



# 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 Section 232

U.S. Department of Housing  
and Urban Development  
Office of Residential Care Facilities

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

---

<b>Project Name:</b>	<input type="text"/>
<b>Project Number:</b>	<input type="text"/>
<b>Applicant Name:</b>	<input type="text"/>

An AR loan request may be submitted at any time during the life of a FHA-insured mortgage.  
For AR Loans that are:



# Current State

*(continued)*

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.

No.	Item	Incl.	N/A
1.	Cover Letter detailing AR loan request ..... If this request is only for a reduction in the line of credit for previously HUD-approved AR Financing, ORCF will require submission of all documents showing the revised line of credit amount. The accompanying cover letter should reference the a) current AR loan amount, requested loan amount and reason(s) why loan is being reduced; (b) loan modification request number (first, second, third, etc.); and (c) summary of documents being submitted for review and approval.	<input type="checkbox"/>	
2.	Lender Narrative for New or Modified Accounts Receivable (AR) Financing ..... Submit electronic versions in both Word and PDF document format. <u>Do not</u> alter the narrative format; if a particular section does not apply, it should be noted as Not Applicable.	<input type="checkbox"/>	

# Current State

*(continued)*

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

No.	Item	Incl.	N/A
1.	99901-a Lender's Narrative .....	<input type="checkbox"/>	
2.	99902-a Contact Sheet (Form HUD-90024-ORCF) .....	<input type="checkbox"/>	
3.	Financial Statements for Operation of Subject Project – Year-to-Date .....	<input type="checkbox"/>	
	Statements audited by a CPA/PA or unaudited should be no more than 3 months old.		
	99903-a Balance Sheet .....	<input type="checkbox"/>	
	99903-a.1 Aging of Accounts Receivable .....	<input type="checkbox"/>	
	99903-a.2 Aging of Notes Receivable .....	<input type="checkbox"/>	
	99903-a.3 Schedule of Pledged Assets .....	<input type="checkbox"/>	
	99903-a.4 Schedule of Marketable Securities .....	<input type="checkbox"/>	
	99903-a.5 Aging of Accounts Payable .....	<input type="checkbox"/>	
	99903-a.6 Aging of Notes and Mortgages Payable .....	<input type="checkbox"/>	
	99903-a.7 Schedule of Legal Proceedings .....	<input type="checkbox"/>	
	99903-b Income and Expense Statement .....	<input type="checkbox"/>	
	99903-c HUD-91126-ORCF, Financial Statement Certification .....	<input type="checkbox"/>	
4.	99904-a Project Capital Needs Assessment (PCNA) .....	<input type="checkbox"/>	<input type="checkbox"/>
	Provide if 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.**

SAMPLE CHECKLIST

No.	Item	Incl.	N/A
1.	99901-a Lender's Narrative .....	<input type="checkbox"/>	<input type="checkbox"/>
2.	99902-a Contact Sheet (Form HUD-90024-ORCF) .....	<input type="checkbox"/>	<input type="checkbox"/>
3.	Financial Statements for Operation of Subject Project – Year-to-Date .....	<input type="checkbox"/>	<input type="checkbox"/>
	Statements audited by a CPA/IPA or unaudited should be no more than 3 months old.		
	99903-a Balance Sheet .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.1 Aging of Accounts Receivable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.2 Aging of Notes Receivable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.3 Schedule of Pledged Assets .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.4 Schedule of Marketable Securities .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.5 Aging of Accounts Payable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.6 Aging of Notes and Mortgages Payable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-a.7 Schedule of Legal Proceedings .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-b Income and Expense Statement .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903-c HUD-91126-ORCF, Financial Statement Certification .....	<input type="checkbox"/>	<input type="checkbox"/>
4.	99904-a Project Capital Needs Assessment (PCNA) .....	<input type="checkbox"/>	<input type="checkbox"/>
	Provide if 10 years or more since last PCNA.		



# 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.

SAMPLE CHECKLIST

No.	Item	Incl.	N/A
1.	99901 a Lender's Narrative .....	<input type="checkbox"/>	<input type="checkbox"/>
2.	99902 a Contact Sheet (Form HUD-90024-ORCF) .....	<input type="checkbox"/>	<input type="checkbox"/>
3.	Financial Statements for Operation of Subject Project – Year-to-Date .....	<input type="checkbox"/>	<input type="checkbox"/>
	Statements audited by a CPA/CPA or unaudited should be no more than 3 months old.		
	99903 a Balance Sheet .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.1 Aging of Accounts Receivable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.2 Aging of Notes Receivable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.3 Schedule of Pledged Assets .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.4 Schedule of Marketable Securities .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.5 Aging of Accounts Payable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.6 Aging of Notes and Mortgages Payable .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 a.7 Schedule of Legal Proceedings .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 b Income and Expense Statement .....	<input type="checkbox"/>	<input type="checkbox"/>
	99903 c HUD-91126-ORCF, Financial Statement Certification .....	<input type="checkbox"/>	<input type="checkbox"/>
4.	99904 a Project Capital Needs Assessment (PCNA) .....	<input type="checkbox"/>	<input type="checkbox"/>
	Provide if 10 years or more since last PCNA.		

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?

