MARK-TO-MARKET (M2M)
RELEASE 7.3.3
ONLINE SYSTEM
OAHP USERS GUIDE

for the

U.S. Department of Housing and Urban Development (HUD)
Office of Affordable Housing Preservation
(OAHP)

August 31, 2013

Mark-to-Market (M2M)
RELEASE 7.3.3
Online System
OAHP Users Guide
Table of Contents

Section **Page**

1 M2M SYSTEM RELEASE 7.3.3 INTRODUCTION 1

1.1 M2M PROGRAM GOALS AND OBJECTIVES 1
1.2 BUSINESS FUNCTIONS 1
1.3 SYSTEM REQUIREMENTS 2
1.4 TIPS FOR USING THE SYSTEM (BEFORE GETTING STARTED) 2
1.4.1 CASE-SENSITIVITY SIGN-ON 3
1.4.2 SET BROWSER TO ACCEPT "COOKIES" 3
1.4.3 SAVING CHANGES 3
1.4.4 DATE FORMAT 4
1.4.5 ERROR MESSAGES 4

2 M2M SYSTEM SECURITY 5

2.1 M2M SECURITY ROLES AND ACCESS LEVELS 5

3 ACCESS TO THE M2M LOGIN SCREEN 6

3.1 LOGIN PROCEDURES 6
3.2 LOG OFF PROCEDURE 7
3.3 TIME OUT FEATURE 7

4 M2M SYSTEM HOME SCREEN 8

4.1 ASSET ALLOCATION MODULE BUTTON 8
4.2 CRITICAL DATES TRACKING MODULE BUTTON 8
4.3 RESTRUCTURING PLANS MODULE BUTTON 8
4.4 CLOSING MODULE BUTTON 9
4.5 REPORTS MODULE BUTTON 9
4.6 GREEN RETROFIT BUTTON 9
4.7 E-MAIL LINK 9
4.8 OTHER HUDWEB SITES 10

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY 11

6 ASSET ALLOCATION MODULE 12

6.1 ASSET ALLOCATION SCREEN 12
6.2 ADD NEW PAEs SCREEN 13
6.2.1 DATA ENTRY 14
6.2.2 SUCCESSFUL RECORD ADDITION 15

6.3 View/Update PAEs Screen 15
6.3.1 View/Update PAE Data 16
6.3.2 Assigned Properties Section....17
6.3.3 Unassign Property 17
6.4 Retrieve New Contracts from REMS Screen 17
6.5 Retrieve Contracts Referred to OAHP, but not through REMS Screen....18
6.6 Retrieve Mod/Rehab Properties Screen 19
6.7 Review Assets Referred to OAHP via REMS, but not yet received 20
6.8 Review Assets Received at OAHP waiting PAE Assignment....21
6.8.2 Assignment Dated Fields....25
6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received 26
6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment 26
6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt....27
6.12 Assign/Update Portfolio Manager 28
6.13 Update Rehab Escrow Account Closed Date....30
6.14 Change Preservation Office Screen 31
6.15 Ineligible Properties Screen....32

7 CRITICAL DATES TRACKING MODULE 32

7.1 Assigned Properties Screen 34
7.2 Contract Number Link....34
7.3 Critical Dates Tracking Screen....34
7.3.1 Historical Data Display 40
7.3.2 OAHP Comment Log 43
7.3.3 Critical Dates Data Entry 44
7.3.4 Critical Dates Reporting....45
7.3.5 Ending M2M Contract Process....45
7.3.6 Changing Contract Renewal Type 46
7.3.7 As Is Rents Screen 47
7.3.8 Comp Review Results Screen 48
7.3.9 Comp Review to Determine Mark-Up-To-Market Eligibility Screen....48
7.3.10 Information Saved Screen 49

8 RESTRUCTURING PLANS MODULE....51

8.1 Restructuring Plans General Information....53
8.1.1 Negative Data Entry Fields 53
8.1.2 Navigating the Restructuring Plans Sections....54
8.2 Mortgage Restructuring Plan Forms 55
8.2.1 Excel Underwriting Model v4 55
8.2.1.1 Instructions for uploading the Model v4 and the Model data 56

8.2.1.2 Upload extracted data into the online Form 5.2 56
8.2.1.3 Upload a copy of the Model for centralized storage 57
8.2.1.4 Open or Download Model 57
8.2.2 Online Form 5.2 58
8.2.2.1 Form 5.2 Property & Loan Information Term Sheet 58
8.2.2.2 Form 5.2 Property Operating Statement 60
8.2.2.3 Form 5.2 Debt Restructuring 62
8.2.2.4 Form 5.2 Sources and Uses 63
8.2.2.5 Print Entire Form 65
8.2.2.6 Submit a Decision for Restructuring Plan 65
8.3 Rent Reduction Only Plan Forms 65
8.3.1 Form 10.2 Property & Loan Information Term Sheet 66
8.3.2 Form 10.2 Property Operating Statement 66
8.3.3 Refinancing 68
8.4 Submitted Plans Awaiting Decisions 69

9 CLOSING MODULE 71

9.1 Mortgage Restructuring Closing Screen 72
9.1.1 Excel Underwriting Model v4 73
9.1.1.1 Instructions for uploading the Model v4 and the Model data (Closing) 73
9.1.1.2 Upload extracted data into the online Closing Module. 74
9.1.1.3 Upload a copy of the Model for centralized storage 77
9.1.1.4 Open or Download Model 78
9.1.2 Online Closing 78
9.1.2.1 Closing Module Screen 78
9.1.2.2 Print the Transmission Memo 81
9.1.2.3 Printable View of Closing Module Screen 83

10 REPORTS MODULE 85

10.1 Property and Report Selection 87
10.2 Assigned Active Properties Report 87
10.3 Submitted Plans Awaiting Decision Report 88
10.4 Overview of the Portfolio Status Report 89
10.5 Partial Assignments Report 89
10.6 Late Submissions Report 90
10.7 Green Initiative Projects Report 90
10.8 Completed Projects Report 91
10.9 Rehab Escrow Account Closed Report 91
10.10 Rent Comparability Review Progress Report 92
10.11 Rent Comparability Review Progress Report – Post M2M 92
10.12 Rent Reduction Only Progress Report 93
10.13 Mortgage Restructuring Progress Report 94
10.14 Focus on Production Report 96
10.15 Properties On Hold Report 97
10.16 Underwriting Tracking Report 97

11 GREEN RETROFIT PROGRAM MODULE....98

11.1 GRP ASSET ALLOCATION MODULE BUTTON 99
11.2 GREEN RETROFIT TRACKING MODULE BUTTON....99
11.3 GRP CLOSING MODULE BUTTON....99
11.4 GRP REPORTS MODULE BUTTON....99

12 GRP ASSET ALLOCATION MODULE....99

12.1 RETRIEVE NEW GREEN CONTRACTS FROM REMS SCREEN....100
12.2 GREEN RETROFIT PROGRAM PAE SCREEN....103
12.3 VIEW/UNASSIGN GREEN RETROFIT PROGRAM PAE PROPERTIES SCREEN 104
12.4 RETRIEVE GREEN ASSETS RECEIVE AT OAHP WAITING PAE ASSIGNMENT SCREEN....104
12.5 REVIEW / ASSIGN GREEN RETROFIT PROGRAM ASSETS SCREEN 105
12.6 ASSIGN/UPDATE PORTFOLIO MANAGER 108
12.7 UPDATE REHAB ESCROW ACCOUNT CLOSED DATE....108
12.8 CHANGE PRESERVATION OFFICE SCREEN....108

13 GREEN RETROFIT TRACKING MODULE 110

13.1 ASSIGNED GREEN RETROFIT PROPERTIES SCREEN 111
13.2 CONTRACT NUMBER LINK....112
13.3 GREEN RETROFIT PROGRAM TRACKING SCREEN 112

14 GRP CLOSING MODULE 114

14.1.1 EXCEL GREEN RETROFIT PROGRAM UNDERWRITING MODEL V1....116
14.1.1.1 INSTRUCTIONS FOR UPLOADING THE MODEL V1 AND THE MODEL DATA (CLOSING)....116
14.1.1.2 UPLOAD EXTRACTED DATA INTO THE ONLINE CLOSING MODULE 117
14.1.1.3 UPLOAD A COPY OF THE MODEL FOR CENTRALIZED STORAGE .120
14.1.1.4 OPEN OR DOWNLOAD MODEL....121
14.1.2 ONLINE CLOSING 121
14.1.2.1 GREEN RETROFIT PROGRAM CLOSING MODULE SCREEN 121
14.1.2.2 PRINTABLE VIEW OF GREEN RETROFIT PROGRAM CLOSING MODULE SCREEN....123

15 GRP REPORTS MODULE....124

15.1 GRP PROPERTY AND REPORT SELECTION 125
15.2 GREEN RETROFIT ASSIGNED ACTIVE PROPERTIES REPORT....125
15.3 GREEN RETROFIT PROGRESS REPORT 126
15.4 GREEN RETROFIT FOCUS ON PRODUCTION REPORT 129

1 M2M SYSTEM RELEASE 7.3.3 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.3.3 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Affordable Housing Preservation (OAHP) to support OAHP and its Participating Administrative Entities (PAEs) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

1.1 M2M Program Goals and Objectives

M2M RELEASE 7.3.3 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

- Assigned assets to PAEs
- Critical dates tracking for M2M processes assigned to PAEs
- Deal restructure plan forms submission and closing data
- Reporting for PAE management
- Monitoring and auditing tools for OAHP
- Other information relevant to the M2M Program
- Accommodate the progressive requirements of the M2M Program administrators

1.2 Business Functions

RELEASE 7.3.3 is designed to support M2M Program objectives by performing and centralizing the following functions:

- Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes

- Tracking of assigned properties through the process or "pipeline" (tracking properties, assessment, due diligence, dates, etc.)

- Providing PAEs an online system to submit restructuring plan forms to OAHP; and support OAHP and its business partners in documenting and reporting on M2M Properties

- Reporting on the progress and performance of PAEs and their assigned properties. Provide OAHP with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.

Users of the M2M system include OAHP (Headquarters (HQ) and Preservation Office levels); OAHP's PAEs, with whom OAHP has executed agreements; and OAHP's support contractors.

1.3 System Requirements

RELEASE 7.3.3 uses browser-based technology to provide access via the World Wide Web. To access the system, a user must have access to the Internet using an Internet Service Provider (ISP) and advanced browser software. Netscape Navigator 3.x browser software or higher, or Internet Explorer 5.0 or higher is recommended.

As M2M RELEASE 7.3.3 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. OAHP staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

The following hardware and software is required to access and operate M2M RELEASE 7.3.3:

- Windows 2000 or XP
- Internet Explorer 7.0 or higher
- 486 processor or higher
- 16 megabyte memory or higher
- Hard Drive: 60MB Recommended;
- Video/Screen Resolution of 480x640 with 16 colors Display: SVGA;
- Internet Service Provider (ISP) connection with minimum modem speed of 28.8K bps (bits per second)

It is also expected that users of the M2M system have a basic understanding and proficiency in the use of computers, Windows, and web browsers.

OAHP staff may access the M2M System via either the Intranet (http://hudapps.hud.gov/ssmaster) or the Internet (https://hudapps.hud.gov/HUD_Systems/)

1.4 Tips for Using the System (Before Getting Started)

Functions that are standard throughout the M2M system are explained in more detail in the following subsections.

1.4.1 Case-Sensitivity Sign-On

When signing onto the M2M system, it is necessary to note that user names and passwords are case-sensitive (i.e., whatever uppercase/lowercase convention is used to create User IDs and passwords, must be used to sign into the system).

1.4.2 Set Browser to Accept "Cookies"

Users must ensure that their browsers are set to "Accept All Cookies." The following paragraphs provide instructions for Internet Explorer users to set this feature:

Internet Explorer 7.0 users: select "View" on the top tool bar; select "Internet Options", select "Advanced", scroll down below "Security" to "Cookies" and ensure "Always Accept Cookies" is checked.

For all other browsers, go through the "Help" section to ensure the browser is set to accept all cookies.

1.4.3 Saving Changes

After adding or updating data on any screen, follow the directions on that screen to retain any changes made before proceeding to another screen. In browser-based applications, data will be lost when navigating to other pages if not saved.

If the data entered was accepted, a confirmation message will be displayed.
For example, if data is added/updated on the Critical Dates Tracking screen and the user clicks the Save button or Save and Continue, a confirmation message will appear (as seen below, in Figure 1-1, Confirmation Screen):

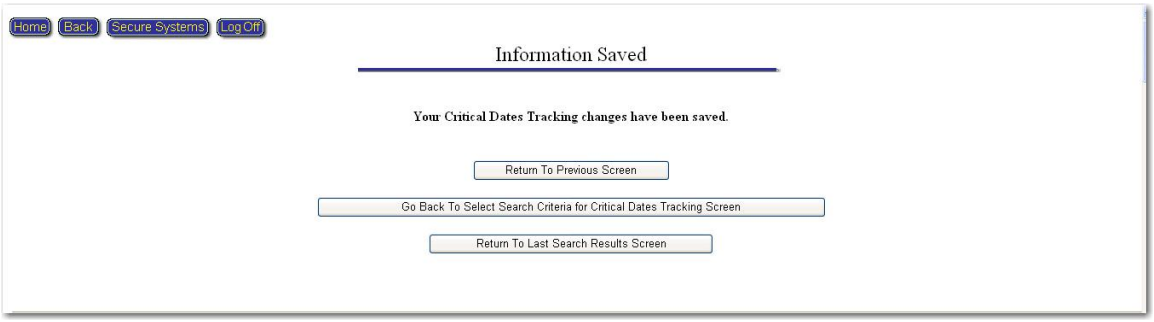


Figure 1-1, Confirmation Screen

1.4.4 Date Format

All dates must be entered in the MM/DD/YYYY format.

1.4.5 Error Messages

If an error message is encountered anywhere in the M2M system when navigating from one screen to the next, follow the instructions presented in the resulting informational screen. If that does not resolve the problem, click the "Reload" button on Netscape's toolbar to reload the page (as shown below in Figure 1-2, Netscape Reload Button), or review the information last entered on the screen for accuracy.

Figure 1-2, Netscape Reload Button

If further technical assistance is needed, return to the Home screen and send an e-mail message through the link (located on the M2M home screen). Describe the question or problem in detail, and include a reply e-mail address (if different than the sender's), and name and telephone number of the contact person. A reply will be sent promptly.

2 M2M SYSTEM SECURITY

M2M is part of HUD's Secure Systems. Access to the system will be granted at the user level, restricted to selected OAHP HQ, Preservation Offices, HUD Intranet Guests, and PAE;s using the Internet that are acting as agents for OAHP. The M2M database contains confidential information on HUD's portfolios and program participants. To perform processing functions in the M2M system, a user must have a valid User ID and password with the necessary roles and security access. The HUD Intranet Guest user will have view-only access to the system (i.e., they will not be able to make any updates to M2M data).

2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

1. OAHP HQ
2. Preservation Office
3. Guest
4. PAE

The OAHP HQ and Preservation Office level users have a group property assignment function that associates them to all PAEs and properties referred to the M2M system.

The Preservation Offices have more restricted access to the M2M system than the OAHP HQ user.

The Guest user has a "view only" access of the properties and the PAEs currently in the M2M system.

The PAE level has specific user property assignments for access to the system, the PAE user will be restricted to viewing and updating the properties to which they have been specifically assigned.

The M2M system reads the user's property assignments and their secured system group to provide additional security in the M2M system.

There are different levels of user access defined for the M2M system based on the user's group affiliation and property assignment is what they have access to view, make data entries or update information in the M2M system. There is an M2M Administrator responsible for the access permissions for the OAHP (HUD) user ids and the coordination of the PAE registration for user and coordinator ids and their permission levels.

OAHP users must fill out a form to obtain a HUD user id, then gain approval for a user id and M2M access from their supervisor and the M2M system administrator. ADP Security assigns a unique user id to all HUD staff requesting.

For PAEs, there are two roles: Coordinator and User.

For OAHP, there are two roles: HQ and Preservation Office roles.

PAE coordinators are responsible for permission levels for the users registered under their Tax ID for the M2M system access. Property assignment maintenance is the primary responsibility of the PAE Coordinator.

OAHP HQ has asset allocation rights, approval rights, and other data entry responsibilities

OAHP Preservation Office users have similar rights as the OAHP HQ users. The primary difference is the edit rights are restricted to HQ only.

The six M2M OAHP Preservation Offices (San Francisco; New York; Chicago; Washington, DC; OAHP Transaction Center; and Centralized Closing) have OAHP HQ as their system administrator for the M2M program. The Preservation Offices will be responsible to notify OAHP HQ of any changes in staff working on the M2M program in order to manage the access to the M2M system.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by authorized system users through HUD's Intranet. Users must have a Secure System user ID and password. Reminder: both the user ID and password are case-sensitive.

3.1 Login Procedures

OAHP staff may access the M2M system through HUD's Intranet home Screen in Secure Systems or via the Internet. Access through the Intranet is by typing the following Intranet address: http://hudapps.hud.gov/ssmaster.

Each User is prompted with a request for their User ID and password. Reminder: both the User ID and password are case-sensitive. Click the underlined Mark-to-Market (M2M) link on the list of HUD System Projects.

Any User that is unsuccessful in signing onto the system after several attempts may need to have its password reset. Send a password reset request to the System Administrator via e-mail at: m2minfo@hud.gov. This is not an immediate process, but will be addressed as soon as possible. Remember to include

contact information (name, User ID, e-mail address (if different than sender's) and a brief explanation of the problem).

3.2 Log Off Procedure

Because M2M RELEASE 7.3.3 contains sensitive financial data, Users are requested to use the Log Off button Log Off feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is not used, another User may be able to reopen your web browser and access system pages.

3.3 Time Out Feature

M2M RELEASE 7.3.3 has a "time-out" feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the Secure Systems log-in page to sign-in again.

4 M2M SYSTEM HOME SCREEN

Upon authentication from the server, the following home screen appears (Figure 4-1, M2M Home Screen):

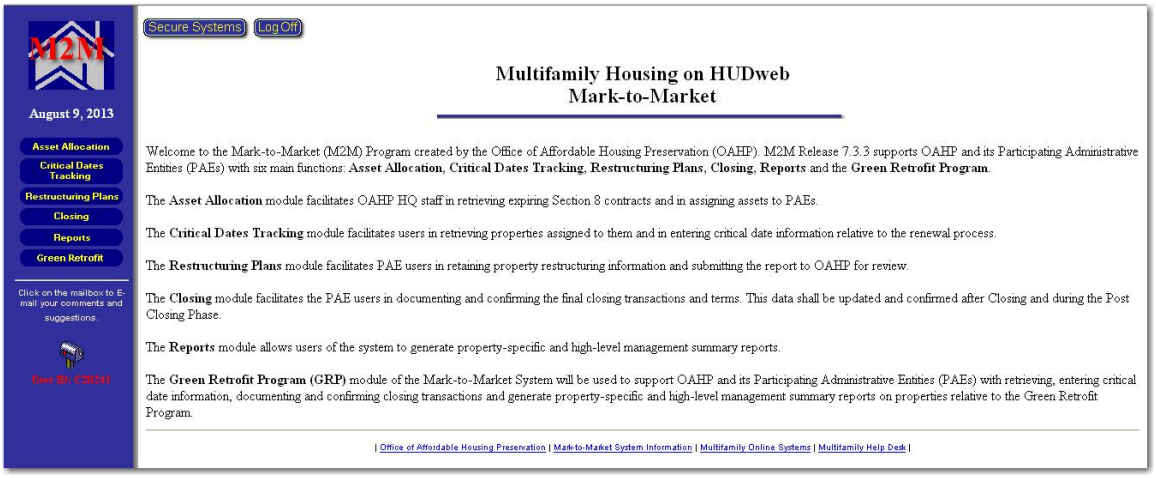


Figure 4-1, M2M Home Screen

4.1 Asset Allocation Module Button

The Asset Allocation button provides access for an OAHP HQ user to add or update PAEs to the M2M system, after which, the PAE may be assigned properties by a HQ user.

4.2 Critical Dates Tracking Module Button

The Critical Dates Tracking button provides access to the M2M properties. Within this module, OAHP Users enter critical dates data in accordance with the predetermined M2M Program timeline for Mortgage Restructuring, Rent Reduction Only without Mortgage Restructuring (Rent Reduction Only), and Rent Comparability Review (Comp Review) properties.

4.3 Restructuring Plans Module Button

The Restructuring Plans button provides Users with access to restructuring plan forms for assigned M2M properties. Online forms are for PAEs with properties going through the Mortgage Restructuring (Form 5.2, Part II.B Case Memorandum Term Sheet) and the Rent Reduction Only (Form 10.2 OAHP Reduction of Rent and Section 8 Contract Renewal Justification) renewal options and must be submitted by the PAEs via the M2M system to OAHP.

4.4 Closing Module Button

The Closing button gives Users a facility for tracking and updating select restructuring plan information and to retain the actual closing figures.

4.5 Reports Module Button

The Reports button gives Users access to the reports in the system.

4.6 Green Retrofit Button

The Green Retrofit button facilitates users in retrieving properties assigned to them under the Green Retrofit portfolio and in entering critical date information relative to the retrofit process.

4.7 E-Mail Link

The M2M system provides an E-Mail link on the home screen for Users of the system to send any questions or comments regarding the M2M system and problems or suggestions by clicking the E-Mail link to open the User Feedback popup screen (Figure 4-2, User Feedback Screen). Please be sure to include your name, a detailed narrative (if sending a question or if there is a problem), return e-mail address (if different from the sending address), contact name, and telephone number (including area code) to receive a timely reply. Please click the Send Email button to send your e-mail message.

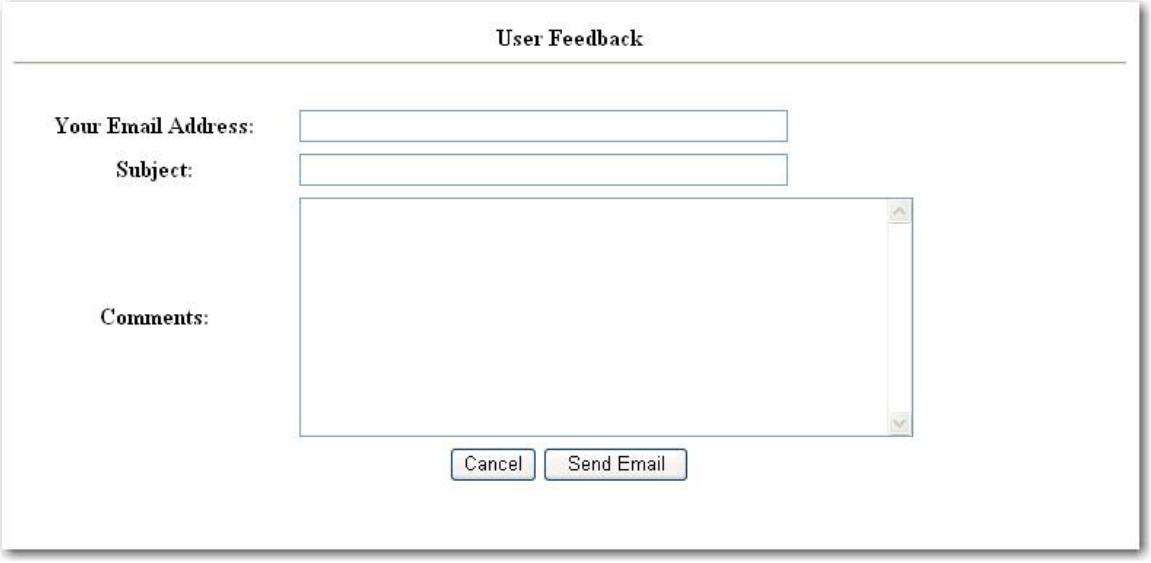


Figure 4-2, User Feedback Screen

♪ **Note:** Click the Close button on the Successful Screen to return to the M2M system after sending your e-mail message.

4.8 Other HUDweb sites

Other useful HUDweb sites (such as HUD's home screen) are listed at the bottom of the screen. Click on an underlined link to visit a HUD web site.

♪ **Note:** You will be exiting the M2M system if you click one of the external HUD links. Use Your Browser's Back button on the toolbar to return to the M2M system.

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M RELEASE 7.3.3 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

A data entry screen is included within the Critical Dates Tracking module to record critical dates for each property in the M2M system. Each of these data entry screens were designed to reflect the actual dates within the execution of a M2M Program process. A M2M renewal option is one of four types:

1. Mortgage Restructuring—Renewal with mortgage restructuring
2. Rent Reduction Only—Renewal with rent reduction and no debt restructuring (also referred to as OAHP Life)
3. Comp Review—An owner declares its rents are below market and HUD's field office has requested a third party rent comparability review to determine market rents
4. Post M2M Comp Review—Mark-Up-To-Market Comp Review, A Comp Review performed after a Rent Reduction Only or Mortgage Restructuring has been completed

It is imperative that attention to detail be paid when entering data in the Critical Dates Tracking and the Restructuring Plans modules. Reports use this data to determine the progress and performance of the PAEs, Preservation Offices, and OAHP.

♪ **Note:** Inaccurate or incomplete data may misrepresent the progress (or lack thereof) of a property and associated contract throughout the M2M program.

Additional detailed information concerning the Critical Dates Tracking and Restructuring Plans modules may be found in **Section 7, Critical Dates Tracking Module** and in **Section 8, Restructuring Plans Module**, respectively.

6 ASSET ALLOCATION MODULE

The Asset Allocation module is accessible to OAHP and Guest Account users by selecting the Asset Allocation button on M2M's home screen. OAHP RO and Guest Account users will see a limited set of the functions as view only.

6.1 Asset Allocation Screen

The following screen (Figure 6-1, Asset Allocation Screen) will be returned when the Asset Allocation module button is clicked:

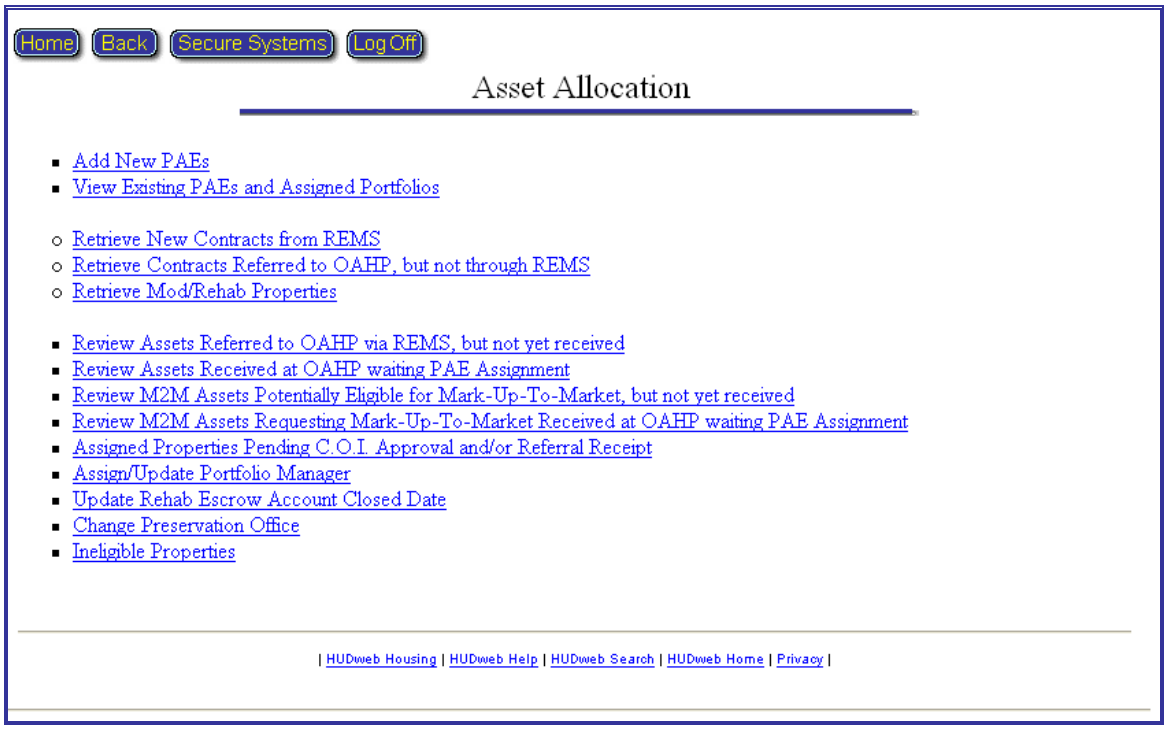


Figure 6-1, Asset Allocation Screen

The Asset Allocation screen allows access to the following functions:

- Add New PAEs
- View Existing PAEs and Assigned Portfolios
- Retrieve New Contracts from REMS
- Retrieve Contracts Referred to OAHP, but not through REMS
- Retrieve Mod/rehab Properties
- Review Assets Referred to OAHP via REMS, but not yet received
- Review Assets Received at OAHP waiting PAE Assignment

- Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
- Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment
- Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- Assign/Update Portfolio Manager
- Update Rehab Escrow Account Closed Date
- Change Preservation Office
- Ineligible Properties

The buttons appear in this order to logically instruct the user to complete the addition of a PAE (if not previously added to the M2M system) before attempting to assign properties.

