

**Certification for  
Submission of  
Electronic Firm**

**U.S. Department of Housing  
and Urban Development**  
Office of Healthcare Programs

OMB Approval No. 9999-9999  
(exp. mm/dd/yyyy)

**Application**  
**Certification for**  
**Submission of Electronic**  
**Firm Application**  
**Section 232**

Public reporting burden for this collection of information is estimated to average 0.25 hours. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation which 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. Response to this request for information is required in order to receive the benefits to be derived. 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. No confidentiality is assured.

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)

To enter our Firm Application processing queue, please submit a completed, signed, version of this certification (including referenced attachments) with the Check Transmittal Letter Template, the check for the FHA application fee, and your storage medium containing the electronic version of the Firm Application. Note, if this submittal is for a small, mid-size, or large portfolio, you only need to complete one of these forms for each batch submitted.

1. Project Name (for portfolios, enter portfolio name):
2. FHA Project Number (N/A for portfolios):
3. Indicate which one of the below queues you believe this project(s) should be placed in:
  - 223f Regular-Non-Portfolio Queue** – containing all Section 232/223f projects that ~~do not meet the Green Lane criteria (see email blast) and~~ are not a part of a Large or Midsize Portfolio (as defined by HUD Notice H 01-03);
  - ~~**223f Green Lane Queue** – containing all Section 232/223f projects that meet the Green Lane criteria (see email blast) and are not a part of a Large or Midsize Portfolio;~~
  - 223f Portfolio Queue** – containing projects that are a part of a Large or Midsize Portfolio, previously approved under HUD Notice H 01-03;
  - Other Program Queue** – containing all Section 232 New Construction, Section 232 Substantial Rehabilitation, ~~Section 232/241a~~ and Section 232 Blended Rate applications;  
Moreover, please indicate which type of submittal this is:

Full Firm Commitment Application

- 2 Stage Firm Submission – Initial Submittal
- 2 Stage Firm Submissions – Final Submittal

**Section 223a7 Green Queue** – containing all Section 232/223a7 applications-

~~If submittal is a small portfolio that includes both projects that pass and fail meet the risk assessment, check here  and list whether each project passed or failed Green Lane Criteria – no extension of the risk assessment under 5 a. below. – current loan term, no Transfer of Physical Assets, no change to the operator/agent, and no accounts receivable financing.~~

**Section 223a7 Regular Queue** – containing all Section 232/223a7 applications that do not meet the Green Lane Criteria (see above).

**241(a) Queue** – containing all Section 232/241(a) proposals

**223(d) Operating Loss Loan** – containing all Section 223(d) proposals.

**232(i) Fire Safety Equipment on Currently Insured 232 Health Care Facilities**

**232(i) Fire Safety Equipment on Non- Insured Health Care Facilities**

4. **Complete only if the project is part of a medium or large portfolio.**

a. Total number of projects expected to be submitted from this portfolio (not just this batch):

b. Below is a list of the projects (project name and FHA Number) that are a part of this batch:

c. An email from Tom McMillan, which should be attached, indicating that the batch is acceptable for submission, is required prior to submittal. Date of email from Tom McMillan is:

d. A copy of the HQ’s portfolio approval letter is required prior to submittal. A copy of the portfolio approval letter is attached to this cover letter.  Yes  No (if no, explain: )

e. Master lease, accounts receivable and/or other important legal documents, as identified by HUD: The email blast requires that these documents be reviewed and found acceptable to OHP and OGC prior to submittal of any Firm Applications on the portfolio.

The date of the email, copy attached, from HUD indicating documents were found acceptable was: This email was sent by from OHP and from OGC.

~~Once HUD indicates~~

~~Check one of the following once the documents have been found acceptable, either the certification signed by all parties to the approved documents, with unexecuted copies of the approved documents, or the fully executed documents may be submitted. Check which applies:~~

- Fully executed documents are included in the Firm Application ~~submittal~~
- Or
- ~~Copies of unexecuted~~Unexecuted documents ~~attached to the, and a certification that executed documents will not deviate from the approval versions,~~ are included in ~~the~~this Firm Application ~~submittal~~.

**5. Complete only if the project is part of a small portfolio.**

a. Below is a list of the projects (project name and FHA Number) in this small portfolio:

~~b. Master lease, accounts receivable and/or other important legal documents as identified by HUD (only if applicable to this portfolio): The email blast requires that these documents be reviewed and found acceptable to OHP and OGC prior to submittal of any Firm Applications on the portfolio.~~

~~The date of the email, copy attached, from HUD indicating documents were found acceptable was: \_\_\_\_\_ This email was sent by: \_\_\_\_\_ from OHP and \_\_\_\_\_ from OGC.~~

~~Once HUD indicates the documents have been found acceptable, either the certification signed by all parties to the approved documents, with unexecuted copies of the approved documents, or the fully executed documents may be submitted. Check whichever applies:~~

**6. Complete only if the project is a new construction or substantial rehabilitation project.**

~~Fully executed documents are included in the Firm Application submittal. This project does not involve Low Income Housing Tax Credits (LIHTC).~~

~~Or~~

~~Copies of unexecuted documents attached to the certification are included in the Firm Application submittal.~~

~~6. This project does involve Low Income Housing Tax Credits (LIHTC).~~

**7.** By signing this certification, I am certifying that to the best of my knowledge each application included in this submittal is completely assembled according to OHP requirements (including any special requirements of the portfolio approval letter, if applicable).

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Lender Name**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
(Printed Name & Title)