

**Lender Narrative  
Supplement – Cost  
Certification**

Section 232 – New Construction,  
Substantial Rehabilitation, and  
Section 241(a)

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

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

**Public reporting** burden for this collection of information is estimated to average 15 hour. 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. 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. 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.

**INSTRUCTIONS:**

The lender should review the Cost Certification and audited financial statements and complete the following sections of this supplement:

<b>Mortgage Increase Request?</b>	<b>New Construction</b>	<b>Substantial Rehabilitation</b>	<b>232/241(a)</b>
No	N/A—Complete Lender Certification	All sections	N/A—Complete Lender Certification
Yes	All sections	All sections	All sections

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.
- **Additional documents** to be submitted with the Cost Certification are:
  1. Audited borrower financial statements and Form HUD-92330
  2. Audited general contractor and subcontractor financial statements (as applicable) and Form HUD-92330-A
  3. Form HUD-92023-ORCF
  4. Draft LEAN Section 232 Maximum Insurable Mortgage Letter
  5. Invoices that have not been provided to HUD for initial closing or insured advances.
  6. Updated third-party appraisal and lender narrative appraisal section (in the case of a mortgage increase request that includes a proposed revision to value).

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., )

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Income	Cost Certification	Allowed	Disallow
			\$0
<b>Expenses</b>			
Category	Cost Certification	Allowed	Disallow
General & Administrative			
Payroll Taxes & Benefits			
Resident Care			
Food Service			
Activities			
Housekeeping/ Laundry			
Plant Operations			
Utilities			
Marketing/ Promotions			
Real Estate Taxes			
Insurance			
Management Fee			
Replacement Reserves			
Other (Identify)			
Other (Identify)			
<b>Total Expense</b>	\$0	\$0	

Net Income	\$0	\$0	.....	12
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<i>(Note: A General Contractor’s Cost Certification is required when there is a cost plus contract-Form HUD-92442-A or the general contractor had or has an identity of interest with the mortgagor entity. A Subcontractor at any tier, equipment lessor, or material supplier must cost certify where the total for all subcontracts, purchases, and leases is more than five percent of the mortgage and an identity of interest exists or comes into being between such entity and the mortgagor or the contractor, where the contractor must cost certify. Attach additional pages to the narrative as necessary for each subcontractor cost certification.).....</i>				
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# Executive Summary

**FHA Number:**  
**Project Name:**  
**Project Address:**  
**City / State / Zip:**

**Lender Name:**

**Section of the Act:**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Substantial Rehabilitation
<input type="checkbox"/> 241(a) Addition	<input type="checkbox"/> 241(a) Equipment Purchase
<input type="checkbox"/> 241(a) Major System Upgrade	<input type="checkbox"/> Other <<specify here>>

<b>Initial closing mortgage amount:</b>	\$
---	----

<b>Requested mortgage increase amount:*</b>	\$
<b>Requested mortgage decrease amount:</b>	\$

\*Note: The minimum mortgage increase request is \$100,000.

**Key Dates:**

Initial closing date: ..... \_\_\_\_\_

HUD-approved final trip report date: ..... \_\_\_\_\_

Revised contract completion date (including HUD-approved time change orders): ..... \_\_\_\_\_

Number of days from initial closing to final completion: ..... \_\_\_\_\_

Number of days from initial closing to cutoff date: ..... \_\_\_\_\_

Borrower cutoff date: ..... \_\_\_\_\_

Date of financial responsibility (day after cutoff date): ..... \_\_\_\_\_

Borrower fiscal year end (next) date: ..... \_\_\_\_\_

Operator fiscal year end (next) date: ..... \_\_\_\_\_

Beginning date of audited income statement: ..... \_\_\_\_\_

Date borrower signed Form HUD-92330: ..... \_\_\_\_\_

Date of borrower entity's third-party CPA certification: ..... \_\_\_\_\_

**Third-party reports provided:**

<input type="checkbox"/> Borrower's Audit	Conclusion is:	<input type="checkbox"/> Accepted as is.	<input type="checkbox"/> Modified by lender.
<input type="checkbox"/> General Contractor's Audit	Conclusion is:	<input type="checkbox"/> Accepted as is.	<input type="checkbox"/> Modified by lender.
<input type="checkbox"/> Other <<identify here>>	Conclusion is:	<input type="checkbox"/> Accepted as is.	<input type="checkbox"/> Modified by lender.