The left side of this page provides access to the Critical Dates Tracking, Restructuring Plans, Closing, and Reports modules by clicking the respective buttons.

6.2 Add New PAEs Screen

This is the first step in adding new PAEs into M2M. When the Add New PAEs button is clicked, the screen below (Figure 6-2, Select a New PAE Screen), will appear:

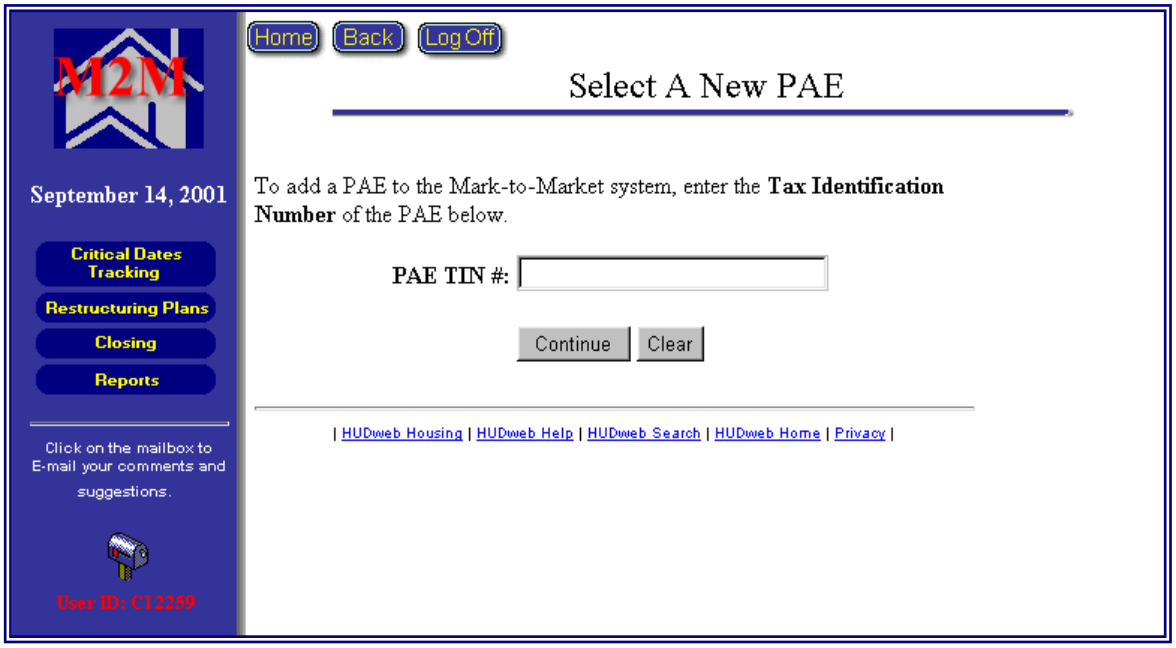


Figure 6-2, Select a New PAE Screen

The OAHP HQ user must have the Tax ID Number (TIN) of each PAE that will be added. The M2M administrator notifies the REMS' administrator of new PAEs and their Tax ID numbers. The PAE and its TIN must exist in the REMS' Participant table before the PAE can be added to the M2M system. If an error message is returned, please recheck the TIN entered and, if necessary, contact the OAHP security administrator. Do not use a dash when entering a TIN.

When a valid REMS PAE TIN is entered, the following Add a PAE screen will appear (shown on the next page as Figure 6-3, Add a PAE Screen). Where applicable, existing data from the REMS system is used to populate fields. Some fields will appear blank if the information is not found in REMS. The OAHP HQ user is encouraged to complete, update and correct the M2M PAE data, whenever possible. The data used in the M2M system is what will be retained for M2M reporting and later submitted back to HUD.

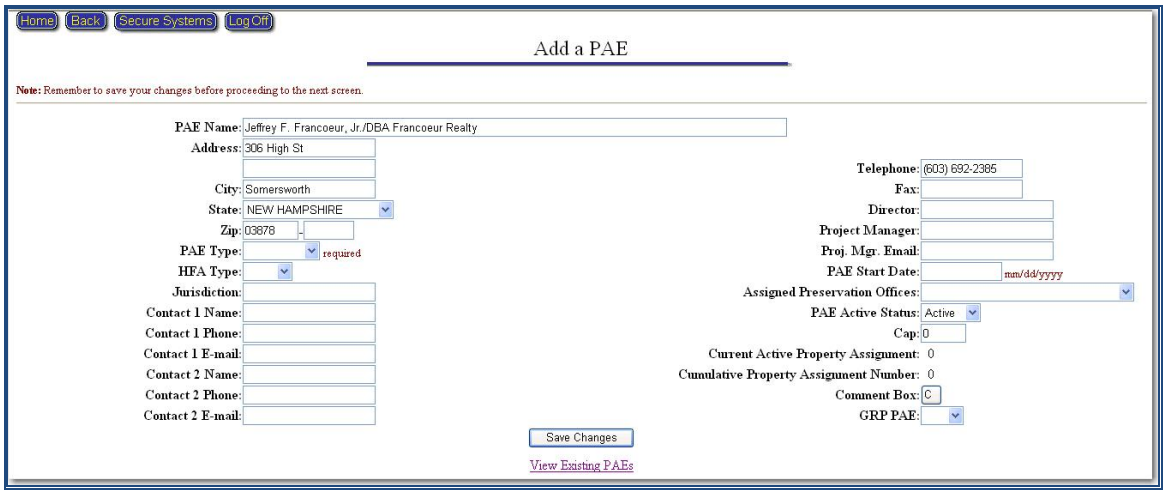


Figure 6-3, Add a PAE Screen

After entering or updating PAE-related data, click the Save Changes button to save entered data.

6.2.1 Data Entry

The PAE Name field should have been automatically filled in. Do not change the spelling of the PAE Name.

It is mandatory that a value be chosen for the PAE Type field when adding a new PAE to the M2M system. The user must indicate by selecting from a drop-down box whether the entity is a Public or Non-Public PAE. If no value is chosen when an attempt is made to save data, an error message will be displayed.

6.2.2 Successful Record Addition

M2M displays a confirmation message after a new PAE is successfully added to the system. After a PAE has been added into the M2M system, it is now available to receive property assignments by OAHP HQ.

Clicking the View Existing PAEs link will take the user to the PAEs screen, where all of the PAEs in the system may be viewed and/or updated. The PAEs screen is further explained in **Section 6.3, View/Update PAEs Screen**.

6.3 View/Update PAEs Screen

After a PAE has been entered into the M2M system, the OAHP HQ user may view or update PAE-related data, as necessary.

When the View/Update PAEs button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:

Home Back Log Off

PAEs

To **View/Update** PAE Details, click an underlined PAE name.

PAE Name	PAE Type (Public/ Non-Public)	Jurisdiction	PAE Status (Active/ Inactive)	Cumulative Property Assignment	Active				Cap	Assigned Regional Offices
					Total	Full	Lite	Comp		
CHAMCO HOUSING CORPORATION	N	Test juridiction	A	4	4	2	1	1	3	Washington
COLORADO HOUSING FINANCE AUTHORITY	P	west	A	1	1	1	0	0	20	San Francisco
D.C. HOUSING FINANCE AGENCY	P	Testing	A	0	0	0	0	0	10	Washington
FLINT LAFAYETTE LIMITED PARTNERSHIP	P		A	0	0	0	0	0	0	New York
Florida Housing Finance Corporation	N	Southeastern	A	26	19	11	4	4	500	Washington
INTERFAITH HOUSING ENTERPRISES, L.P.	N		A	4	4	1	3	0	0	Washington
Jefferson County Assisted Housing Corporation	N	Southern US	A	57	52	25	16	11	50	Washington
MASSACHUSETTS HOUSING FINANCE AGENCY	P	Northeast	A	9	8	4	3	1	0	New York
OHFA	P		A	0	0	0	0	0	0	
OHIO HOUSING FINANCE AGENCY	N	Midwest	A	16	14	10	1	3	100	Chicago
OMHAR Transaction Center PAE	N		A	1	1	0	1	0	0	
PENNSYLVANIA HOUSING FINANCE AGENCY	P	Testing	A	32	30	17	7	6	100	
Tennessee Housing Development Agency	P	Southeast	A	0	0	0	0	0	50	Washington
WEST VIRGINIA HOUSING DEVELOPMENT FUND	N	Wash.	A	22	20	13	7	0	15	Washington

Asset Allocation

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 6-4, PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the OAHP HQ user either through the PAE View/Update PAE Details screen or the Add PAE screen.

6.3.1 View/Update PAE Data

To view or update a PAE's existing data, click its underlined link and the following View/Update PAE Details screen will be returned, Figure 6-5, View/Update PAE Details Screen:

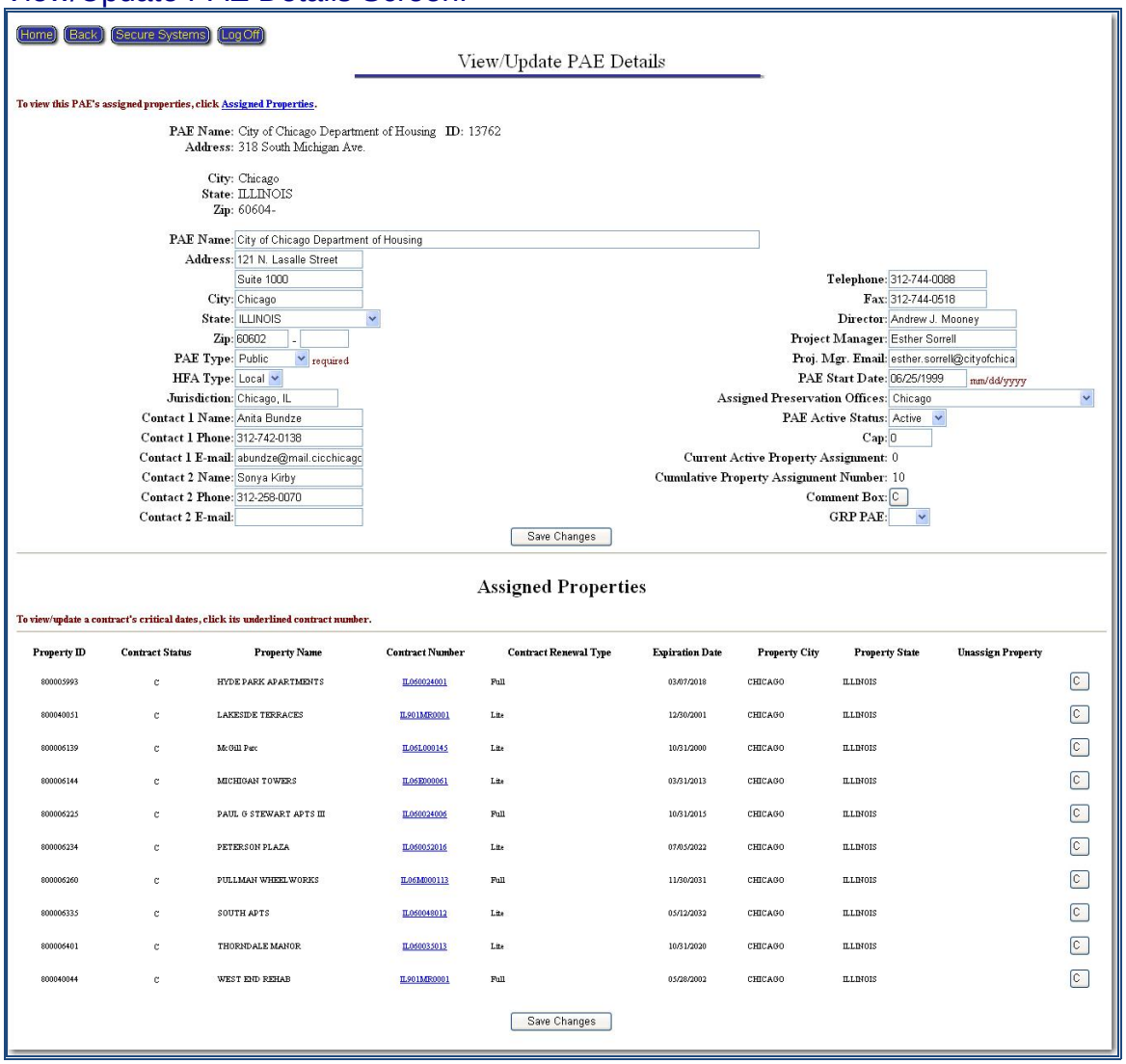


Figure 6-5, View/Update PAE Details Screen

This screen closely resembles the Add New PAE screen. Its purpose is to allow the OAHP HQ user the ability to update or add PAE data, as necessary. For example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

6.3.2 Assigned Properties Section

At the bottom of the View/Update PAEs screen, all of the current properties assigned to the PAE are listed in the Assigned Properties section. Clicking an underlined contract number link will take the user directly to the Critical Dates Tracking data entry screen for that property. No properties will appear unless they have been assigned (refer to **Section 6.8.3, Review Asset Received at OAHP waiting PAE Assignment**). This module is further discussed in detail in **Section 7, Critical Dates Tracking Module**. A Comment field is also available for each property.

6.3.3 Unassign Property

OAHP HQ users may unassign a property from a PAE by putting a check mark (☑) in the Unassigned Property box next to each property that is to be unassigned. Once the Save Changes button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Assets module. This action will reduce the PAE's Current Active Property Assignment and the Cumulative Property Assignment Number counts by one for each property unassigned as well as create a history record of the action. The 'OAHP Receives Referral from Field Office' date is retained in the current critical dates to allow reassignment of the property.

6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M RELEASE 7.3.3 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

At least once a day, an OAHP HQ user should retrieve new Section 8 contracts that qualify for the M2M Program from the REMS database by clicking the Retrieve New Contracts from REMS link (located on the Asset Allocation page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear.

From the Retrieve New Contracts confirmation screen, the OAHP HQ user may select the Review Assets button to continue. The Review Assets Referred to OAHP via REMS, but not yet received link (located on the Asset Allocation screen) will also take the User to the selection criteria for the Review Assets

Referred to OAHP via REMS, but not yet received section (as illustrated in Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to OAHP have been retrieved.

♪ **Note:** To ensure that M2M-related properties are available for assignment on a timely basis, the Retrieve New Contracts button should be clicked at least once a day.

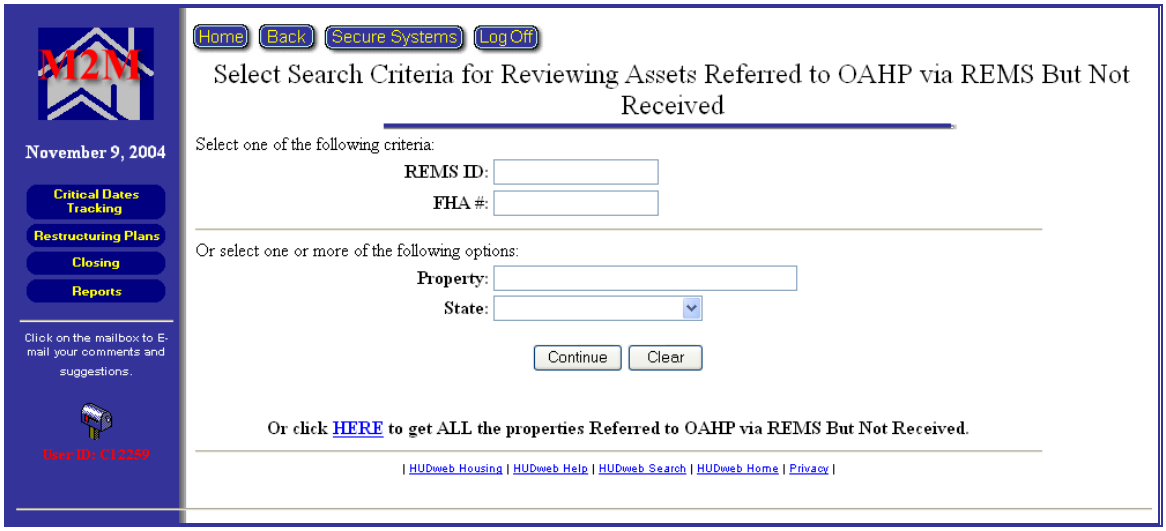


Figure 6-6, Select Search Criteria

Select one of the following criteria available to search for properties to be received:

- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

- Enter a Property's Name for a specific property
- Select a state from the drop-down list
- Click the underlined HERE link to retrieve all referred properties awaiting to be received

6.5 Retrieve Contracts Referred to OAHP, but not through REMS Screen

Clicking this link from the Asset Allocation screen will display the screen shown below, Figure 6-7, Retrieve Contract Referred to OAHP, but not through REMS. This function is for retrieving properties into M2M that have been referred to OAHP, but have not had the proper renewal option code updated in REMS. The properties may be requested by property ID number or contract number.

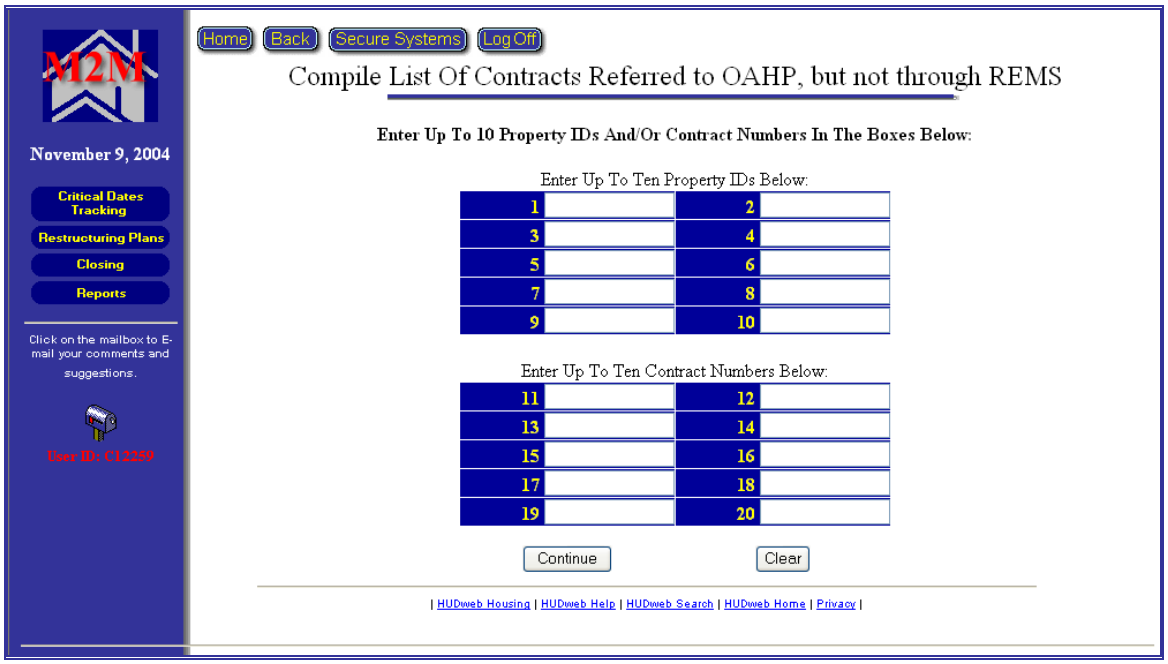


Figure 6-7, Retrieve Contract Referred to OAHP, but not through REMS

6.6 Retrieve Mod/Rehab Properties Screen

This function allows OAHP HQ users to retrieve designated Mod/Rehab properties into M2M. The property may be selected by entering the Property Number or the FHA Number. Since these properties do not have renewal contracts, the user must enter a Contract Number and Expiration Date for tracking purposes within M2M. All currently saved mod/rehab contract numbers should be in the new format according to user defined specifications(For Example: FL001MR0001). The entry screen is show below in Figure 6-8, Mod/Rehab Properties Screen.

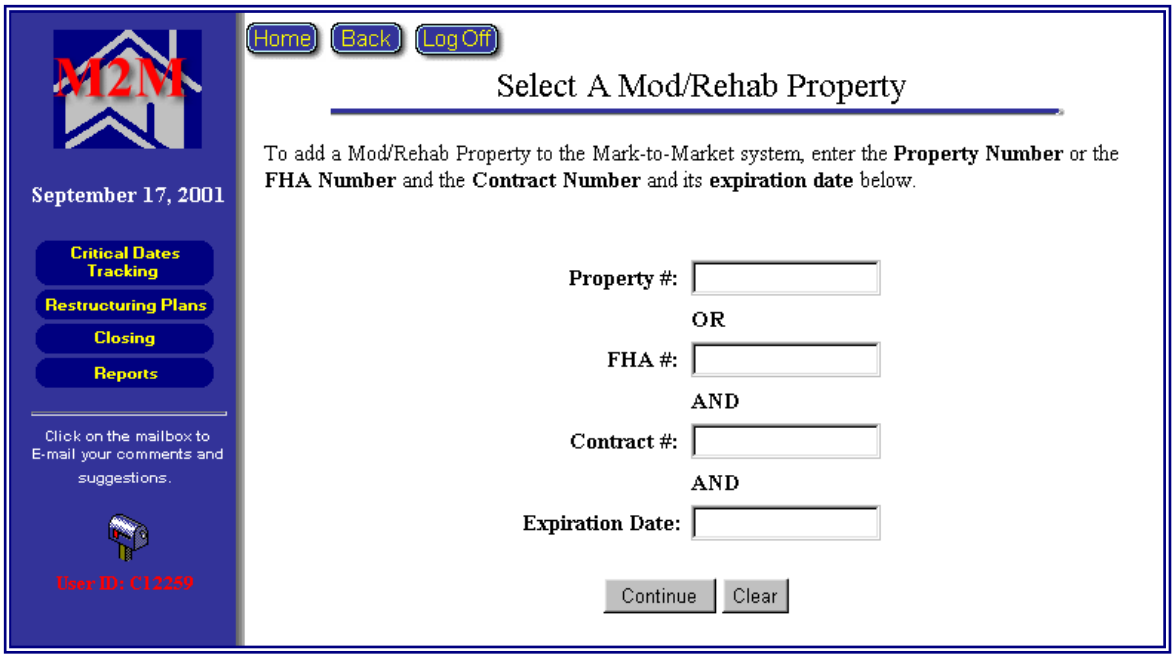


Figure 6-8, Mod/Rehab Properties Screen

6.7 Review Assets Referred to OAHP via REMS, but not yet received

The Review Asset Referred to OAHP via REMS, but not yet received function allows OAHP HQ users to review and assign receive dates to the selected properties. The search screen is described and shown in Section 6.4 Review New Contracts from REMS Screen and Figure 6-6, Select Search Criteria screen. The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

1. Click the Add check box ☐ next to the Property ID to indicate the property is have a Referral Receipt Date
2. If desired, click the Comment Box C to enter any comments
3. Enter the desired Referral Receipt Date (defaulted to current date)
4. Repeat steps 1-3 for each additional property
5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box

6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

   Enter Your Name:

7. Click the Submit button SUBMIT to save the Referral Receipt Dates and/or Ineligible designations for your selections

The Referral Receipt Date for a property will not be saved by M2M unless there is a check mark in the Add box in addition to the OAHP HQ approver's name in the Enter Your Name field.

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the Retrieve Asset Referred to OAHP via REMS, but not yet received page is retrieved (depending upon the selection criteria used). Shown below in Figure 6-9, Review Asset Referred to OAHP via REMS, but not yet received Screen, is a sample screen of selected properties.

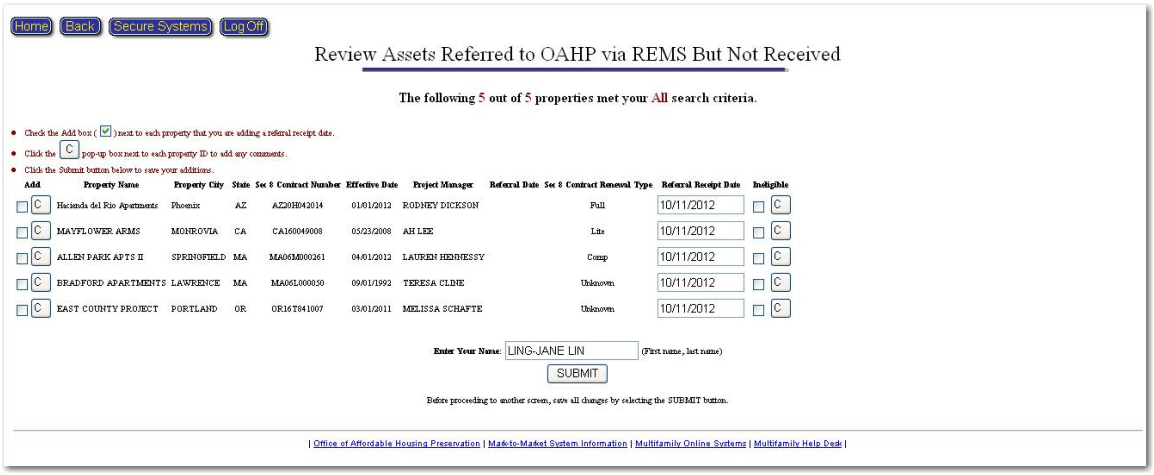


Figure 6-9, Review Asset Referred to OAHP via REMS, but not yet received Screen

6.8 Review Assets Received at OAHP waiting PAE Assignment

The Review Asset Received at OAHP waiting PAE Assignment screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the OAHP HQ user the ability to:

- See the geographically recommended PAE for a property
- Choose another PAE for the property

- Review a summary of the PAE that is being considered for selection
- Review a listing of all the properties awaiting assignment in the M2M system
- Review the M2M renewal type currently entered in REMS and the option of changing it in M2M
- Utilize comment boxes to add information/comments, as needed, for each assignment
- Indicate that the property is to be Ineligible
- Indicate that the property is to be a partial assignment for a Mortgage Restructuring Plan and Rent Reduction Only.
- Selecting one of the 3 OAHP PAE (OAHP WPO – Creditvest, OAHP WPO – ONTRA, Inc., or OAHP Chicago – Heskin) shall require the property to be selected as a partial if it's a Full or Lite renewal type.

