

WHAT'S NEW?



IREMS 2.3

Overview

This document provides information on the issues included in **iREMS** release 2.3.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

ASSET MANAGEMENT

My Events

The Event Notification module has been upgraded to take advantage of the latest Java and Oracle Database capabilities. Each current **Event Notification** rule has been modularized so that it only runs in the context that the event triggers. Previously, all triggered properties ran through all events. This caused the run time to be longer. This new modification also allows additional rules to be added quickly without affecting all event rules.

New “data” has been added on key events to provide more detail. For example, instead of displaying “*Physical Inspection received*” it will now display “*Physical Inspection 10511 with Inspection Date 7/11/2012 received*”. This procedure benefits the users by upgrading and streamlining the event notification code and allows more customized event notifications.

Additionally, a new **Event Notification** will be automatically generated when the Management Agent’s certification (for a specific property) expires. The event notification will be sent to the Project Manager (PM) assigned to the property. This will enable the PM to proactively get a new certification.

<input type="checkbox"/>	Property Name	Identifier	Notification Date	Description
<input type="checkbox"/>	NEWARK GREEN APARTMENTS	800016988	08/07/2013	Comparability Study for FY 2014 Adjusted by OCAF.
<input type="checkbox"/>	NEWARK GREEN APARTMENTS	OH16H051037	08/07/2013	Amend Rents Record Created for FY 2014 option 2, Automatic Rent Increase Notification Due to be Sent to Owner/Agent.
<input type="checkbox"/>	AMESBURY ROSALIND ESTATE	OH120011084	08/05/2013	Amend Rents Record Created for FY 2014 option 3b, Automatic Rent Increase Notification Due to be Sent to Owner/Agent.

My Events – sample of description changes

The following **Event** notifications will no longer be generated by iREMS. They were removed due to old database structures and systems.

Rule Name	Org	Rule Description	Contact Roles
Close AFS Non-filer	MFH	Close AFS Non-Filer project action referral	EAN
Loan in Default	DEC	For those properties that are currently referred to the DEC, for a finance statement submission property.	EAN, FAN, ESA
Physical Inspection conducted - EH&S items found	MFH	Notify the assigned PM and CA every time a physical inspection is conducted that finds EH&S items.	PM, CA

Management Reviews

➤ Management Review Detail

To enable MFH users the ability to record and perform just the off-site component of a property review, a new field "*Desk Review Only*" had been added on the **Management Review Detail** screen. The two values displayed for the radio control are "Yes" and "No". "No" indicates that the review had both an off-site and an on-site component. "Yes" indicates the review was conducted as an off-site review only. All existing reviews in the system will be assigned a default value of "U" to indicate "Unconfirmed" status. (A user cannot select "U" as a value.) The user is able to change the "U" value to "Yes" or "No".

A report "*Management Plan MOR Report – Management Review and Property Details*" for Management Reviews has been updated to reflect this new field.

The screenshot shows the 'Management Review Detail' form. The 'Desk Review Only' field is highlighted with a red arrow. The form contains the following fields and values:

- Scheduled Date: 05/30/2013
- Review Type: Management Review Only
- Desk Review Only: Yes No Unconfirmed
- Person/Role: NICE S GORD - Role:PM
- Performed Date: 05/30/2013
- Report Date: 05/31/2013
- Date Report Date Entered: 05/31/2013
- Owner Response Due: Yes No
- Response Due Date: 06/20/2013
- Response Received Date:
- Closed Date:
- Overall Rating: Satisfactory

Management Reviews – Management Review Detail
(New – “Desk Review Only” field)

Property Participants

- Current Owner\Contact
- Owner History\Narratives
- Current Lessee\Contact
- Lessee History\Narratives

Previously in iREMS, the Financial Statement Required (FSR) indicator was associated to the property level. FASS requested that iREMS dis-associate the FSR indicator from the property level and re-associate it to the property participant level.

Therefore, the iREMS system will change from having just one FSR indicator (associated to the property) to having multiple FSR indicators (associated to the property/participant combination). For example, Participant A who owns property 800000001 will have an FSR for that combination of participant ID and property ID, but might have a different FSR for Participant A who also owns property 800000002.

When the user adds or updates an owner on the **Owner Participant Detail** page a new “*Owner Financial Statement Required*” radio button has been added with options “Yes” and “No”. The default of the Financial Statement Required radio button will be ‘No’ for a new owner and the user needs to know when to set the new owner to ‘Yes’ (if applicable) and the old owner to ‘No’.

Also a new input field called “*Owner Fiscal Year End Effective Date*” has been added. The user is required to complete these new fields prior to saving on the page. These fields will be displayed on the **Current Owner Detail** page. The two fields are also included on the **Previous Owner Detail** page.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/ Developer/Contact
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Current Owner Detail

Name: ABCAP Housing III, Inc. TIN: 311267721
 Phone: 937-378-6041
 Street: 406 W. Plum Street Fax: 937-378-4400
 E-Mail: anorris@abcap.net

City: Georgetown
 U.S. State or Territory: OHIO
 Foreign State or Territory:
 Country: USA
 U.S. Zip Code: 45121 - 1241
 Foreign Postal Code:
 Standardization Status: 100% Overall probable correctness
 Source System: APPS

Company Type: Non-Profit
 Owner Legal Structure: Corporation
 DUNS #:

Owner Financial Statement Required: Yes
 Owner Fiscal Year End Date: (mm/dd) 06/30

 Owner Fiscal Year End Effective Date: 03/03/2000
 Date Deed Recorded: 09/27/1990
 Date Owner Assumed
 Financial Responsibility (FASS): 09/27/1990
 Regulatory Agreement signed by current owner and HUD? YES
 Date Signed: 09/27/1990
 Date of Last Amendment:
 Distribution Allowed: Unconfirmed
 Source Document for Distributions: Unconfirmed
 Final HUD TPA Approval Date:

Owner Contact

Name: ALVIN NORRIS Phone: 937-378-6041
 Title: Executive Director Fax: 937-378-4400
 Street: 406 W Plum St Pager/Cell Phone:
 E-Mail: anorris@abcap.net

City: Georgetown
 U.S. State or Territory: OHIO
 Foreign State or Territory:
 Country: USA
 U.S. Zip Code: 45121 - 1056
 Foreign Postal Code:
 Standardization Status: 100% Overall probable correctness

Current Owner Detail page

On the **Current Owner Detail** and the **Previous Owner Detail** pages there is a **FYE History** button. The new **FYE History** button will link to a separate page called **FYE History** and will show the FYE history for current and previous owners. The table shows the “*FYE Effective Date*” and the “*Fiscal Year End Date*”.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/ Developer/Contact
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FYE History

Displaying records 1 to 3 of 3

FYE Effective Date	Fiscal Year End Date
01/01/2013	12/31
01/01/2012	12/31

FYE History page

On the **Owner History\Narratives** tab, on the table **Owner List\History** there is a new column called *Financial Statement Required*. It is populated from the response the user entered when adding or updating a new or previous owner.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Owner List/History								
Owner Name	Owner TIN	DUNS #	Date Owner Assumed Financial Responsibility (FASS)	FASS Ownership Expiration Date	FYE	Financial Statement Required	Company Type	Legal Structure
ABCAP Housing III, Inc.	311267721		09/27/1990		06/30	Yes	Non-Profit	Corporation
Owner/Field Office Contact Narrative: Ownership								
Summary Narrative: Ownership								

Owner List/History - Financial Statement Required column

Within the **Financial Statements** section on the *Owner AFS List*, the “*Financial Statement Required*” field is now changed to “*Current Owner Financial Statement Required*” read only field listing the “*Yes*” or “*No*”.

Owner AFS List	Lessee AFS List	FASS Assessment	FASS Admin Requests							
Owner Annual Financial Statement Save Reset										
Current Owner Financial Statement Required: No										
Owner Fiscal Year End Date: (mm/dd) 12/31										
Annual Financial Statements from FASS										
Due Date	TIN	Non-Filer Email Sent	Date Received	Number of Compliance Flags Assessed	Performance Value/Color	Date FASS Letter Sent	Response Due Date	Referred To	Response Received Date	Closed Date
09/28/2012	Unknown									09/28/2012
Submission Status: Active		Submission Type:		Submission FYE:						
09/28/2011	770433841	09/10/2011		0	69.000 Yellow	09/19/2011		None		09/11/2011
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 06/30/2011						
09/28/2010	770433841	09/16/2010		0	75.000 Green	09/20/2010		None		09/17/2010

Owner AFS List page

Under **Summaries**, on the *Summary* tab, under the *Current Owner* section, a new field called “*Owner Financial Statement Required*” displays with the “*Yes*” or “*No*” response. All of the changes mentioned above will display on the *Consolidated Screen Print* page.