**Waivers Requested or Previously Approved:**

<<Provide narrative description. Identify status of waivers that affect cost certification. If new waiver request, give full explanation of the basis for the request.>>

**Cost Certification Review Team and Signatures**

Lender’s cost certification reviewer: \_\_\_\_\_

CPA reviewer:  
(borrower’s cost certification) \_\_\_\_\_

CPA reviewer:  
(contractor’s cost certification) \_\_\_\_\_

**Lender’s Cost Certification Reviewer**

<<Provide discussion on qualifications.>>

**CPA Reviewer (Borrower’s Cost Certification)**

<<Provide discussion on qualifications.>>

**CPA Reviewer (Contractor’s Cost Certification)**

<<Provide discussion on qualifications.>>

**Signatures**

	Signed by	Date signed
Form HUD-92330	<<name>> <<title>>	<<date>>
Borrower’s audit (CPA)	<<name>> <<title>>	<<date>>
Form HUD-92330-A	<<name>> <<title>>	<<date>>
General contractor’s audit (CPA)	<<name>> <<title>>	<<date>>

## **Additional Borrower Cost Certified Items**

*(not included in original underwriting estimates—from Form HUD-92330)*

(Double click inside the Excel Table to add information)

Cost Description	Form HUD-92330 Line Item #	Certified Cost	Lender's Underwriter Allowed	Lender's Underwriter Disallowed
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>		\$0	\$0	\$0

<<Provide narrative description. Identify basis for costs, reasons not included in original firm commitment application underwriting, justification for allowing or disallowing additional costs.>>



## **Increased Borrower Certified Cost Items**

*(above original underwriting estimate--from Form HUD-92330)*

(Double click inside the Excel Table to add information)

Cost Description (Form HUD-92330 Line Item #)	Original Underwriting Estimate	Certified Cost	Lender's Underwriter Allowed	Lender's Underwriter Disallowed
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>	\$0	\$0	\$0	\$0

<<Provide narrative description. Identify basis for cost increase and justification for allowing or disallowing increased costs.>>

## **Mortgagor Entity Balance Sheet**

As of (date): \_\_\_\_\_

*(Note: The Balance Sheet date should be as of the borrower entity's cost cutoff date.)*

### **Key Questions**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Are there any long-term liabilities other than the HUD-insured mortgage? ..                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there any intercompany payables/receivables? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are any "to be paid" items on the Form HUD-92330 shown as short term liabilities? .....           | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the mortgage payable differ from the mortgage proceeds advanced as of the cutoff date? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there any leases? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any mortgage and/or impound payments that are not current? .....                        | <input type="checkbox"/> | <input type="checkbox"/> |

<<For each "yes" answer above, please address briefly here.>>

**\*\*\*\*\*RITA, START HERE\*\*\*\*\***

## **Operator Entity Income Statement**

From (date): \_\_\_\_\_

To (date): \_\_\_\_\_

*(Note: The Income Statement date should cover the period from the date of initial occupancy—or in the case of substantial rehabilitation the date of initial closing—to the mortgagor entity’s cost cutoff date. If the lender is unable to determine the answers to any questions below they should contact the third-party CPA for further clarification. If the mortgagor is also the operator this may be the mortgagor entity’s income statement.)*

### **Key Questions**

	<u>Yes</u>	<u>No</u>
1. Is the Income Statement for the Operator Entity?	_____	_____
2. Are there any facility utility costs included in the construction contract?	_____	_____
3. Are there marketing/promotion costs included in both the borrower’s Form HUD-92330 and the operator income statement?	_____	_____
4. Are there real estate taxes included in both the borrower’s Form HUD-92330 and the operator income statement?	_____	_____
5. Are there insurance costs included in both the borrower’s Form HUD-92330 and the operator income statement?	_____	_____
6. Are there any maintenance costs that may include construction contract latent defects or incomplete work?	_____	_____
7. Is interest, depreciation, or amortization included in the Income Statement?	_____	_____
8. Do management fees exceed the amounts permitted in the Management Certification-Residential Care Facility, Form HUD-9839-ORCF?	_____	_____

If you answer “yes” to any of the above questions, please briefly address below.