The screen is depicted below as Figure 6-10, Review/Assign Assets Screen:

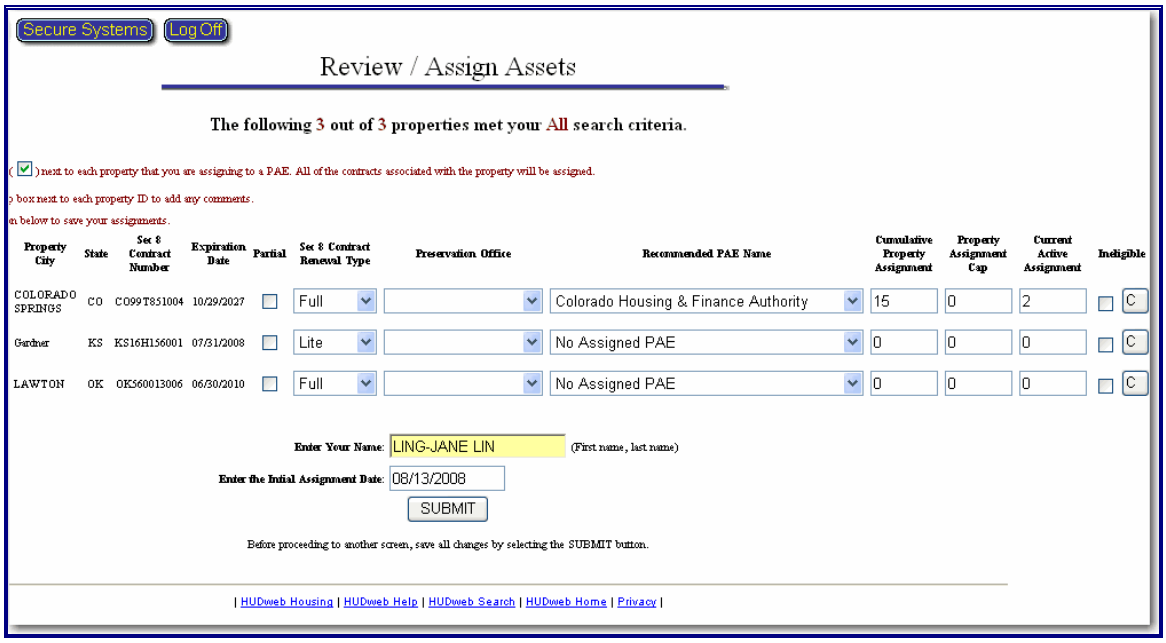


Figure 6-10, Review/Assign Assets Screen

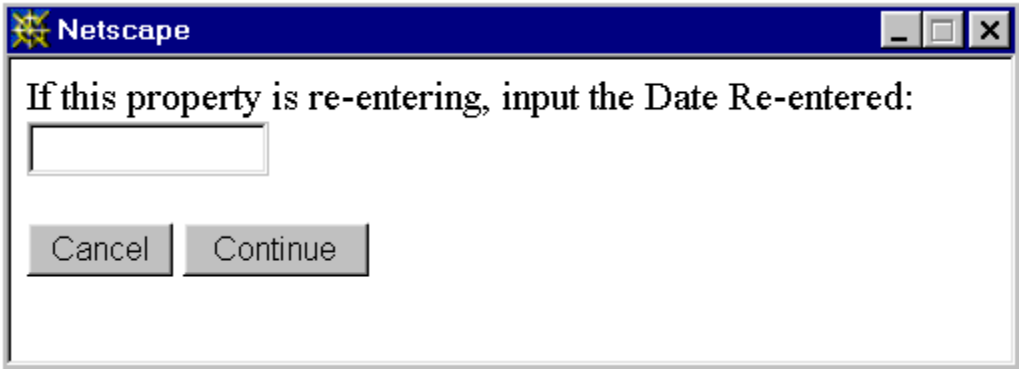
The following steps direct users in making property assignments in the M2M system (for each property that will be assigned to a PAE):

1. Review property data to ensure that it is accurate and complete

♪ **Note:** Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.

2. Review the Contract Renewal Type field for the property to ensure that it is accurate. If necessary, click the drop-down box to change the renewal option (This change should only be made with the documentation from the HUD Field Office or owner verifying the renewal option).

3. A pop-up window with the text 'If this property is re-entered, input the Data Re-entered:', and an input field shall be displayed if previously approved rent reduction only (lite) is changed to a mortgage restructuring (full).



♪ **Note**: This change is only effective within the M2M system and it may be necessary to contact other representatives of other systems to correct or update data.

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have "No Assigned PAE" as its Recommended PAE Name No Assigned PAE

If there is no recommended PAE or to select a different PAE than what was recommended, click the Recommended PAE Name drop down list to select one from a list of PAEs. Click the Continue button to save the PAE selected from the list.

5. Click the Assign check box ☐ next to the Property ID to indicate assignment approval

6. If desired, click the Comment Box C to enter any comments about the property assignment

7. If desired, click the Partial check box ☐ next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only)

8. If there is no selected Preservation Office or to select a different Preservation Office than what was selected, click the Preservation Office drop down list to select one from a list of Preservation Office.

9. Repeat steps 1-8 for each additional property assignment

10. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box

11. After all property assignments have been made, enter your first name, middle initial, and last name in the Enter Your Name field

    Enter Your Name:

12. The system date is populated in the Enter Today's Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data the that populates the critical dates field for the initial assignment Enter Today's Date: 07/11/1999

13. Click the Submit button SUBMIT to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button Next Page) to make additional property assignments

The property-to-PAE assignment will not be created by M2M unless there is a check mark in the Assign box, values in the Contract Renewal Type and Recommended PAE Name fields (for each assigned property), in addition to the OAHP HQ approver's name in the Enter Your Name field.

Any property that is not assigned when the assignments are made will be available the next time the Review/Assign Assets page is retrieved (depending upon the selection criteria used). Assets that were accurately assigned will not be retrieved on the page (unless they are later unassigned from the PAE and consequently returned to the pool).

The system will return a confirmation screen upon a successful assignment.

6.8.2 Assignment Dated Fields

The date the property is assigned automatically populates OAHP Initial Assignment Date field in the Critical Dates Tracking module for the specific asset. The PAE must submit Conflict of Interest Form 2.2 for clearance before the Asset is Accepted by the PAE date is filled in.

The PAE has three days after the assignment by OAHP HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the OAHP HQ user must unassigned the property by going into the View/Update PAEs module, selecting the PAE, and entering a check mark in each Unassigned Property box under the Assigned Properties section, and saving the changes. This will make the property available for reassignment

to another PAE in the Review/Assign Assets screen. More detail on this PAE/property unassignment may be found in **Section 6.3, View/Update PAEs Screen**.

For each property assignment, OAHP HQ should review the **Critical Dates Tracking** screen to confirm the dates and data entered for the contracts assigned to the PAEs have complete and accurate data pulled from REMS.

6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received

This function allows OAHP HQ users to enter the Referral Receipt Date and Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting ALL Properties Potentially Eligible for Mark-Up-To-Market, But Not Yet Received. The screen is depicted below in Figure 6-11, Review M2M Asset Potentially Eligible for Mark-Up-To-Market But Not Received Screen.

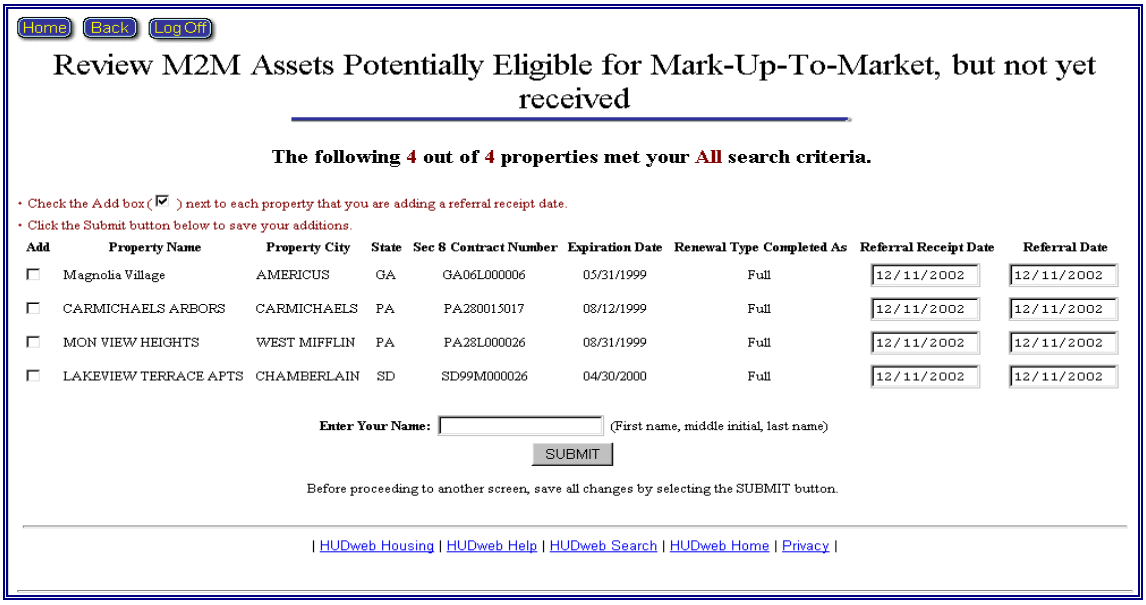


Figure 6-11, Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Received Screen

To add or change the information for a property, check the Add box, enter the Referral Receipt Date and the Referral Date, your name, and click the SUBMIT button.

6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment

This function allows OAHP HQ users to assign properties requesting Mark-up-to-Market Comp Reviews to a PAE. The search screen allows selecting ALL

Properties Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment. The screen is depicted below in Figure 6-12, Review M2M Asset Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment Screen.

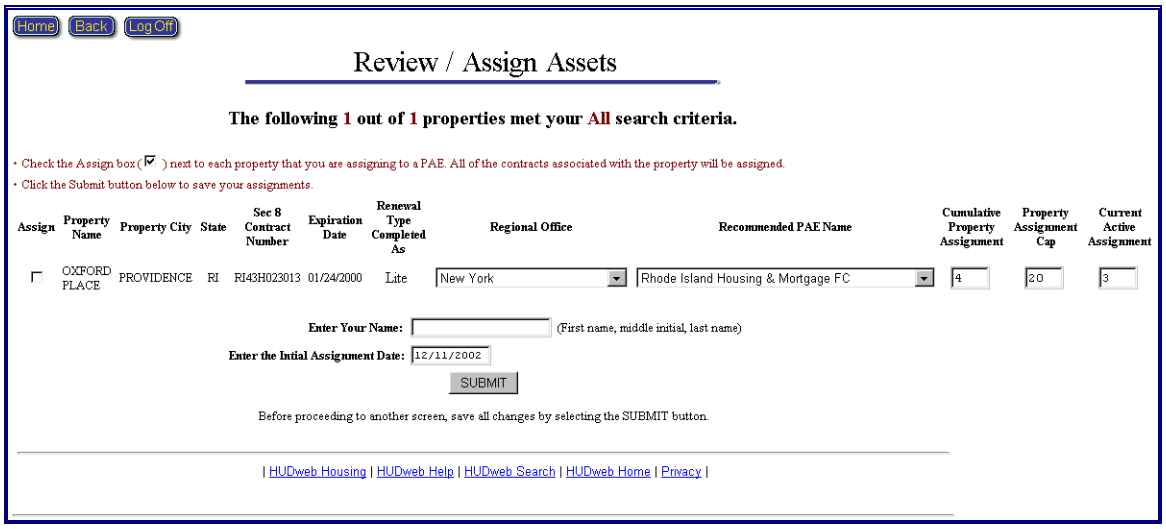


Figure 6-12, Review M2M Assets Requesting Mark-Up-To-Market Received at OAHP waiting PAE Assignment Screen

To assign a property, check the Assign Box, select a Preservation Office and a PAE, enter your name and a date, and click the SUBMIT button.

6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt

This function allows OAHP HQ users to enter the COI Approval Date and/or Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting properties by PAE Name or ALL Properties Pending C.O.I. Approval and/or Referral Receipt. Only assigned properties that do not already have both a COI Approval Date and Referral Date are selected. The screen is depicted below in Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen.

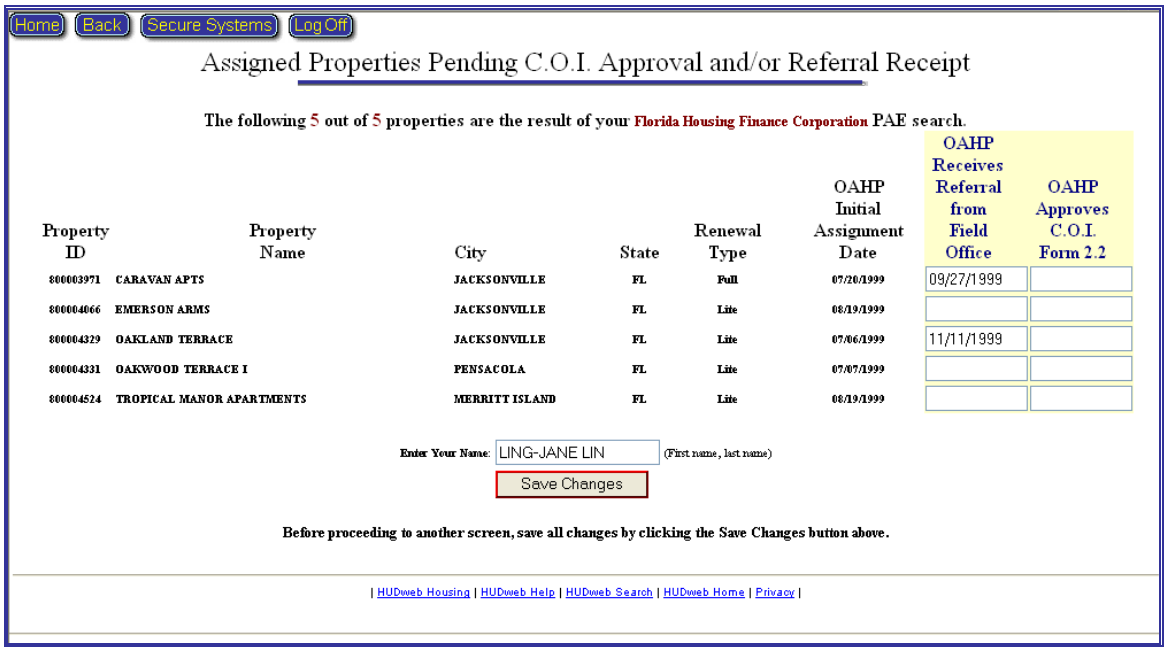


Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen

To add or change the information for a property, enter the Referral Receipt Date and/or COI Approval Date, your name, and click the Save Changes button.

6.12 Assign/Update Portfolio Manager

This function allows OAHP HQ users to assign or update the Portfolio Manager for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, Portfolio Manager, Closing Date, Assignment Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen. The Portfolio Manager screen is depicted below in Figure 6-14-2, Assign/Update Portfolio Manager Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

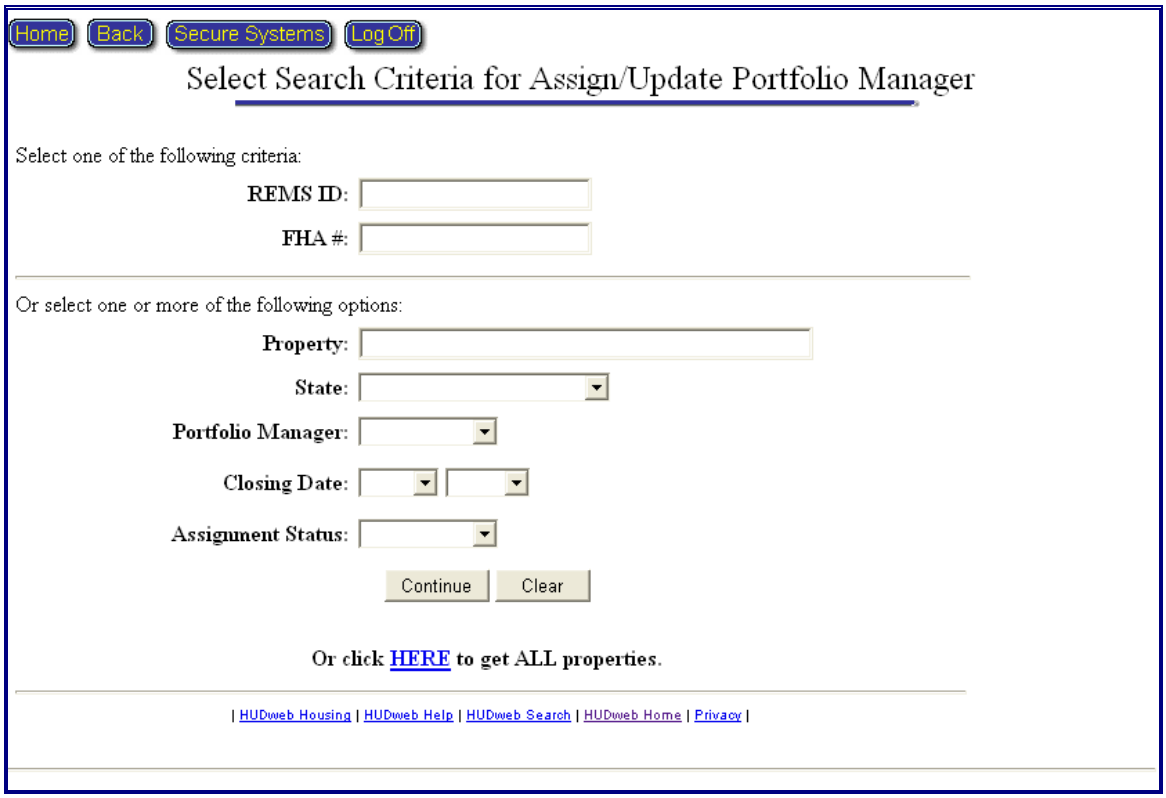


Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen

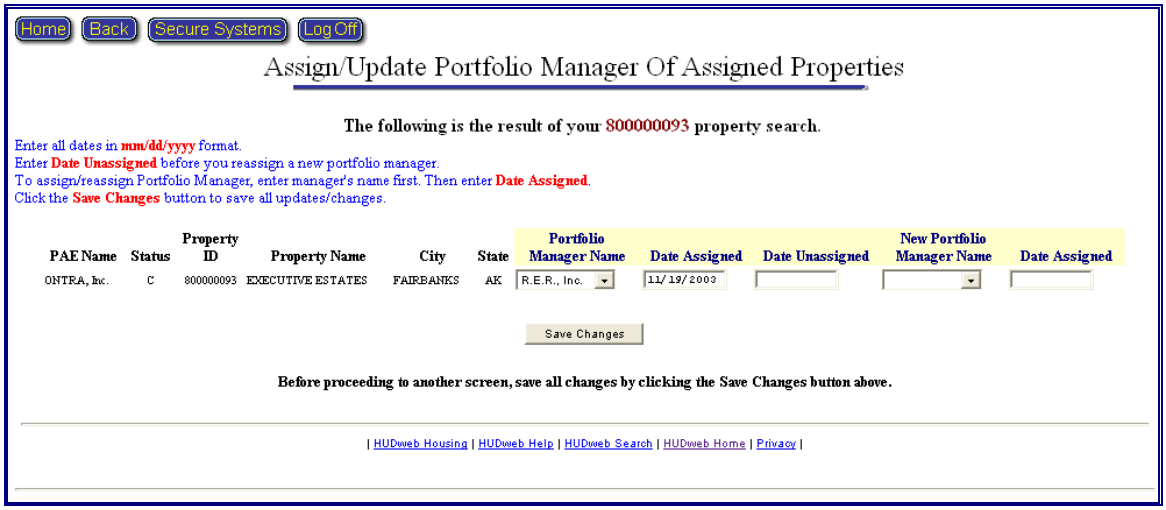


Figure 6-14-2, Assign/Update Portfolio Manager Screen

To assign/change the Portfolio Manager for a property, select from the drop down options.

6.13 Update Rehab Escrow Account Closed Date

This function allows OAHP HQ users to update the Rehab Escrow Account Closed Date for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, Closing Date, Rehab Escrow Account Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen. The Update Rehab Escrow Account Closed Date Screen is depicted below in Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

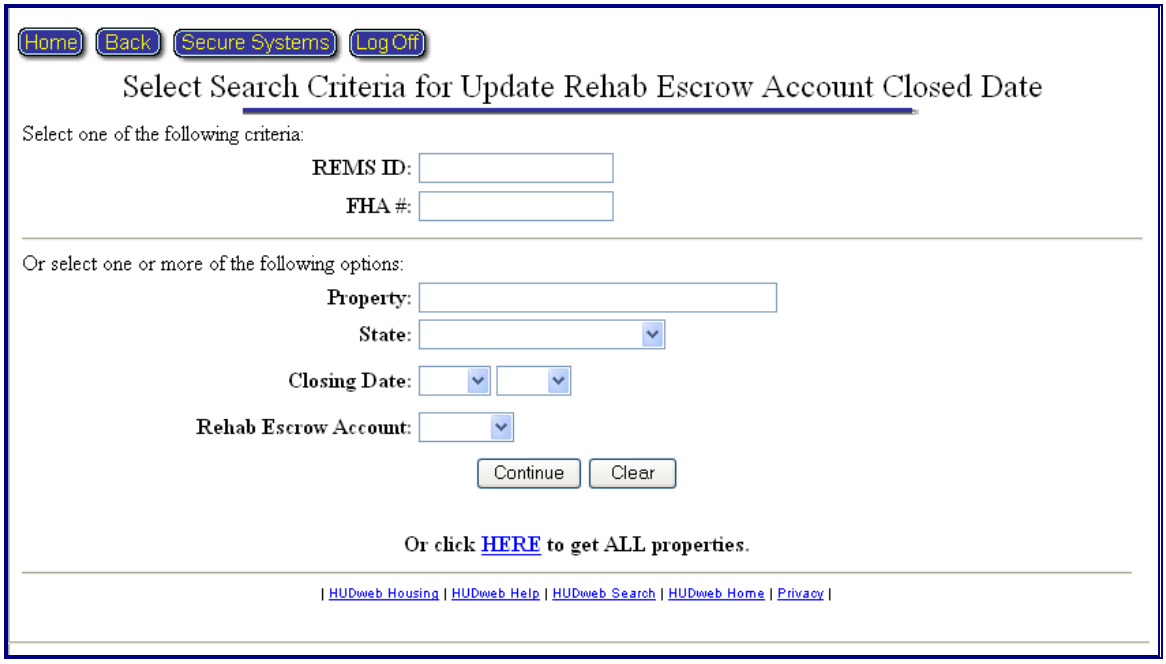


Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen

Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen

To Update Rehab Escrow Account Closed Date for a property, enter the Rehab Escrow Account Closed Date in mm/dd/yyyy format, and click the Save Changes button.

6.14 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected properties. The search screen allows selecting properties by State, PAE Name, Property ID, or ALL Assigned Properties. The screen is depicted below in Figure 6-16, Change Preservation Office Screen. Changing the Preservation Office of a property will generate a history record of the action.

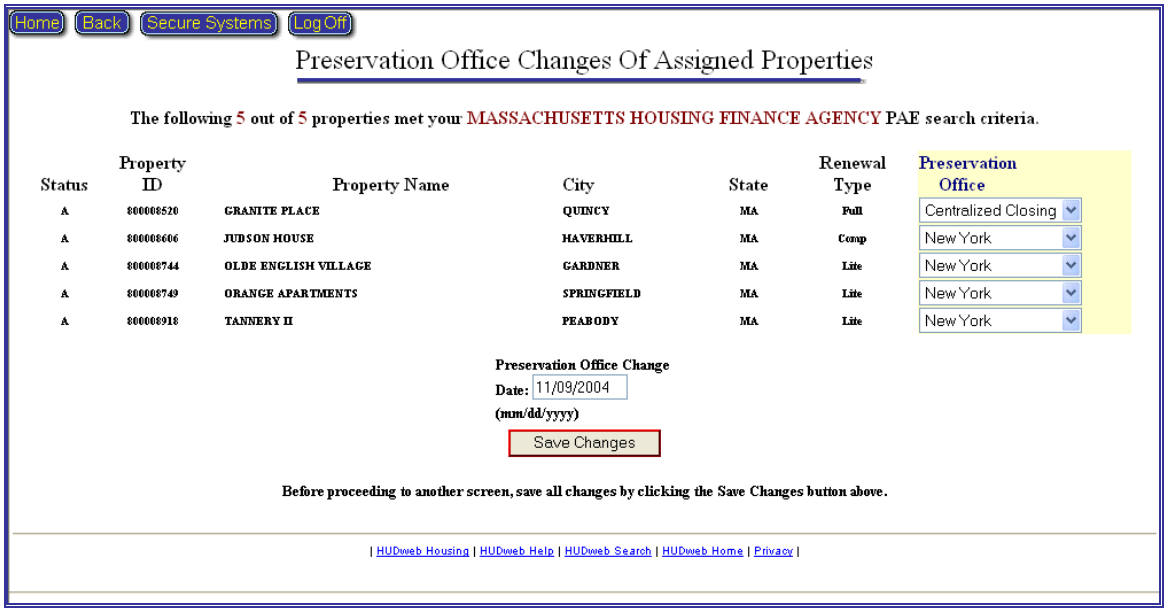
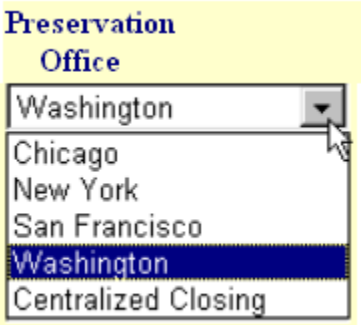


Figure 6-16, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



enter the Change Date (defaulted to current date), and click the Save Changes button.

6.15 Ineligible Properties Screen

This function allows OAHP HQ users to reactivate properties that have been designated as Ineligible. The search screen allows selecting properties by State, Property ID, or ALL Ineligible Properties. The screen is depicted below in Figure 6-17, Ineligible Properties Screen.

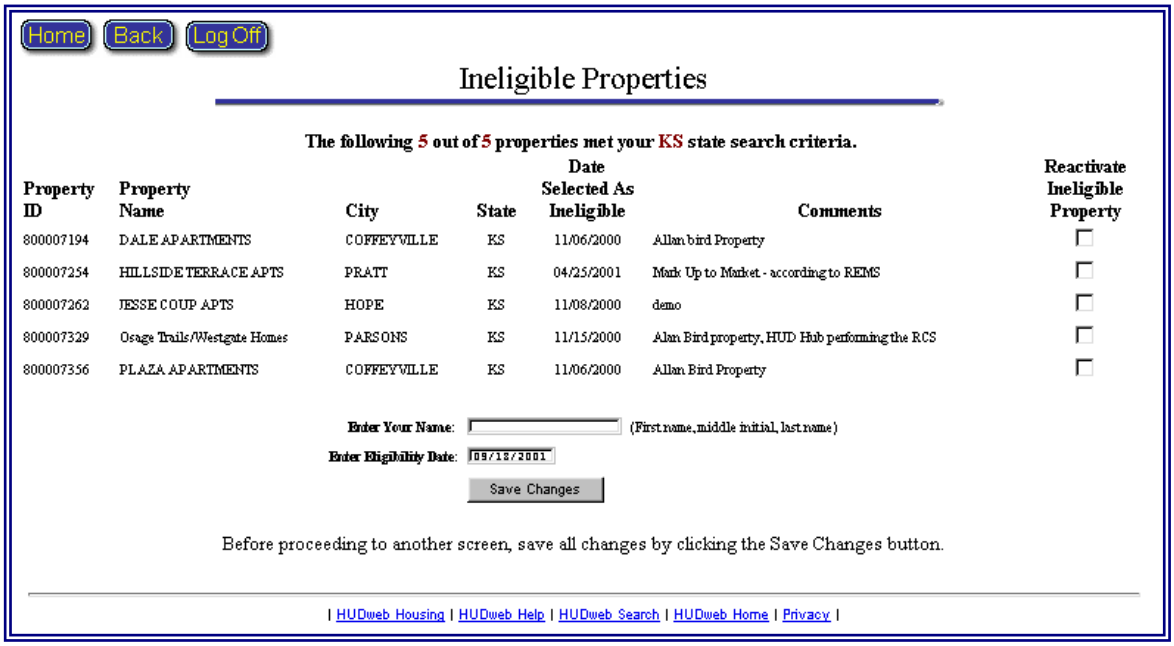


Figure 6-17, Ineligible Properties Screen

To reactivate a property, click the checkbox for the desired properties, enter your name, the Eligibility Date (defaulted to current date), and click the Save Changes button.

