (EP) The SEP itself is required for each project; do not submit a custom excel spreadsheet. 1. Statement of Energy Design Intent (SEDI) signed by the Energy Professional

SEDIs are required for construction or additions (if outside the footprint of the existing building)**NOTE:** All Green MIP Loans and annual audits (submitted on or after 1/1/24) must benchmark the SEP (not the SEDI) in EPA’s Portfolio Manager. The Borrower (via an Energy Professional) must authorize Portfolio Manager to share SEP data with HUD. See [HUD Notice 2023-11](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/green_mip). (A copy of the SEP is to be included with the initial application). | [ ]  | [ ] [ ]  |
| **16-2.** | Energy Audit (ASHRAE Level II or III) Signed by the Energy Professional (EP) |  | [ ]  |
| **16-3.** | When applicable, existing ORCF-Approved Green Building Certification (GBC) with 3 years of SEP data (per ML) with an Energy Star Score 75 or above | [ ]  | [ ]  |
| **16-4.** | Energy Star Portfolio Manager Data Collection Plan Create a benchmarked Data Collection Worksheet (PDF) in Portfolio Manager, [Portfolio Manager Data Collection Worksheet | ENERGY STAR](https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-data-collection-worksheet). |  | [ ]  |
|  | **NOTE:** On Green MIP submissions, the following Exhibits (referenced above) must include the following:**1-****2.** [HUD-9002-ORCF](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/underwriting/223f), Lender Narrative\*1. Name of the Project Architect (if required where there are plans)
2. Name of the Energy Professional (or Project Architect if *green*

*credentialed*)1. Name of the selected Green Building Certification (GBC) and Level
2. Name of the Verifier/Rater for the GBC (must be independent, see ML)
3. Name of the Needs Assessor for the PCNA (no IOI with EP)
4. Narrative and list of the site’s proposed green energy/water efficient components and costs.
5. SEP information on Benchmark as-is score and proposed as-improved SEP score
6. Confirmation that the project will meet or exceed the required 15% and 10% site energy and water reductions and achieve an Energy Star Score of 75 or better after required improvements.
7. Confirmation that the Green MIP Summary section items are wholly consistent with Green MIP data contained elsewhere in the application. Green MIP Repairs must be delineated and listed separately as “Green MIP Repairs,” including the HUD-92476-ORCF Escrow Agreement, Exhibit A, and HUD-92466, Regulatory Agreement, Exhibit C must list the GBC and be consistent with the LN *when* submitted.
8. Confirmation that the existing building(s) benchmark data in Portfolio Manager (PM) is “fully” sharedwith HUD. Benchmark data must include all energy and water data (EUI/WUI), including the name and dates of the ORCF approved Green Building Certificate (Third-Party Certification.), the EP’s “verified on date” and credentials. In order to share data with HUD, the iREMS ID must be entered into PM. The iREMS ID# can be obtained by the Borrower. See [Benchmarking Instructions](https://www.hud.gov/sites/dfiles/Housing/documents/9.2023.Benchmarking_Instructions_with_New_Cover.pdf) on ORCFs website.
9. Confirmation that the building has energy consumption monitoring equipment or utility data that can provide 100% whole building consumption data for benchmarking. If not, monitoring equipment must be listed as Green MIP Repairs in the Escrow Agreement and other relevant documents.
10. Confirmation that the project complies with ORCF’s Green MIP Mortgagee Letter 2022-13, as applicable.
11. **Note regarding projects with solar or other renewable energy sources.** Whilethe use of solar may improve the Energy Star score,ORCF does require building retrofits to meet or exceed the 15% energy usage reductions from *site energy*. Site energy is the amount of heat and electricity consumed by a building as reflected in utility bills. Solar panels do not reduce energy consumption at the site itself. Please make clear in the LN that the 15% energy reduction is derived from the baseline (benchmarked) *site* energy use intensity (EUI) when using renewable energy sources.

**1-4. C.** Firm Commitment\* Exhibit C of the FC, for Green MIP repairs must be labeled “**Green MIP Repairs**,” separate and apart from any other repairs. No changes can be made to Green MIP Repairs after the FC is finalized.**2-2. A.** PCNA Report\*The PCNA Report must confirm the prospective green retrofits and costs, and that future R4R withdrawals will be Energy Star Labeled, and energy efficient components will be used after green retrofits are complete. Green MIP repairs must be delineated, separate and apart from any other repairs in the PCNA. (R4R schedule cannot be used for green retrofits to meet ORCFs initial energy and water requirements) **3-3.** [HUD-90013-ORCF](https://www.hud.gov/federal_housing_administration/healthcare_facilities/residential_care/green_mip), Borrower’s Consolidated Certification\* The Borrower certification must be signed at Part XIV and Attachment 2 filled out. The GBC and Level must be consistent with the Green MIP Summary sections of the Lender Narrative. **15-11.** HUD-91124-ORCF, Design Architect Certification\*The Energy Professional of record must sign the Green MIP Section. Note: the top pages of the design certification can be crossed out if there are no additions (outside the building footprint) or plans and specs.(**Note:** All green retrofits/repairs must be completed prospectively, after an application is submitted. If repairs have been completed after submission of the application and before closing, those repairs must qualify as routine maintenance, See Section 232 HB, Production Chapter 2 and 7). | [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |