

**Lender Narrative –  
New Construction**  
Section 232 – 2 Stage,  
Final Firm Submission

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

OMB Approval No. 2502-0605  
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**Public reporting** burden for this collection of information is estimated to average 53 hours. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation that must be submitted to HUD for approval, and is necessary to ensure that viable projects are developed and maintained. The Department will use this information to determine if properties meet HUD requirements with respect to development, operation and/or asset management, as well as ensuring the continued marketability of the properties. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

**Warning:** Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions.

**Privacy Act Notice:** The Department of Housing and Urban Development, Federal Housing Administration, is authorized to collect the information requested in this form by virtue of: The National Housing Act, 12 USC 1701 et seq. and the regulations at 24 CFR 5.212 and 24 CFR 200.6; and the Housing and Community Development Act of 1987, 42 USC 3543(a). The information requested is mandatory to receive the mortgage insurance benefits to be derived from the National Housing Act Section 232 Healthcare Facility Insurance Program. No confidentiality is assured.

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**INSTRUCTIONS:**

The narrative is a document critical to the Lean Underwriting process. Each section of the narrative and all questions need to be completed and answered. If the lender's underwriter disagrees and modifies any third-party report conclusions, provide sufficient detail to justify. The narrative should identify the strengths and weaknesses of the transactions and demonstrate how the weaknesses are mitigated by the underwriting.

- **Charts:** The charts contained in this document have been created with versatility in mind; however, they will not be able to accommodate all situations. For this reason, you are allowed to alter the charts as the situation demands. Be sure to state how you have altered the charts along with your justification. Include all the information the form calls for. Charts that include blue text indicate names that should be modified by the lender as the situation dictates.
- **Applicability:** If a section is not applicable, state so in that section and provide a reason. Do not delete a section heading that is not applicable. The narrative will be checked to make certain all sections are provided. If a major section is not applicable, add “– Not Applicable” to the heading and provide the reason. For instance:

**Parent of the Operator – Not Applicable**

This section is not applicable because there is no operator.

The rest of the subsections under the inapplicable section can then be deleted. This instruction page may also be deleted.

- **Format:** In addition to submitting the PDF version of the Lender Narrative to HUD, please also submit an electronic Word version.

Instead of pasting large portions of text from third-party reports into the narrative, it is preferred that the lender simply reference the page number and the report. The focus of this document is for lender conclusions, analyses, and summaries.

Italicized text found between these characters <<EXAMPLE>> is instructional in nature, and may be deleted from the lender's final version. Please use the gray shaded areas (e.g., ) for your response. Double click on a check box and then change the default value to mark selection (e.g., )

<<Insert Project Photo>>

## **Table of Contents**

Executive Summary—New Construction Final Submission.....	5
Overview.....	7
Summary of Amendment to the Initial Firm Commitment.....	7
Labor Relations.....	8
Sensitivity Analysis – Update.....	9
Program Eligibility.....	9
Waivers.....	9
Identities-of-Interest.....	9
Third Party Reviewers.....	10
Market Analyst.....	10
Appraiser.....	10
Project Description.....	10
Location/Proximity to Hospitals.....	10
Site.....	10
Neighborhood.....	10
Zoning.....	11
Utilities.....	11
Emergency Call System.....	11
Security, Networking and Other Information Technology Systems.....	11
Improvement Description.....	11
Building Description.....	11
Landscaping.....	11
Parking.....	11
Unit Mix and Features.....	12
Services.....	12
Architectural Review.....	12
Architectural Overview.....	14
Construction Progress Schedule.....	14
Conclusion.....	14
Cost Review.....	15
Cost Overview.....	16
Construction Costs (Form HUD-92328-ORCF).....	16
General Requirements.....	17
Other Fees – General Contractor.....	17
Bond Premium/Assurance of Completion.....	17
Unusual Site Improvements.....	17
Architect’s Fees.....	18
Other Fees - Borrower.....	18
Off-Site and Demolition.....	18
Major Movable Equipment.....	19
Conclusion.....	19
Underwritten Reserve for Replacement.....	19
Market Analysis.....	20
Appraisal.....	20
ALTA/ACSM Land Title Survey.....	21
Environmental.....	21
Borrower.....	21
Principals of the Mortgagor.....	21
Operator.....	21
Parent of the Operator.....	21

Management Agent.....	21
General Contractor.....	21
Experience/Qualifications.....	22
Credit History.....	22
Other Business Concerns.....	23
Financial Statements.....	23
Working Capital Analysis.....	24
Conclusion.....	26
Insurance.....	26
Professional Liability Insurance Coverage (PLI).....	26
Lawsuits.....	28
Commercial General Liability Insurance.....	29
Recommendation.....	29
Property Insurance.....	29
Builder’s Risk.....	29
Mortgage Loan Determinants.....	30
Overview.....	30
Criterion C: Amount Based on Replacement Cost.....	30
Criterion D: Amount Based on Loan-to-Value.....	30
Criterion E: Amount Based on Debt Service Coverage.....	30
Criterion L: Deduction of Grants, Loans, and Gifts.....	30
Sources & Uses – Copied From HUD 92264a-ORCF.....	31
Secondary Sources.....	31
Other Uses.....	31
Circumstances that May Require Additional Information.....	31
Special Commitment Conditions.....	31
Conclusion.....	32
Signatures.....	32

## Executive Summary—New Construction Final Submission

<b>FHA number:</b>			
<b>Project name:</b>			
<b>Project location:</b>	<<street address, city, county, state, and zip>>		
<b>Lender's name:</b>			
<b>Lenders UW:</b>		<b>UW trainee:</b>	
<b>Borrower:</b>			
<b>Is the Borrower a Non-Profit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Operator:</b>			
<b>Parent of operator:</b>			
<b>Management agent:</b>			
<b>General contractor:</b>			
<b>License holder:</b>	<input type="checkbox"/> Borrower	<input type="checkbox"/> Operator	<input type="checkbox"/> Management agent
<b>Residents will contract with:</b>	<<Entity with whom residents will contract for services>>		
Section 38 of the Regulatory Agreement shall apply to the following individuals and/or entities (list name(s)):			