7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the Critical Dates Tracking button on M2M's home screen. Within the Critical Dates Tracking module, OHAP users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.

Clicking Critical Dates Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria for Critical Dates Tracking Screen.

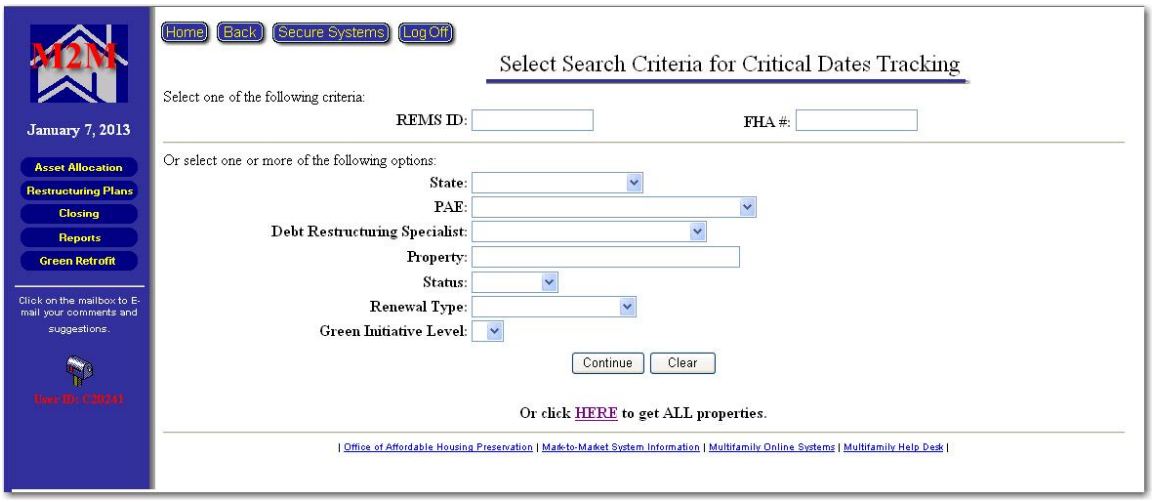


Figure 7-1, Search Criteria for Critical Dates Tracking Screen

Select one of the following criteria available to retrieve properties for the Critical Dates Tracking module:

- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Critical Dates Tracking module:

- Select a State from the drop-down list
- Select a PAE from the drop-down list
- Select a Debt Restructuring Specialist from the drop-down list
- Enter a Property's Name for a specific property
- Select a Property's Status (Active or Completed)
- Select a Renewal Type (Mortgage Restructuring, Rent Reduction only, Comp Review or Post M2M Comp Review)
- Select a Green Initiative Level (Level I, Level II or Level I & Level II)
- Click the underlined HERE link to retrieve all properties in the system

7.1 Assigned Properties Screen

The Assigned Properties screen (shown below as Figure 7-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

Home Back Secure Systems Log Off

Assigned Properties

The following 29 out of 29 properties met your Signet Partners, Active, Mortgage Restructuring search criteria.
To view/update a contract's critical dates, click its underlined Contract Number.

Status	Property Name	Property ID	FHA Number	Sec 8 Contract Number	Sec 8 Contract Renewal Type	GI Level	Expiration Date	Property City	State
A	South Pointe Apartments	800000683	08211068	AR37M000031	Mortgage Restructuring	I	09/30/2012	MARIANNA	AR
A	HACIENDA DEL RIO	800000905	12335160	AZ20H042014	Mortgage Restructuring			Phoenix	AZ
A	Meadowbrook Park & Tower Apartments	800001946	14311083	CA16M000269	Mortgage Restructuring	I	06/30/2013	SAN BERNARDINO	CA
A	PARKSIDE VILLA	800002158	12135904	CA39002021	Mortgage Restructuring		04/30/2013	FAIRFIELD	CA
A	Robinson Heights Apartments	800005445	07435125	IA050030004	Mortgage Restructuring	I	06/30/2032	BURLINGTON	IA
A	The Meadows Apartments - Cedar Rapids	800005493	07435147	IA050034021	Mortgage Restructuring	I	10/31/2012	Cedar Rapids	IA
A	17TH PLACE APARTMENTS	800006516	07235067	IL060045004	Mortgage Restructuring		08/31/2032	MATTOON	IL
A	AUBURN MANOR APARTMENTS	800029733	07111122	IL060MR0020	Mortgage Restructuring	I	12/31/2009	ROCKFORD	IL
A	HUMBOLDT BUILDING	800005988	07194040	IL06B000069	Mortgage Restructuring	I	10/19/2012	CHICAGO	IL
A	MILAN MANOR	800006146	07135411	IL060044017	Mortgage Restructuring	I	12/09/2012	MILAN	IL
A	BELMONT ESTATES	800006556	07335635	IN060026001	Mortgage Restructuring	I	10/31/2012	DECATUR	IN
A	CARRIAGE HOUSE NEW ALBANY	800006632	07335592	IN060058014	Mortgage Restructuring		06/30/2032	NEW ALBANY	IN
A	RIVER RUN APARTMENTS	800009693	07335531	IN06B000001	Mortgage Restructuring	I	11/30/2012	Elkhart	IN
A	CYPRESS GLEN	800007193	10235240	KS160025024	Mortgage Restructuring	I	10/31/2012	HOLTON	KS
A	MISSION PLACE	800007309	10235228	KS400156021	Mortgage Restructuring		09/30/2012	HUTCHINSON	KS
A	CLINTON PLACE	800010019	04435500	MI280013030	Mortgage Restructuring	I	10/31/2012	MOUNT CLEMENS	MI
A	COLONY AND FISHER ARMS APARTMENTS	800213296		MI001MR0002	Mortgage Restructuring	I	01/31/2011	DETROIT	MI
A	FOXRIDGE	800009872	04735218	MI33L000037	Mortgage Restructuring	I	10/31/2012	KALAMAZOO	MI
A	GARDENVIEW	800010137	04835097	MI280010011	Mortgage Restructuring	I	08/31/2012	FLINT	MI
A	AFTON VIEW APARTMENTS	800010743	09244008	MN46M000170	Mortgage Restructuring	I	09/30/2012	SAINT PAUL	MN
A	YORK MANOR aka Franciscan Elderly	800011406	09235342	MN460006003	Mortgage Restructuring		10/31/2012	BRECKENRIDGE	MN
A	FORUM MANOR APTS.	800011578	08535495	MO36H195062	Mortgage Restructuring	I	03/31/2013	ROLLA	MO
A	MAPLE MANOR APARTMENTS	800042939	08411069	MO16M000155	Mortgage Restructuring	I	10/31/2012	INDEPENDENCE	MO
A	FRENCH VILLAGE	800045426	10311017	NE26M000041	Mortgage Restructuring	I	08/31/2012	GRAND ISLAND	NE
A	Homestead Village	800013607	10338021	NE260045002	Mortgage Restructuring	I	08/31/2012	BEATRICE	NE
A	Centennial Park Arms Apartments	800214069	12511057	NV25L000006	Mortgage Restructuring	I	05/31/2032	NORTH LAS VEGAS	NV
A	ROSE GARDEN TOWNHOUSES	800014710	12544001	NV25L000008	Mortgage Restructuring	I	12/31/2012	NORTH LAS VEGAS	NV
A	MONUMENTAL PRIDE HOMES	800020359	08135072	TN43M000076	Mortgage Restructuring	I	03/31/2013	MEMPHIS	TN
A	PARKVIEW MANOR APARTMENTS	800020419	08144026	TN40M000014	Mortgage Restructuring	I	01/31/2013	UNION CITY	TN

Figure 7-2, Assigned Properties

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a Critical Dates Tracking form.

7.2 Contract Number Link

The Assigned Properties screen displays all assigned properties and pertinent information. It also contains the highlighted contract number Contract Number FL29M000113 as a link to access the Critical Dates Tracking form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Critical Dates Tracking screen (discussed in the next section).

7.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property's M2M renewal option type). Figure 7-3, Mortgage

Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Mortgage Restructuring renewal option. The Critical Dates Tracking screens vary depending upon the M2M renewal type.

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-2, Rent Reduction only Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Rent Reduction only renewal option.

Figure 7-3-3, Rent Reduction only Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

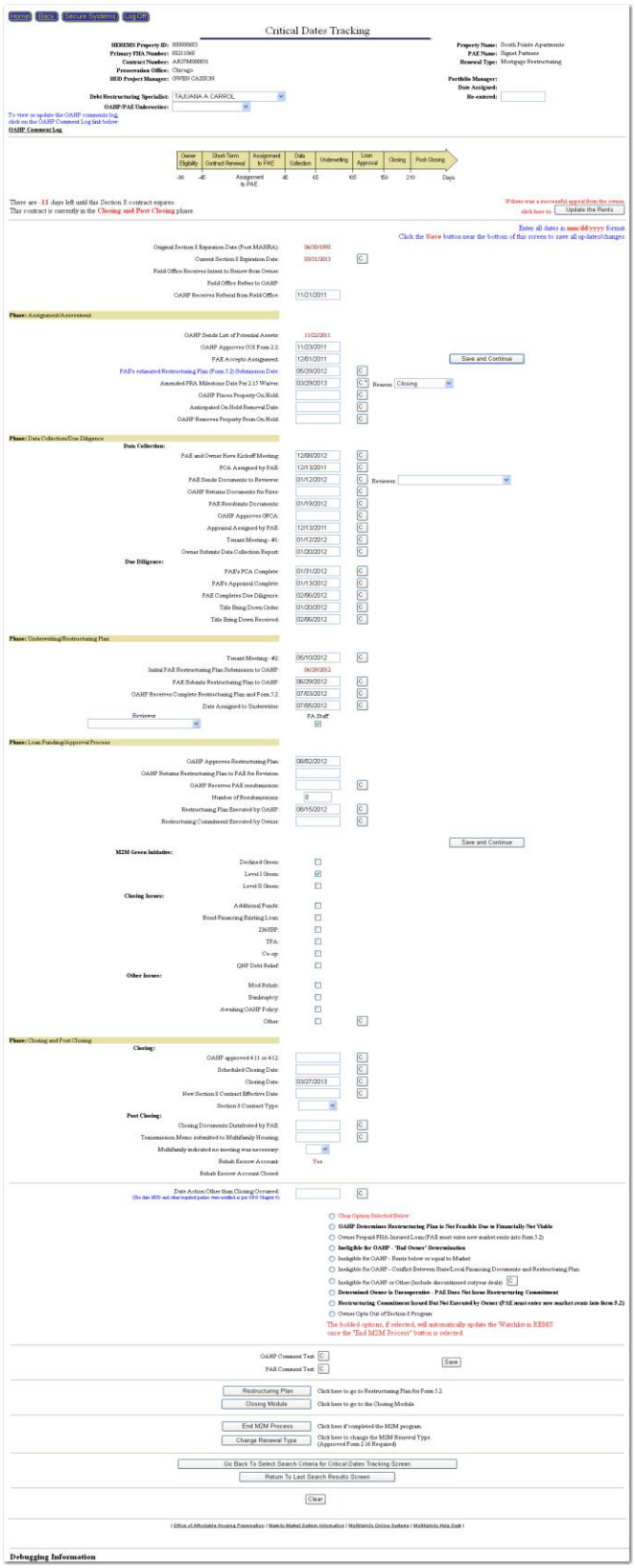


Figure 7-3, Mortgage Restructuring Critical Dates Screen

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)

Home | Back | Secure Systems | Log Off

Critical Dates Tracking

HEREMS Property ID: 800001454
Primary FHA Number: 12135567
Contract Number: CA390014045
Preservation Office: Washington
HUD Project Manager: BETTY L WANG
Debt Restructuring Specialist: WINIFRED J DUBECK
OAHP/PAE Underwriter:

Property Name: EL PORTAL GARDENS
PAE Name: ONTRA, Inc.
Renewal Type: Rent Reduction Only

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:
Historical Data

Previously Assigned PAE: ONTRA, Inc.
Previous Preservation Office: Chicago

To view or update the OAHP comments log, click on the OAHP Comment Log link below:
OAHP Comment Log

There are **140** days left until this Section 8 contract expires.
This contract is currently in the **Rent Reduction Determination** phase.

If there was a successful appeal from the owner, click here to: Update the Rents

Enter all dates in **mm/dd/yyyy** format.
Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):		
Current Section 8 Expiration Date:	08/31/2013	C
Field Office Receives Request for Rent Reduction from Owner:	03/22/2013	
Field Office Refers to OAHP:		
OAHP Receives Referral from Field Office:	10/23/2012	

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets:	10/25/2012	
OAHP Approves COI Form 2.2:	10/26/2012	
PAE Accepts Assignment:	11/05/2012	Save and Continue
PAE's estimated Recommendation (Form 10.2) Submission Date:	01/18/2013	C
Tier 1 Incentive Due Date (Per PRA):	01/19/2013	
Amended Tier 1 Incentive Due Date:		C
Amended Tier 1 Due Date (Per Rel. Mgr.):		C
Tier 2 Incentive Due Date (Per PRA):		
Amended Tier 2 Incentive Due Date:		C
Amended Tier 2 Due Date (Per Rel. Mgr.):		C
OAHP Places Property On Hold:		C
Anticipated On Hold Removal Date:		C
OAHP Removes Property From On Hold:		C

Phase: Rent Reduction Determination

Tenant Notice Sent:	11/05/2012	C
PCA Assigned by PAE:	11/07/2012	C
Appraisal Assigned by PAE:	11/07/2012	C
PAE's PCA Complete:	11/30/2012	C
PAE's Appraisal Complete:	12/03/2012	C
Initial PAE Restructuring Plan Submission to OAHP:	01/18/2013	
PAE Submits Justification for Recommendation (Form 10.2):	01/18/2013	C
OAHP Receives Complete PAE Justification (Form 10.2) Submission:	01/22/2013	C
OAHP Approves PAE 'Lite' Recommendation:	02/05/2013	C
OAHP Notifies HUD Project Manager:	02/06/2013	C
PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager:	02/14/2013	C
PAE Receives Copy of Owner's Signed Sec. 8 Contract:		C

Status of Miscellaneous Items — Save and Continue

PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring:		C
OAHP Approves Tier 2 Conversion (Form 2.16):		C
OAHP Returns Submission to PAE for Revision:		C
OAHP Receives PAE Resubmission:		C
Number of Resubmissions:	0	
New Section 8 Contract Effective Date:	03/01/2013	C
Section 8 Contract Type:	Basic	

PAE Final Section 8 Renewal Recommendation:
- Clear Option Selected Below
- Renew as Tier 1
- Renew as Tier 2
- **Watchlist - Ineligible, Recommended Conversion to Full**
- Not to Renew
- Ineligible for Mark-to-Market - Rents below or equal to Market
- Ineligible for Mark-to-Market - Other C
- Owner Opts Out of Section 8 Program

OAHP Comment Text: C *
PAE Comment Text: C

Save

Restructuring Plan — Click here to go to Restructuring Plan for Form 10.2.

End M2M Process — Click here if completed the M2M program.
Change Renewal Type — Click here to change the M2M Renewal Type. (Approved Form 2.16 Required)

Go Back To Select Search Criteria for Critical Dates Tracking Screen
Return To Last Search Results Screen

Figure 7-3-2, Rent Reduction Only Critical Dates Screen

Home | Back | Secure Systems | Log Off

Critical Dates Tracking (Partial)

HEREMS Property ID: 800006524
Primary FHA Number: 07135705
Contract Number: IL06M000049
Preservation Office: Washington
HUD Project Manager: GWENDOLYN THOMAS
Debt Restructuring Specialist: WINIFRED J DUBECK
OAHP/PAE Underwriter:

Property Name: 51ST & KING DRIVE APARTMENTS
PAE Name: Signet Partners
Renewal Type: Rent Reduction Only

To view or update the OAHP comments log, click on the OAHP Comment Log link below:
OAHP Comment Log

There are 170 days left until this Section 8 contract expires.
This contract is currently in the Rent Reduction Determination phase.

If there was a successful appeal from the owner, click here to: Update the Rents

Enter all dates in mm/dd/yyyy format.
Click the Save button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):		
Current Section 8 Expiration Date:	09/30/2013	C
Field Office Receives Request for Rent Reduction from Owner:	09/06/2012	
Field Office Refers to OAHP:		
OAHP Receives Referral from Field Office:	10/03/2012	

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets:	10/25/2012		
OAHP Approves COI Form 2.2:	10/26/2012		
PAE Accepts Assignment:	10/31/2012		Save and Continue
PAE's estimated Recommendation (Form 10.2) Submission Date:	01/29/2013	C	
Tier 1 Incentive Due Date (Per PRA):	01/14/2013		
Amended Tier 1 Incentive Due Date:		C	
Amended Tier 1 Due Date (Per Rel. Mgr.):		C	
Tier 2 Incentive Due Date (Per PRA):			
Amended Tier 2 Incentive Due Date:		C	
Amended Tier 2 Due Date (Per Rel. Mgr.):		C	
OAHP Places Property On Hold:		C	
Anticipated On Hold Removal Date:		C	
OAHP Removes Property From On Hold:		C	

Phase: Rent Reduction Determination	Due/Select	Actual	
Tenant Notice Sent:	☐	11/30/2012	C
PCA Assigned by PAE:	☐	11/07/2012	C
Appraisal Assigned by PAE:	☐	11/07/2012	C
PAE's PCA Complete:	☐	12/07/2012	C
PAE's Appraisal Complete:	☐	12/07/2012	C
Initial PAE Restructuring Plan Submission to OAHP:	01/04/2013		
PAE Submits Justification for Recommendation (Form 10.2):	☐	01/04/2013	C
OAHP Receives Complete PAE Justification (Form 10.2) Submission:	☐	01/07/2013	C
OAHP Approves PAE 'Lite' Recommendation:	☐	02/07/2013	C
OAHP Notifies HUD Project Manager:	☐	02/07/2013	C
PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager:	☐		C
PAE Receives Copy of Owner's Signed Sec. 8 Contract:	☐		C

Status of Miscellaneous Items	Due/Select	Actual	
PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring:	☐		C
OAHP Approves Tier 2 Conversion (Form 2.16):	☐		C
OAHP Returns Submission to PAE for Revision:	☐		C
OAHP Receives PAE Resubmission:	☐		C
Number of Resubmissions:		0	
New Section 8 Contract Effective Date:	☐		C
Section 8 Contract Type:			

Save and Continue

PAE Final Section 8 Renewal Recommendation:
- Clear Option Selected Below
- Renew as Tier 1
- Renew as Tier 2
- **Watchlist - Ineligible, Recommended Conversion to Full**
- Not to Renew
- Ineligible for Mark-to-Market - Rents below or equal to Market
- Ineligible for Mark-to-Market - Other C
- Owner Opts Out of Section 8 Program

OAHP Comment Text: C
PAE Comment Text: C

Save

Restructuring Plan — Click here to go to Restructuring Plan for Form 10.2.

End M2M Process — Click here if completed the M2M program.

Change Renewal Type — Click here to change the M2M Renewal Type. (Approved Form 2.16 Required)

Go Back To Select Search Criteria for Critical Dates Tracking Screen

Return To Last Search Results Screen

Clear

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 7-3-3, Rent Reduction Only Critical Dates Screen (Partial)

Figure 7-3-4, M2M Comp Review Critical Dates Screen

7.3.1 Historical Data Display

If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-4, History Notice.

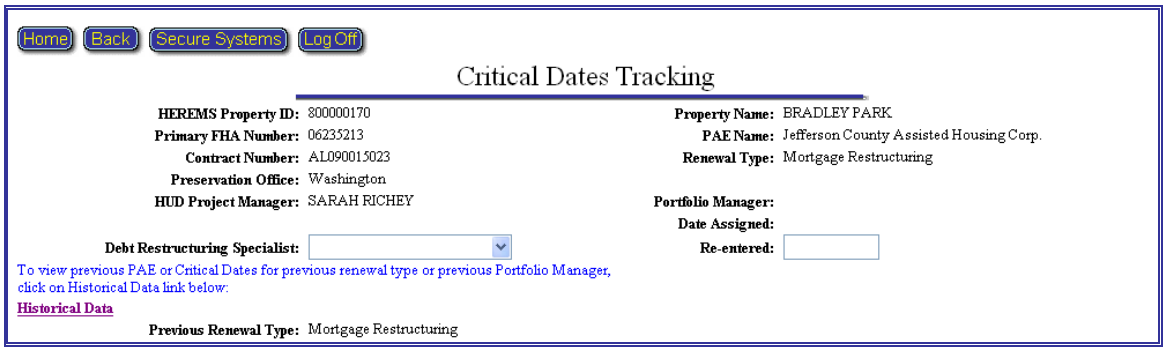


Figure 7-4, History Notice

To see a summary of the historical actions, click the **Historical Data** link to display the Historical Data screen as shown in Figure 7-5, Historical Data Summary Screen.

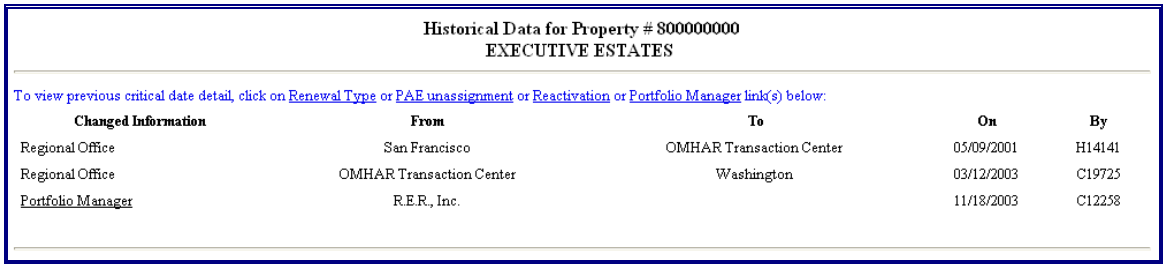


Figure 7-5, Historical Data Summary Screen

The Critical Date Detail, saved at the time the action was performed, can be viewed by clicking the **Renewal Type** or **PAE unassignment** or **Reactivation** links. Shown below, in Figure 7-6, Historical Critical Date Detail Screen, is a sample display. Clicking the **Portfolio Manager** link will display a popup window showing the date the indicated portfolio manager was assigned.

Back Print

Saved Critical Dates

HEREMS Property ID:	800010019	**Property Name:**	CLINTON PLACE
Primary FHA Number:	04435500	**PAE Name:**	OAHP Chicago - Signet
Contract Number:	MI280013030	**Renewal Type:**	Mortgage Restructuring
Preservation Office:	Chicago		
Debt Restructuring Specialist:	TAJUANA A CARROL	**Re-entered:**	
OAHP/PAE Underwriter:			

Original Section 8 Expiration Date (Post MAHRA) :	
Current Section 8 Expiration Date :	10/31/2011
Field Office Receives Intent to Renew from Owner :	06/20/2011
Field Office Refers to OAHP :	
OAHP Receives Referral from Field Office :	07/29/2008
Assignment/Assessment	
OAHP Sends List of Potential Assets:	08/01/2008
OAHP Approves COI Form 2.2:	08/05/2008
PAE Accepts Assignment:	08/11/2008
PAE's estimated Restructuring Plan (Form 5.2) Submission Date:	
Amended PRA Milestone Date Per 2.15 Waiver:	04/30/2009
Reason:	Plan Submission
OAHP Places Property On Hold:	
Anticipated On Hold Removal Date:	
OAHP Removes Property From On Hold:	
Data Collection/Due Diligence	
PAE and Owner Have Kickoff Meeting:	08/21/2008
PCA Assigned by PAE:	08/26/2008
PAE Sends Documents to Reviewer:	
GPCA Reviewer:	
OAHP Returns Documents for Fixes:	
PAE Resubmits Documents:	
OAHP Approves GPCA:	
Appraisal Assigned by PAE:	08/26/2008
Tenant Meeting - #1:	09/24/2008
Owner Submits Data Collection Report:	09/16/2008
PAE's PCA Complete:	10/03/2008
PAE's Appraisal Complete:	09/25/2008
PAE Completes Due Diligence:	10/03/2008
Title Bring Down Order:	08/27/2008
Title Bring Down Received:	09/08/2008
Underwriting/Restructuring Plan	
Tenant Meeting - #2:	
PAE Submits Restructuring Plan to OAHP:	
OAHP Receives Complete Restructuring Plan and Form 5.2:	
Date Assigned to Underwriter:	
Reviewer	**FA Staff** No
Loan Funding/Approval Process	
OAHP Approves Restructuring Plan:	
OAHP Returns Restructuring Plan to PAE for Revision:	
OAHP Receives PAE resubmission:	
Number of Resubmissions:	0
Restructuring Plan Executed by OAHP:	
Restructuring Commitment Executed by Owner:	
M2M Green Initiative:	Level I Green
Closing Issues:	
Other Issues:	
Other Comment:	
Closing and Post Closing	
OAHP approved 4.11 or 4.12:	
Scheduled Closing Date:	
Closing Date:	
New Section 8 Contract Effective Date:	
Section 8 Contract Type:	
Closing Documents Distributed by PAE:	
Transmission Memo submitted to Multifamily Housing:	
Rehab Escrow Account Closed:	
Multifamily indicated no meeting was necessary:	

Date Action Other than Closing Occurred:

OAHP Comment:

PAE Comment:

Figure 7-6, Historical Critical Date Detail Screen

7.3.2 OAHP Comment Log

If there is any OAHP Comment Log for a property, a link will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-5, OAHP Comment Log Notice.

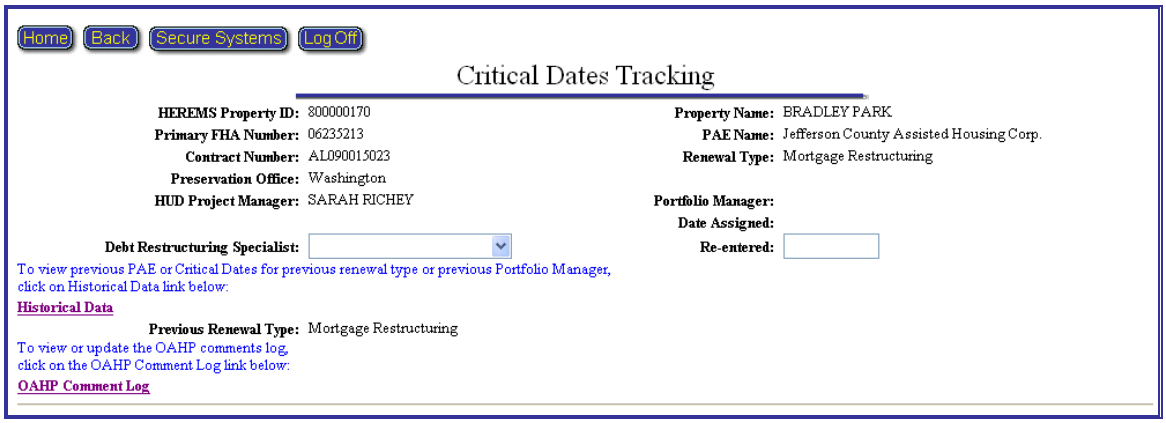


Figure 7-7, OAHP Comment Log Notice

To see a list of the OAHP Comments Log, click the **OAHP Comment Log** link to display the OAHP Comment Log screen as shown in Figure 7-8, OAHP Comment Log Screen.

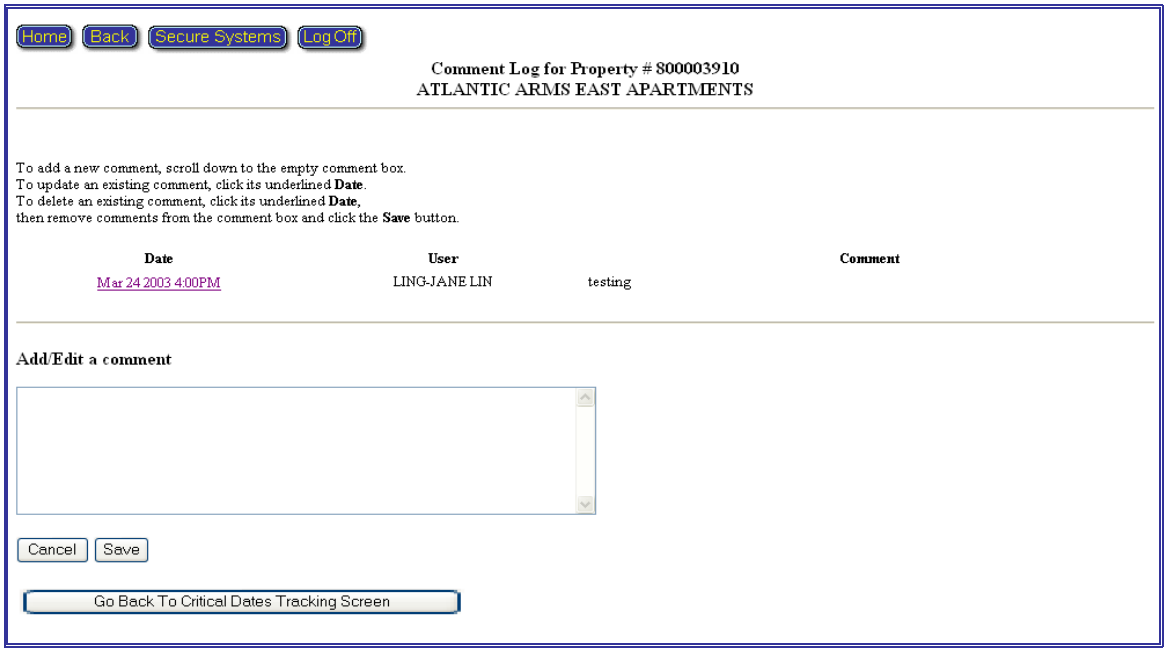


Figure 7-8, OAHP Comment Log screen

7.3.3 Critical Dates Data Entry

All Critical Dates data entry boxes applicable to the PAE or OAHP User may be entered or updated by the OAHP HQ users. The OAHP RO Users may enter or update the critical date fields applicable to OAHP, but only have the ability to read the data the PAE entered. The same holds true in reverse for the PAE User, i.e., PAEs may only read OAHP fields, but not enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: Original Section 8 Expiration Date (Post MAHRA), Current Section 8 Expiration Date, Field Office Receives Intent to Renew from Owner, Field Office Receives Request for Rent Reduction from Owner, Field Office Refers to OAHP, OAHP Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the "C" button next to a critical date to enter comments (in a pop-up box) related to a specific date or phase. Figure 7-9, Comment Fields is an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

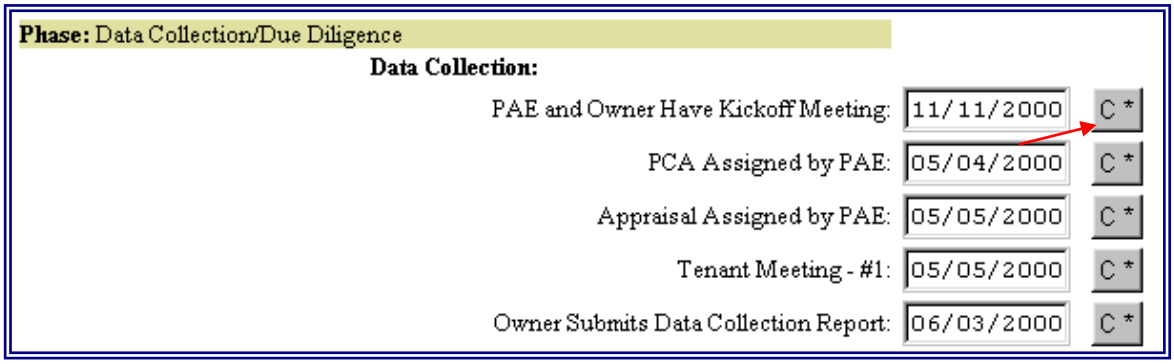


Figure 7-9, Comment Fields

On the Mortgage Restructuring Critical Dates Tracking screen (only) there is a yellow timeline that shows at a glance, the guidelines for completing phases and tasks (in accordance to the timeframes in the M2M Operating Procedures Guide).

All dates must be entered in the MM/DD/YYYY format. The Save button must be selected once the updates or changes are verified.

7.3.4 Critical Dates Reporting

Data entered in the Critical Dates Tracking module is used to generate the following reports:

- Assigned Active Property Report
- Submitted Plans Awaiting Decision Report
- Property Status Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Rent Comparability Review Progress Report
- Rent Reduction Only Progress Report
- Mortgage Restructuring Progress Report

♪ **Note:** Careful attention to detail must be paid when entering dates on the Critical Dates Tracking screen. Updates are made to the system's database once the User saves the changes. It is **strongly suggested** you review the data for accuracy before **and** after selecting the Save button.

A message is displayed confirming changes were saved if the data was entered in the correct format.

There are additional comment buttons at the bottom of the screen for use by the PAE and OAHP Users, respectively.

If an action other than a closing occurred on a Mortgage Restructuring contract, there is a date and comment box available at the bottom of the screen. There are also radio button options below this date that should be selected.

♪ **Note:** Remember to save any and all changes or updates before leaving this screen by selecting the Save button at the bottom of the screen.

7.3.5 Ending M2M Contract Process

After a contract has completed the M2M process, OAHP may close it by clicking the End M2M Process button [End M2M Process] at the bottom of the screen. A confirmation window, as illustrated below as Figure 7-10, End M2M Process Confirmation Window, will be displayed. Select OK to end the contract or Cancel to return to the previous screen.

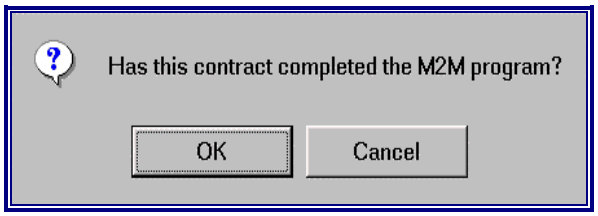


Figure 7-10, End M2M Process Confirmation Window

7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract's renewal type may be changed by selecting the Change Renewal Type button [Change Renewal Type] resulting in the Figure 7-11, Contract Renewal Type Change, screen (shown below).

Figure 7-11, Contract Renewal Type Change

The current renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract's renewal type changed. Comments relating to the contract's changed status may also be entered.

After the user clicks the Continue button, a confirmation screen is displayed to let the user know the change was accepted. Changing the renewal type for a contract will generate a history record of the action. Clicking the Continue button will return a Critical Dates Tracking screen, based on the new renewal type.

7.3.7 As Is Rents Screen

If a 'Date Action Other than Closing Occurred' is entered and saved, an 'As Is Rents' button will appear near the bottom of the screen. Clicking the 'As Is Rents' button will display a screen for entering as is rent information as shown below in Figure 7-12, As Is Rents Screen.

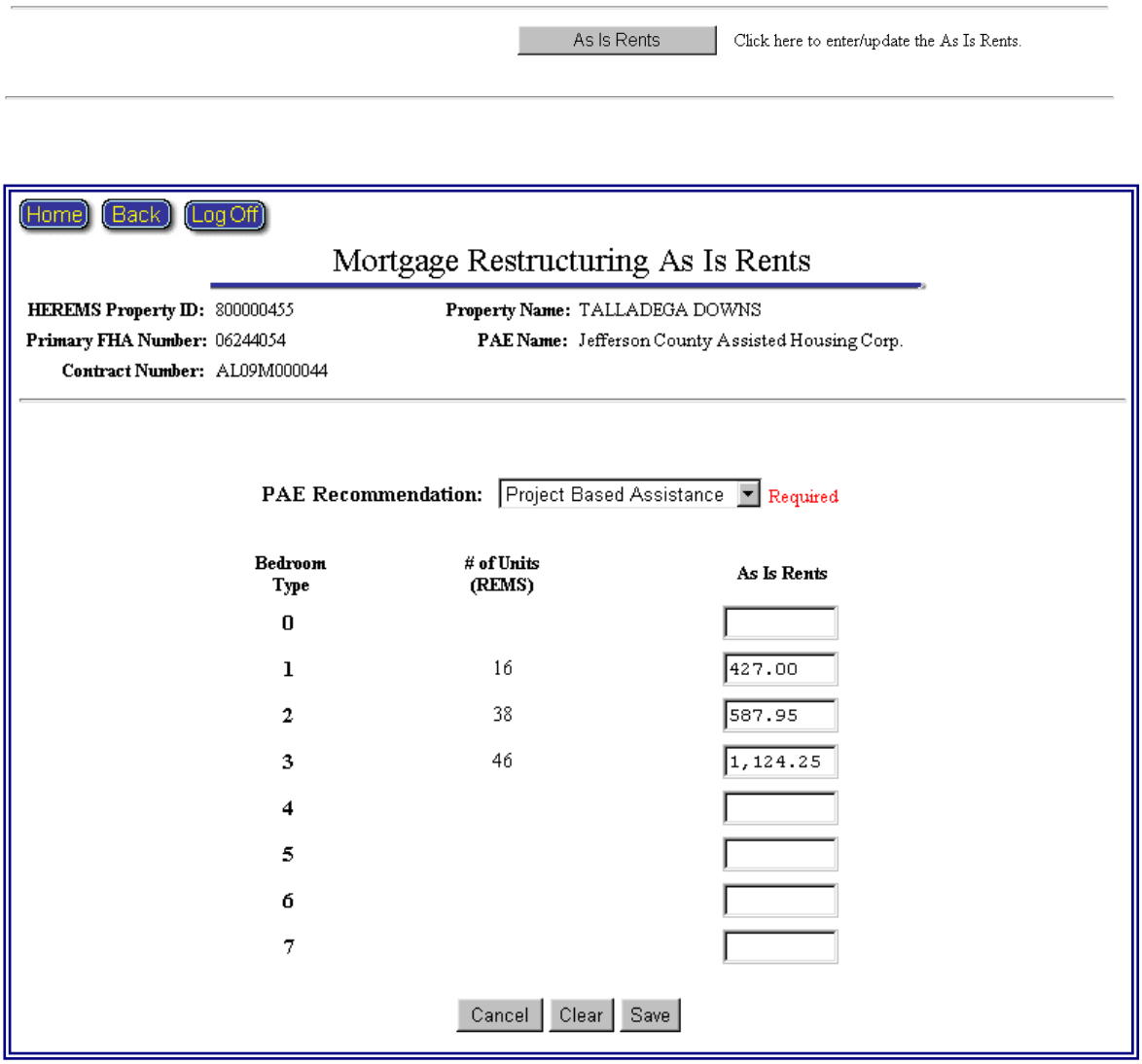


Figure 7-12, As Is Rents Screen

The 'PAE Recommendation' with drop down selection box for options 'Project Based Assistance' and 'Tenant Based Assistance' is required to be selected.

Input data fields allow the user to enter an 'As Is Rent' amount for each unit type.

7.3.8 Comp Review Results Screen

Clicking the 'Comp Review Results' button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 7-13, Comp Review Results Screen.

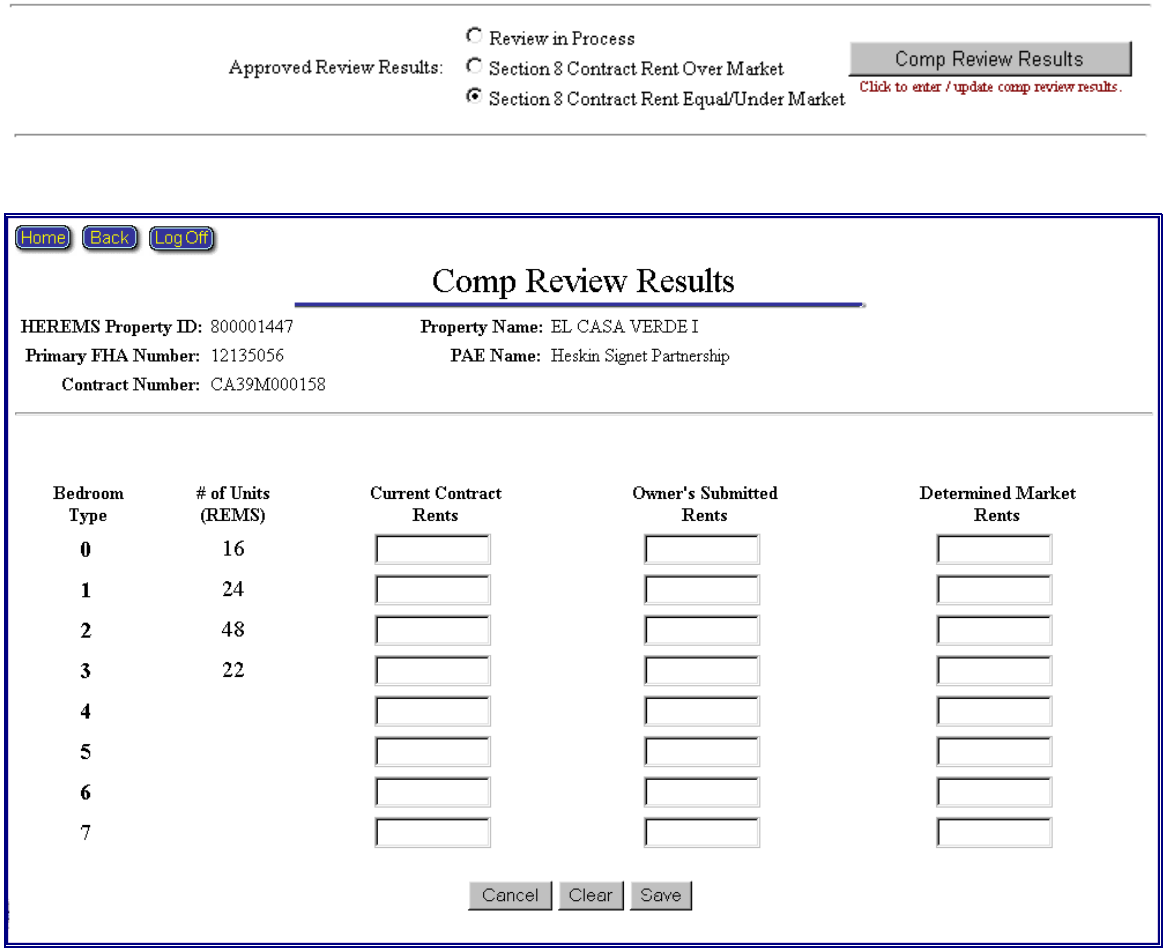


Figure 7-13, Comp Review Results Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

7.3.9 Comp Review to Determine Mark-Up-To-Market Eligibility Screen

Clicking the 'Comp Review Results' button that is displayed on a Post M2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen.

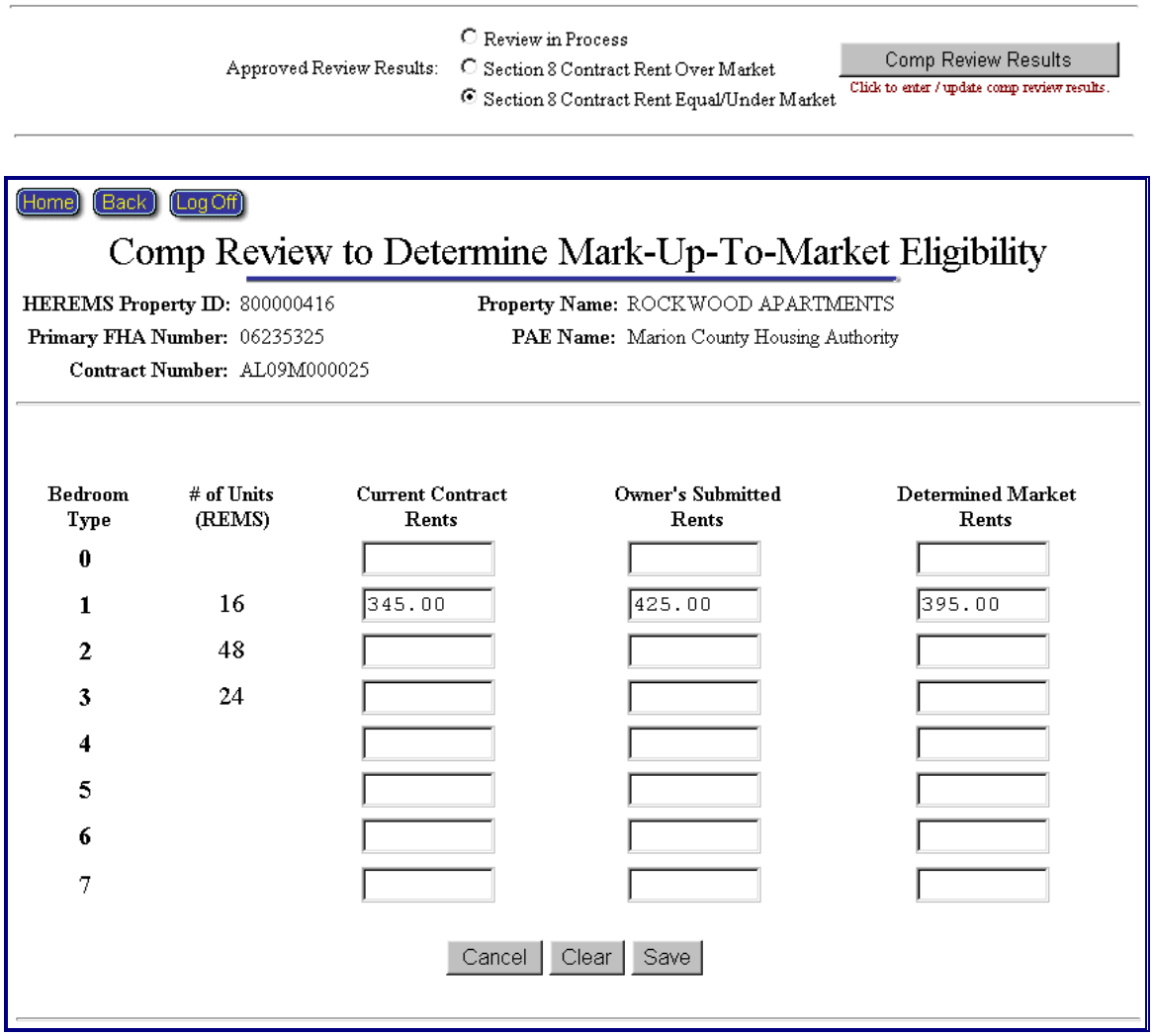


Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

7.3.10 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the Critical Dates Tracking screen and the user clicks the Save and Continue button or Save button, a confirmation message will appear (as seen below, in Figure 7-13, Information Saved Screen):

OR

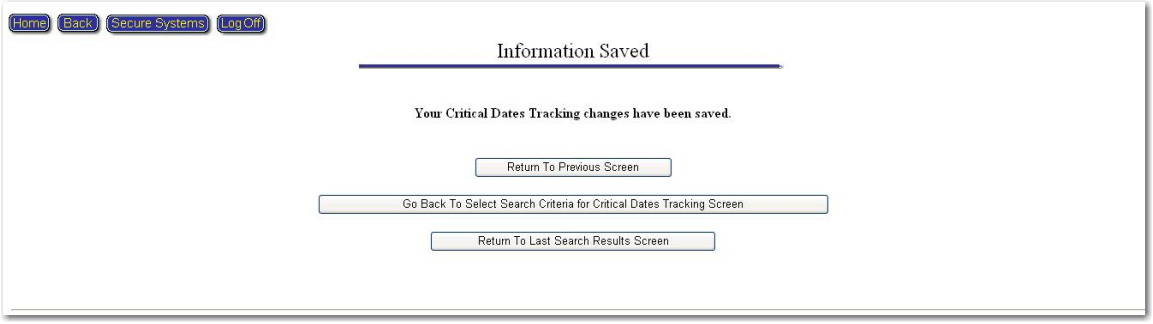


Figure 7-13, Information Saved Screen

8 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the Restructuring Plans button from M2M's home screen. There are also links at the bottom of the Mortgage Restructuring and Rent Reduction Only Critical Dates Tracking screens to the associated property's restructuring plan form.

♪ **Note:** These restructuring plan forms are only one part of the Draft Restructuring Plans and Subsidy Recommendations that must be submitted to OAHP for approval.

Within this module are Restructuring Plan Forms that must be submitted and approved via M2M. Each type of restructuring plan form (Form 5.2 and Form 10.2) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in **Section 8.2 Mortgage Restructuring Plan Forms** and **Section 8.3 Rent Reduction Only Plan Forms,** respectively.

Figure 8-1, Restructuring Plans Screen, represents the screen that will be retrieved when the Restructuring Plans button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.

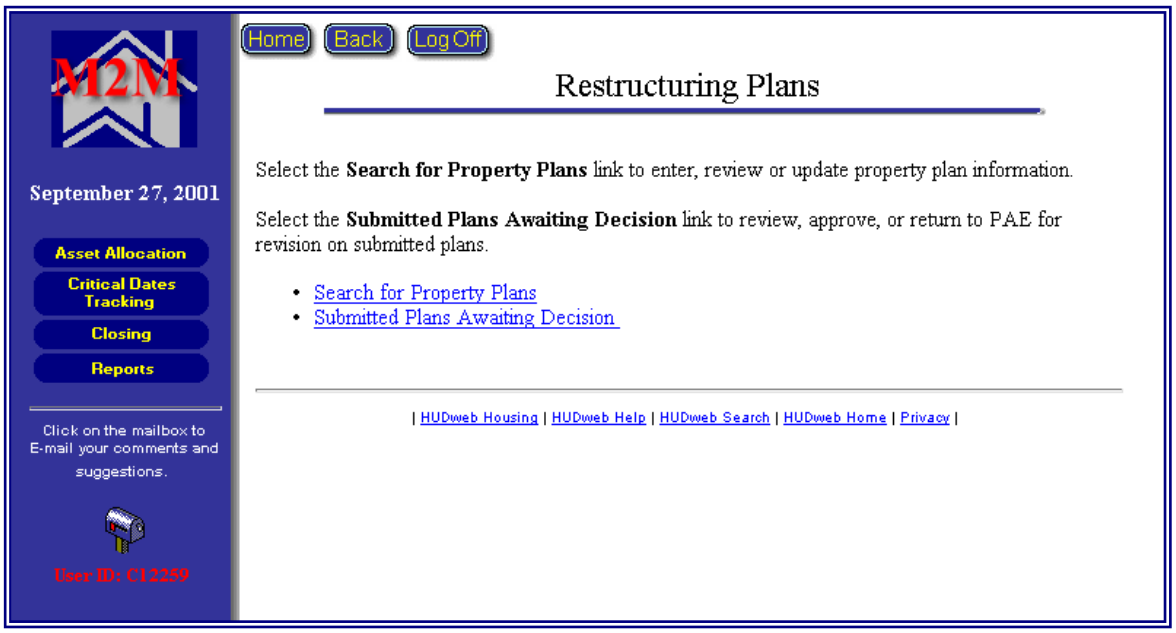


Figure 8-1, Restructuring Plans Screen

Users may search for Restructuring Plans by clicking the Search for Property Plans link or retrieve submitted plans by clicking the Review Submitted Plans Awaiting Decision link. Clicking the Search for Property Plans link retrieves a search selection criteria page, as shown below in Figure 8-2, Restructuring Plans Search Criteria Screen.

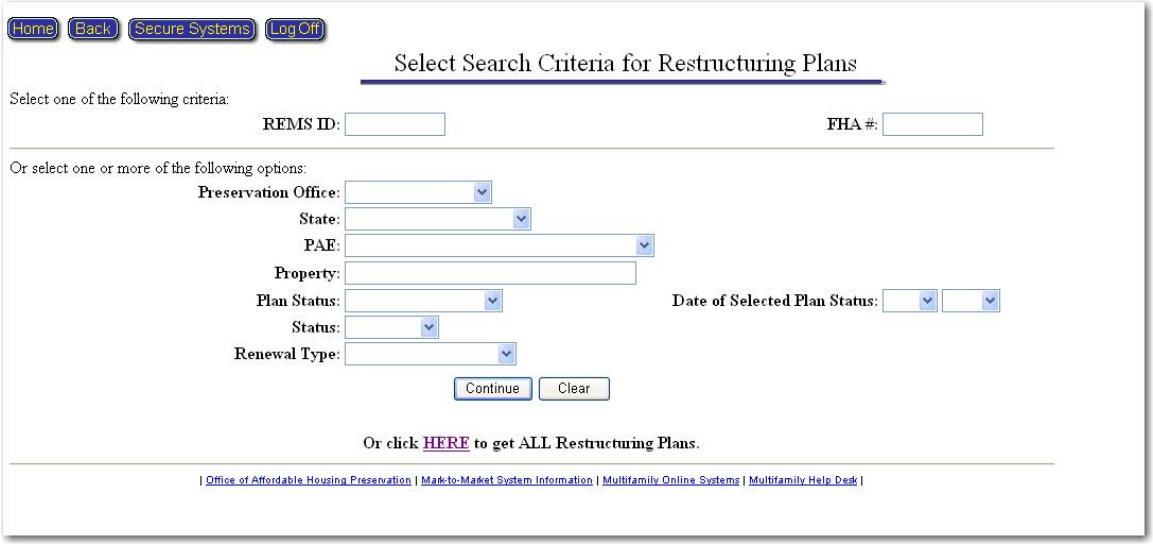


Figure 8-2, Restructuring Plans Search Criteria Screen

Select one of the following criteria available to retrieve properties for the Restructuring Plans:

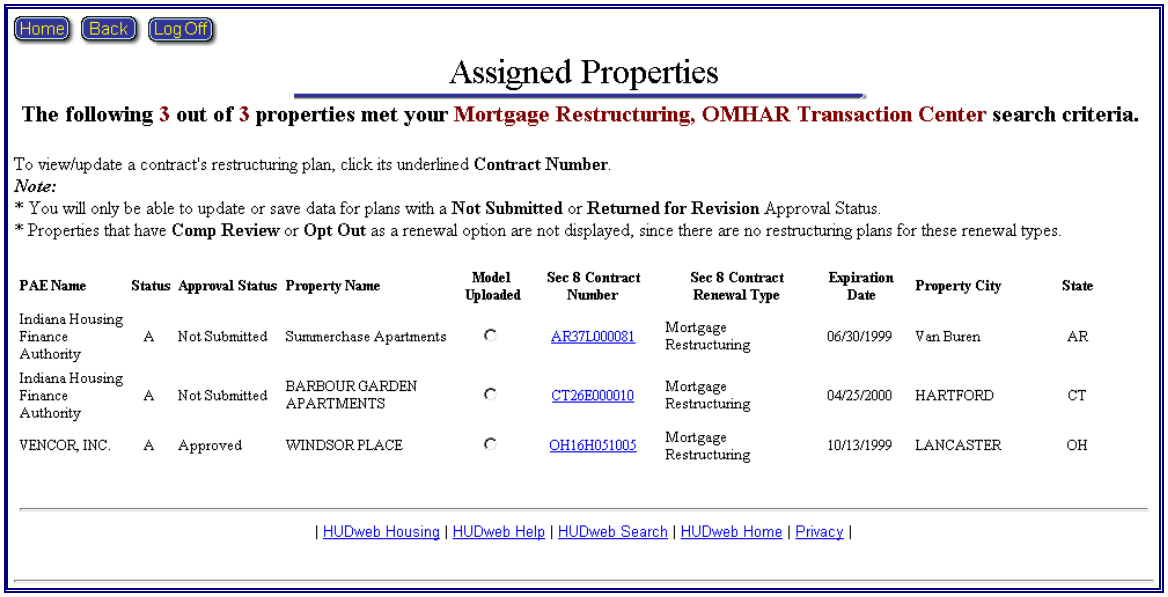
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Restructuring Plans:

- Select an OAHP Region from the drop-down list
- Select a State from the drop-down list
- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Restructuring Plan Status from the drop-down list
- Select a Date of Selected Plan Status from the drop-down list
- Select a Status from the drop-down list
- Select a Renewal Type (Mortgage Restructuring or Rent Reduction Only)
- Click the underlined HERE link to retrieve all restructuring plans in the system

8.1 Restructuring Plans General Information

Figure 8-3, Restructuring Plans Property Selection Screen, represents the results from the Restructuring Plans Search Criteria based on a state criterion search.