**Income Statement Analysis**

<b>Income</b>	<b>Cost Certification</b>	<b>Allowed</b>	<b>Disallow</b>
			\$0
<b>Expenses</b>			
<b>Category</b>	<b>Cost Certification</b>	<b>Allowed</b>	<b>Disallow</b>
General & Administrative			
Payroll Taxes & Benefits			
Resident Care			
Food Service			
Activities			
Housekeeping/ Laundry			
Plant Operations			
Utilities			
Marketing/ Promotions			
Real Estate Taxes			
Insurance			
Management Fee			
Replacement Reserves			
Other (Identify)			
Other (Identify)			
<b>Total Expense</b>	\$0	\$0	
Net Income	\$0	\$0	

<< Narrative description. Identify justification for allowing or disallowing income and expenses.>>

**G--General Contractor or Subcontractor Cost Certification**

General Contractor Name: \_\_\_\_\_

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

Subcontractor Trade Line Item on HUD-92330-A: \_\_\_\_\_

Date of Certification: \_\_\_\_\_

*(Note: A General Contractor's Cost Certification is required when there is a cost plus contract-Form HUD-92442-A or the general contractor had or has an identity of interest with the mortgagor entity. A Subcontractor at any tier, equipment lessor, or material supplier must cost certify where the total for all subcontracts, purchases, and leases is more than five percent of the mortgage and an identity of interest exists or comes into being between such entity and the mortgagor or the contractor, where the contractor must cost certify. Attach additional pages to the narrative as necessary for each subcontractor cost certification.)*

**Key Questions**

	<u>Yes</u>	<u>No</u>
1. Is Contractor's Profit included in the cost certification?	_____	_____
2. Does the General Overhead exceed the amount shown on the Form HUD-2328?	_____	_____
3. Are there additional Contractor General Requirement line items not reflected in the Firm Commitment application Cost Analyst review?	_____	_____
4. Are there additional Contractor Other Fee line items not shown on the Form HUD-2328?	_____	_____
5. Does the certified Bond Premium amount exceed the amount shown on the Form HUD-92264a-ORCF?	_____	_____
6. Does the certified Offsite and/or Demolition amount exceed the amount shown on the Form HUD-2328 or Form HUD-92264a-ORCF?	_____	_____
7. Are there miscellaneous costs (labor, materials, other) not shown on the Form HUD-2328?	_____	_____

If you answer "yes" to any of the above questions, please briefly address below.

**Structures Analysis**

Structures Trade Item	Original Underwriting Estimate (HUD-2328)	Certified Cost (HUD-92230-A)	Variance%	Allowed	Disallowed
Concrete			#DIV/0!		\$0
Masonry			#DIV/0!		\$0
Metals			#DIV/0!		\$0
Rough Carpentry			#DIV/0!		\$0
Finish Carpentry			#DIV/0!		\$0
Waterproofing			#DIV/0!		\$0
Insulation			#DIV/0!		\$0
Roofing			#DIV/0!		\$0
Sheet Metal			#DIV/0!		\$0
Doors			#DIV/0!		\$0
Windows			#DIV/0!		\$0
Glass			#DIV/0!		\$0
Lath and Plaster			#DIV/0!		\$0
Drywall			#DIV/0!		\$0
Tile Work			#DIV/0!		\$0
Acoustical			#DIV/0!		\$0
Wood Flooring			#DIV/0!		\$0
Resilient Flooring			#DIV/0!		\$0
Painting and Decorating			#DIV/0!		\$0
Specialties			#DIV/0!		\$0
Special Equipment			#DIV/0!		\$0
Cabinets			#DIV/0!		\$0
Appliances			#DIV/0!		\$0
Blinds, Shades, Artwork			#DIV/0!		\$0
Carpets			#DIV/0!		\$0
Special Construction			#DIV/0!		\$0
Elevators			#DIV/0!		\$0
Plumbing, Hot Water			#DIV/0!		\$0
Heat, Ventilation			#DIV/0!		\$0
Air Conditioning			#DIV/0!		\$0
Electrical			#DIV/0!		\$0
Accessory Structures			#DIV/0!		\$0

<< Narrative description. Identify justification for allowing or disallowing trade items. Variances above 10% between original underwriting and certified amount should be explained.>>