**Type of Facility:**

		Licensed	Operating		Licensed	Operating	
<input type="checkbox"/>	<b>Skilled Nursing (SNF):</b>			<b>beds</b>			<b>units</b>
<input type="checkbox"/>	<b>Assisted Living (AL):</b>			<b>beds</b>			<b>units</b>
<input type="checkbox"/>	<b>Memory Care (AL):</b>			<b>beds</b>			<b>units</b>
<input type="checkbox"/>	<b>Board &amp; Care (B&amp;C):</b>			<b>beds</b>			<b>units</b>
<input type="checkbox"/>	<b>Independent Living (IL):</b>			<b>beds</b>			<b>units</b>
<b>Total:</b>				<b>beds</b>			<b>units</b>

<b>Mortgage Amount:</b>	<b>\$</b>	Loan-to-value: _____ %	Loan to transaction cost: _____ %
		Term: _____ years	Interest rate: _____ %
Equity: (without IOD/WC)	\$ _____	Principal & interest: (without MIP)	% _____
Equity: (with IOD/WC)	\$ _____	DSCR: (with MIP)	% _____
			Expense ratio: _____ %
			Expenses per bed/unit*: \$ _____
UW Gross income:	\$ _____		UW occupancy rate: _____ %
UW Effective gross income:	\$ _____		
UW Expenses & repl. res.:	\$ _____		UW Expense ratio: _____ %
UW Net operating income:	\$ _____		UW Expense per bed/unit*: \$ _____

**Total project cost: \$**

**Total project cost per bed/unit\*: \$**

*\*Use per bed for SNF, or facilities with multiple care types (e.g., SNF/ALF). Use per unit for ALF only.*

*\*\*UW EGI, Expenses and NOI should be consistent with the HUD-92264A-ORCF, Criterion E.*

<b>Initial Operating Deficit:</b>			
		<b>No. Preleased units:</b>	
		<b>Absorption rate/no. units per month:</b>	
		<b>No. months to cover shortfalls:</b>	
		<b>Breakeven Occupancy %:</b>	
<b>Working Capital:</b>	\$		
<b>Cash Investment:</b>	\$		
<b>Debt Service Reserve Escrow:</b>	\$		
		<b>No. months of principal &amp; interest payments:</b>	
<b>Offsite Escrow:</b>	\$		
<b>Minor Movable Equipment Escrow:</b>	\$		
<b>Demolition Escrow:</b>	\$		
<b>Other:</b>	\$		
<b>TOTAL Equity Without Land:</b>	\$	<b>% of total project cost:</b>	<b>%*</b>
<b>TOTAL Equity With Land:</b>	\$	<b>% of total project cost:</b>	<b>%*</b>
<i>*Total project cost is the total uses on the Form HUD-92264a-ORCF.</i>			
<b>Land Equity (Calculation of Warranted Price of Land):</b> <<Describe whether land is currently owned or will be acquired, purchase price, date of purchase, part of larger parcel or planned unit development, etc.>>			
<b>Front Money Escrow (Total Cash Requirement minus Escrows):</b>			
<b>Cash requirement will be met by:</b>		<<pre-pays, letter of credit, sponsor, etc. Example: "Borrower's cash and letters of credit.">>	
Based on a review of the principals <<identify principal(s)>> their net worth is estimated at \$ ; their liquidity meets/exceeds \$ .			
<b>Construction contract:</b>	\$	<b>Offsites</b>	\$
<b>Total construction costs:</b> <i>As reported on HUD-92328-ORCF, Line 53 plus Offsites and Demolition Costs</i>	\$		
<b>Major Movable Equipment Budget:</b>	\$	<b>Construction Period:</b>	<i># of months:</i>
<b>Architectural contract:</b>	\$	<input type="checkbox"/> <b>Multiple AIA Agreements</b>	

	<b>First Year of Stabilized Occupancy</b>	<b>FTE's As reported on Form HUD- 91125-ORCF</b>	<b>Operating Revenues</b>	<b>SWB As reported on Form HUD-91125- ORCF</b>
Operations - post construction			\$	\$

**Third Party Reports provided:**

- |   |                |  |  |
|---|----------------|--|--|
| <input type="checkbox"/> Architecture/Cost Review   | Conclusion is: | <input type="checkbox"/> Accepted as is. | <input type="checkbox"/> Modified by lender. |
| <input type="checkbox"/> Market Study (if required) | Conclusion is: | <input type="checkbox"/> Accepted as is. | <input type="checkbox"/> Modified by lender. |
| <input type="checkbox"/> Appraisal (if required)    | Conclusion is: | <input type="checkbox"/> Accepted as is. | <input type="checkbox"/> Modified by lender. |
| <input type="checkbox"/> Other <<identify>>         | Conclusion is: | <input type="checkbox"/> Accepted as is. | <input type="checkbox"/> Modified by lender. |

**Overview**

<<Provide brief Summary/Overview of project.t>>

**Summary of Amendment to the Initial Firm Commitment**

**Program Guidance:** Noteworthy modifications to Firm Commitment should include any material changes such as the proposed land, building (design, units, use), underwriting, title, litigation, environmental, shared costs/expenses, licensing, lender underwriter from the initial submission application. Discuss risks and mitigation of any material changes.