Home Back Log Off

Assigned Properties

The following 3 out of 3 properties met your Mortgage Restructuring, OMHAR Transaction Center search criteria.

To view/update a contract's restructuring plan, click its underlined **Contract Number**.
Note:
* You will only be able to update or save data for plans with a **Not Submitted** or **Returned for Revision** Approval Status.
* Properties that have **Comp Review** or **Opt Out** as a renewal option are not displayed, since there are no restructuring plans for these renewal types.

PAE Name	Status	Approval Status	Property Name	Model Uploaded	Sec 8 Contract Number	Sec 8 Contract Renewal Type	Expiration Date	Property City	State
Indiana Housing Finance Authority	A	Not Submitted	Summerchase Apartments		AR37L000081	Mortgage Restructuring	06/30/1999	Van Buren	AR
Indiana Housing Finance Authority	A	Not Submitted	BARBOUR GARDEN APARTMENTS		CT26E000010	Mortgage Restructuring	04/25/2000	HARTFORD	CT
VENCOR, INC.	A	Approved	WINDSOR PLACE		OH16H051005	Mortgage Restructuring	10/13/1999	LANCASTER	OH

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 8-3, Restructuring Plans Property Selection Screen

OAHP users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the Restructuring Plans section. If a property has completed the M2M process, it is "completed" (as indicated by a "C" in the Contract Status column) and the User will only be allowed to view or print the restructuring plan form.

8.1.1 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have red negative number indicators outside their data entry boxes (e.g., as represented below in the Residential Bad Debt and Residential Vacancy fields shown in Figure 8-4, Negative Field Indicators). Users are instructed to enter positive numbers in these fields, as the system is programmed to subtract these values in calculations, where applicable.

Figure 8-4, Negative Field Indicators

8.1.2 Navigating the Restructuring Plans Sections

Users may quickly "jump" to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. It is important to know that the User should save before jumping to a different page in order to keep the data entered. Clicking the Critical Dates Tracking button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the Printable Form button at any time. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.

Figure 8-5, Restructuring Plan Menu Bar

8.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 8-6, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

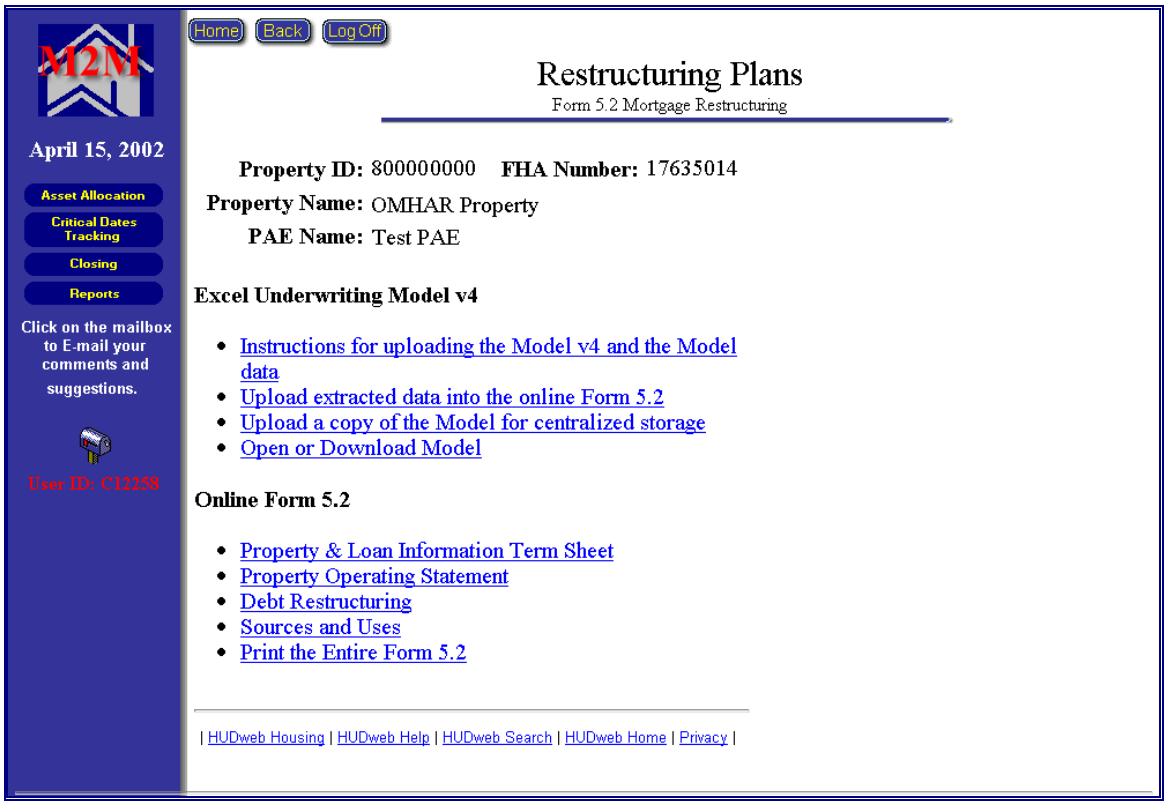


Figure 8-6, Form 5.2 Mortgage Restructuring

Also, let it be noted, that the PAE is responsible for entering the data and selecting the “submit” button to lock the data and notify OAHP of the submission. Also, the PAE must mail in the full submission documentation and place a copy of the Underwriting Model on the centralized server. OAHP is responsible for approving or returning for revision the submitted documentation.

8.2.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- Instructions for uploading the Model v4 and the Model data
- Upload extracted data into the online Form 5.2
- Upload a copy of the Model for centralized storage

- Open or Download Model

8.2.1.1 Instructions for uploading the Model v4 and the Model data

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 8-7, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the M2M Excel Underwriting Model v4 automatically, (without having to perform data entry into the M2M Form 5.2). This new feature only works with the **version 4** of the model. Also,
2. the M2M Excel Underwriting model being submitted for review and approval must be uploaded and saved on this centralized, protected server.

Steps to Perform the Two Tasks:

To prepare the Model for uploading into the M2M system Form 5.2 online:

1. Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls or .xlsm (e.g , 800000000.xls). It is very important to note the location where the model is saved and the REMS #.
2. Go to the Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt).
6. Print a copy of the worksheet called "Form 5.2 Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Form 5.2 online:

1. Log into the M2M system and go to the Restructuring Plans Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Restructuring Plans screen, select the option: Upload extracted data into the online Form 5.2
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation.(It will be in the same folder as the model).
6. Click on the button "Upload the File."
   - If the filename or type of file is incorrect there will be an error displayed.
   - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Form 5.2 automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" worksheet.
8. Click on Save if the data is valid.
9. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
10. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server:

1. Go to the Restructuring Plans Module in M2M system.
2. Select the property.
3. From the Restructuring Plans screen select the option: Upload a copy of the Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.
8. If the PAE is ready to submit the restructuring plan to OAHP, click on Submit after uploading the model and extracted data to the M2M system.

For the PAE or OAHP to view or download to a workstation:

1. Go to the Restructuring plans screen.
2. Select the Property.
3. Select the option: Open or Download Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xls" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 8-7, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Form 5.2

The Upload extracted data into the online Form 5.2 (shown as Figure, 8-8, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

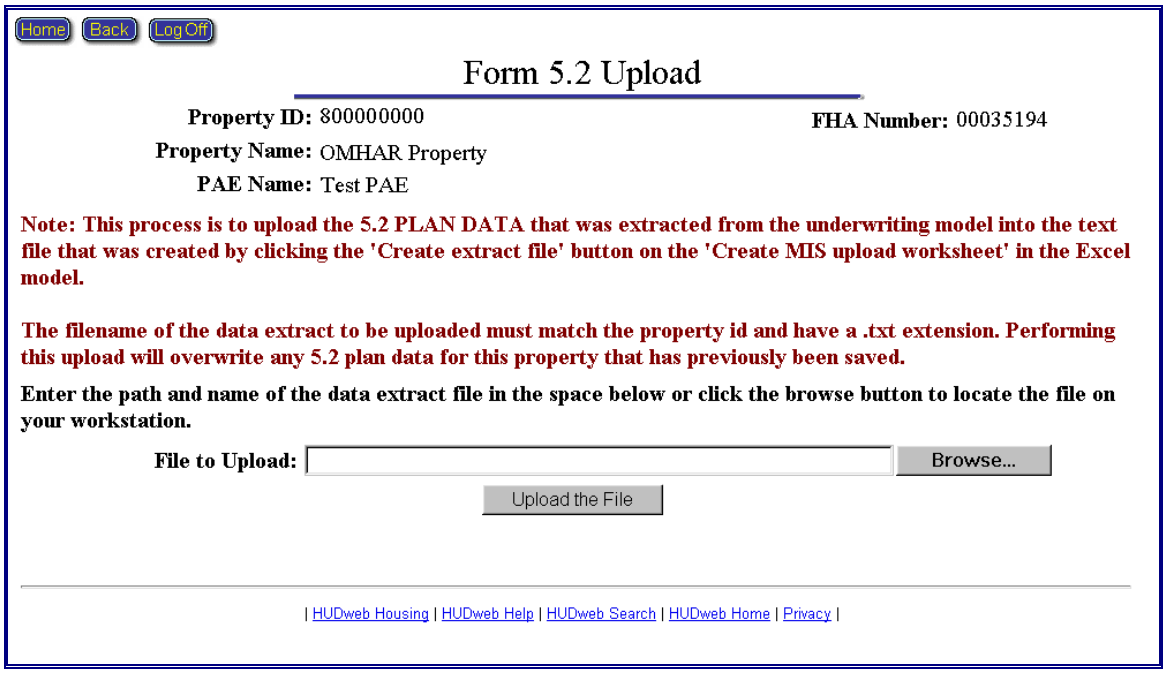


Figure 8-8, Form 5.2 Upload Screen

8.2.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

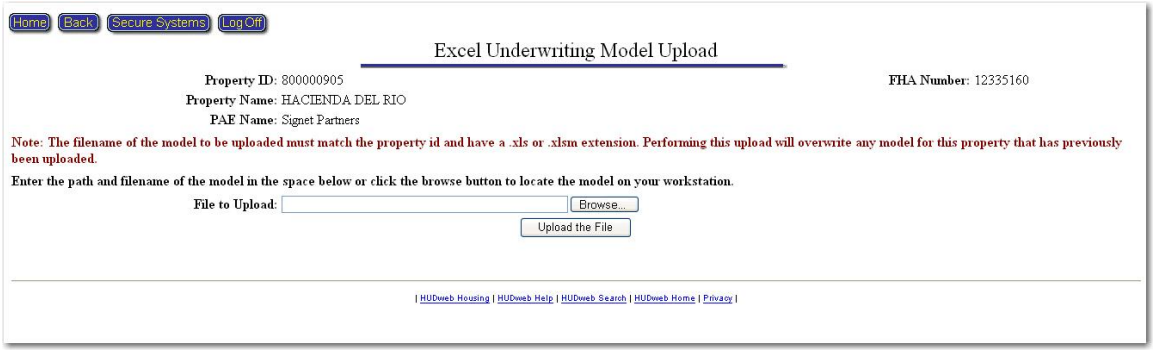


Figure 8-9, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the Excel Model that has been placed on the centralized server.

8.2.2 Online Form 5.2

The following subsections provide additional information on the data that is required to populate and generate the Form 5.2 Mortgage Restructuring Plan:

- Property & Loan Information Term Sheet
- Property Operating Statement
- Debt Restructuring
- Sources and Uses
- Print the Entire Form 5.2
- Submit a Decision for Restructuring Plan (for Pending properties only)

8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet (an example of which is on the next page as Figure, 8-10, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:

- General Information
- Pre-Restructuring Loan Information
- Property Information
- Section 8 Contract Information
- Mark-to-Market Rents

Home | Back | Secure Systems | Log Off

Form 5.2
Property & Loan Information

General Information

Property ID: 800000220
FHA Number: 06244018
FHA Program Type: 236(j)(1)
Property Name: DANYA PARK GDNS
Property Address: 113 DANYA COURT
City: PRATTVILLE
State: ALABAMA

PAE Name: Jefferson County Assisted Housing Corp.
HUD Project Manager: PAT ALLEN FORREST PITTS
Owner:
Owner Contact: HUGH V. SMITH
Management Company:
Identity of Interest: No — If incorrect, please correct here: No
Year Built: 1981
Year of Last Rehab:

Pre-Restructuring Loan Information

	REMS	PAE Entry or Corrections
Original Loan Amount:	471,400.00	1,590,000.00
Annual Debt Service (Without MIP):	37,225.80	133,988.00
Annual Debt Service (With MIP):		140,810.00
Interest Rate (%):	7.5000	7.4000
Original Term (In Years):	40.00	
Maturity Date:	09/01/2013	03/01/2022
Prepayment Penalty (%):		
UPB as of 08/27/2003 :	324,238.59	1,355,879.00

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	40	50	50
# Non-Revenue Units:			
# of Sect. 8 Assisted Units:	0	50	50
# of Unassisted Units:	40		

Current Physical Vacancy (%) (Apts Only):		3.0
Rural, Suburban or Urban:		Urban
Elderly/Family:	Family	Family
Appraisal Date:		07/26/2001
Appraised Value:		1,243,000.00
New Assisted:	No	

Section 8 Contract Information

Contract #	Expiration Date	Current Contract Status	Unit Type	# of Units	Contract Rents	Which Contract Is Being Renewed?	Is this Contract Being Combined?
AL120MR2345		Inactive			$0.00	○	N/A

Mark-to-Market Rents — **Approved Rent Appeal?** No

Prior to Submission to OAHP, PAE needs to determine the following:
Use of Exception Rents? Yes *
PAE Recommendation: Project Based Assistance

* Changing the value of this field will save all your current data and redisplay the screen with additional fields for Exception Rents or remove them if not needed.

Bedroom Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrected)	Pre Restructuring Average Monthly Contract Rents	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents	Post Restructuring Monthly Exception Rents	FMR	System Generated Exception/FMR
0							343.00	
1	0	8	565.00	8	425.00	432.00	457.00	0.9453
2	0	36	658.00	36	510.00	519.00	599.00	0.8664
3	0	6	704.00	6	580.00	590.00	749.00	0.7877
4							841.00	
5							967.00	
6							1,093.00	
7							1,219.00	

Use Weighted Average for Units Included in Mark-to-Market Only

Comments

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 8-10, Property & Loan Information Term Sheet

8.2.2.2 Form 5.2 Property Operating Statement

The Property Operating Statement contains pre- and post-restructuring revenue and expense financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement (an example of which is on the next page as Figure, 8-11, Property Operating Statement) consists of the following subsections:

- Annual Revenue
- Annual Expenses
- Net Operating Income (including Adjusted NOI and DSCR)

Home | Back | Log Off

Form 5.2
Property Operating Statement

General Information

Property ID: 800000000
FHA Number: 00035194
Property Name: OMHAR Property
PAE Name: Test PAE

Annual Revenue (Comments)	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income (Non-Section 8 Project Based Units)									
Gross Residential Income (Section 8 Project Based Units)	255,190.00	5,547.61	462.30	219,840.00	4,779.13	398.26	35,350.00	768.48	64.04
Commercial									
Other	4,182.00			2,900.00			1,282.00		
Gross Potential Income	259,372.00	5,638.52	469.88	222,740.00	4,842.17	403.51	36,632.00	796.35	66.36
Residential Vacancy Pre(2.6)% Post(5.0)%	- 6,595.00			- 10,992.00			- -4,397.00		
Residential Bad Debt Pre( )% Post(2.0)%	-			- 4397.00			-		
Commercial Vacancy Pre( )% Post( )%	-			-			-		
Commercial Bad Debt Pre( )% Post( )%	-			-			-		
Effective Gross Income	252,777.00	5,495.15	457.93	207,351.00	4,507.63	375.64	45,426.00	987.52	82.29

Annual Expenses (Comments)	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base									
Real Estate Taxes	10,053.00	218.54	18.21	10,882.00	236.57	19.71	-829.00	-18.03	-1.50
Insurance	10,043.00	218.33	18.19	13,500.00	293.48	24.46	-3,457.00	-75.15	-6.26
Utilities	17,870.00	388.48	32.37	20,000.00	434.78	36.23	-2,130.00	-46.30	-3.86
Base Total	37,966.00	825.35	68.78	44,382.00	964.83	80.40	-6,416.00	-139.48	-11.62
Controllable									
Management Fees Pre 7.9 % Post 9.6 %	19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	-.14
Salaries and Benefits	44,767.00	973.20	81.10	48,628.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative	13,320.00	289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Section 8 Administrative									
Repairs and Maintenance	23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable									
Controllable Total	101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other									
Security									
Neighborhood Network									
Capital Recovery Payment(CRP)				13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total	0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses	139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

Net Income (Comments)	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Reserve for Replacement Contributions	- 0.00	0.00	0.00	- 0.00	0.00	0.00	-0.00	0.00	0.00
Adjusted Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Annual Debt Payments									
1st Mortgage Annual Debt Service *	$117,955.00	$2,564.24	$213.69	$18,226.00	$396.22	$33.02	$99,729.00	$2,168.02	$180.67
IRP Applied to Debt Service	-			-			-		
Total Amount of 1st Mortgage Debt Service Less IRP	117,955.00	2,564.24	213.69	18,226.00	396.22	33.02	99,729.00	2,168.02	180.67
Gross Cash Flow (After Debt Service)	-4,756.00	-103.39	-8.62	28,921.00	628.72	52.39	-33,677.00	-732.11	-61.01
Incentive Performance Fee (IPF)				- 6,484.00	140.96	11.75	- -6,484.00	-140.96	-11.75
Surplus Cash	-4,756.00	-103.39	-8.62	22,437.00	487.76	40.65	-27,193.00	-591.15	-49.26

Post Restructuring 2nd Mortgage	Post-Restructuring Project Total	
Enter the Post Restructuring 2nd Mortgage Surplus Cash Flow Split Percentage	100.0	%
System Generated Post Restructuring 2nd Mortgage Surplus Cash Flow Payment	22,437.00	$

Debt Service Coverage Ratio (1st Mortgage Debt) 2.59 (Comments)

* Value for Pre-Restructuring is from the Property and Loan Information Page's Annual Debt Service with MIP
* Value for Post-Restructuring is from the Debt Restructuring Page's 1st Mortgage Annual Debt Service with MIP

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure, 8-11, Property Operating Statement

8.2.2.3 Form 5.2 Debt Restructuring

The Debt Restructuring screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the First Mortgage (Figure 8-12, Debt Restructuring).

Home Back Log Off

Form 5.2
Debt Restructuring (Annual)

Property ID: 800000000
Primary FHA Number: 00035194
Property Name: OMHAR Property
PAE Name: Test PAE

Remember to save all changes or updates by clicking **Save** button on the left.

If there was existing FHA or HUD Held subordinate debt before restructuring that will remain after restructuring, click here to enter the PRE and Post-Restructuring loan terms. Subordinate Debt

Debt Restructuring (Annual)	Pre Restructuring	Post Restructuring
First Mortgage (Take out or Modified Loan) Note: Leave blank if no refinancing or no modification to existing debt.		
New FHA Number		17635040
Originator		
Loan Type		
FHA Program Type	223(a)(7)/221(d)(4)M	223(a)7
Original Loan Amount	3,168,400.00	1,865,498.00
UPB as of 04/19/2001	3,114,688.00	
Annual Debt Service (Without MIP)	253,260.00	151,468.00
Annual Debt Service (With MIP)	269,102.00	160,795.00
Loan Terms:		
Interest Rate (%)	7.6250	8.2500
Original Term (Months)	348	480
Remaining Amortization Period (Months)	356	
Maturity Date	10/01/2030	
Prepayment Penalty (%)		
Lockout Date		
Appraised LTV (%)		50.76

Figure 8-12, Debt Restructuring

8.2.2.4 Form 5.2 Sources and Uses

The Sources and Uses section is a data entry screen for OAHP HQ, OAHP RO, and PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 8-13, Sources and Uses, is an example of the Sources and Uses screen.

Home | Back | Secure Systems | Log Off

Form 5.2
Sources and Uses

Property ID: 800000220
Primary FHA Number: 06244018
Property Name: DANYA PARK GDNS
PAE Name: Jefferson County Assisted Housing Corp.

Remember to save all changes or updates by clicking the **Save** button on the left.

Sources	Amount	Fund Uses	Amount
DEBT:			
Restructured 1st Mortgage Principal:	263,000.00	Partial Payment of Existing Loan (if Modifying):	
Mortgage Restructuring Payment:	1,336,543.00	Payoff Existing 1st Mortgage Loan (if Refinancing):	1,355,878.81
EXISTING ACCOUNT BALANCES:			
Reserve for Replacement:	116,053.47		
Residual Receipts:		Other OAHP Approved Transaction Costs*:	40,363.90
Existing Tax Escrow:	21,761.38		
Existing Hazard Insurance:			
Surplus Cash Account/Other Escrow:		Owner's Share of Surplus Reserves:	
236 Rehab Grants:			
OWNER'S CONTRIBUTION TOWARD:		**ESCROWS:**	
Rehabilitation Escrow:	13,337.63	OAHP Approved Rehabilitation Costs:	66,688.17
IDRR (If Greater Than Existing Reserve Balance):		Initial Deposits to Replacement Reserves (IDRR):	263,500.00
Other Transaction Costs:	8,640.00	Tax Escrow:	23,793.60
		Hazard Insurance Escrow:	9,111.00
Repair Loan or Grant:			
OTHER FUND SOURCES:		**OTHER FUND USES:**	
Debt Service Reserve I		Tax Escrow Offset	2,032.22
2:		Insurance Escrow Offse	9,111.00
3:		Shortfall in Note Payoff	
		D:	
Other Sources Needed to Balance:		Additional Recovery to HUD:	
Total Sources of Funds:	1,759,335.48	**Total Uses of Funds:**	1,770,478.70

Sources Comments | Uses Comments

*** Subtotal of all transaction costs less the tax and hazard insurance escrow increases. This avoids counting the increases twice, as they will already be reflected in the tax and hazard insurance escrows in the uses.**

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 8-13, Sources and Uses

8.2.2.5 Print Entire Form

The Print Entire Form option requires several steps to print each of the pages. Each screen is printed using the browser's print button, one screen at a time.

8.2.2.6 Submit a Decision for Restructuring Plan

The Submit a Decision for Restructuring Plan option will only be present for properties that are in the Pending Status. The user can select their decision from the drop down box and the name, e-mail address, and date must be entered. The PAE will be notified via e-mail of the decision. Figure 8-14, Review of PAE Plan Submissions, show below, is a sample of the screen.

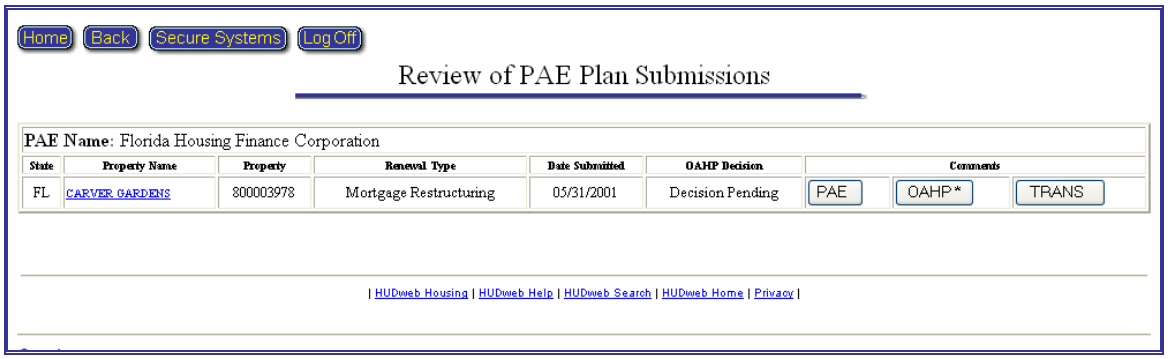


Figure 8-14, Review of PAE Plan Submissions

8.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data relative to 10.2 Rent Reduction Only Restructuring Plan Forms. Figure 8-15, Form 10.2 Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following three major categories of data used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2 as well as a print option and a submit decision option.

- Property & Loan Information Term Sheet
- Property Operating Statement
- Refinancing Sheet
- Print the Entire Form
- Submit a Decision for Restructuring Plan (Pending properties only)

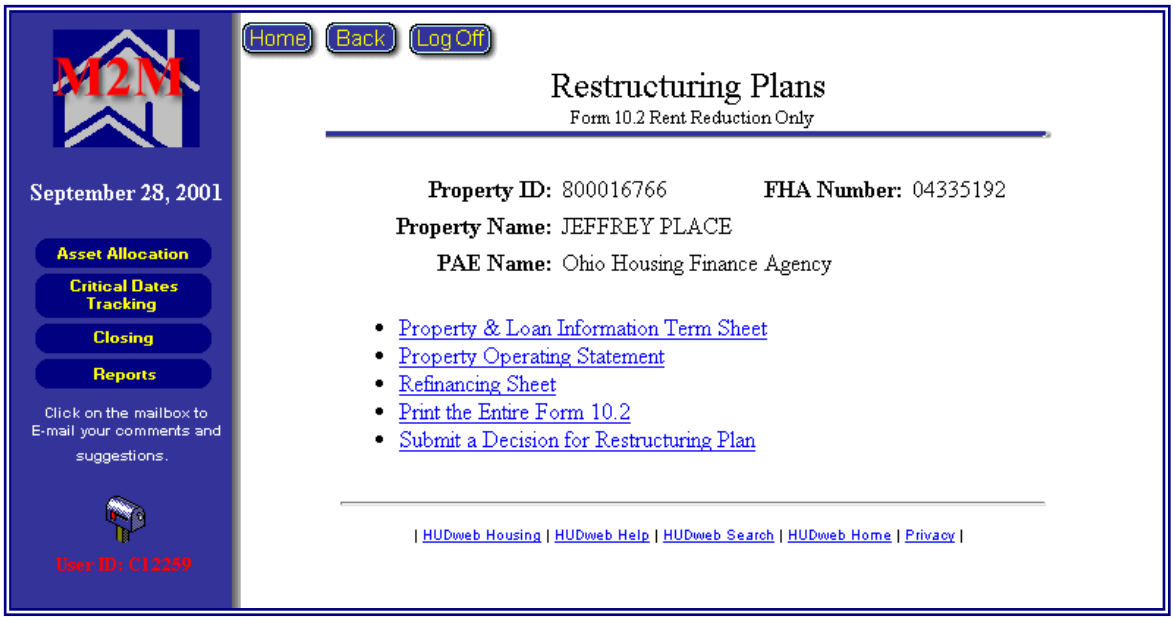


Figure 8-15, Form 10.2 Rent Reduction Only

8.3.1 Form 10.2 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet's contents were covered in Section 8.2.2.1, Form 5.2 Property & Loan Information Term Sheet; however, it is important to note that there are some differences between the Form 5.2 and Form 10.2 Property & Loan Information Term Sheet.