Summary Narrative	Consolidated Screen Print
Current Owner	
Name: Willowbrook Housing Partners TIN: 460486338	
Title:	Phone: 619-260-5562
Street: P.O. Box 880367	Fax: 619-260-5563
City: San Diego	E-Mail: martha@loganpm.com
U.S. State or Territory:	CA
Foreign State or Territory:	
Country:	USA
U.S. Zip Code:	92116 -
Foreign Postal Code:	
Standardization Status:	Not Standardized
DUNS #:	
Owner Financial Statement Required: Yes	

Summary page

When the user adds or updates a Lessee, the same changes made above on the **Owner** pages will apply to the **Lessee** pages. These pages include:

- Lessee Participant Add
- Lessee Participant Detail
- Current Lessee Detail
- Previous Lessee Detail

- FYE History
- Lessee History\Narratives
- Lessee AFS List
- Summary – Current Lessee
- Summary – Consolidated Screen Prints

Property Participants

- **Current Management Agent/Contacts**
- **Management Agent History/Narratives**

The iREMS system now keeps track of the history of management agents associated with a property. This allows the iREMS user to identify the specific Management Agent that was effective when a review was conducted on a property or when a fee was effective on a property. The user also has the ability to look up prior Management Agents associated with a property or correct some of the details of their association with the property previously entered. It is now possible to reinstate a prior Management Agent/Owner/Lessee for a property where the agent/owner/lessee was terminated earlier. Additionally, the ability to delete an agent is only granted to a user with a HOD role.

Management Agent\Contacts tab has been renamed to **Current Management Agent\Contacts** and **Management Narratives** tab has been renamed to **Management Agent History\Narratives**.

A new page called **Previous Management Agent Detail** has been created. This page will contain the same fields as **Current Management Agent**, but will be exclusively for the Previous Management Agent data.

A *Management Agent Contact Narrative* and a *Summary Narrative* has been added to the **Management Agent History List** page.

Note: Authorized users are not able to update Management Agent participant data. Management Agent participants can only be updated in APPS.

These modifications will benefit both DEC and MFH users to track Management Agents even after they are no longer affiliated with a given property.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/ Developer/Contact
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Property Participant List

Current Property Participants

Role	Name	TIN	Effective Date
Owner	ABCAP Housing III, Inc.	311267721	09/27/1990
Management Agent	ABCEO, Inc.	310710683	06/01/1999

Current Contract Administrators

Contract	CA ID	Name	TIN	Effective Date
OH10T881013	OH800	Columbus Metropolitan Housing Authority (Ohio)	316401164	09/01/2000

Current Mortgagees (Insured Loans)

Financial Instrument	Role	Lender ID	Name
No current Mortgagees for this property.			

Property Participant List

When the user adds a new management agent, the existing management agent will not be deleted. It will be stored in Management Agent History.

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/ Developer/Contact
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Management Agent List / History Save Reset

Management Agent Name	Management Agent TIN	Agent Effective Date	Agent Termination Date	Agent Certification Start Date	Agent Certification End Date	Certification Type
ABCEO, Inc.	310710683	06/01/1999				Identity of Interest

Management Narratives

Owner/Field Office Contact Narrative: Property Management

Summary Narrative: Property Management
Transferred to Columbus from Cincinnati - assigned to P.J. Trammell on 8/16/99. pjt 8/17/99

Contract Administrator Summary Narrative: Property Management

Management Agent List/History page with Narratives

Property Participants

- **Current Management Agent Detail**
 - **Rental Inquiries Contact**

The official data source for participant information and updates is the Active Partners Performance System (APPS). Participant information is added and updated in APPS and stored in a table that iREMS uses for participant information. Therefore, when a Management Agent data is updated it is changed in APPS.

Contact Information resides in iREMS and is updated in iREMS. Accurate *Rental Inquiry Contact* in iREMS is important because it populates the HUD Affordable Housing Website. The HUD Affordable Housing Website is used by potential renters and provides necessary

information on current openings and contacts. A majority of Rental Inquiry Contacts are the same as the Management Agent.

Previously, if the *Rental Inquiry Contact* **was the same** as the *Management Agent* contact and that Management Agent was updated in APPS the user had to change the Rental Inquiry Contact on every property when the *Management Agent* contact was changed. That function has been modified. A drop down list has been added to the *Rental Inquiry Contact* section that will allow the user to click the requested contact name and/or address, and thereby tie the Rental Inquiry Contact to the Management Agent. The Rental Inquiry Contact can also be tied to other management agent contacts too.

- Rental Inquiry Contact (Not tied to anyone – Enter Data)
- Management Agent
- Management Agent Contact
- Management Agent Site Manager
- Management Agent Regional Office Contact

iREMS will run a nightly job that matches up or changes the rental inquiry contact's address to the appropriate changed made for the management agent that were done in the APPS system, so the user does not have to update the Rental Inquiry Contact on every property if he is associated with the Management Agent.