Based on the updated processing of the loan application, the following is a summary of amendments to the firm commitment:

	<u>Increase</u>	<u>Same</u>	<u>Decrease</u>
Mortgage amount:	\$ _____	\$ _____	\$ _____
Underwritten value:	\$ _____	\$ _____	\$ _____
Loan-to-value:	\$ _____	\$ _____	\$ _____
Debt service coverage:	\$ _____	\$ _____	\$ _____
Net operating income:	\$ _____	\$ _____	\$ _____
Total for all improvements:	\$ _____	\$ _____	\$ _____
Total development costs:	\$ _____	\$ _____	\$ _____
Land value:	\$ _____	\$ _____	\$ _____
Operating deficit:	\$ _____	\$ _____	\$ _____

<<Please provide an explanation of all changes below.>>

- Mortgage amount increase/decrease:
- Underwritten value:



## **Sensitivity Analysis – Update**

<<Provide an updated Sensitivity Analysis. At a minimum, the analysis is to answer the following questions:>>

If everything else under consideration remains the same (ceteris paribus), a 1.0 debt service coverage is still realized if:

- (a) Average rental drops \$            per month.
- (b) Occupancy rate decreases        %.
- (c) Operating expenses increase     % per year.
- (d) Annual net operating income (NOI) decreases \$            or            %.
- (e) Medicaid Rate decreases \$        or        %.
- (f) Medicaid Census drops by        %.

## **Program Eligibility**

<<Indicate if any changes have occurred that would affect the eligibility of the project.>>

## **Waivers**

<<Identify and discuss any waivers received or requested as part of the Final Submission.>>

## **Identities-of-Interest**

### **Key Questions**

	<b>Yes</b>	<b>No</b>
1. Have you, as the lender, identified any identities of interest on your certification?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the general contractor’s certification indicate any identities of interest?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the HUD Addendum to the AIA B108 of the Design Architect identify any identities of interest?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the lender know, or have any reason to believe, that any of the assertions in the other Consolidated Certifications submitted herewith, are inaccurate or incomplete?	<input type="checkbox"/>	<input type="checkbox"/>

<<For each “yes” answer above, provide a narrative discussion regarding the topic. As applicable, describe the risk and how it will be mitigated. For example: The borrower and general contractor are related parties – John Doe has ownership in both entities. A Cost Plus Construction will be utilized.>>

## **Third Party Reviewers**

### **Key Questions – Architectural Reviewer**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Does the architectural reviewer have experience with construction within the healthcare field?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the architectural reviewer knowledgeable and experienced with local building standards and construction methods for the type of project proposed, including the Federal Fair Housing Accessibility Guidelines and the Uniform Federal Accessibility Standards? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the architectural reviewer a registered architect or engineer?   | <input type="checkbox"/> | <input type="checkbox"/> |

### **Key Questions – Cost Analyst**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Does the cost analyst have experience in the healthcare field?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the cost analyst knowledgeable and experienced with local building standards and construction costs for the type of project proposed? | <input type="checkbox"/> | <input type="checkbox"/> |

## **Market Analyst**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

## **Appraiser**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

## **Project Description**

### **Location/Proximity to Hospitals**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

### **Site**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

### **Neighborhood**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

## **Zoning**

Legal Conforming     Legal Non-Conforming     Other

*<<Provide narrative description: identify local jurisdiction; zoning designation; results of Zoning Letter provided in application submission; and discuss any variances, conditional uses, non-conformance or other pertinent issues affecting zoning.>>*

## **Utilities**

*<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>*

## **Emergency Call System**

*<< Identify whether emergency call system proposed is included in construction contract, major movable equipment and/or borrower other fees.>>*

## **Security, Networking and Other Information Technology Systems**

*<< Identify whether these systems proposed are included in construction contract, major movable equipment and/or borrower other fees.>>*

## **Improvement Description**

### **Building Description**

*<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>*

### **Landscaping**

*<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>*

### **Parking**

*<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>*

## Unit Mix and Features

<<Complete table or provide equivalent detail>>

Line	Unit Qty	Bed Qty	Bdrms	Baths	Unit Sqft	Care Type
A						
B						
C						
D						
E						
F						
G						
H						
I						
T						
Totals:	-	-				

### Living Unit Description:

<<Brief narrative description of the units including: bathrooms, appliances, flooring, included furnishings, hook-ups, patios, etc. >>

### **Services**

<<If unchanged from initial submission, state so. Otherwise, provide revised discussion.>>

## Architectural Review

Date of report: \_\_\_\_\_

Review firm: \_\_\_\_\_

Reviewer: \_\_\_\_\_

### **Key Questions**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Are any drawings or specifications to be “deferred submissions?” If yes, explain below and include special condition requiring that they be submitted prior to initial closing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the architectural reviewer recommend any commitment conditions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the plans and specification incomplete?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is there an identity of interest between the design architect and any other   | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
project participant (i.e., borrower, principal of borrower, operator, and/or general contractor)?		
5. Are there any architectural review comments that have not been incorporated into the plans and specifications?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there any architectural drawings and specifications that do <u>not</u> comply with local building code standards, minimum property standards, or any other HUD requirements?	<input type="checkbox"/>	<input type="checkbox"/>
7. After reviewing the plans, did the architectural reviewer confirm that the plans are <u>not</u> in conformance with FHAG and UFAS requirements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the design architect different from the supervisory architect?	<input type="checkbox"/>	<input type="checkbox"/>
9. After reviewing the AIA agreement, did the architectural reviewer find the agreement was <u>not</u> complete?	<input type="checkbox"/>	<input type="checkbox"/>
10. After reviewing the Geotechnical Engineering Evaluation Report, did the architectural reviewer find the report <u>unacceptable</u> showing an <u>insufficient</u> number of borings provided?	<input type="checkbox"/>	<input type="checkbox"/>
11. After reviewing the soils report, did the architectural reviewer find the structural design <u>not</u> in compliance with the findings of the report?	<input type="checkbox"/>	<input type="checkbox"/>
12. After reviewing the survey, did the architectural reviewer find the survey <u>not</u> in compliance with HUD requirements?	<input type="checkbox"/>	<input type="checkbox"/>
13. Did the architectural reviewer <u>not</u> find the construction progress schedule and construction period to be acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are any drawings or specifications to be “deferred submissions?” If yes, explain below and include special condition requiring that they be submitted prior to initial closing.	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the architectural reviewer recommend any commitment conditions?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are the plans and specification incomplete?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is there an identity of interest between the design architect and any other project participant (i.e., borrower, principal of borrower, operator, and/or general contractor)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Are there any architectural review comments that have not been incorporated into the plans and specifications?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are there any architectural drawings and specifications that do <u>not</u> comply with local building code standards, minimum property standards, or any other HUD requirements?	<input type="checkbox"/>	<input type="checkbox"/>
20. After reviewing the plans, did the architectural reviewer confirm that the plans are <u>not</u> in conformance with FHAG and UFAS requirements?	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the design architect different from the supervisory architect?	<input type="checkbox"/>	<input type="checkbox"/>
22. After reviewing the AIA agreement, did the architectural reviewer find the agreement was <u>not</u> complete?	<input type="checkbox"/>	<input type="checkbox"/>
23. After reviewing the Geotechnical Engineering Evaluation Report, did the architectural reviewer find the report <u>unacceptable</u> showing an <u>insufficient</u>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
number of borings provided?		
24. After reviewing the soils report, did the architectural reviewer find the structural design <u>not</u> in compliance with the findings of the report?	<input type="checkbox"/>	<input type="checkbox"/>
25. After reviewing the survey, did the architectural reviewer find the survey <u>not</u> in compliance with HUD requirements?	<input type="checkbox"/>	<input type="checkbox"/>
26. Did the architectural reviewer <u>not</u> find the construction progress schedule and construction period to be acceptable?	<input type="checkbox"/>	<input type="checkbox"/>