8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)

Home | Back | LogOff

Form 10.2
Property Operating Statement

General Information

Property ID: 800000000
FHA Number: 00035194
Property Name: OMHAR Property
PAE Name: Test PAE

Annual Revenue Comments

	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income (Non-Section 8 Project Based Units)									
Gross Residential Income (Section 8 Project Based Units)	947,484.00	7,641.00	636.75	932,640.00	7,521.29	626.77	14,844.00	119.71	9.98
Commercial									
Other	4,881.00			4,739.00			142.00		
Gross Potential Income	952,365.00	7,618.92	634.91	937,379.00	7,499.03	624.92	14,986.00	119.89	9.99
Residential Vacancy Pre(3.8)% Post(5.0)%	- 35,584.00			- 46,632.00			- -11,048.00		
Residential Bad Debt Pre(1.4)% Post(2.0)%	- 13,276.00			- 18,653.00			- -5,377.00		
Commercial Vacancy Pre( )% Post( )%	-			-			-		
Commercial Bad Debt Pre( )% Post( )%	-			-			-		
Effective Gross Income	903,505.00	7,228.04	602.34	872,094.00	6,976.75	581.40	31,411.00	251.29	20.94

Annual Expenses Comments

	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
Base	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Real Estate Taxes	43,849.00	350.79	29.23	47,105.00	376.84	31.40	-3,256.00	-26.05	-2.17
Insurance	18,381.00	147.05	12.25	26,857.00	214.86	17.90	-8,476.00	-67.81	-5.65
Utilities	137,048.00	1,096.38	91.37	143,258.00	1,146.06	95.51	-6,210.00	-49.68	-4.14
Base Total	199,278.00	1,594.22	132.85	217,220.00	1,737.76	144.81	-17,942.00	-143.54	-11.96
Controllable									
Management Fees Pre % Post %	52,936.00	423.49	35.29	49,000.00	392.00	32.67	3,936.00	31.49	2.62
Section 8 Administrative									
Other Administrative	46,031.00	368.25	30.69	33,766.00	270.13	22.51	12,265.00	98.12	8.18
Salaries and Benefits	66,661.00	533.29	44.44	63,353.00	506.82	42.24	3,308.00	26.47	2.21
Repairs and Maintenance	76,772.00	614.18	51.18	76,273.00	610.18	50.85	499.00	4.00	.33
Other Controllable									
Controllable Total	242,400.00	1,939.20	161.60	222,392.00	1,779.14	148.26	20,008.00	160.06	13.34
Other									
Security									
Neighborhood Network									
Other Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	441,678.00	3,533.42	294.45	439,612.00	3,516.90	293.07	2,066.00	16.52	1.38

Net Income Comments

	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	461,827.00	3,694.62	307.88	432,482.00	3,459.86	288.32	29,345.00	234.76	19.56
Reserve for Replacement Contributions	- 24,828.00	198.62	16.55	- 24,828.00	198.62	16.55	- 0.00	0.00	0.00
Adjusted Net Operating Income	436,999.00	3,495.99	291.33	407,654.00	3,261.23	271.77	29,345.00	234.76	19.56
1st Mortgage Annual Debt Service *	$336,768.00	$2,694.14	$224.51	$336,768.00	$2,694.14	$224.51	$0.00	$0.00	$0.00
IRP Applied to Debt Service	-			-			-		
Total Amount of 1st Mortgage Debt Service Less IRP	336,768.00	2,694.14	224.51	336,768.00	2,694.14	224.51	0.00	0.00	0.00
Net Cash Flow (After Debt Service)	100,231.00	801.85	66.82	70,886.00	567.09	47.26	29,345.00	234.76	19.56
Debt Service Coverage Ratio	1.30			1.21			0.09		

Other Income Comments

* Value is from the Property and Loan Information Page's Annual Debt Service with MIP

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 8-16, Form 10.2 Property Operating Statement

8.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, because it is a Tier 2, click the Refinancing Sheet button to go to the refinancing section, as represented in Figure 8-17, Refinancing Sheet.

♪ **Note:** A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.

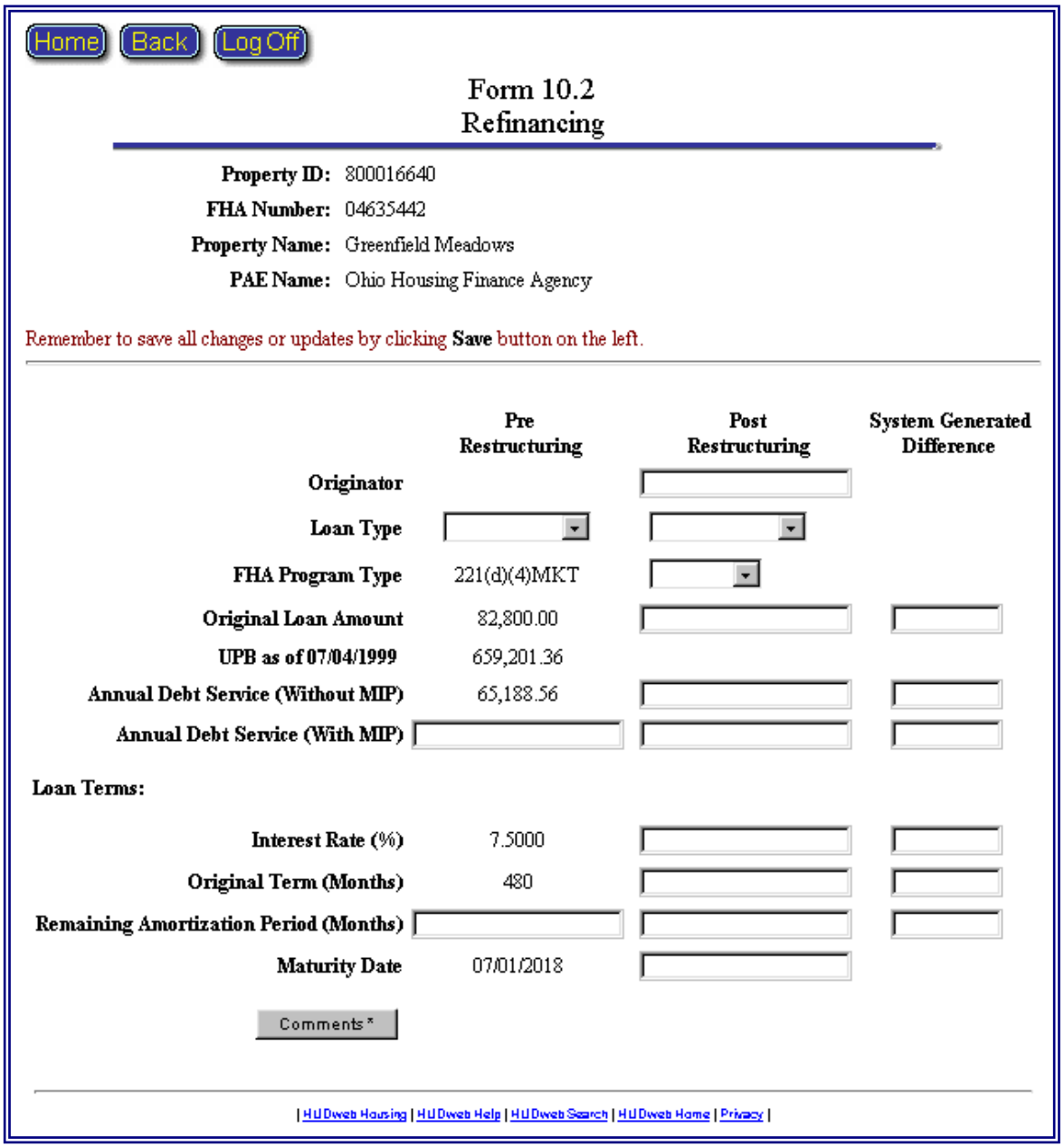


Figure 8-17, Refinancing Sheet

8.4 Submitted Plans Awaiting Decisions

OAHP users have the capability to review Restructuring Plan Forms prior to submission or plans submitted by PAEs. Those submitted require approval or return for revision decisions. Click the Review Submitted Plans link on the Restructuring Plans menu to select search criteria for generating a list of submitted Restructuring Plans (as illustrated in Figure 8-18, Review of PAE Plan Submissions).

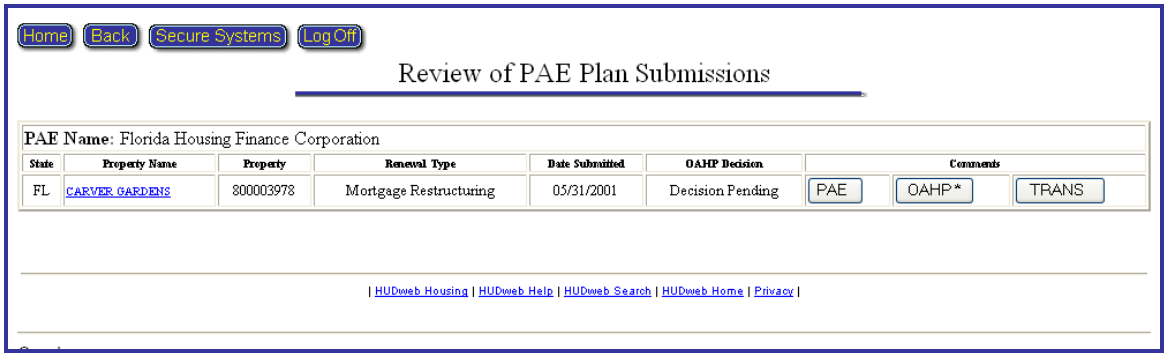
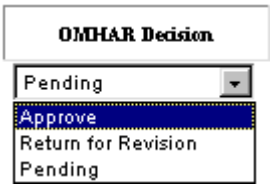


Figure 8-18, Review of PAE Plan Submissions

The following steps direct OAHP users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

1. Click an underlined Property Name link to view property and loan data used to develop the Restructuring Plan

2. After reviewing Restructuring Plan data, select of the options in the OAHP Decision field



3. Review comments entered by the PAE in the PAE Comment Box. If desired, enter comments about the OAHP Decision in the OAHP Comment box

4. Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans

5. After all decisions have been made on the Restructuring Plans, enter your first name and last name in the To Continue, Enter Your First and Last Name field

6. Enter your e-mail address in the Enter your complete e-mail address field

7. The system date populates the Enter Today's Date field. If necessary, it may be overwritten by the end-user if a corrected approval/return date needs to be entered

8. Click the Submit Decisions button

to save the Restructuring Plan decisions in the system. An approval message window (shown as Figure 8-19, Approval Message Window, provides the user with additional detail information:

Figure 8-19, Approval Message Window

The successful submission of the restructuring plan form to OAHP HQ will automatically populate the Critical Dates Tracking date field "PAE Submits Restructuring Plan to OAHP" for that respective property (depending upon the renewal option type).

9 CLOSING MODULE

This module is designed to display, track, and update specific closing information from the Restructuring Plans information in the M2M system. This module should prove essential to OAHP in collecting some of the data necessary to report total dollar savings from the M2M program.

There is a search screen when this module is selected as shown below in Figure 9-1, Select Search Criteria for Closing Screen.

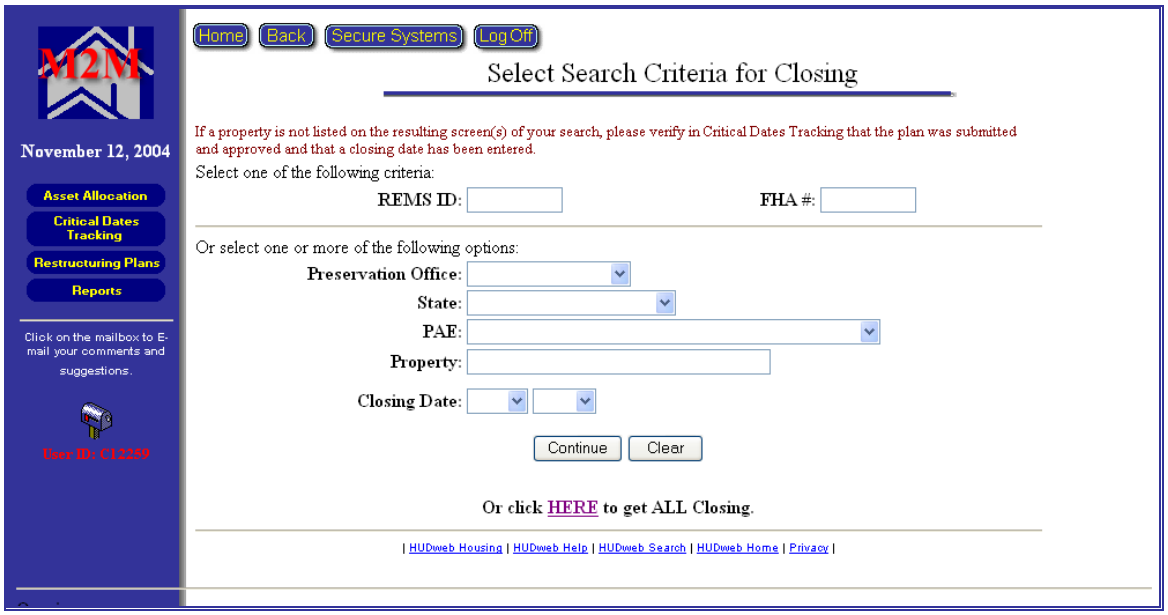


Figure 9-1, Select Search Criteria for Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- Select an OAHP Region from the drop-down list
- Select a State from the drop-down list
- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Closing Date from the drop-down list
- Click the underlined HERE link to retrieve all closing properties in the system

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 9-2, Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen.

Home Back Log Off

Closed Properties

The following 4 out of 4 properties met your All search criteria.

To view/update a contract's closing information, click its underlined **Contract Number**.

PAE Name	Status	Property Name	Model Uploaded	Sec 8 Contract Number	Closing Date	Expiration Date	Property City	State
Florida Housing Finance Corporation	A	CARAVAN APTS	○	FL29M000114	12/12/2000	06/30/1999	JACKSONVILLE	FL
VENCOR, INC.	A	Holden House Apartments	○	OH10M000242	12/25/2001	09/30/1999	DAYTON	OH
VENCOR, INC.	A	WINDSOR PLACE	○	OH16H051005	11/30/2001	10/13/1999	LANCASTER	OH
OMHAR Transaction Center	A	1890 HOUSE	◉	RI43M000070	06/20/2001	06/30/1999	PROVIDENCE	RI

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 9-2, Closed Properties Screen

9.1 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 9-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.

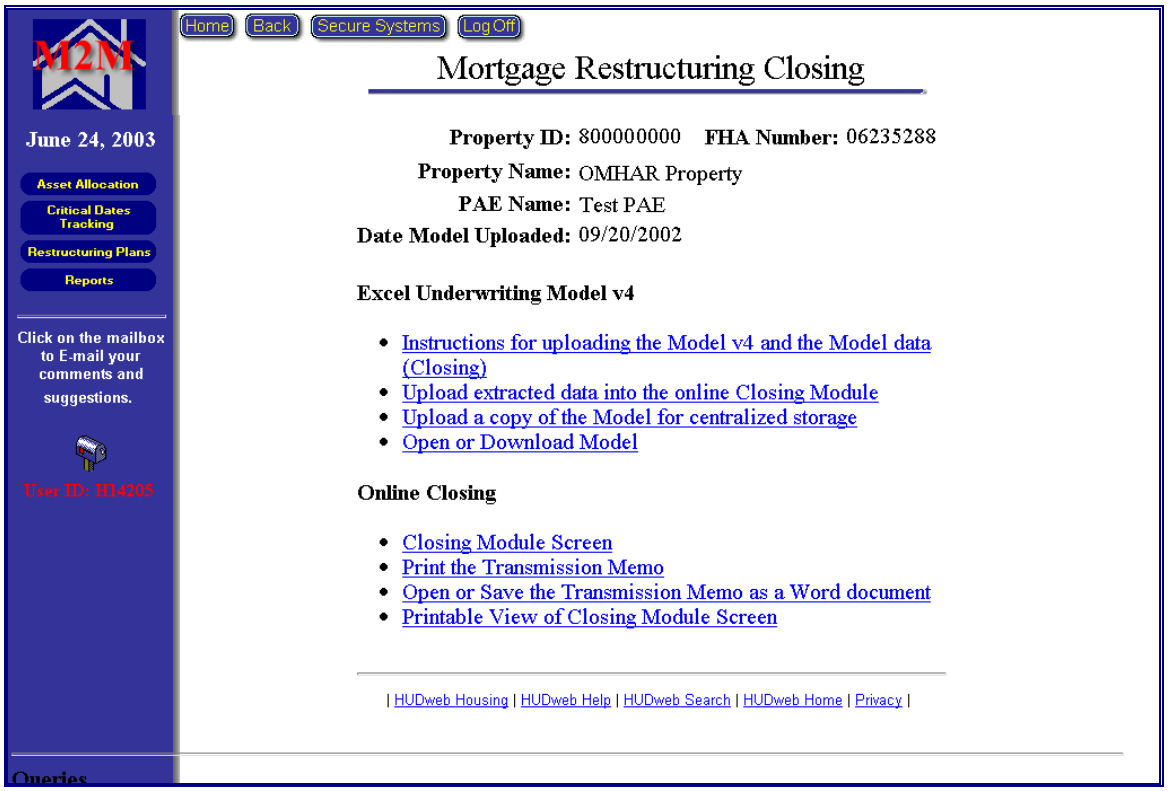


Figure 9-3, Mortgage Restructuring Closing Screen

9.1.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- Instructions for uploading the Model v4 and the Model data (Closing)
- Upload extracted data into the online Closing Module
- Upload a copy of the Model for centralized storage
- Open or Download Model

9.1.1.1 Instructions for uploading the Model v4 and the Model data (Closing)

The Instructions for uploading the Model v4 and the Model data (Closing) (shown on the next page as Figure, 9-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the M2M system for closing:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the M2M Excel Underwriting Model v4 automatically, (without having to perform data entry into the M2M Form 5.2). This new feature only works with the **version 4** of the model. Also,
2. the M2M Excel Underwriting model being submitted for review and approval must be uploaded and saved on this centralized, protected server.

Steps to Perform the Two Tasks:

To prepare the Model for uploading into the M2M system Form 5.2 online:

1. Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls or .xlsm (e.g., 800000000.xls). It is very important to note the location where the model is saved and the REMS #.
2. Go to the Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt).
6. Print a copy of the worksheet called "Form 5.2 Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Form 5.2 online:

1. Log into the M2M system and go to the Restructuring Plans Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Restructuring Plans screen, select the option: Upload extracted data into the online Form 5.2
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation.(It will be in the same folder as the model).
6. Click on the button "Upload the File."
   - If the filename or type of file is incorrect there will be an error displayed.
   - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Form 5.2 automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" worksheet.
8. Click on Save if the data is valid.
9. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
10. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server:

1. Go to the Restructuring Plans Module in M2M system.
2. Select the property.
3. From the Restructuring Plans screen select the option: Upload a copy of the Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.
8. If the PAE is ready to submit the restructuring plan to OAHP, click on Submit after uploading the model and extracted data to the M2M system.

For the PAE or OAHP to view or download to a workstation:

1. Go to the Restructuring plans screen.
2. Select the Property.
3. Select the option: Open or Download Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xls" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 9-4, How to Upload Extract and Model Screen

9.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:

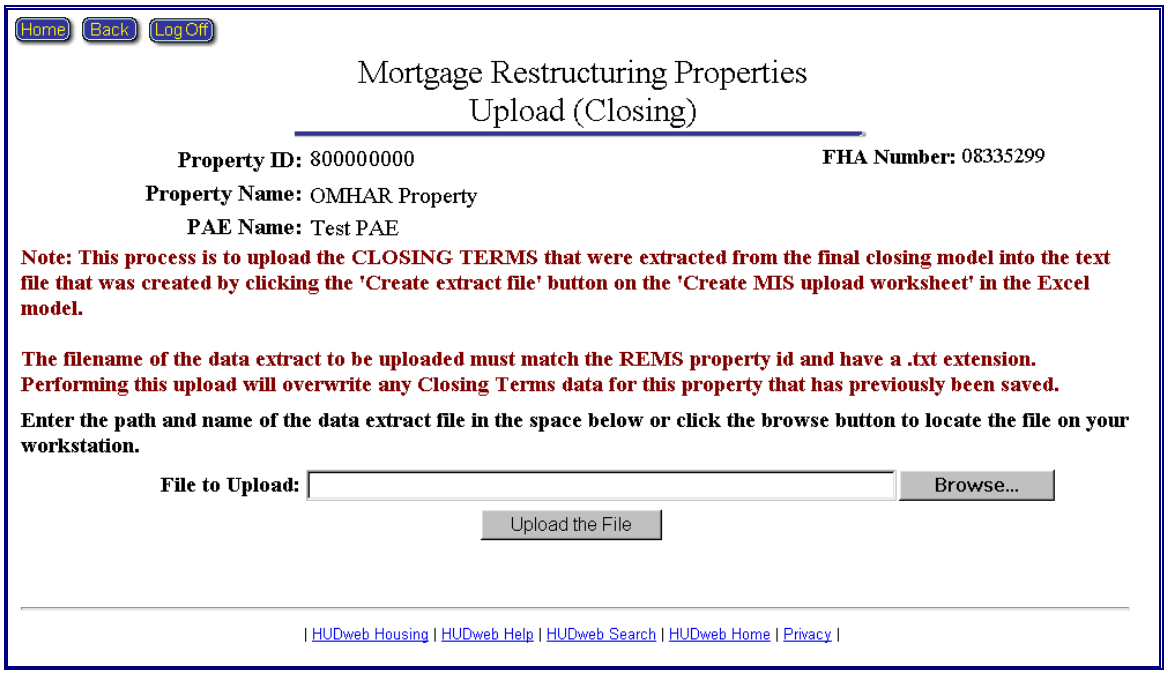
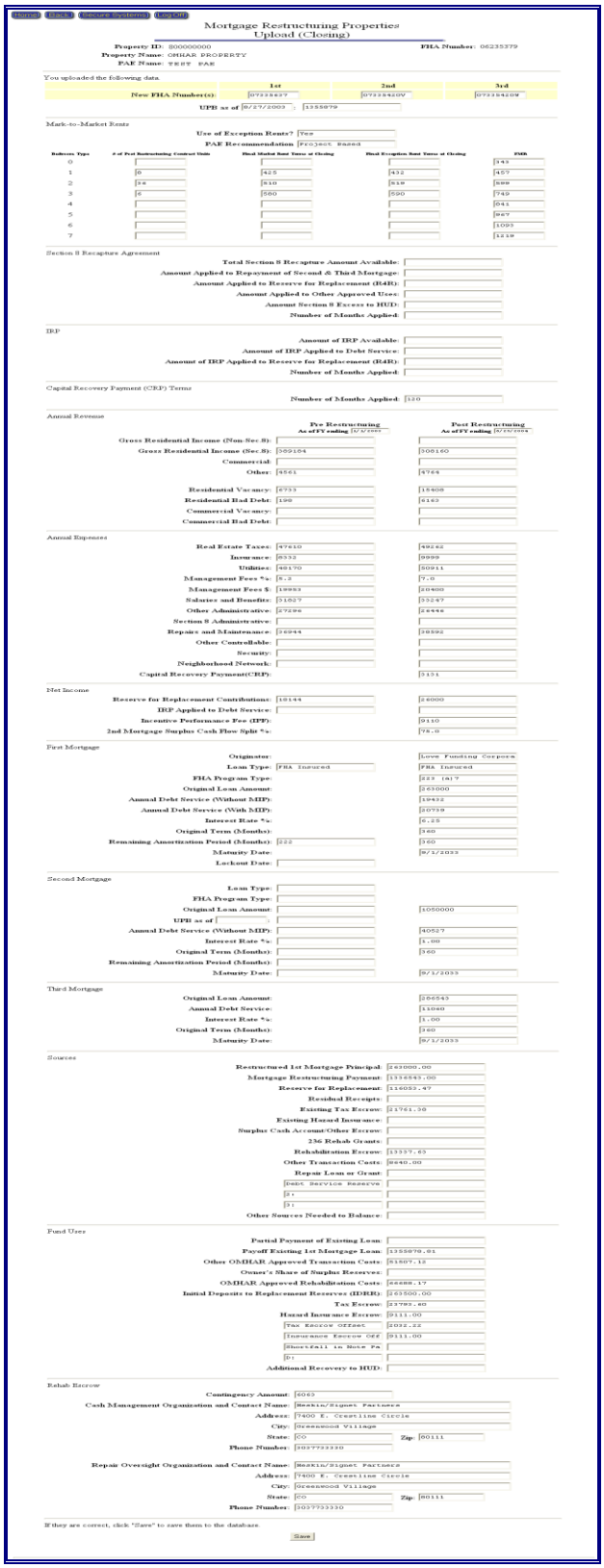


Figure 9.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):



Mortgage Restructuring Properties
Upload (Closing)

Property ID: 800000000 FHA Number: 06235379
Property Name: OMHAR PROPERTY
PAE Name: TEST PAE

You uploaded the following data.

