Portal Naming Conventions & General Use

Presented by:
Rita Dockery
Office of Residential Care Facilities
Asset Management

June 20, 2018
Current State

For each Asset Management transaction process, there is, or will be a corresponding Lender Checklist.

![Accounts Receivable (AR) Checklist](image-url)

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:
- Applicant Name:

An AR loan request may be submitted at any time during the life of a FHA-insured mortgage. For AR Loans that are:
Each checklist provides a list of the documents that must be submitted for review by the Account Executive (AE) to determine the approvability of the transaction. Each document submitted is identified by its corresponding exhibit number.
When these documents are submitted to ORCF through the 232 Healthcare Portal, they are received by the AE in no particular order.
Why is a Change Necessary?

The AE must then manually organize the documents in the appropriate order before they can review them....which can be a very time-consuming exercise.
Why is Change Necessary?

(continued)

We needed a “guide” for the Healthcare Portal system to recognize the following:

✓ Type of transaction submitted.
✓ Section number from the checklist of the document being submitted.
✓ The identity of the document
What is the New Procedure?

It is **critical** that you name each file according to the naming convention that is provided in the checklist highlighted in green *(see the Sample Checklist below)*.

These highlighted numbers are important codes that “guide” the Portal system to recognize the type of transaction submitted, section number of the checklist, and the identity of the document.

**SAMPLE CHECKLIST**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Incl.</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>99901.a. Lender’s Narrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>99902.a. Contact Sheet (Form HUD-90624-ORCF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Financial Statements for Operation of Subject Project – Year-to-Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statements audited by a CPA/IFA or unaudited should be no more than 3 months old.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a</td>
<td>Balance Sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.1</td>
<td>Aging of Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.2</td>
<td>Aging of Notes Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.3</td>
<td>Schedule of Pledged Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.4</td>
<td>Schedule of Marketable Securities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.5</td>
<td>Aging of Accounts Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.6</td>
<td>Aging of Notes and Mortgages Payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.a.7</td>
<td>Schedule of Legal Proceedings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.b</td>
<td>Income and Expense Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99903.c</td>
<td>HUD-91126-ORCF, Financial Statement Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>99904.a</td>
<td>Project Capital Needs Assessment (PCNA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide 10 years or more since last PCNA.*
What is the New Procedure?

(continued)

Using the naming conventions provided in the sample checklist, appropriate file names for this submission package include:

- 99901-a_Lender’s Narrative [OR]
- 99901-a_LendersNarrative [OR]
- 99901-a_Lnarrative

In all three examples, the critically important portion of the file name is the five-digit number, dash, letter, and underscore that have been highlighted in green on the checklist. **Failure to include this critical information will cause the Portal to reject the submitted document.**
What is the New Procedure?

(continued)

If there is an “Incl” check box and no “N/A,” the Portal expects the document to be included with the submission and therefore, submission of the document is required to denote a complete submission.

The Portal may not accept the transaction when documents are missing and the submission fails to pass a completeness screening.
What is the New Procedure?

(continued)

Comparing the checklist to the ordered file name list, you will be able to quickly determine what documents may be missing from the submission. All submission packages determined to be substantially deficient shall be returned to the applicant, closed in the Portal, and will need to be resubmitted once complete.
What is the New Procedure? (continued)

Lastly, please note that a copy of the completed checklist is one of the documents required for submission in the checklist and is an important part of ensuring your submission is complete.
Questions?