*<<If you answer “yes” to any of the above questions, please address below. For example, Item 1 – Fire sprinkler system engineering will be completed by XXX, Item 3 – The completed plans and specifications will be submitted prior to closing. The architectural reviewer’s inspector has identified minor revisions to the plans and specifications that will be completed and submitted to HUD prior to closing. A list of the minor revisions includes XXX. The contractor has provided confirmation acknowledging the required revisions and confirms that they do not result in changes to the costs reflected on the HUD 92328-ORCF submitted with this application package. We (the lender) recommend a Special Condition to the Firm Commitment requiring that completed acceptable plans and specifications will be submitted prior to closing.*

*Item 4 – There is an identity of interest between the design architect and the borrower. The design architect is a principal of the borrower entity. Therefore, to meet HUD requirements, a separate AIA B108 is submitted with this package for an unrelated architect to provide the supervision services. Provide narrative describing the supervising architect’s name, experience, etc. >>*

**Architectural Overview**

*<<Provide narrative describing the architectural reviewers report and conclusions and if the lender’s underwriter concurs with the conclusions. Identify any modifications to the report conclusions and provide justification. Confirm if the review complies with the statement of work. Identify deliverables included in the application package. Include a narrative concerning key elements of the reviews, the appropriate HUD forms, and their correspondence with the design architect.>>*

**Construction Progress Schedule**

*<<Provide narrative discussion of the construction period as projected by the general contractor and project architect. Indicate if architectural reviewer agrees. Typically, an updated Construction Progress Schedule that accurately reflects the month and date of construction start and completion will be needed prior to closing.>>*

**Conclusion**

*<<Indicate if the review architect has appropriately addressed all architectural aspects of the development and the firm commitment application.>>*

## **Cost Review**

Date of report: \_\_\_\_\_

Review firm: \_\_\_\_\_

Cost analyst: \_\_\_\_\_

### **Key Questions**

	<b>Yes</b>	<b>No</b>
1. Are there any variances in excess of 10% between the general contractor's form HUD-92328-ORCF line items and the cost analyst's form HUD-92326?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the total reflected on the cost analyst's form HUD-92326 more than 10% higher or lower than the total cost breakdown on form HUD-92328-ORCF?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will any one subcontractor, material supplier, or equipment lessor be awarded more than 50% of the construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will three or fewer subcontractors, material suppliers, or equipment lessors be awarded more than 75% of the construction contract in aggregate?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does or will the contractor have any identities of interest with any subcontractors, material suppliers, or equipment lessors?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the cost analyst find any evidence of front-loading in the contractor's cost estimate?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the builder's overhead more than 2% of the total land improvements, total structures and general requirements?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the third party cost reviewer not find the form HUD-92328-ORCF to be acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the form HUD-92328-ORCF, B108 and form HUD-92264a-ORCF inconsistent?	<input type="checkbox"/>	<input type="checkbox"/>
10. If a Cost Plus Construction contract is utilized, is a General Contractor's Cost not included on the form HUD-2328?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
11. Are there any variances in excess of 10% between the general contractor's form HUD-92328-ORCF line items and the cost analyst's form HUD-92326?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the total reflected on the cost analyst's form HUD-92326 more than 10% higher or lower than the total cost breakdown on form HUD-92328-ORCF?	<input type="checkbox"/>	<input type="checkbox"/>
13. Will any one subcontractor, material supplier, or equipment lessor be awarded more than 50% of the construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
14. Will three or fewer subcontractors, material suppliers, or equipment lessors be awarded more than 75% of the construction contract in aggregate?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does or will the contractor have any identities of interest with any subcontractors, material suppliers, or equipment lessors?	<input type="checkbox"/>	<input type="checkbox"/>
16. Did the cost analyst find any evidence of front-loading in the contractor's cost estimate?	<input type="checkbox"/>	<input type="checkbox"/>
17. Is the builder's overhead more than 2% of the total land improvements, total	<input type="checkbox"/>	<input type="checkbox"/>

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| structures and general requirements?  |                          |                          |
| 18. Did the third party cost reviewer not find the form HUD-92328-ORCF to be acceptable?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are the form HUD-92328-ORCF, B108 and form HUD-92264a-ORCF inconsistent?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. If a Cost Plus Construction contract is utilized, is a General Contractor's Cost not included on the form HUD-92328-ORCF?<br><input type="checkbox"/> N/A | <input type="checkbox"/> | <input type="checkbox"/> |

