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| --- | --- | --- |
| **Firm Application Checklist**  Section 232 – New Construction  Two Stage – Final (Amended & Restated) Submission |  | **U.S. Department of Housing and Urban Development**  Office of Healthcare Programs |

**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. Intentionally Omitted 2. Section 232 New Construction Final Submission Firm Application Checklist 3. HUD-90022-ORCF, Certification for Submission of Electronic Firm Application |  |  |
|  | HUD-9005a-ORCF, Lender Narrative Final Submission  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 232 New Construction Amended and Restated 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. Exhibit B, Replacement Reserve Schedule 3. C.2. Exhibit C.2., List of Major Movables 4. Exhibit D, Index to Drawing and Specifications 5. Master Lease List of Properties (optional supplement) 6. Accounts Receivable Financing Terms Memo (optional supplement) |  |  |
|  | 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 |  |  |

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| --- | --- | --- | --- |
|  | HUD-2-ORCF, Request for Waiver of Housing Directive  Submit electronic version in a Word document |  |  |
|  | Intentionally Omitted |  |  |
|  | HUD-91128-ORCF, Initial Operating Deficit Escrow Calculation Template  In Excel format |  |  |
| **Section 2: Third-Party Reports** | | | |
| Appraisal and Market Study reports must be submitted within 120 calendar days of the date of the inspection.  The Phase I Environmental report must be submitted within 180 calendar days of the date of the date of inspection. | | | |
|  | Appraisal (updated, if required) |  |  |
|  | 1. Intentionally Omitted 2. Architectural Analyst Report 3. Seismic Analysis (if applicable) 4. Engineer & Specialty Reports (if applicable) 5. Construction Cost Analyst Report 6. Intentionally Omitted 7. Intentionally Omitted 8. Intentionally Omitted 9. Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 3: Borrower** | | | |
| *Only complete sections 3 through 7 if there are entities/principals that were not previously approved by HUD at the Initial Submittal stage.* | | | |
|  | Organizational Chart |  |  |
|  | 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, Consolidated Certifications – Borrower  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.  Previous Participation Certification:  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification   1. Complete HUD-90013, 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 signatures pages in the application. |  |  |
|  | Credit Report |  |  |
|  | 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
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|  | 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. Include individuals and entities providing financial capacity and operating experience. | | | |
|  | Organizational Chart |  |  |
|  | 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 |  | |  |  |
|  | Resume / Evidence that individual or entity is qualified |  |  |
|  | HUD-90014-ORCF, Consolidated Certifications – Principal of the Borrower  Part VIII Parties to the Transaction, and Attachment 1 are NOT required to be completed.    Previous Participation Certification:  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification   1. Complete HUD-90014-ORCF, Part IX 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 signatures pages in the application. |  |  |
|  | Credit Report   1. 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 |  |  |
|  | 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. In cases where a group of individuals come together on one project to meet the cash requirement submit a full year HUD-92417-ORCF on each.  A. Balance Sheet   1. Aging of Accounts Receivable 2. Aging of Notes Receivable 3. Schedule of Pledged Assets 4. Schedule of Marketable Securities 5. Aging of Accounts Payable 6. Schedule of Notes and Mortgages Payable 7. Schedule of Legal Proceedings 8. Income and Expense Statement 9. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | HUD-92417-ORCF, Personal Financial and Credit Statements  When cash requirement for closing and beyond is being met by an individual(s) rather than a business entity submit a full year HUD-92417-ORCF on each. |  |  |
| **Section 5: Operator** | | | |
|  | Organizational Chart |  |  |
|  | 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-90015-ORCF, Consolidated Certifications – Operator  Previous Participation Certification:  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification   1. Complete HUD-90015-ORCF, Part IX 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 signatures pages in the application. |  |  |
