

| Question | Consolidated Comments on New HUD Checklist - General  | HUD Response  |
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| 1        | The New Construction / Sub Rehab Checklist does not denote specifically items for pre app or for firm submission if two stage. Can you denote which items will be required at each stage? | The checklist was developed for both pre-application and firm application submissions. Mark the N/A box for exhibits not required for a pre-app submission as required in the MAP Guide                   |
| 2        | Checklist specifies that the application should be bound in a three-ring binder. Some HUD offices have pushed back on this binding style. Will this be consistent across the board?       | Yes   |
| 3        | What form of electronic submission will be acceptable? CD's, flash drives or both?  | Electronic submission including disc, CD, removable drives are acceptable and encouraged  |
| 4        | It would be helpful to remove the "N/A" checkbox for those exhibits that are mandatory and must always be included.   | There may be an instance where a required document is N/A. The N/A was included on all exhibits to maintain flexibility with the standardized checklist.  |
| 5        | Are electronic signatures now admissible?   | Not at this time, but we anticipate allowing in the future.   |
| 6        | The New Construction / Sub Rehab Checklist should have a section added specifically for Substantial Rehab documents.  | The checklist was developed to be include both new construction and sub-rehab rather than create separate checklists. Most of the required document submissions and processing instructions are the same. |
| 7        | Any reference to "Census" should be removed, as this is for LEAN projects.  | Agreed, though we don't see any such reference.   |

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| 8  | How is it proposed that a Lender separate the Mortgage Credit items out of this checklist? Due to FOIA and a violation of Government Banking Regulations, many lenders keep the confidential items in a separate submission binder.              | Checklist instructions require separate binders for submission of the mortgage credit exhibits. Electronic submissions can and should be password protected.  |
| 9  | What is the upload / identification process for the exhibits without a naming convention?  | Upload and identify the exhibit with the closest referenced topic. For example, Proof of NFIP flood insurance would be uploaded under [FIdPin] Floodplain Management. If an item is not clearly in a category, include a final exhibit labeled "other" and list the exhibits. We'll consider revisions based on experience when we next revise the MAP Guide. |
| 10 | Where an application Section has multiple sub exhibits (such as "A,B,C,D" in the Appraisal Report for 2-1), must all of the sub exhibits be uploaded individually, or if they all reside within the Appraisal Report, is one upload permissible? | Sub exhibits which are part of a single report like an appraisal may be uploaded as one document.   |
| 11 | Can you create a similar checklist instructions for concept meetings, so that concept package requirements become consistent throughout HUD? Right now they differ from office to office.  | Checklists for concept meetings were considered but not implemented at this time as concept meeting are more informal and format has been left to the HUB.  |

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| <p><b>12</b></p> | <p>HUD should consider creating a consolidated certification for the Mortgagor and the Mortgagee. For LEAN deals, the following certifications are included in the consolidated Lender and Borrower certs:</p>   | <p>Agreed. HUD is working on the development of a consolidated certification(s). In the interim, submit certifications as required in the past, or a draft consolidated certification.</p> |
|                  | <p><b><u>Lender Cert:</u></b> Application for Project Mortgage Insurance, Byrd Amendment, Identities of Interest, Due Diligence, Underwriter Trainee, Other Parties</p>  |  |
|                  | <p><b><u>Borrower Cert:</u></b> Application for Project Mortgage Insurance, Supplement to Underwriting Analysis, Byrd Amendment, Credit Authorization, Parties to the Transaction, Other Parties, Identities of Interest, Previous Participation, Fair Housing; Title VI of the Civil Rights Act, LIHTC Participation, Accounts Receivable Financing, Section 223(d) Certifications, Certain HUD Mortgage Insurance Program Requirements, Certifications of Multiple Projects for 223(a)(7).</p> |  |