<<For each "yes" answer above, provide a narrative discussion regarding the topic and provide justification.>>

### **Cost Overview**

<<Confirm the cost reviewer performed the cost review pursuant to Section 232 standards. The deliverables in the application package include a narrative concerning the cost analysis, the appropriate HUD forms, and cost data. For example, "The cost analyst performed a comparison analysis and compared them to the contractor's final schedules of values (form HUD-92328-ORCF). The cost analyst ultimately concludes to the contractor's schedule of values. The underwriter concurs.">>

### **Construction Costs (Form HUD-92328-ORCF)**

<<Discuss the cost analyst's review of the final forms HUD-92328-ORCF supplied by the contractor and owner after completing an independent cost analysis. Confirm the analyst found no front-loading in the final costs reflected in the HUD-92328-ORCF submitted. Indicate the analyst completed the HUD 9236 in accordance with HUD guidelines and those forms are included in the appropriate section of the application package.

Provide a breakdown of the costs from the form HUD-92328-ORCF, Contractor's and/or Borrower's Cost Breakdown, included in the application package. The form totals \$XXX and is summarized as follows (complete the following table or provide equivalent detail):>>

<b>Description</b>	<b>Cost</b>
Structures	
Accessory structures	
Land improvements	
General requirements	
Builder's overhead	
Builder's profit	
Other fees	
Bond premium	
<b>Total construction contract</b>	

**Construction Contract  
Type:**

**Cost Plus**

**Lump Sum**

### General Requirements

<<The contractor's estimate of general requirements totals \$XXX. The cost analyst has determined that the proposed cost of the general requirements and the sub-items included in it are reasonable. The underwriter concurs.>>

### Other Fees – General Contractor

The form HUD-92328-ORCF includes other fees to be paid the general contractor totaling \$ . The other fees to be paid by the general contractor include the following:

#### Schedule of Other Fees included in Construction Contract

(Double click inside the Excel Table to add information)

Line	Description	Amount
A	Survey	
B	Cost Certification	
C	Municipal Inspections	
D	Special Engineering Tests/Fees	
E	Special Taxes	
F	Permits	
G		
H		
I		
J		
<b>TOTAL</b>		<b>\$ -</b>

<<The cost analyst has reviewed the schedule of other fees and determined the items and the total cost to be reasonable. The underwriter concurs.>>

### Bond Premium/Assurance of Completion

<<Provide narrative discussion of either construction bond (bonding company, contractor's bond capacity, etc.) or the Assurance of Completion escrow (15% or 25% of contract, cash or letter of credit, etc. Also, address whether the surety is listed on the Treasury Circular and is authorized to issue bonds in the state for the required amount.>>

### Unusual Site Improvements

<<Describe unusual site improvements and applicable costs, if any.>>

## Architect's Fees

**Program Guidance:** In situations where there are multiple architects, submit each B108 as a separate exhibit in the firm application that corresponds to the below table (a, b, c, etc.).

Architect Name	Function (Design, Supervision, Other)	Amount of Fee	Percent of Total Architect's Fees	Exhibit Number (a, b, c, etc.)

<<Confirm there is not an identity of interest between the borrower and the architect or if there is, discuss the separate supervising architect and his/her B108. Confirm if the cost analyst and underwriter find the architectural fees to be reasonable in total and for the cost of design/supervision.>>

## Other Fees - Borrower

### Schedule of Other Fees to be paid by Borrower

(Double click inside the Excel Table to add information)

Line	Description	Amount
A	Survey - Land and Final "As Built"	
B	Building Permits	
C	Soils Report	
D	Traffic Study	
E	Impact Fees	
F	Hook-up Fees	
G	Emergency Call System	
H		
I		
J		
<b>TOTAL</b>		<b>\$ -</b>

<<The cost analyst has reviewed the schedule of other fees to be paid by the borrower and determined the items and the total cost to be reasonable. The underwriter concurs.>>

## Off-Site and Demolition

<<Describe any off-site work to be accomplished and who will be performing the work. If the general contractor is responsible, describe the cost attributed to it and the cost reviewer's conclusions about the work and the cost. If the city will be performing the work, describe any cost or hookup fee related.

Describe any demolition that may apply; discuss costs and any other requirements or issues.>>

## Major Movable Equipment

The borrower has provided a major movable list and budget totaling: \$ \_\_\_\_\_

### Key Questions

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. The cost analyst found the list acceptable and the budget is reasonable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The underwriter concurs with the analyst's conclusion or has provided justification for any differences.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The underwriter notes that a copy of the major movable list is included as an Exhibit to the Draft Firm Commitment submitted with this package matches the Form HUD-92264a-ORCF and Firm Commitment Draft. | <input type="checkbox"/> | <input type="checkbox"/> |

<<For each "no" answer above, provide a narrative explanation and justification regarding the topic.>>

### Conclusion

<<Provide lender's conclusions and wrap-up of the cost review. Reiterate if any of the cost analyst's conclusions were modified and justified in the lender's underwriting.>>

### Underwritten Reserve for Replacement

In the analysis below, the underwriter spreads the anticipated replacements by year based on the needs assessor's replacement reserve analysis and assumes an interest of \_\_\_\_\_ % and an inflation rate of \_\_\_\_\_ %.