If the Rental Inquiry Contact is tied to the management agent contact, management agent site manager or the management agent regional office contact, the moment the user selects one of these as an option for the Rental Inquiry Contact and clicks the 'Save' button the system will auto populate the Rental Inquiry Contact name/address with the same information as the other Management Agent Contact's information.

If the Rental Inquiry contact is not associated with the Management group, the user will continue to enter the *Rental Inquiry Contact*.

The screenshot displays the 'Rental Inquiries Contact' form. At the top, there are several tabs: 'Property Participant List', 'Current Owner/Contact', 'Owner History/Narratives', 'Current Lessee/Contact', 'Lessee History/Narratives', 'Management Agent/Contacts', 'Management Narratives', 'Management Fees', and 'Sponsor/Developer/Contact'. The 'Management Agent/Contacts' tab is active. Below the tabs, the form title is 'Rental Inquiries Contact' with an 'Add' button. The main section of the form contains the following fields and options:

- Rental Inquiry Contact address is the same as:** A dropdown menu with the following options: 'Rental Inquiry Contact (Not tied to anyone - Enter Data)', 'Management Agent', 'Management Agent Contact', 'Management Agent Site Manager', and 'Management Agent Regional Office Contact'. The 'Management Agent' option is selected.
- Name:**
- Phone:**
- Title:**
- Fax:**
- Street:**
- Pager/Cell Phone:**
- E-Mail:**
- City:**
- U.S. State or Territory:**
- Foreign State or Territory:**
- Country:**
- U.S. Zip Code:**
- Foreign Postal Code:**
- Standardization Status:**

Rental Inquiries Contact – contact list

Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Current Management Agent/Contacts	Management Agent History/Narratives	Management Fees	Sponsor/Developer/Contact
Current Management Agent Detail								
<p>Name: ABCEO, Inc. TIN: 310710693 Street: 406 W. Plum Street Phone: (937) 378-6041 Fax: (937) 378-4114 E-Mail: need_email@hud.gov</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1261 Foreign Postal Code: Standardization Status: 100% Overall probable correctness Source System: APPS</p>								
<p>Agent Effective Date: 06/01/1999 Open Ended Certification: Yes Management Certification Time Period: <i>(term certifications only)</i> Start Date: End Date: Management Certification Type: Identity of Interest Does agent manage other HUD properties?: Yes Agent Termination Date:</p>								
<p>Do companies related to the management company provide project services? Unconfirmed Type of related company services: <input checked="" type="checkbox"/> Bookkeeping <input checked="" type="checkbox"/> Cleaning <input checked="" type="checkbox"/> Landscape <input type="checkbox"/> Data Processing <input type="checkbox"/> Construction <input type="checkbox"/> Other Describe Other:</p>								
Management Agent Regional Office Contact								
<p>Name: ABCEO, INC. Phone: 937-378-6041 Title: Fax: 937-378-4400 Street: 406 W Plum St Pager/Cell Phone: E-Mail: sspiller@abcap.net</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1056 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Management Agent Contact								
<p>Name: SHELLY SPILLER Phone: 937-378-6041, X256 Title: Fax: 937-378-4400 Street: 406 W Plum St Pager/Cell Phone: E-Mail: sspiller@abcap.net</p> <p>City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1056 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Management Agent Site Manager								
<p>Name: PAT MONTGOMERY Phone: 937-378-6041 Title: Property Manager Fax: 937-378-4400 Street: 230 Spruce Ln Pager/Cell Phone: E-Mail: pamontgomery2005@yahoo.com</p> <p>City: West Union U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45693 - 9599 Foreign Postal Code: Standardization Status: 100% Overall probable correctness</p>								
Rental Inquiries Contact								
<p>Rental Inquiry Contact address is the same as: Rental Inquiry Contact (Not tied to anyone - Enter Data) Name: ABCEO, Inc. Phone: 937-378-6041 Title: Fax: (937) 378-4114 Street: 406 W. Plum Street Pager/Cell Phone: E-Mail: City: Georgetown U.S. State or Territory: OHIO Foreign State or Territory: Country: USA U.S. Zip Code: 45121 - 1261 Foreign Postal Code: Standardization Status: House number not found</p>								

Current Management Agent Detail page

Servicing

➤ Other Public Subsidies List

On the **Other Public Subsidies Detail** page, when the user selects *Service Coord* from the **Subsidy** drop-down box a **Service Coordinator Data** section displays. The *Comment* field under the *Servicing Required* indicator will now be view only.

There is a new validation that requires *Effective Date*, *Expiration Date*, *Servicing Required Indicator* and *Funding Source Comment* fields to be completed. If these fields are blank when the user clicks on **Save**, an error message will display. A new date has been added. The *Funding Source Change Date* will be generated, as view only, and will default to the current date a *Funding Source* is added or changed.