**Land Improvement Analysis**

Land Improvements Trade Item	Original Underwriting Estimate (HUD-2328)	Certified Cost (HUD-92230-A)	Variance (%)	Allowed	Disallowed
Earth Work			#DIV/0!		\$0
Site Utilities			#DIV/0!		\$0
Roads and Walks			#DIV/0!		\$0
Site Improvements			#DIV/0!		\$0
Lawns and Planting			#DIV/0!		\$0
Unusual Site Conditions			#DIV/0!		\$0
<b>Total Land Improvements</b>	\$0	\$0	#DIV/0!	\$0	\$0

<< Narrative description. Identify justification for allowing or disallowing trade items. Variances above 10% between original underwriting and certified amount should be explained.>>

**General Requirements Analysis**

General Requirements Account	Original Underwriting Estimate (HUD-2328)	Certified Cost (HUD-92230-A)	Variance (%)	Allowed	Disallowed
Supervision			#DIV/0!		\$0
Field Engineering			#DIV/0!		\$0
Field Office Expense			#DIV/0!		\$0
Temporary Facilities			#DIV/0!		\$0
Temporary Utilities			#DIV/0!		\$0
Cleaning and Rubbish Removal			#DIV/0!		\$0
Watchmen Wages			#DIV/0!		\$0
<b>Total General Requirements</b>	\$0	\$0	#DIV/0!	\$0	\$0

<< Narrative description. Identify justification for allowing or disallowing items. Variances above 10% between original underwriting and certified amount should be explained.>>

**Summary Table: Contractor Cost Certification Analysis**

Trade Item or Account	Original Underwriting Estimate (HUD-2328)	Certified Cost (HUD-92230-A)	Allowed	Disallowed
Total Structures				\$0
Total Land Improvements				\$0
General Requirements				\$0
General Overhead				\$0
Miscellaneous (specify)				\$0
Bond Premium				\$0
Contractor Other Fees				\$0
<b>General Contractor Total (not including profit, incentive or liquidated damages)</b>				\$0

## **Change Order Analysis**

**Necessity Change Orders** (do not include time change orders)



HUD Change Order Number	Change Order Description	HUD Approved Cost (\$)
<b>Necessity Total</b>		\$0

**Betterment Change Orders** (do not include time change orders)

HUD Change Order Number	Change Order Description	HUD Approved Cost (\$)
<b>Betterment Total</b>		\$0

## Time Change Orders

HUD Change Order Number	Time Change Order Description (from ___ to ___)	HUD Approved # of Days
<b>Total Number of Days</b>		0
<b>+ Initial Closing Contract Complete Date</b>		

**General Contractor Incentive Computation**

Construction period, HUD-92264a-ORCF: \_\_\_\_\_ Months  
Period for prorating interest, taxes, insurance: \_\_\_\_\_ Months  
Period for prorating mortgage insurance premium: \_\_\_\_\_ Months

**Incentive Percentage** (Form HUD-92443):

\_\_\_\_\_ Percent

**Step 1: Soft Cost Computations**

*(Note: all HUD-92264a- ORCF references are to the Replacement Cost section. The Allocation for Savings Computation is calculated as follows: (HUD-92264a- ORCF Construction Period divided by Cost Certification Proration Period) x Line Item. This calculation is needed because the cost certification period includes an additional zero to sixty days after construction is complete—and that additional period is beyond the control of the general contractor.)*

Step #	Cost Description	Source Document	Estimated Cost During Construction Period	Allocation Savings Computation
1.(a)(1)	Interest	HUD-92264-OHP		
1.(a)(2)	Taxes	HUD-92264-OHP		
1.(a)(3)	Insurance	HUD-92264-OHP		
1.(a)(4)	Mortgage Insurance Premium	HUD-92264-OHP		
1.(a)	Subtotal - HUD's Estimated Soft Costs	Calculate		
1.(b)(1)	Interest	Allowed Amount, Section I		
1.(b)(2)	Taxes	Allowed Amount, Section J		
1.(b)(3)	Insurance	Allowed Amount, Section K		
1.(b)(4)	Mortgage Insurance Premium	Allowed Amount, Section L		
1.(b)	Subtotal - HUD's Approved Borrower Certified Soft Costs	Calculate		
1.(c)	Total Soft Costs: Subtract 1.(b) from 1.(a). If 1.(b)	Calculate		