|  | Credit Report for Operator |  |  |
|  | 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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.  A. Balance Sheet   1. Aging of Accounts Receivable 2. Aging of Notes Receivable 3. Schedule of Pledged Assets 4. Schedule of Marketable Securities 5. Aging of Accounts Payable 6. Schedule of Notes and Mortgages Payable 7. Schedule of Legal Proceedings   B. Income and Expense Statement  C. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | 1. Operating Lease with HUD-91116-ORCF, Addendum to Operating Lease 2. Memorandum of Lease 3. HUD-91110-ORCF, Subordination, Non-Disturbance and Attornment Agreement of Operating Lease (SNDA) (required only for non-related borrowers and operators) 4. HUD-91117-ORCF, Operator Estoppel Certificate |  |  |
| **Section 6: Parent of Operator** | | | |
|  | Organizational Chart |  |  |
|  | 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, Consolidated Certification-Parent of Operator  Part VII Previous Participation and Attachment 1 do NOT need to be completed. |  |  |
|  | Credit Report   1. Parent of Operator 2. Sampling of Parent of Operator’s Other Business Concerns From list attached to Consolidated Certification |  |  |
|  | 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. Aging of Accounts Receivable 3. Aging of Notes Receivable 4. Income and Expense Statement 5. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. Aging of Accounts Receivable 3. Aging of Notes Receivable 4. Income and Expense Statement 5. HUD-91126-ORCF, Financial Statement Certification |  |  |
|  | Financial Statements – 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. Aging of Accounts Receivable 3. Aging of Notes Receivable 4. Income and Expense Statement 5. HUD-91126-ORCF, Financial Statement Certification |  |  |
| **Section 7: Management Agent** | | | |
|  | Organizational Chart |  |  |
|  | 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, Management Certification-Residential Care Facility |  |  |
|  | Management Agreement and Form HUD-92071-ORCF, Management Agreement Addendum |  |  |
|  | Résumé/Evidence that individual or entity is qualified |  |  |
|  | HUD-90017-ORCF, Consolidated Certification-Management Agent    Previous Participation Certification:  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification   1. Complete HUD-90017, Part IX 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 signatures pages in the application. |  |  |
|  | Intentionally Omitted |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Section 8: Real Estate** | | | | | | |
| *Only complete Section 8 if revised from Initial Submission* | | | | | | |
|  | | 1. Intentionally Omitted 2. Intentionally Omitted 3. If Land is to be purchased: 4. Intentionally Omitted 5. Amendments or Extension Agreements to Purchase and Sale Agreement 6. Last Arm’s Length Certification    1. Intentionally Omitted |  | |  | |
|  | | Licenses   1. Current Facility License (if applicable) 2. HUD-92576A-ORCF, Certificate of Need 3. Operator or Management Agent 4. Application for Facility License   If the regulatory entity that issues the license(s) does not allow application for license(s) at the time of Firm Application submission, HUD will accept a letter from the entity applying for the license(s), which covers the following:  an explanation of the application process (with documented verification from licensing entity), identification of the entity that is anticipated to hold the license(s), and the number of beds that will be covered by the license(s). |  | |  | |
|  | | Title   1. 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. Access and Entry (ALTA 17-06) 8. Arbitration Clause deleted 9. Zoning (ALTA 3.0-06 or equivalent) 10. Encroachments 11. Tax Parcel (ALTA 18-06 or equivalent) 12. Other: *<describe>* 13. Exception Documents 14. Intentionally Omitted   Exception documents, title exceptions and survey noted exceptions should match. Exception documents must include copies of the actual documents. These documents must be legible. |  | |  | |
|  | | ALTA/ACSM Land Title Survey  See HUD-91111-ORCF, Survey Instructions and Borrower’s Certification for applicability. Electronic version of the survey must be legible when expanded. |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Commercial Lease(s) |  | |  | |
|  | | Land/Ground Lease including HUD requirements/provisions outlined in HUD-92070-ORCF, Lease Addendum |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Easements and Maintenance Agreements   * 1. Existing   2. Proposed   These documents must be legible. |  | |  | |