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| <p><b>Missing Items</b></p> | <p>In the missing items list, HUD’s response often states that the particular documents are “Required in the MAP Guide Checklist.”; however, according to the Mortgagee Letter, the new requirements “supersede the existing MAP Guide application requirement checklists.” How do we reconcile that we should reference the MAP Guide checklist requirements, when this ML supersedes those requirements?</p> | <p>The checklist supersedes the MAP Guide Checklists in Appendix 4, but does not supersede other MAP Guide requirements. To the extent an exhibit or information is required by the MAP Guide, insert it in the exhibit listed in these Q&amp;A's, or in such other clearly marked appropriate location that will be obvious to the reviewer. We'll refine the checklists in the next MAP Guide revision based on experience.</p> |
| <p><b>13</b></p>            | <p>We have been using the standardized narrative templates for some time and have linked our Excel workbooks to them to auto-populate many of the tables, such as the Executive Summary. Are you asking us to use the template referenced in the Mortgagee Letter or can we use own if it matches HUD's template in form and content?</p>  | <p>Yes, you may use your own template as long as the form matches HUD's content and follows the flow of the published standardized narrative template.</p>  |
| <p><b>14</b></p>            | <p>Will HUD accept 2 sided printing of the application?</p>  | <p>Yes, HUD will accept 2 sided printing.</p>   |

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| <p><b>15</b></p> | <p>On the call it was mentioned a half-sized set of plans and specs to be submitted. Do we submit one full-size and one half set?</p>  | <p>HUD will accept two sets of reduced size plans provided they are legible and an electronic version is submitted in addition. The Master Set is the legal contract document for closing and must be bound and signed on the cover sheet and last sheet of the drawings, in addition to the first and last pages of the specifications. The Master Set must be identified as such. Signatories must initial opposite any last minute revisions not covered by the Firm Commitment or addendum.</p>  |
| <p><b>16</b></p> | <p>On the call it was said that HUD wants third-party reports searchable and allow the user to copy/paste. Our vendors do not give end users and unsecured version of the report. Did we hear correctly? If so is this a requirement or a request?</p> | <p>A legible electronic copy is required. We request that it also be searchable and that the software have the capability of copying text into other documents. Many third party report providers and lenders have been able to provide the electronic reports with that functionality without compromising the security of the third-party report.</p>  |
| <p><b>17</b></p> | <p>The 223(f) checklist requests copies of monthly utility bills? How many months are you requesting?</p>  | <p>Evidence of monthly utility bills are only required with Project Based Section 8 and LIHTC deals as noted in Map Guide, Chapter 7.17. If the application includes Project Based Section 8 or LIHTC, utility expenses are generally averaged over 12 months. A recent utility bill for one month is adequate to demonstrate the utility provider. For market rate deals, utility bills are generally not required and the checklist box may be marked "N/A". Operating expense guidance is outlined in the MAP Guide Chapter 7 , Section 7.8, B &amp; C.</p> |
| <p><b>18</b></p> | <p>Do you want original copies of the third-party report? The instructions also state to include electronic</p>  | <p>We want one hard copy of the third-party report, and an electronic copy.</p>  |

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|           | copies of the third-party reports, which is very easy to accommodate.   |   |
| <b>19</b> | The new checklists reference the third-party report, but do they need to be included in the three-ring binders?         | The hard copy of the third-party reports may be submitted either in a three-ring binder, or if separately bound, but it in an envelope and punch 3 holes in the envelope, and put it in a three ring binder. If you elect not to place it in a binder, insert a blank page where the third-party report would be in the binder, the exhibit would read "Under Separate Cover". Place the third-party report in envelope marked as the third-party reports, submit without placing it in the binder. |
| <b>20</b> | Is the Appraiser required to complete and sign a "trail" HUD 92264-A?   | No. Check "N/A" if they don't prepare the form.   |
| <b>21</b> | It is expensive to get Tabs for each individual sub-exhibit. Can we just submit the hard copy with one tab per section? | Yes, so long as the electronic submission is labelled per the checklist instructions. For example, the third party appraiser's 2264 form should be labelled [ <b>2-1-A.-02264</b> ] in the electronic submission.   |