## Step 2: Construction Cost

Step #	Cost Description	Source Document (all 92264 references are to Section H)	Estimated Cost During Construction Period
2.(a)(1)	Land Improvements	HUD-92264-OHP	
2.(a)(2)	Total Structures	HUD-92264-OHP	
2.(a)(3)	General Requirements	HUD-92264-OHP	
2.(a)(4)	Builder's Profit	HUD-92264-OHP	
2.(a)(5)	General Overhead	HUD-92264-OHP	
2.(a)(6)	Bond Premium	HUD-92264-OHP	
2.(a)(7)	Builder's Other Fees	HUD-2328, Line 49	
2.(a)(8)	Subtotal	Calculate	
2.(a)(9)	Cash Upset Price	Article 3(a) Construction Contract	
2.(a)(10)	Lesser of 2.(a)(8) and 2.(a)(9)	Calculate	
2.(b)	HUD Approved Total Change Order Increased or Decreased Costs	Add totals from necessity and betterment change order tables	
2.(c)	2.(a)(10) + 2.(b)	Calculate	
			Calculation Complete Savings Computation
2.(d)	HUD Approved Cost of Construction (including Builder's Profit without adjustments for liquidated damages or incentive)	Calculate	
2.(e)	If 2.(c) exceeds 2.(d) enter difference. If 2.(d) exceeds 2.(c) enter 0	Calculate	
3.(a)	Enter the sum of Step 1.(c) and 2.(e)	Calculate	

## Liquidated Damages Analysis

*(Note: For Cost Plus Contracts estimated liquidated damages are not applicable.)*

Estimated Damages Calculation	
Revised Contract Completion Date	
Minus HUD Approved Final Trip Report Date	
	Days
Daily Liquidated Damages (Article 2C. - Construction Contract Lump Sum)	
Estimated Damages	

Actual Damages Calculation *(the portion for the actual liquidated damages computation is the actual HUD approved construction time in days divided by the number of days in the construction period--up to the mortgagor's cost cutoff date--times the applicable soft cost.)*

<i>Actual Damages Calculation</i>	
<i>HUD approved construction time (days):</i>	
<i>Estimated construction period to cutoff date (days):</i>	
<i>Allocation for computation, Column (1) (below):</i>	#DIV/0!

Cost Description	Source Document	Allowable Mortgagor's Certified Cost	(1) Allocated Amount for Actual Liquidated Damages Calculation	Source Document	(2) Original Underwriting Estimate	(3) = (1) - (2) Actual Liquidated Damage
Interest	LNCCS			HUD-92264-OHP		
Taxes	LNCCS			HUD-92264-OHP		
Insurance	LNCCS			HUD-92264-OHP		
Mortgage Insurance Premium	LNCCS			HUD-92264-OHP		
Loan Extension Fees	LNCCS					
Total Actual Liquidated	LNCCS					

**Lesser of Estimated or Actual Damages:** \$ \_\_\_\_\_



## Determination of Total Allowable Construction Cost

1a: Borrower Certified Amount	
1b: Allowable Contractor's Cost Certification Amount	
1c: Original Contract Amount	
Plus: HUD Approved Necessity Change Orders	
Plus: Incentive <i>(for projects completed prior to HUD approved completion date)</i>	
Less: Liquidated Damages	
1c: Subtotal: Adjusted Upset Amount	\$0
1d: Lesser of 1a, 1b, or 1c = <b>Total Allowable Construction Cost</b>	<b>\$0</b>

<b>Certified Construction Amount—HUD 92330, Line 1 Total</b>	<b>Allowable Construction Amount (above calculation)</b>	<b>Disallowed Construction Amount</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>

## H--Architect's Fees—Design, Supervision, Additional Services

Design Architect \_\_\_\_\_  
 Supervisory Architect \_\_\_\_\_

### Additional Consultants/Engineers Providing Architectural Services

Landscape Architect \_\_\_\_\_  
 Structural Engineer \_\_\_\_\_  
 Mechanical Engineer \_\_\_\_\_  
 Plumbing Engineer \_\_\_\_\_  
 Electrical Engineer \_\_\_\_\_  
 Interior Designer \_\_\_\_\_  
 (Other—identify) \_\_\_\_\_

### Key Questions

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Is there an identity of interest between any of the architects/engineers and other participants (borrower, operator, general contractor, design architect, etc.)? | _____      | _____     |
| 2. Were there any costs for services provided by the architects or engineers that were not included in Line 2a, 2b and 2c of the Form HUD-92330?                     | _____      | _____     |

If you answer “yes” to any of the above questions, please briefly address below.