|  | | Intentionally Omitted |  | |  | |
| **Section 9: Operations** | | | | | | |
|  | | Budgets: each including census mix and occupancy assumptions   1. Stabilized Operating budget (12-months) 2. Initial Lease-Up budget (monthly, initial occupancy to stabilized occupancy) |  | |  | |
|  | | Form HUD 91125-ORCF, Staffing Schedule |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
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|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Provider Agreement(s) for the facility |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
|  | | Intentionally Omitted |  | |  | |
| **Section 10: Professional Liability Insurance (PLI)** | | | | | | |
|  | | 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 deductibles, and list of facilities (including bed counts) included under this coverage |  | |  | |
|  | | State licensing surveys for the last three years of all individual facilities of the operator (if the operator has less than five facilities)  **OR**  If the operator has 5 or more facilities, complete copies of state licensing surveys for all facilities with serious unresolved deficiencies (deficiencies where there are actual harm to residents commonly referred to as “G” or higher level deficiencies) if the deficiency has not been removed within a one month period.  If any facility has recent (within the last 2 years) resolved “G” or higher citations/deficiencies, submit the inspection report. 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 PLI cost |  | |  | |
|  | | A. Recent Actuarial study  B. 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** | | | | | | |
| *Only complete Section 11 if revised from Initial Submission* | | | | | | |
|  | | 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 Credits   1. 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. Source and Use Statement |  | |  | |
| **Section 12: Accounts Receivable Financing Documents** | | | | | | |
|  | | AR Loan Note and all amendments |  | |  | |
|  | | HUD-92323-ORCF, Operator Security Agreement |  | |  | |
|  | | UCC-1 Filings and UCC Searches (All) |  | |  | |
|  | | Guarantees |  | |  | |
|  | | List of all FHA-insured facilities on the AR financing line, including property name, borrower name, location (city/state), and FHA number. |  | |  | |
|  | | AR Cash Flow of Funds Diagram  For final approval, cash flow charts must clearly detail all appropriate account numbers and directional arrows indicating the proper flow of funds |  | |  | |
|  | | HUD-92322-ORCF, Intercreditor Agreement, 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, 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. Complete this section if a master lease is applicable and this section wasn’t completed at initial submission. | | | | | | | |
|  | Organization Chart | | |  | |  | |
|  | Previous Participation Certification – Master Tenant  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification     1. Previous Participation Certification-Controlling Participant, Form HUD-90021-ORCF, is completed   **OR**   1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application. | | |  | |  | |
| **Section 14: Contractor** | | | | | | |
|  | | Organizational Chart-General Contractor |  | |  | |
|  | | Resume or AIA A305, Contractor’s Qualification Statement |  | |  | |
|  | | HUD-90018-ORCF, Consolidated Certification- Contractors    Previous Participation Certification:  See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification   1. Complete HUD-90018, Part VI 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 signatures pages in the application. |  | |  | |
|  | | Credit Report   1. Contractor 2. Sampling of Contractor’s Other Business Concerns |  | |  | |
|  | | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Schedule of Work in Progress 10. Income and Expense Statement 11. HUD-91127-ORCF, Financial Statement Certification-General Contractor |  | |  | |
|  | | Financial Statements – 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. 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. Schedule of Notes and Mortgages Payable 8. Schedule of Legal Proceedings 9. Income and Expense Statement 10. HUD-91127-ORCF, Financial Statement Certification-General Contractor |  | |  | |
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| **Section 15: Construction and Architectural Documents** | | | | | | |
|  | | Plans to include separate plans for Offsite Construction |  | |  | |