On **Service Coordinator** records, when adding or changing a report's *Received Date*, the *Funding Source* must be filled in with a valid response from the drop down. "Select Funding Source" is not a valid response. When saving the record, if "Select Funding Source" is in the *Funding Source* field an error box will be displayed. "Please specify the Funding Source" is the error message. The valid response must be entered before the system will save the record.

Type	Subsidy	Amount	Servicing Required	Effective Date	Expiration Date
Federal	Service Coord.	89622.00	No	07/01/2002	06/30/2013

Other Public Subsidies List

On the **Other Public Subsidies Detail** page, when the user selects *Asst Living Conv Prgm* from the **Subsidy** drop-down box an **Assisted Living Care Data** section will display. A separate section for **Assisted Living Care Reports** will also display after saving the original data. This addition will benefit MFH user by allowing the capability to verify that the owner is abiding by the **Assisted Living Care Cnv Program** requirements.

The following pages are samples of the screens displayed for the **Assisted Living Cnv Prgm.** . All changes listed above for **Service Coordinator** will apply to the **Assisted Living Care Data** section.

Associations to Property Reserve Tracking Use Restriction List IRP List Other Public Subsidies List

Other Public Subsidies List Save Reset Add

Displaying records 1 to 3 of 3

First < Previous Next > Last

Type	Subsidy	Amount	Servicing Required	Effective Date	Expiration Date
Federal	Asst Living Cnv Prgm	1500.00	Yes	05/01/2013	05/01/2014
Federal	Capital Grant	12000.00	Unconfirmed	04/07/2009	
State	Drug Elim. Grant	1600.00	Yes	06/01/2005	

Describe Funding:

Other Public Subsidies List- with Asst Living Cnv Prgm

Subsidy Administration

Contract Processing

➤ Function/Contract Selection

When the system generates an Auto OCAF record the three owner package dates will not display on the **Function/Contract Selection** page.

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	AR37H252010	N/A	04/30/2031	N

Surviving Contract: AR37H252010
HUD Policy: User Guide
Fiscal Year: 2013
Contract Function: MAHRA Amend Rent Increases
Contract Action Selection: 2: Request Renewal Without Restructuring at or Below Comparable Rents
Processing Status(if applicable): Option Selected - In Process

Function/Contract Selection – Auto OCAF

On the **Function/Contract Selection** screen, the owner package dates are required fields for renewal and amend rent records. (Not Auto OCAF records). The *Date Owner Signed Submission* and the *Date Owner Submission Package Initially Received* fields must be completed to have access to the detail pages. An error message will display.

Contract Processing List: CA39T841010, N/A, 09/30/2032, N

Combine Contracts and/or Stages: No
Surviving Contract: CA39T841010
HUD Policy: User Guide
Fiscal Year:
Contract Function:
Contract Action Selection:
Processing Status(if applicable):

Message from webpage
Date Owner Signed Submission is a required field when a Contract Action has been selected
Date Owner Submission Package Initially Received is a required field when a Contract Action has been selected

Date Owner Signed Submission:
Date Owner Submission Package Initially Received:
Date Complete Package Received from Owner:

Is the Owner Debarred or Suspended? Yes No Unconfirmed
Does the Owner Have Material Violations? Yes No Unconfirmed

Function/Contract Selection – error message (not on Auto OCAF)

Previously, even though the check box for the contract was checked when submitting a **Rent Adjustment** record, the check box was not checked on executed *Rent Adjustments*. This has been corrected. The check box is there for new, unexecuted and executed records.

Contract Processing List		Function / Contract Selection		Function Detail	
Function/Contract Selection					
Contract(s) and/or Stage(s):					
Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?	
<input checked="" type="checkbox"/>	AL09Q981002	N/A	03/23/2014	N	
Fiscal Year: 2013					
Contract Function: Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA)					
Contract Action Selection: Budget Based					
Date Owner Signed Submission: 01/01/2013					
Date Owner Submission Package Initially Received: 01/28/2013					
Date Complete Package Received from Owner: 01/28/2013					

Amend rents were given an error message when finalizing due to a miss match in contract term and expiration date. This error is only supposed to display for renewals and not for amend rents. The error checking has been disabled for amend rents.



Sample of error message

For the manual correction on **Rent Adjustment** two warning messages now replaces two error messages that previously displayed:

On a Manual Rent Adjustment when an UA Amount Changes without an UA Effective Date change, a warning message will display: *“Warning: Please note that a change to **Utility Allowance Effective Date** is necessary if there is change in Utility Allowance Amount. Data will be saved as entered”*.