### Reserve for Replacement Fund Schedule

(Double click inside the Excel Table to add information)

Year	0	1	2	3	4	5
Interest Earned	1.5%	\$0	\$0	\$0	\$0	\$0
Annual Deposit		\$0	\$0	\$0	\$0	\$0
Initial Deposit	\$0					
<b>Total Deposits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Claims		\$0	\$0	\$0	\$0	\$0
Cumulative Claims		\$0	\$0	\$0	\$0	\$0
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Year	6	7	8	9	10
Interest Earned	\$0	\$0	\$0	\$0	\$0
Annual Deposit	\$0	\$0	\$0	\$0	\$0
Initial Deposit					
<b>Total Deposits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Claims	\$0	\$0	\$0	\$0	\$0
Cumulative Claims	\$0	\$0	\$0	\$0	\$0
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Year	11	12	13	14	15
Interest Earned	\$0	\$0	\$0	\$0	\$0
Annual Deposit	\$0	\$0	\$0	\$0	\$0
Initial Deposit					
<b>Total Deposits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Claims	\$0	\$0	\$0	\$0	\$0
Cumulative Claims	\$0	\$0	\$0	\$0	\$0
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Claims	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Claims	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Market Analysis

<<If unchanged from initial submission, state so. If a revised market study is provided, insert the Market Analysis section required for the Initial Submission narrative here. >>

## Appraisal

<<If a revised appraisal is provided, substitute the Appraisal section required for the Initial Submission narrative here.>>

## **ALTA/ACSM Land Title Survey**

<<If revised title/survey documentation is provided, substitute the ALTA/ACSM Land Title Survey section for the Initial Submission narrative here.>>

## **Environmental**

<<Discuss any modifications/updates to the previous underwriting.>>

## **Borrower – <<borrower's name here>>**

<<Discuss any modifications/updates to the previous underwriting.>>

## **Principals of the Mortgagor - <<principal(s) name(s) here>>**

<<Discuss any modifications/updates to the previous underwriting.>>

## **Operator – <<operator's name here>>**

<<Discuss any modifications/updates to the previous underwriting.>>

## **Parent of the Operator – <<parent's name here>>**

<<Discuss any modifications/updates to the previous underwriting.>>

## **Management Agent – <<management agent's name here>>**

<<Discuss any modifications/updates to the previous underwriting.>>

## **General Contractor**

Name: \_\_\_\_\_

State of organization: \_\_\_\_\_

License number/state: \_\_\_\_\_

Surety: \_\_\_\_\_

## Key Questions

	Yes	No
1. Is or has the general contractor been delinquent on any federal debt?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is or has the general contractor been a defendant in any suit or legal action?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the general contractor ever filed for bankruptcy or made compromised settlements with creditors?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there judgments recorded against the general contractor?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there any unsatisfied tax liens?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the general contractor a joint-venture?	<input type="checkbox"/>	<input type="checkbox"/>
7. If the general contractor is a subsidiary of another entity, are they relying upon the parent to demonstrate financial capacity? <i>(If yes, provide financial analysis of parent.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the third party architectural reviewer find the contractor to have insufficient experience?	<input type="checkbox"/>	<input type="checkbox"/>

<<If you answer “yes” to any of the above questions, identify the risk factor and how it is mitigated below.>>

## Experience/Qualifications

<<Provide narrative description of general contractor’s experience and qualifications. Discussion should highlight the contractor’s experience constructing similar type and size projects. It should discuss the architectural and cost reviewer’s analysis of the contractor’s experience, bonding capacity, financial capacity, etc.>>

## Credit History

Report date: \_\_\_\_\_ <<within 60 days of submission>>

Reporting firm: \_\_\_\_\_

Score: \_\_\_\_\_

<<Provide an explanation of the credit score in terms of risk level (i.e., low, medium, or high). Also, if the score is evaluated numerically, explain what value the credit agency places on the score. >>

## Key Questions

	Yes	No
1. Does the credit report identify any material derogatory information not previously discussed?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the underwriter have any concerns related to their review of the credit report?	<input type="checkbox"/>	<input type="checkbox"/>

<<If you answer “yes” to any of the above questions, identify the risk factor and how it is mitigated below. Provide an explanation of the credit score in terms of low, medium, or high



**Key Questions**

	<b>Yes</b>	<b>No</b>
1. Are less than 3-years of historical financial data available for the general contractor?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the financial statements missing any required information or schedules?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a pattern of significant downward income prior to depreciation over the years as demonstrated in the general contractor’s Income & Expense statements?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do the Aging of Accounts Payable schedules show any material accounts payables (amount in excess of 5% effective gross income) over 90 days?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do the Aging of Accounts Receivable schedules show any material accounts receivables (amounts in excess of 2% of gross income) over 120 days?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did your review and analysis of the financial statements indicate any other material concerns or weaknesses that need to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the general contractor have less than the required 5% adjusted working capital?	<input type="checkbox"/>	<input type="checkbox"/>

<<If you answer “yes” to any of the above questions, identify the risk factor and how it is mitigated below. For example: Item 7 – Contractor has less than 5% working capital. Contractor may hypothecate fixed assets. The contractor has a sale pending on another building that they have constructed. Lender will provide evidence prior to closing that funds are available to meet the 5% working capital.>>

**General Review**

<<Provide narrative and analysis of financial statements as appropriate. In addition to the Key Questions above, net working capital should be discussed along with the general financial stability and strength of the entity.>>

**Working Capital Analysis**

<<Provide narrative and analysis of contractor’s working capital. Analysis should discuss appropriate adjustments to current assets and liabilities; how you account for work-in-progress; lines-of-credit; verifications of deposit; etc.