Cost Description	Original Underwriting Estimate	Form HUD-92330 Line Item #	Certified Cost	Lender's Underwriter Allowed	Lender's Underwriter Disallowed
Architect's Design Fee					\$0
Architect's Supervision Fee					\$0
Architect's Additional Services					\$0
<b>Total Architect's Fees</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<< Narrative description. Identify justification for allowing or disallowing architect's fees. Architect's Additional Services should be explained.>>

### **I--Interest During Construction**

*(Allowable interest should be the amount accrued on the HUD insured loan.)*

Original Underwriting Estimate	Certified Interest Per HUD-92330	Allowable Interest	Disallowed Interest
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing interest.>>

## **J--Property Tax Analysis**

*(The construction period is defined as the period from initial closing to the borrower cutoff date.  
The construction period is \_\_\_\_\_ days.)*

	(1)		(2)	(3)	(4) = (3)/(2)	(5) = (1) x (4)
Name of Tax Jurisdiction	Invoice Amount	Invoice from (date1) to (date2)	Number of days covered by invoice	Number of days in construction period covered by invoice	Percent of invoice applicable to construction period	Allowable portion of invoice
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
<b>Total</b>					#DIV/0!	#DIV/0!

Original Underwriting Estimate	Certified Property Taxes Per HUD-92330	Allowable Property Taxes (calculated above)	Disallowed Property Taxes
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing property taxes.>>

**K--Insurance Analysis** (Property, Liability, Builder's Risk Insurance if not paid by General Contractor)

(The construction period is defined as the period from initial closing to the borrower cutoff date. The construction period is \_\_\_\_\_ days.)

	(1)		(2)	(3)	(4) = (3)/(2)	(5) = (1) x (4)
Type of Insurance/ Name of Insurance Company	Invoice Amount	Invoice from (date1) to (date2)	Number of days covered by invoice	Number of days in construction period covered by invoice	Percent of invoice applicable to construction period	Allowable portion of invoice
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
					#DIV/0!	#DIV/0!
<b>Total</b>					#DIV/0!	#DIV/0!

Original Underwriting Estimate	Certified Insurance Per HUD-92330	Allowable Insurance (calculated above)	Disallowed Insurance
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing insurance.>>

## **L--Mortgage Insurance Premium (MIP) Analysis**

*(The construction period is defined as the period from initial closing to the borrower cutoff date. The actual construction period is \_\_\_\_\_ days.)*

Estimated Mortgage Insurance Premium (HUD-92264a-ORCF):	\$
Divided by the number of days in the estimated construction period (HUD-92264a-ORCF) - converted from months to days:	
= Mortgage Insurance Premium per day	\$
Times the number of days in the actual construction period = allowable amount of:	\$

Original Underwriting Estimate	Certified MIP Per HUD-92330	Allowable MIP (calculated above)	Disallowed MIP
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing MIP.>>

## **M--HUD Examination Fee and Inspection Fee Analysis**

*(Fees paid to reopen an expired or terminated commitment are not allowable costs.)*

### **Exam Fee**

Original Underwriting Estimate	Certified Exam Fee Per HUD-92330	Allowable Exam Fee	Disallowed Exam Fee
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing exam fee.>>

**Inspection Fee**

Original Underwriting Estimate	Certified Inspection Fee Per HUD-92330	Allowable Inspection Fee	Disallowed Inspection Fee
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing inspection fee.>>

**N--Title and Recording Fee Analysis**

*(Title search and policy, recording fees at initial endorsement, mortgage (or other security instrument), transfer and stamp taxes, title updates during construction, final title policy and recording charges, and legal fees associated with these items are allowable costs.)*

Original Underwriting Estimate	Certified Title and Recording Per HUD-92330	Allowable Title and Recording Fee	Disallowed Title and Recording Fee
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing title and recording..>>

**O--Non Profit Developer's Fee**

*(For non-profits this fee may include reduction of the estimated closing costs of the project, staff salaries, working capital deposits, relocation expenses, operating deficit escrows, financing fees*

above the allowable portion included in the replacement cost, environmental studies, and housing consultant services whether in-house or third-party.)