Section 8 Contract Processing List		PRAC Contract Processing List		Function / Contract Selection		Function Detail		
Warning: Please note that a change to Utility Allowance Effective Date is necessary if there is change in Utility Allowance Amount. Data will be saved as entered.								
Rent Adjustments Save Reset								
Contract:		AL09M000091		Stage:		N/A		
Effective Date:		08/01/2003		Total Number of Contracted Units:		82		
Expiration Date:		04/30/2019		ARAMS Status:		Not Executed		
Rent Increase Type: Manual Correction								
Rent Adjustment Rents Add Delete								
Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
<input type="checkbox"/>	2	SEC8	53	493	493	161	165	05/21/2013
<input type="checkbox"/>	3	SEC8	29	540	540	169	171	
HUD Approved Date:				Rent Adjustment Effective Date:				
Execution Date:				Utility Allowance Changed: Y				
Utility Allowance Changed Comments: Amount corrected								

Rent Adjustments – warning example

When an UA Effective Date Changes without an UA Amount change, this warning will display:
“Warning: Please note that a change to **Utility Allowance Amount** is necessary if there is change in **Utility Allowance Effective Date**. Data will be saved as entered.”

Section 8 Contract Processing List | FRAC Contract Processing List | Function / Contract Selection | Function Detail

Warning: Please note that a change to Utility Allowance Amount is necessary if there is change in Utility Allowance Effective Date. Data will be saved as entered.

Rent Adjustments [Save] [Reset]

Contract: AL09M000091 Stage: N/A
Effective Date: 08/01/2003 Total Number of Contracted Units: 82
Expiration Date: 04/30/2019 ARAMS Status: Not Executed

Rent Increase Type: Manual Correction

Rent Adjustment Rents [Add] [Delete]

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
<input type="checkbox"/>	2	SEC8	53	493	493	161	160	05/21/2013
<input type="checkbox"/>	3	SEC8	29	540	540	169	169	

HUD Approved Date: [] Rent Adjustment Effective Date: []
Execution Date: [] Utility Allowance Changed: Y

Utility Allowance Changed Comments:
amount corrected

Rent Adjustments – warning example

Previously, on the Rent Adjustment screen when a *Utility Acceptance Effective Date* was entered it with blank after executing. The UA effective date was saved with the record but did not display. This has been corrected. The UA Effective Date will display in the **Rent Adjustment Rents** table.

Section 8 Contract Processing List | FRAC Contract Processing List | Function / Contract Selection | Function Detail

Rent Adjustments

Contract: AL09T891006 Stage: N/A
Effective Date: 01/29/2012 Total Number of Contracted Units: 53
Expiration Date: 01/28/2017 ARAMS Status: Executed

Rent Increase Type: Manual Correction

Rent Adjustment Rents

Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
1	0550SQFT	53	705	705	57	63	12/01/2010

[Cover Letter Input]

HUD Approved Date: 11/18/2010 Rent Adjustment Effective Date: 12/01/2010
Execution Date: 11/18/2010 Utility Allowance Changed: N

Utility Allowance Changed Comments:
Comments:
FY 2011 UA ONLY THE UA EFFECTIVE DATE IS 12/01/2010 THE NEW UA AMOUNT IS \$63.00.

Rent Adjustments - Executed

Contract Processing

➤ Function Detail

- OCAF

In the **Contract Processing** module, on the **OCAF** screen when the *Annual Project Debt Service* is changed, the *Rent Increase Factor* is automatically changed. The following warning message displays: “The ‘Rent Increase Factor’ value has changed. Click OK to overlay the current OCAF Adjusted Rent amounts in the rent table with the newly calculated values.” An

“OK” button is in the warning box. The user must click on “OK” to proceed. The change is implemented. This applies to *Renewals, Amend Rents* and *OCAF Rent Adjustments*.

OCAF Rent Adjustments	
Annual Rent Potential for all Section 8 Units included in the Current Process:	1034892.00
Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process:	0.00
Annual Budget-Based Rent Potential for Section 8 Units Included in the Current Process:	0.00
Annual Rent Potential for all Non-Expiring Section 8 Units (Not included in the Current Process):	0.00
Annual Rent Potential Non-Section 8 Units:	14040.00
Annual Project Rent Potential:	1048932.00
Expiring Section 8 Portion of Total Rent Potential:	0.99
Annual Project Debt Service:	22015.82
Note: Already includes MIP amount	
Annual Expiring Section 8 Share of Debt Service:	21795.66
Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service:	1013096.34
Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.300%):	1036397.56
OCAF Adjusted Contract Rent Potential:	1056193.22
Rent Increase Factor:	1.023

OCAF page with Rent Increase Factor warning box

Sample of warning message

Contract Processing

➤ Function Detail

● Rent Adjustments

When a user processes a Rent Adjustment (*AAF Adjusted, Budget Based or Manual Correction*) in iREMS, they will be able to generate a letter to review prior to clicking the **Execute** button. The letter to the owner can be generated and printed prior to execution of the rent adjustment to review and verify the adjusted rent amounts and/or adjusted utility amounts. This will give the user a chance to make changes prior to the rent adjustment being locked in ARAMS “Executed” status. The user can still generate the letter after the execution.