|  | | 1. Full Specifications 2. Division 00 73 00 of the Specifications (which includes the wage decision and HUD-92554-ORCF, Supplementary Conditions of the Contract for Construction in one document—15 megabyte limit per file)   Plans and Specifications provided with the Firm Application must be complete and reflect the facility is ready to be built. **Hard copies of the plans and specifications are not required; however, a PDF, electronic version must be provided.** Note that the Lender’s Architectural Reviewer is still required to review the complete specifications. |  | |  | |
|  | | State Licensing Approval of Plans  Provide documentation from the State licensing authority demonstrating that any required plan reviews have been completed. If the State is unwilling to prepare a letter, provide copies of review comments or a certification from the mortgagor’s design architect that the appropriate reviews have been requested from the State. |  | |  | |
|  | | Soils Report and Foundation Analysis |  | |  | |
|  | | HUD-2328-ORCF, Contractor’s and/or Mortgagor’s Cost Breakdown |  | |  | |
|  | | Major Moveable Equipment Schedule and Budget |  | |  | |
|  | | Construction Progress Schedule per AIA A201  Form AIA A201 is the General Conditions and includes guidance within the document for a construction progress schedule. That guidance should be used to create the schedule. |  | |  | |
|  | | Assurance of Completion   * Commitment Letter from Surety or * Commitment Letter from Bank for Letter of Credit |  | |  | |
|  | | Owner-Architect Agreement on AIA Form B108 and HUD-92408-ORCF, HUD Amendment to B108   1. Design and Supervisory Architect 2. Design architect only 3. Supervisory Architect only 4. Other(s) |  | |  | |
|  | | Information regarding offsite storage of approved building materials, if applicable  Refer to HUD Inspector and A&E Scopes of Work for guidance on building materials that can be stored offsite and for items required for approval of offsite storage of building materials. |  | |  | |
|  | | HUD-91124-ORCF, Design Architect Certification |  | |  | |
|  | | HUD-91123-ORCF, Design Professional’s Certification of Liability Insurance |  | |  | |
| ***The following exhibits are for use only when requesting an Early Start of Construction Post-Firm.*** | | | | | | |
|  | | Completed Early Start of Construction Checklist portion |  | |  | |
|  | | Inspection Fee  Payment receipt generated by Pay.gov. Inspection fee to be based upon $5 per thousand of the amount of the work to be completed under the Early Start as evidenced by the form HUD-2328-ORCF, Contractor’s and/or Mortgagor’s Cost Breakdown, corresponding to the Early Start work.  Fee Submitted: $ |  | |  | |
|  | | Evidence that the Early Start Data Sheet was sent to the ORCF Construction Manager  Please notify the ORCF Construction Manager in advance of submitting the Early Start application. A sample data sheet can be found in the Early Start Application Instructions |  | |  | |
|  | | Memo Requesting Post-Commitment Early Start of Construction (Form HUD-9442-ORCF) |  | |  | |
|  | | Justification showing good cause for commencing construction prior to initial endorsement |  | |  | |
|  | | Description of the Scope of Work to be completed as part of the Early Start of Construction  Work performed under early start is limited to site and foundation work. However, additional work may be approved upon a showing of urgent and compelling circumstances with ORCF approval. |  | |  | |
|  | | Request for Permission to Commence Construction Prior to Initial Endorsement for Mortgage Insurance (Form HUD-92415-ORCF) |  | |  | |
|  | | Early Commencement/Early Start-Borrower Certification, Form HUD-90023-ORCF  Construction is NOT permitted prior to written approval of the Early Start, and the HUD PreConstruction Conference |  | |  | |
|  | | Grading/Building/Other Permits  Must cover, at a minimum, the Early Commencement/Early Start Work, and Permits must clearly identify the work to be performed or lender must attach a brief clarification |  | |  | |
|  | | Construction Contract – (Form HUD-92442-ORCF, with attachments):  a. Incentive Payment (Form HUD-92443), if applicable  b. Exhibit A- Cost Breakdown(s) (Form HUD-2328-ORCF)  It is recommended that 3 HUD-2328-ORCF forms be submitted – one corresponding to the work anticipated to be completed with the Early Start of Construction, one covering the remainder of the work on the project, and a combined 2328-ORCF.  c. Exhibit B-Index to Drawings and Specifications  Early Start of Construction work must be clearly described and identified in the contract. |  | |  | |