Original Underwriting Estimate	Certified Non Profit Developer's Fee Per HUD-92330	Allowable Non Profit Developer's Fee Per HUD-92330	Disallowed Non Profit Developer's Fee Per HUD-92330
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing developer's fee.>>

**P--Initial Financing Fee, Permanent Placement Fee, and Other Approved Financing Expenses**

*(These should be reflected in the Lender's Certification at Initial Closing and should include lender's legal fees. Do not allow the total of these fees and expenses to exceed 3.5% for non-bond financing and 5.5% for bond financing.)*

Original Underwriting Estimate	Certified Initial Financing Fee Per HUD-92330	Allowable Initial Financing Fee	Disallowed Initial Financing Fee
\$	\$	\$	\$



Original Underwriting Estimate	Certified Permanent Placement Fee Per HUD-92330	Allowable Permanent Placement Fee	Disallowed Permanent Placement Fee
\$	\$	\$	\$

Original Underwriting Estimate	Certified Other Approved Financing Expenses Per HUD-92330	Allowable Other Approved Financing Expenses	Disallowed Other Approved Financing Expenses
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing financing fees.>>

### **Q--Legal, Organizational and Cost Cert Audit Fee**

*(Legal fees may not include lender legal fees. These should be included in the financing fee. Any increases in these fees above original underwriting must be supported by invoices, must not be associated with the cost of acquiring the land, zoning, creating tax shelters and trusts, and cannot be allowed if the lender is requesting a mortgage increase.)*

Lender's Attorney \_\_\_\_\_  
 Borrower's Attorney \_\_\_\_\_  
 Other Atty. (identify) \_\_\_\_\_  
 Other Atty. (identify) \_\_\_\_\_

Original Underwriting Estimate—Legal Fees	Certified Cost--Legal Fees	Allowed Legal Fees	Disallowed Legal Fees
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing legal fees.>>

*(Organizational fees include third party reports, such as architectural reviews, environmental reviews, and appraisals, and may include a Clerk of the Works. Costs to create mortgagor or operator books and records should be included as organizational fees and not be included in the cost certification audit fee.)*

Original Underwriting Estimate-- Organizational Fees	Certified Cost— Organizational Fees	Allowed Organizational Fees	Disallowed Organizational Fees
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing organizational fees.>>

Original Underwriting Estimate—Cost Cert Audit Fee	Certified Cost—Cost Cert Audit Fee	Allowed Cost Cert Audit Fee	Disallowed Cost Cert Audit Fee
\$	\$	\$	\$

<< Narrative description. Identify justification for allowing or disallowing cost certification audit fees.>>

**R--Borrower Other Fee Analysis**

Cost Description/ Vendor	Original Underwriting Estimate	Form HUD-92330 Line Item #	Certified Cost	Allowed	Disallowed
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total</b>			\$0	\$0	\$0

<< Narrative description. Identify basis for costs, reasons not included in original firm commitment application underwriting, justification for allowing or disallowing additional costs.>>

## S--Major Movable Equipment Analysis

### Key Questions

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Are any major movables currently leased?   | _____      | _____     |
| 2. Where beds are included in the Major Movables list is the number of beds less than the underwritten bed count? | _____      | _____     |

If you answer "yes" to any of the above questions, please briefly address below.