Section 8 Contract Processing List PRAC Contract Processing List Function / Contract Selection Function Detail

Rent Adjustments Save Reset

Contract: KY36M000101 Stage: N/A
 Effective Date: 07/01/2009 Total Number of Contracted Units: 30
 Expiration Date: 06/30/2014 ARAMS Status: Not Executed

Rent Increase Type: AAF Adjusted

Rent Adjustment Rents Add Delete

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
<input type="checkbox"/>	1	0577SQFT	5	374	380	35	35	07/01/2012
<input type="checkbox"/>	2	0694SQFT	17	390	399	65	65	07/01/2012
<input type="checkbox"/>	3	0846SQFT	7	397	400	77	77	07/01/2012
<input type="checkbox"/>	3	0948SQFT	1	415	420	117	117	07/01/2012

HUD Approved Date: Rent Adjustment Effective Date:
 Execution Date: Utility Allowance Changed: N

Utility Allowance Changed Comments:

Comments:

Cover Letter Input Execute

**Rent Adjustments - Cover Letter Input before Execute
(AAF Adjusted, Budget Based or Manual Correction)**

Contract Processing List Function / Contract Selection Function Detail

Cover Letter Input Generate Report Reset Back

Contract Information

Contract: FL290046007 Stage: N/A
 Effective Date: 06/01/2010 Total Number of Contracted Units: 20
 Expiration Date: 05/31/2015 ARAMS Status: Not Executed

Cover Letter Information

Addressee: 611692174 - Owner - Anne Marie Towers LLC
 Attention:

Additional Paragraph:

Sender Phone:
 Sender Name: JOHN MONET
 Sender Title: Backup Project Manager

Notification Contract Signature

Name: SARA RENWA
 Title: Supervisory Project Manager

Generate Report Reset Back

Rent Adjustment - Cover Letter input

Contract Processing

- PRAC Contract Processing List
- Function/Contract Selection
- Function Detail
 - PRAC – Rent Adjustments

Rent Adjustments for the PRAC, *Project Rental Assistance Contracts* are now entered into iREMS for processing. PRAC contains the new form of rental assistance subsidy for the Section

202 and Section 811 capital advance programs. PRACs are HUD-administered. Rent adjustments for PRACs are currently only Budget Based and Manual Correction.

Note that the **Contract Processing List** tab has been renamed to **Section 8 Contract Processing List**. There is a new tab for the **PRAC Contract Processing List** and new pages associated for *PRAC Rent Adjustments*. PRAC Rent Adjustment functionality looks and operates the same as the Section 8 Contract Processing Functionality.

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
CA39Q931005	N/A	PRAC Rent Adjustment	FY 2009 - Budget Based	12/01/2009		Executed
CA39Q931005	N/A	PRAC Rent Adjustment	FY 2008 - Budget Based	05/01/2008		Executed
CA39Q931005	N/A	PRAC Rent Adjustment	FY 2006 - Budget Based	04/01/2007		Executed
CA39Q931005	N/A	PRAC Rent Adjustment	FY 2005 - Budget Based	10/01/2004		Executed

PRAC Contract Processing List

Function/Contract Selection [Save] [Reset] [Delete]

Contract(s) and/or Stage(s):

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	CA39Q931005	N/A	10/31/2016	N

Fiscal Year: 2014
 Contract Function: PRAC Rent Adjustment
 Contract Action Selection: Budget Based
 Date Owner Signed Submission: 07/01/2013
 Date Owner Submission Package Initially Received: 07/09/2013
 Date Complete Package Received from Owner: 07/10/2013

Function/Contract Selection page - Budget Based or Manual

Rent Adjustments [Save] [Reset]

Contract: CA39Q931005 Stage: N/A
 Effective Date: 11/01/1996 Total Number of Contracted Units: 13
 Expiration Date: 10/31/2016 ARAMS Status: Not Executed