**Example:** XXXX current balance sheet is summarized below.

	<i>Financial Statement As of XXXXXXXX</i>	<i>Working Capital Analysis</i>
	<hr/>	<hr/>
<i>Current Assets</i>		
<i>Cash Accounts</i>	\$ 1,200,000	\$ 1,200,000
<i>Retainage Receivable</i>	3,600,000	3,600,000
<i>Accounts Receivable</i>	4,900,000	4,700,000
<i>Accounts Receivable - Employees</i>	110,000	-
<i>Accounts Receivable - RELATED</i>	5,000	-

Accounts Receivable - RELATED	25,000	-
Cost & Profit in Excess of Bill	650,000	650,000
Prepaid Insurance	150,000	-
<b>Total Current Assets</b>	<b>\$ 10,640,000</b>	<b>\$ 10,150,000</b>
<b>Current Liabilities</b>		
Retainage Payable	\$ 2,680,000	\$ 2,680,000
Accounts Payable	4,720,000	4,720,000
Profit Sharing Payable	-	-
Current Portion of Notes Payable	66,000	66,000
Accrued Payables	445,000	445,000
<b>Total Current Liabilities</b>	<b>\$ 7,911,000</b>	<b>\$ 7,911,000</b>

The underwriter has made the following modification for the working capital analysis:

Example:

- Only used accounts receivable less than 90 days old
- Did not use accounts receivable from related parties.
- Did not include prepaid expenses.

The underwriter's analysis of Work in Progress is as follows:

<b>Job</b>	<b>Contract Amount</b>	<b>% Complete</b>	<b>Contract Balance</b>	<b>Used for Work In Progress</b>
Project A	\$ 309,875	87.0%	\$ 40,284	\$ 40,284
Project B	25,790,007	92.6%	1,908,461	-
Project C	11,050,619	99.6%	44,202	-
Project D	1,673,600	66.5%	560,656	560,656
Project E	5,935,000	77.0%	1,365,050	1,365,050
:	8,807,800	61.0%	3,435,042	3,435,042
:	196,200	42.2%	113,404	113,404
:	244,429	39.2%	148,613	148,613
:	833,806	98.0%	16,676	-
:	100,164	16.8%	83,336	83,336
:	2,063,500	4.6%	1,968,579	1,968,579
:	74,434	36.5%	47,266	47,266
:	922,400	25.7%	685,343	685,343
	<b>\$</b>		<b>\$</b>	<b>\$ 8,447,572</b>

$$58,001,834 \quad 10,416,912$$

$$\mathbf{5\% \text{ of Work in Progress} = 422,379}$$

The underwriter calculated the working capital necessary for the work in progress as 5% of the contract balances for all work that was less than 90% complete. The working capital for the planned sister facility in XXXXX is 5% of the contract amount of \$6,356,426. The working capital for the subject is 5% of the contract amount of \$6,502,743.

Based on the above adjustments and analysis, the underwriter concludes to the following working capital analysis:

Current Assets		10,150,000
Current Liabilities		(7,911,000)
<hr/>		
Working Capital	\$	2,239,000
Working Capital for Other Work in Progress		(422,379)
Working Capital for planned SISTER Facility		(317,821)
Working Capital for Subject		(325,137)
<hr/>		
Excess Working Capital	\$	1,173,663

The contractor clearly demonstrates sufficient working capital for the current work in progress and the planned sister facility and the subject facility. In addition to the above working capital, the contractor also has a \$XXXXM revolving line of credit that currently has no balance. The line of credit is available to supplement the above working capital, if necessary, during construction. >>

### **Conclusion**

<<Provide narrative discussion of underwriter’s conclusion and recommendation. For example, “The general contractor has demonstrated an acceptable financial and credit history. The general contractor has the experience to continue to complete the construction. The underwriter recommends this general contractor for approval as an acceptable participant in this transaction.” >>



Summary of Six-Year Loss History for Operator or its Parent of Operator				
Year	Total claims paid under this policy (dollars)	Total claims paid under this policy (no. of claims)	Total bed count covered under the policy	Dollars paid in claims per bed
1				
2				
3				
4				
5				
6				
<b>Total/average</b>				

### Key Questions

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Does the insurance policy cover multiple properties?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is less than 6 years of lost history available?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the loss history indicate any professional liability claims over \$35,000?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the loss history or potential claims certification indicate any uncovered claims?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the loss history or potential claims certification indicate any claims that would exceed the per occurrence or aggregate coverage limits at the facility?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the facility been covered by a “claims made” policy at any time during the statute of limitations for the State in which the facility is located?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the policy funded on a “cash front” basis?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is an actuarial study applicable (self-insurance)? <i>(If yes, discuss results below.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. For all facilities Owned, Operated or Managed by the operator and/or parent of the operator, are there any surveys/reports that have open G-level or higher citations outstanding? (As appropriate, provide a complete analysis of the surveys.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are any entities that provide resident care (as discussed in the Provider Agreements and Resident Care Agreements/Rental Agreements) not covered by the PLI policy?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are there any PLI issues that require special consideration?  | <input type="checkbox"/> | <input type="checkbox"/> |

<<For each “yes” answer above, provide a narrative discussion on the topic describing the risk

and how it will be mitigated.

*Example: 1. **Multiple properties:** The underwriter notes that the professional liability policy is a ‘blanket’ policy covering XXX facilities, including the subject...{address potential impact of other facilities on the subject’s coverage}*

*Example: 2. **Less than 6-year loss history:** The claims history reports were examined for the period XX through XX. The underwriter determined that there were no professional liability XX claims during that period... {Address claims and sufficiency of coverage, etc. based on history}.*

*Example: **Claims made coverage:** The project’s previous professional liability insurance coverage was a “claims made” form policy with XXXX, which expired XXXX, when the current policy was put in place. In XXXX the borrower purchased a “nose coverage” policy which is the coverage needed when going from a “claims made” form of insurance to a “per occurrence” form of insurance. The premium for this “nose” coverage liability was a one-time charge and was paid in XXX. Because of that additional insurance coverage, the insurance expense for XXXX was substantially higher than the current expense. The current “per occurrence basis” insurance policy covers the entire statute of limitations. The project’s professional liability insurance is in compliance with HUD’s requirements. >>*