Major Movable Category	Original Underwriting Estimate	Certified Cost	Variance (%)	Allowed	Disallowed
Resident Rooms (Beds, Furnishings, etc.)	\$0	\$0	#DIV/0!		\$0
Kitchen Equipment			#DIV/0!		\$0
Office/ Computers/ Employee Areas			#DIV/0!		\$0
Maintenance Areas			#DIV/0!		\$0
Medical/ Therapy Equipment/ Furnishings			#DIV/0!		\$0
<b>Total</b>	\$0	\$0	#DIV/0!	\$0	\$0

<< Narrative description. Identify basis for costs, reasons not included in original firm commitment application underwriting, justification for allowing or disallowing additional costs. Variances above 10% between underwriting and certified amount should be explained.>>



## **T—Marketing**

*(Marketing costs are for rent for space used for marketing, salaries and benefits of marketing staff, promotional services and advertising, marketing consultants, and marketing supplies. Additional marketing costs above the original marketing estimate may be eligible costs for purposes of a mortgage increase if all invoices are provided and the costs are fully explained and justified below.)*

Original Underwriting Estimate--Marketing	Certified Cost—Marketing	Allowed Marketing	Disallowed Marketing
\$	\$	\$	\$

<< Narrative description and detailed explanation for costs above original estimate. Identify basis for costs, reasons not included in original firm commitment application underwriting, justification for allowing or disallowing additional costs.>>

## U—Relocation

*(Additional relocation costs above the original estimate may be eligible costs for purposes of a mortgage increase if all invoices are provided and the costs are fully explained and justified below. However, increased overhead or allocated costs from identity of interest entities are not eligible for consideration for a mortgage increase.)*

Original Underwriting Estimate--Relocation	Certified Cost—Relocation	Allowed Relocation	Disallowed Relocation
\$	\$	\$	\$

<< Narrative description and detailed explanation for costs above original estimate. Identify basis for costs, reasons not included in original firm commitment application underwriting, justification for allowing or disallowing additional costs. The explanation should identify the number of individuals relocated (compared to original estimate) and cost per relocation (compared to original estimate).>>

## V--Calculation of Replacement Cost

Allowed Construction Cost				
Allowed Architect Fees				
Allowed Interest				
Allowed Property Taxes				
Allowed Insurance				
Allowed MIP				
Allowed FHA Exam Fee				
Allowed FHA Inspection Fee				
Allowed Title and Recording				
Allowed AMPO/ Non Profit Developer's Fee				
Allowed Financing Fees				
Allowed Legal				
Allowed Organizational				
Allowed Cost Cert Audit Fee				
Allowed Borrower Other Fees				
Allowed Major Movables				
Allowed Marketing				
Allowed Relocation				
<b>(1) Subtotal</b>	\$0	\$0	\$0	\$0
(2) + Betterment Change Orders				
(3) - Applicable Net Income During Construction (=Windfall)				
(4) - Grants/ Loans Applicable to Replacement Cost				
<b>Total Development Cost</b>	\$0	\$0	\$0	\$0
<b>Land*</b>				
<b>Total Replacement Cost</b>	\$0	\$0	\$0	\$0



**\*(Land is HUD’s estimated Value of Land “As Is” from the original underwriting—Form HUD-92264a-ORCF—adjusted for change orders that reduced the value of the land during the construction period. The Applicable Net Income During Construction is determined by the Windfall calculation discussed in the email blast of \_\_\_\_\_.)**

**W--Mortgage Determinants**

***Overview***

The mortgage criteria based on actual allowed costs are summarized as follows:

Criteria	Firm Commitment Application	Cost Certification Amount
Fair Market Value:	\$	\$
Replacement Cost:	\$	\$
Debt Service:	\$	\$
Requested Amount:	\$	\$

**The Mortgage Amount is \$\_\_\_\_\_**

**(Note: If the new Mortgage Amount is less than the Firm Commitment Mortgage Amount the difference will be an additional deposit in the reserve for replacement account or may be a mortgage reduction if requested by the lender.)**

**Additional Deposit To Reserve for Replacement Account**  
\$ \_\_\_\_\_ ) \_\_\_\_\_

### **Sources & Uses**

<<Provide a statement of Sources and Uses of estimated cost at final 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. Demonstrate compliance with HUD limits on private sources. Remember that Criterion 11 is applicable to mortgage sizing.>>

### **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.

### **Conclusion**

<<Cost certification supplement conclusion and recommendation. In the case of a mortgage increase or decrease request indicate the new mortgage amount, the revised principal and interest payment, and revised application fees and mortgage insurance premiums to be paid to HUD or refunded to the lender at closing. In the case of a mortgage increase discuss the new debt service coverage, loan to value ratio, impact on operator lease payments.>>

### **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 Number: \_\_\_\_\_

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

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

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