Rent Increase Type: Budget Based
 Overall Rent Increase %: (if the Increase/Decrease is 6.5%, enter 0.065): 0.0650
 Overall Utility Increase %: (if the Increase/Decrease is 6.5%, enter 0.065):

Rent Adjustment Rents [Add] [Delete]

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
<input type="checkbox"/>	1	Bedroom	1	1292	1292	0	0	
				Rent Increase %	0.0000	Utility Increase %	0.0000	
<input type="checkbox"/>	2	2 Room Mates	12	1383	1383	62	62	12/01/2010
				Rent Increase %	0.0000	Utility Increase %	0.0000	

HUD Approved Date: 07/18/2013 Rent Adjustment Effective Date: 08/01/2013
 Execution Date: Utility Allowance Changed: N
 Utility Allowance Changed Comments:
 Comments:

[Cover Letter Input] [Execute]

Rent Adjustment Rents – with input changes

Section 8 Contract Processing List PRAC Contract Processing List Function / Contract Selection Function Detail

Rent Adjustments Save Successful (x) Save Reset

Contract: CA39Q931005 Stage: N/A
 Effective Date: 11/01/1996 Total Number of Contracted Units: 13
 Expiration Date: 10/31/2016 ARAMS Status: Not Executed

Rent Increase Type: Budget Based

Overall Rent Increase %: (if the Increase/Decrease is 6.5%, enter 0.065): 0.0650 Overall Utility Increase %: (if the Increase/Decrease is 6.5%, enter 0.065):

Rent Adjustment Rents Add Delete

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount	Utility Allowance Effective Date
<input type="checkbox"/>	1	Bedroom	1	1292	1376	0	0	
				Rent Increase %	0.0650	Utility Increase %	0.0000	
<input type="checkbox"/>	2	2 Room Mates	12	1383	1473	62	62	12/01/2010
				Rent Increase %	0.0650	Utility Increase %	0.0000	

HUD Approved Date: 07/18/2013 Rent Adjustment Effective Date: 08/01/2013
 Execution Date: Utility Allowance Changed: N

Utility Allowance Changed Comments:

Comments:

Cover Letter Input Execute

Rent Adjustment Rents – saved with input changes

Section 8 Contract Processing List PRAC Contract Processing List Function / Contract Selection Function Detail

Cover Letter Input Generate Report Reset Back

Contract Information

Contract: CA39Q931005 Stage: N/A
 Effective Date: 11/01/1996 Total Number of Contracted Units: 13
 Expiration Date: 10/31/2016 ARAMS Status: Not Executed

Cover Letter Information

Addressee: Default to Project Address
 Attention:

Additional Paragraph:

Sender Phone:
 Sender Name: Select a Name
 Sender Title:

Notification Contract Signature

Generated Letter – Cover Letter Input

Database Changes

MPRD

The active_property table in the MPRD was not using the maximum sequence_number on the troubled_status table in HEREMS to break the tie between the update dates. This has been corrected. When the users of the MPRD search the active_property table for the troubled_code, an accurate result will be pulled and displayed from the troubled_status table based on the maximum sequence_number listed.

An example of the previous problem:

Property 800001143 was coded in iREMS as *Potentially Troubled* on 2/26/13.

The screenshot shows the iREMS interface for property 800001143. The top navigation bar includes 'Asset Management', 'Subsidy Administration', 'Asset Disposition', and 'Reports'. The main header displays 'Property ID: 800001143', 'Name: BURBANK HEIGHTS', 'Contract/FHA#: 12144304', 'Active Status: Y', 'Watch List: N', 'Troubled Status: Potentially Troubled', and 'DEC Status: Closed'. A search bar on the right is set to 'Property ID'. The left sidebar contains navigation links like 'Portfolio/Dashboard', 'DEC Referrals', 'DEC Report & Narratives', 'Financial Statements', 'Financing', and 'Management Reviews'. The main content area shows 'Property Name: BURBANK HEIGHTS' and 'AKA Name(s):'. There are 'Save' and 'Reset' buttons.

The active_property table in the MPRD this property was coded as *not troubled* as of 2/26/2013:

Query1		
property_id	troubled_code	troubled_status_update_date
800001143	N	2/26/2013

Here are the records in the troubled_status table of herems:

Query6			
property_id	sequence_number	troubled_code	status_update_date
800001143	1	N	1/1/1900
800001143	2	N	2/26/2013
800001143	3	P	2/26/2013

Note: The property was updated twice on 2/26/2013, first to N and then to P. The MPRD was not using the maximum sequence_number on the troubled_status table in HEREMS to break the tie between the update dates; in this case sequence 3 should be displayed being the max number listed. The caused an inaccurate troubled_code result displaying on the active_property table. This has been corrected.