## **Lawsuits**

*<<Identify all potential or expected professional liability insurance (PLI) claims in excess of \$35,000 that have been or may be filed for all periods within the statute of limitations for the state where the claim occurred. Identify any reserves held for potential claims. Discuss the risk associate with each potential PLI claim. Discuss how that risk is mitigated. Describe the circumstances, identify the potential award amount, provide evidence and analysis showing that the suits are covered by PLI insurance, and if the insurance is not sufficient, does the insured demonstrate adequate funds to cover the potential excess? Describe any other information that mitigates the risk.*

*As applicable, discuss other types of lawsuits (non-PLI) and describe the potential risk related to the party’s participation in the proposed project. Discuss how that risk is mitigated. If the suit is closed, does it contribute to a pattern? Does it materially affect the party’s ability to participate in the project? If not closed, describe the circumstances, identify the potential award amount, provide evidence and analysis showing that the suits are covered by insurance (general liability), and if the insurance is not sufficient, do they demonstrate adequate funds to cover the potential excess? Describe any other information that mitigates the risk.>>*

## **Commercial General Liability Insurance**

*<<Provide narrative discussion of policy coverage for bodily injury, property damage and personal injury. For example: General liability insurance will be provided by XX. The*

underwriter has confirmed estimates of the cost and coverage for underwriting. The insurance coverage will comply with HUD requirements prior to permission to occupy.>>

### **Recommendation**

<<Provide narrative recommendation regarding acceptability of professional and general liability insurance. For example: “The borrower’s professional and general liability insurance was analyzed in accordance with Handbook 4232.1, Section II Production, Chapter 14 and Appendix 14.1.). The property has XX current potential (threatened) insurance claims at this time as reflected on the certification provided by the borrower. It is {lender’s} opinion that the information provided above and in the application sufficiently demonstrates that the existing professional liability coverage meets HUD’s requirements and that the risk from professional liability issues is sufficiently addressed. No modifications to the current coverage are recommended.”>>

### **Property Insurance**

<<Provide narrative discussion of review. For example, “Hazard and Liability insurance has been and/or will be provided by XX. The underwriter has confirmed estimates of the cost and coverage for underwriting and that it complies with HUD requirements.”>>

### **Builder’s Risk**

<< If contractor is paying, show in contractor’s other fees. If borrower is paying, show in borrower’s other fees.>>

## **Mortgage Loan Determinants**

### **Overview**

The mortgage criteria shown on the form HUD-92264a-ORCF are summarized as follows:

	<b>Initial</b>	<b>Final</b>
Fair market value:	\$	\$
Replacement cost:	\$	\$
Debt service:	\$	\$
Requested amount:	\$	\$

The proposed mortgage is \$                      and is constrained by                      .

**Criterion C: Amount Based on Replacement Cost**

The amount based on replacement cost limit is \$ . This is based on 90% of the replacement cost of the improvements of \$ .

**Criterion D: Amount Based on Loan-to-Value**

The \$ value of improvement limit was calculated in accordance with HUD guidelines. This is based on a value of \$ .

**Criterion E: Amount Based on Debt Service Coverage**

The \$ debt service limit was calculated using the underwritten NOI of \$

**Criterion L: Deduction of Grants, Loans, and Gifts**

The limit was calculated in accordance with HUD guidelines as follows:

- a. Amount based on estimated cost of construction \_\_\_\_\_ \$
- b. (1) Grants/loans/gifts \_\_\_\_\_
- (2) Tax credits \_\_\_\_\_
- (3) Value of leased fee \_\_\_\_\_
- (4) Excess unusual land improvement cost \_\_\_\_\_
- (5) Unpaid balance of special assessment \_\_\_\_\_
- (6) Sum of lines (1) through (5) \_\_\_\_\_ \$
- c. Line a minus line b (6) \_\_\_\_\_ \$

The secondary sources are discussed in detail below in the Sources & Uses section of the narrative.

**Sources & Uses – Copied From HUD 92264a-ORCF**

**Program Guidance:** *In the case of tax credit transactions, the individual sources must be spelled out, as well as any non-mortgageable costs. Details regarding the requirements of those sources and uses should be discussed in the tax credit section, or under Secondary Sources, as applicable.*

<<Provide a statement of Sources and Uses of actual estimated cost at closing. Include all eligible and ineligible costs.>>

## **Secondary Sources**

<<List and discuss all secondary sources, including terms and conditions of each. Secondary sources include surplus cash notes, grants/loans, tax credits, and the like.>>

Source	Entity Receiving Funds	Public or Private	% of Equity Coverage	% FMV	Non-mortgageable costs?

## **Other Uses**

<<Discuss any uses not previously discussed in this narrative.>>

## **Circumstances that May Require Additional Information**

In addition to the information required in this narrative, depending upon the facility for which mortgage insurance is to be provided, the mortgagor, operator, management agent and such other parties involved in the operation of the facility, current economic conditions, or other factors or conditions as identified by HUD, HUD may require additional information from the lender to accurately determine the strengths and weaknesses of the transaction. If additional information is required, the questions will be included in an appendix that accompanies the narrative.

## **Special Commitment Conditions**

<<List any recommended special conditions. If none, state "None.">>

- 1.
- 2.

## **Conclusion**

<<Provide narrative conclusion and recommendation.>>

## Signatures

Lender hereby certifies that the statements and representations of fact contained in this instrument and all documents submitted and executed by lender in connection with this transaction are, to the best of lender's knowledge, true, accurate, and complete. This instrument has been made, presented, and delivered for the purpose of influencing an official action of HUD in insuring the loan and may be relied upon by HUD as a true statement of the facts contained therein.

Lender: \_\_\_\_\_

HUD Mortgagee/Lender No.: \_\_\_\_\_

This report was prepared by: \_\_\_\_\_ Date \_\_\_\_\_ This report was reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
<<Name>>  
<<Title>>  
<<Phone>>  
<<Email>>

\_\_\_\_\_  
<<Name>>  
<<Title>>  
<<Phone>>  
<<Email>>

This report was reviewed and the site inspected by: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
<<Name>>  
<<Title>>  
<<Phone>>  
<<Email>>