	1st	2nd	3rd
New FHA Number(s):	07233837	07233420V	07233420V

UPB as of 8/27/2003 : 1355879

Mark-to-Market Rents

Use of Exception Rents? Yes
PAE Recommendation Project Based

Bedroom Type	# of Post Restructuring Contract Units	Real Market Rent Times at Closing	Real Exception Rent Times at Closing	FMR
0				343
1	0	425	432	457
2	24	510	518	588
3	6	500	590	749
4				841
5				967
6				1093
7				1219

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:
Amount Applied to Repayment of Second & Third Mortgage:
Amount Applied to Reserve for Replacement (R4R):
Amount Applied to Other Approved Uses:
Amount Section 8 Excess to HUD:
Number of Months Applied:

IRP

Amount of IRP Available:
Amount of IRP Applied to Debt Service:
Amount of IRP Applied to Reserve for Replacement (R4R):
Number of Months Applied:

Capital Recovery Payment (CRP) Terms

Number of Months Applied: 120

Annual Revenue

	Pre Restructuring As of FY ending 12/31/2001	Post Restructuring As of FY ending 3/31/2004
Gross Residential Income (Non-Sec 8):		
Gross Residential Income (Sec 8):	389104	306160
Commercial:		
Other:	4561	4764
Residential Vacancy:	6733	15408
Residential Bad Debt:	199	6163
Commercial Vacancy:		
Commercial Bad Debt:		

Annual Expenses

Real Estate Taxes:	47610	49262
Insurance:	8333	9999
Utilities:	48170	50911
Management Fees %:	8.3	7.0
Management Fees $:	19893	20800
Salaries and Benefits:	31527	33247
Other Administrative:	27296	28988
Section 8 Administrative:		
Repairs and Maintenance:	26944	38592
Other Controllable:		
Security:		
Neighborhood Network:		
Capital Recovery Payment(CRP):		3131

Net Income

Reserve for Replacement Contributions:	18144	28000
IRP Applied to Debt Service:		
Incentive Performance Fee (IPF):		9110
2nd Mortgage Surplus Cash Flow Split %:		75.0

First Mortgage

Originator:		Love Funding Corpora
Loan Type:	FHA Insured	FHA Insured
FHA Program Type:		223 (a)7
Original Loan Amount:		2600000
Annual Debt Service (Without MIP):		19432
Annual Debt Service (With MIP):		20739
Interest Rate %:		6.25
Original Term (Months):		360
Remaining Amortization Period (Months):	222	360
Maturity Date:		9/1/2033
Lockout Date:		

Second Mortgage

Loan Type:		
FHA Program Type:		
Original Loan Amount:		1050000
UPB as of :		
Annual Debt Service (Without MIP):		40527
Interest Rate %:		1.00
Original Term (Months):		360
Remaining Amortization Period (Months):		
Maturity Date:		9/1/2033

Third Mortgage

Original Loan Amount:	206543
Annual Debt Service:	11080
Interest Rate %:	1.00
Original Term (Months):	360
Maturity Date:	9/1/2033

Sources

Restructured 1st Mortgage Principal:	263000.00
Mortgage Restructuring Payment:	1336543.00
Reserve for Replacement:	116033.47
Residual Receipts:	
Existing Tax Escrow:	21761.30
Existing Hazard Insurance:	
Surplus Cash Account/Other Escrow:	
236 Rehab Grant:	
Rehabilitation Escrow:	13337.63
Other Transaction Costs:	8640.00
Repair Loan or Grant:	
Debt Service Reserve	
$:	
$:	
Other Sources Needed to Balance:	

Fund Uses

Partial Payment of Existing Loan:	
Payoff Existing 1st Mortgage Loan:	1355879.01
Other OMHAR Approved Transaction Costs:	51507.12
Owner's Share of Surplus Reserves:	
OMHAR Approved Rehabilitation Costs:	66888.17
Initial Deposits to Replacement Reserves (IDRR):	263500.00
Tax Escrow:	23793.80
Hazard Insurance Escrow:	9111.00
Tax Escrow Offset	2032.22
Insurance Escrow Off	9111.00
Shortfall in Note Pa	
$:	
Additional Recovery to HUD:	

Rehab Escrow

Contingency Amount:	6063
Cash Management Organization and Contact Name:	Heskin/Signet Partners
Address:	7400 E. Crestline Circle
City:	Greenwood Village
State:	CO Zip: 80111
Phone Number:	3037733330
Repair Oversight Organization and Contact Name:	Heskin/Signet Partners
Address:	7400 E. Crestline Circle
City:	Greenwood Village
State:	CO Zip: 80111
Phone Number:	3037733330

If they are correct, click "Save" to save them to the database.

Save

Figure 9.6, Mortgage Restructuring Upload (Closing) Screen

Click the Save button at the bottom of the Mortgage Restructuring Upload Closing screen to save the uploaded data and open the Information Saved Screen (shown as Figure, 9-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

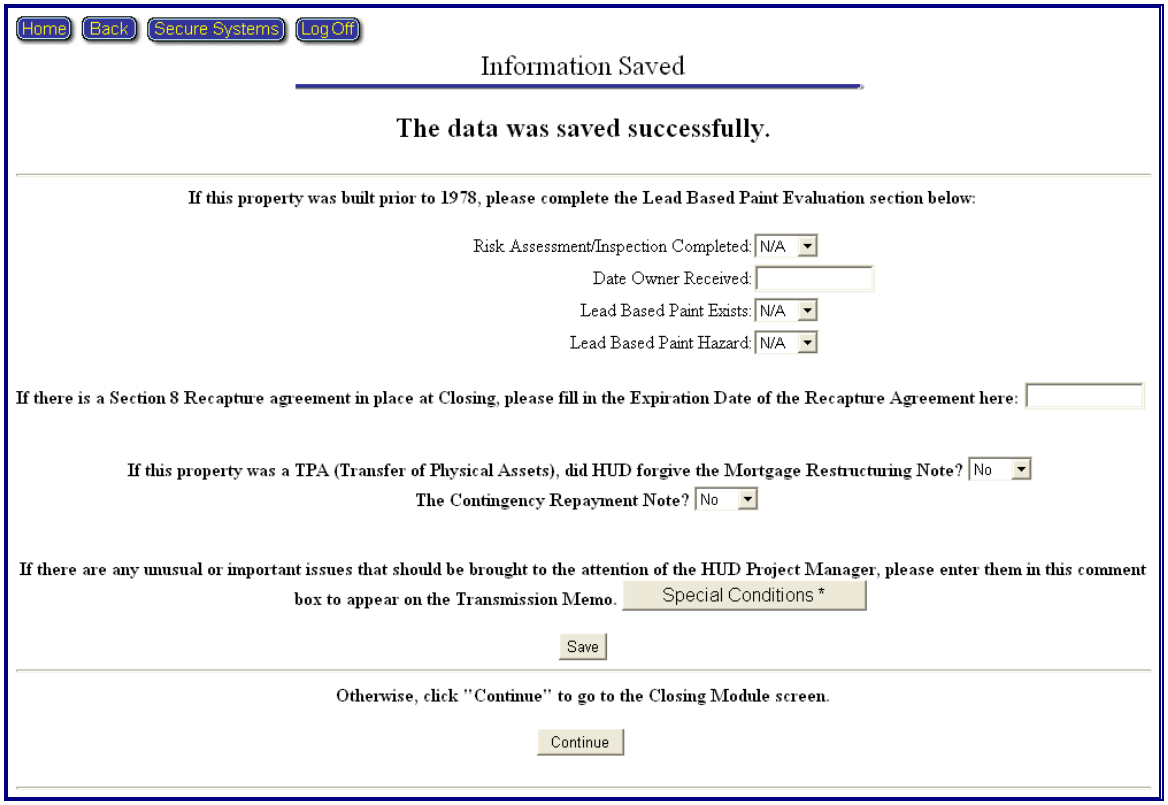


Figure 9.7, Upload (Closing) Information Saved Screen

9.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 9-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

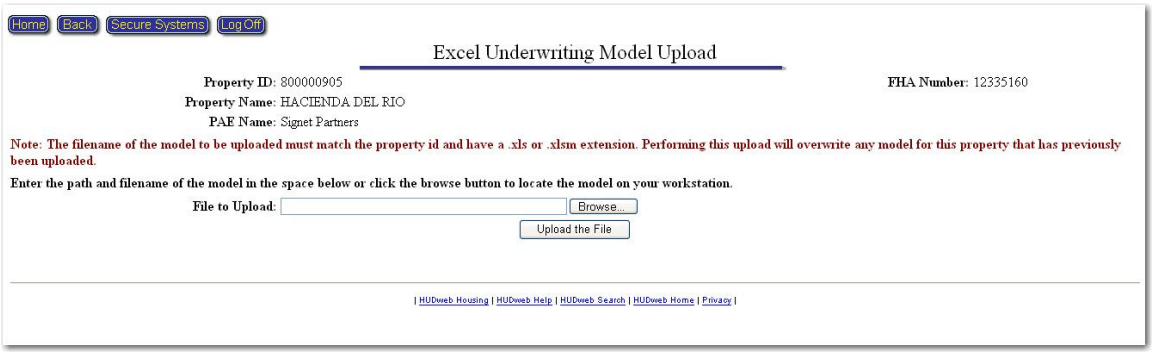


Figure 9-8, Excel Underwriting Model Screen

9.1.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the Excel Model that has been placed on the centralized server.

9.1.2 Online Closing

The following subsections provide additional information on the data that is required to populate Mortgage Restructuring Closing terms:

- Closing Module Screen
- Print the Transmission Memo
- Printable View of Closing Module Screen

9.1.2.1 Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 9-10, Closing Module Screen, contains the following sections:

- Mark to Market Rents
- IRP
- CRP
- First Mortgage
- Second Mortgage
- Third Mortgage
- Sources
- Fund Uses
- Lead Based Paint Hazard
- Rehab Escrow
- Confirm

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Confirm button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the Save button on the left menu. Also, the user may Upload extracted Data, Upload the Model, View the Model, Print the Transmission Memo, Go to the Printable View or Return to the Last Search results by clicking the following buttons on the left menu (Figure 9-9).

Figure 9-9, Closing Module Menu

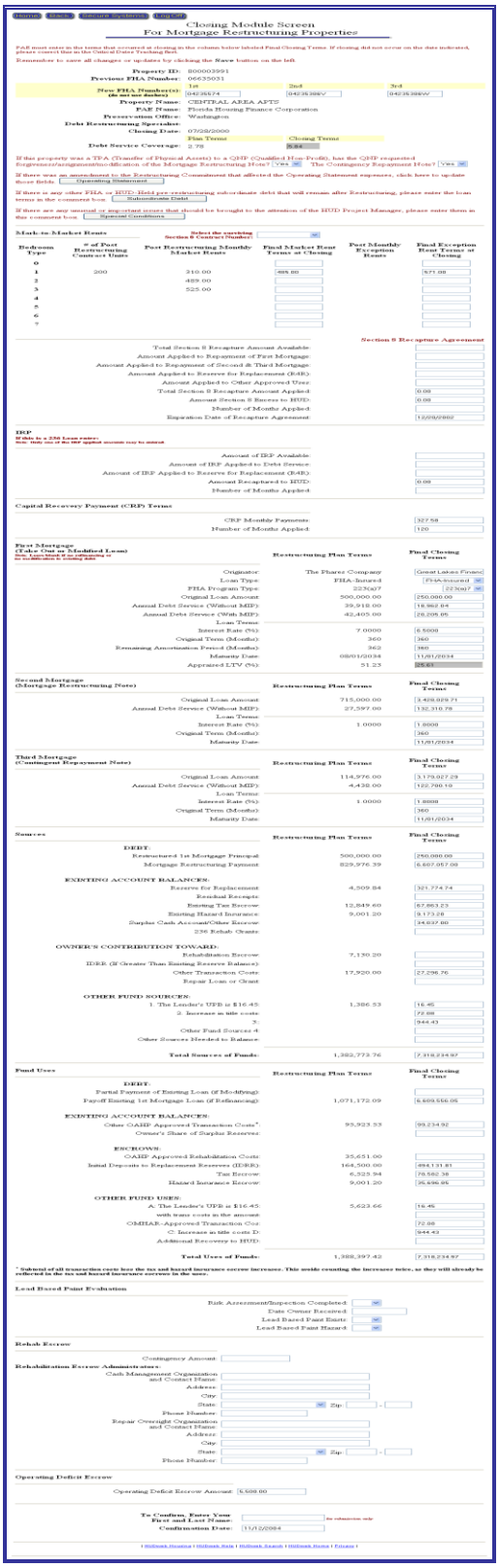


Figure 9-10, Closing Module Screen

9.1.2.2 Print the Transmission Memo

The Print the Transmission Memo (an example of which is on the next page as Figure, 9-11, Closing Memo for Mortgage Restructuring Properties) contains all the property's closing information for printing:

Office of Affordable Housing Preservation

Memo

To: CAROL A STEFFEN, Project Manager Coral Gables
From: Portfolio Office Director
Date: November 12, 2004
Subject: Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

Project Name: CENTRAL AREA APTS
Project Address: 2014 NW 5TH PL
MIAMI, FLORIDA 33127

Date Closed: 07/28/2000
Date Model Uploaded:

Restructured Loans

Lien Position*	Lender	Type of Loan	Post Closing FHA No.	Principal Amount
1st	Great Lakes Financial Group	FHA-Insured	04233574	250,000.00
2nd**	HUD	M2M Mortgage Restructuring Note	04233586V	3,820,029.71
3rd**	HUD	M2M Contingency Repayment Note	04233586W	3,179,027.29

* Lien positions and mortgages can vary. Boilerplate should be modified to fit the terms of the transaction.

**This project has been transferred to a Qualified Non-Profit (QNP) in accordance with OPG Appendix C. The purchaser has requested forgiveness/assignment/modification of the MRN/CRN. Further confirmation and documentation will follow when debt relief is complete.

Terms of 1st Mortgage

Interest Rate	Term	Maturity Date	Monthly P&I Payment (excl. MIP)
6.5000%	360 Mos.	11/01/2034	1,380.17

Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Maturity Date	Payment Terms
1.0000%	360 Mos.	11/01/2034	85.0% of Surplus Cash.

Terms of Contingent Repayment Note (CRN)

Interest Rate	Term	Maturity Date	Payment Terms Due at Maturity of MRN or Other
1.0000%	360 Mos.	11/01/2034	85.0% of Surplus Cash after Payoff of MRN

M2M Surplus Cash Calculation: Reflecting projected first year cash flow of the transaction:

BF	Gross Income (Assisted and unassisted rents + Comm & other income - vacancy/bad debt)	1,269,593.00
Less:	Expenses	1,169,734.00
	Reserve for Replacement	79,000.00
	CRP (invested funds returned to owner, amount anticipated per underwriting)	3,931.00
Equals:	ANOI	117,930.00
Less:	1st Mortgage Debt Service (includes MIP)	20,205.05
Plus:	IRP	
Equals:	Gross Cash Flow	97,724.95
Less:	IPF (owner incentive fee, calculated 1st year, available thereafter if cash flow and performance allow, amount anticipated per underwriting)	40,129.00
Equals:	Surplus Cash Available for MRN (or CRN) and Owner Split	57,595.95
Amount to MRN (or CRN)		48,956.56
Amount to Owner		8,639.39

CRP and IPF

CRP - Monthly Payments	327.58
CRP - Number of Months	120
IPF - Percentage of Effective Gross Income	2.93

R4R

Initial Post-M2M R4R Account Balance	494,131.81
R4R Minimum Annual Amount (excludes OY recapture or IRP)	78,000.00
R4R Monthly Deposit (excludes OY recapture or IRP)	6,500.00

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	
Date Owner Received	
Lead Based Paint Exists	
Lead Based Paint Hazard	

Rehab Escrow: Indicate Total Amount Escrowed and Contingency Amount. Attach Schedule of Items and Costs.

Total Amount Escrowed	N/A
Contingency Amount	

Rehabilitation Escrow Administrators:

Cash Management	Organization and Contact Name:	
	Address:	
	Phone Number:	
Repair Oversight	Organization and Contact Name:	
	Address:	
	Phone Number:	

Other Escrow

Taxes Escrowed at Closing	78,582.38
Hazard Insurance Escrowed at Closing	35,696.83
Operating Deficit Escrow Amount	5,500.00

IRP and Section 8 Out-Year Recapture (if applicable)

IRP Available:

IRP Payments to be made to R4R	
IRP Payments to be applied to 1st Mortgage Debt Service	
Number of Months	

Section 8 Out-Year Recapture Funds Available:

Section 8 Recapture applied to R4R per Month (This amount plus the monthly R4R deposit amount get added together and total goes in the Regulatory Agreement as the owner's required R4R deposit)	
Section 8 Recapture applied to 2nd & 3rd Mortgage Debt Service	
Section 8 Recapture applied to Other Approved Uses	
Number of Months	
Expiration Date of Recapture Agreement	12/20/2002

Rent Determination for Next HAP Contract (to be adjusted by OCAF if applicable):

0 Bedroom	
1 Bedroom	571.00
2 Bedroom	
3 Bedroom	
4 Bedroom	
5 Bedroom	
6 Bedroom	

Other Special Conditions or Issues:

Direct questions to PATRICIA AMERSON. Direct post-closing cash management questions to Jo Anne Garrison, OAHP Closing Technical Manager at 202-708-0001 x8376.

Please note that the information in this Transmission Memo is current as of the date of the Memo. Any updates to the data or changes to the transaction subsequent to the date of this Transmission Memo, may, however, make this Transmission Memo inaccurate. We will endeavor to keep you updated if changes occur post closing. If however, you believe changes have occurred, you may always verify the accuracy of this information via an automatically updated version of this memorandum located in OAHP's MIS site (Closing Module) in Secure Systems. Approximately 90-120 days post closing you should receive a final docket of closing related documents that will be the final reference point for all information related to this restructuring.

Figure 9-11, Closing Memo

9.1.2.3 Printable View of Closing Module Screen

The Printable View of Closing Module Screen (an example of which is on the next page as Figure, 9-12, Printable View of Closing Module Screen) contains all the property's closing information for printing:

Closing Module Screen
For Mortgage Restructuring Properties

Property ID: 800003991
Previous FHA Number: 06635031
New FHA Number(s): 1st 04235574, 2nd 042353869, 3rd 042353869W
Property Name: CENTRAL AREA APTS
PAE Name: Florida Housing Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/28/2000
Debt Service Coverage: Plan Terms 2.72, Closing Terms 2.84

If this property was a TPA (Transfer of Physical Assets) to a QNP (Qualified Non-Profit), has the QNP requested forgiveness/assignment/modification of the Mortgage Restructuring Note? Yes

The Contingency Repayment Note? Yes

Mark-to-Market Rents

Surviving Section 8 Contract Number:

Bedroom Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents	Final Market Rent Terms at Closing	Post Monthly Exception Rents	Final Exception Rent Terms at Closing
0					
1	200	310.00	465.00		571.00
2		460.00			
3		525.00			
4					
5					
6					
7					

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:
Amount Applied to Repayment of First Mortgage:
Amount Applied to Repayment of Second & Third Mortgage:
Amount Applied to Reserve for Replacement (RRR):
Amount Applied to Other Approved Use:
Total Section 8 Recapture Amount Applied: 0.00
Amount Section 8 Raised to HFD: 0.00
Number of Months Applied:
Expiration Date of Recapture Agreement: 12/28/2002

IRP

Amount of IRP Available:
Amount of IRP Applied to Debt Service:
Amount of IRP Applied to Reserve for Replacement (RRR):
Amount Recaptured to HFD: 0.00
Number of Months Applied:

Capital Recovery Payment (CRP) Terms

CRP Monthly Payments: 327.50
Number of Months Applied: 120

First Mortgage (Take Out or Modified Loan)

	Restructuring Plan Terms	Final Closing Terms
Originator:	The Huster Company	Great Lakes Financial Group
Loan Type:	FHA-Insured	FHA-Insured
FHA Program Type:	221(d)3	221(d)3
Original Loan Amount:	300,000.00	298,000.00
Annual Debt Service (Without MIP):	39,918.00	18,963.04
Annual Debt Service (With MIP):	42,810.00	20,203.03
Loan Terms		
Interest Rate (%):	7.8000	6.5000
Original Term (Months):	360	360
Remaining Amortization Period (Months):	342	360
Maturity Date:	03/01/2024	11/01/2024
Appraised LTV (%):	21.23	23.61

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	713,000.00	3,428,929.71
Annual Debt Service (Without MIP):	27,267.00	152,219.78
Loan Terms		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2024

Third Mortgage (Contingent Repayment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	118,278.00	3,179,237.28
Annual Debt Service (Without MIP):	4,538.00	122,290.10
Loan Terms		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2024

Sources

	Restructuring Plan Terms	Final Closing Terms
Restructured 1st Mortgage Principal:	300,000.00	230,000.00
Mortgage Restructuring Payment:	628,278.39	6,897,107.00
Reserve for Replacement:	4,389.84	321,274.74
Residual Receipts:		
Existing Tax Escrow:	12,849.60	67,863.23
Existing Hazard Insurance:	9,901.20	9,173.20
Surplus Cash Accounts/Other Escrow:		34,037.00
236 Rehab Grants:		
Rehabilitation Escrow:	7,139.20	
IDRR (If Greater Than Existing Escrow Balance):		
Other Transaction Costs:	17,920.00	27,296.76
Repair Loan or Grant:		
1. The Lender's UPB is $16.45:	1,286.33	16.45
2. Increase in title costs:		72.00
3.:		944.43
Other Fund Sources 4:		
Other Sources Needed to Balance:		
Total Source of Funds:	$1,262,773.76	$7,318,234.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (If Modifying):		
Payoff Existing 1st Mortgage Loan (If Refinancing):	1,071,172.09	6,889,256.83
Other OAHP Approved Transaction Costs*:	95,923.53	99,234.92
Owner's Share of Surplus Receivee:		
OAHP Approved Rehabilitation Costs:	33,631.00	
Initial Deposits to Replacement Reserve (IDRR):	164,390.00	494,151.81
Tax Escrow:	6,313.94	79,262.38
Hazard Insurance Escrow:	9,901.20	33,696.83
A. The Lender's UPB is $16.45:	5,613.66	16.45
with true costs in the amount:		
OHFAAS-Approved Transaction Cos:		72.00
C. Increase in title costs D:		944.43
Additional Recovery to HFD:		
Total Use of Funds:	$1,388,397.42	$7,318,234.97

*** Subtotal of all transaction costs less the tax and hazard insurance escrow increases. This avoids counting the increases twice, as they will already be reflected in the tax and hazard insurance escrows in the uses.**

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed:
Date Owner Received:
Lead Based Paint State:
Lead Based Paint Rated:

Rehab Escrow

Contingency Amount:

Rehabilitation Escrow Administrators:

Cash Management Organization and Contact Name:
Address:
City:
State: Zip:
Phone Number:
Repair Oversight Organization and Contact Name:
Address:
City:
State: Zip:
Phone Number:

Operating Deficit Escrow

Operating Deficit Escrow Amount: 3,500.00

Confirmation Name:
Confirmation Date:

Figure 9-12, Printable view of Closing Module Screen

10 REPORTS MODULE

The Reports module is accessed by selecting the Reports button from M2M's home screen. The reports within the module are a summarization of the data entered in the Critical Dates Tracking screens and are management tracking tools to view the overall status of where the assigned properties are in the restructuring process. In addition, there are internal management level reports to assist OAHP and its business partners in the management of its M2M Program assets.

Generally, only active properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 10-1, Property and Report Selection Screen:

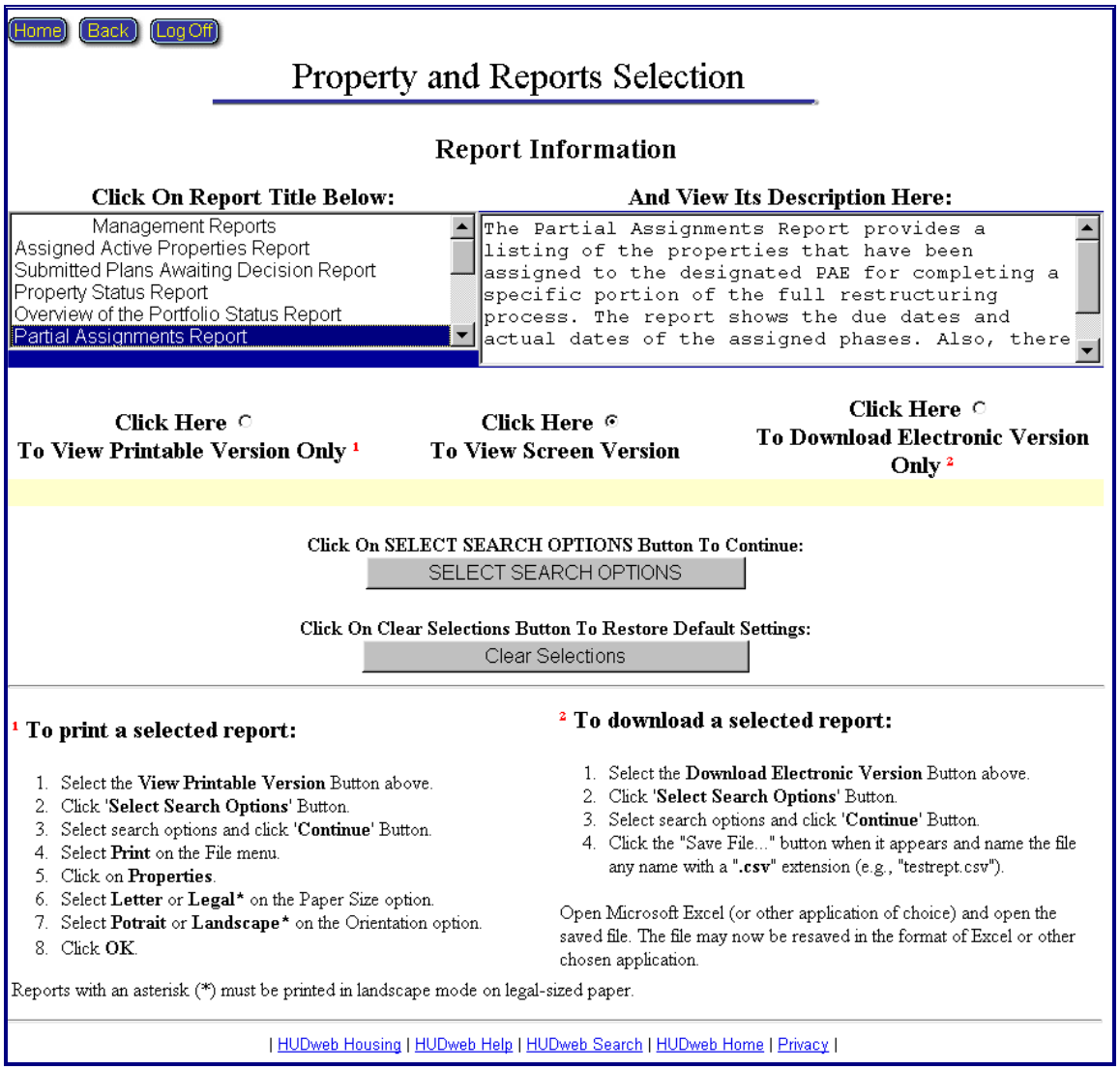


Figure 10-1, Property and Report Selection Screen

10.1 Property and Report Selection

The Reports module allows users to generate the following reports:

- Assigned Active Properties Report
- Submitted Plans Awaiting Decision Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Late Submissions Report
- Green Initiative Projects Report
- Completed Projects Report
- Rehab Escrow Account Closed Report
- Rent Comparability Review Progress Report
- Rent Comparability Review Progress Report – Post M2M
- Rent Reduction Only Progress Report
- Mortgage Restructuring Progress Report
- Focus on Production Report
- Properties On Hold Report
- Underwriting Tracking Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

1. Select the Download Electronic Version radio button
2. Click the 'Select Search Options' button
3. Select search options and click the 'Continue' button
4. Click the "Save File..." button and name the file a name with a “.csv” extension (e.g., “testrept.csv”).
5. Open application of choice (e.g., Microsoft Excel) and the saved file.
6. The file may be resaved in the format of the application.

10.2 Assigned Active Properties Report

The Assigned Active Properties Report (Figure 10-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.

Home Back Secure Systems Log Off

Assigned Active Properties Report

Today's Date: 08/09/2013

Preservation Office: Chicago

PAE Name	Property Name	Section 8 Contract Renewal Type	Last Critical date	Date	Property ID	Property City	Property State
Signet Partners	South Pointe Apartments	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	04/29/2013	800000683	MARIANNA	AR
Signet Partners	Robinson Heights Apartments	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	06/17/2012	800005445	BURLINGTON	IA
Signet Partners	HUMBOLDT BUILDING	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	01/03/2013	800005988	CHICAGO	IL
Signet Partners	BELMONT ESTATES	Mortgage Restructuring	Restructuring Plan Executed by OAHP	07/17/2013	800006556	DECATUR	IN
Signet Partners	RIVER RUN APARTMENTS	Mortgage Restructuring	Date Assigned to Underwriter	12/29/2011	800209693	Elkhart	IN
Signet Partners	MISSION PLACE	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	04/03/2013	800007309	HUTCHINSON	KS
Signet Partners	GARDENVIEW	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	04/29/2013	800010137	FLINT	MI
Signet Partners	MONUMENTAL PRIDE HOMES	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	11/20/2012	800020359	MEMPHIS	TN

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10.2, Assigned Active Properties Report

10.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an “Approved” or “Returned for Revision” status and are awaiting a decision from OAHP. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.

Home Back Secure Systems Log Off

Submitted Plans Awaiting Decision Report

Today's Date: 08/09/2013

Preservation Office: Chicago

PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	RIVER RUN APARTMENTS	IN	Mortgage Restructuring	800209693	12/23/2011

Preservation Office: Washington

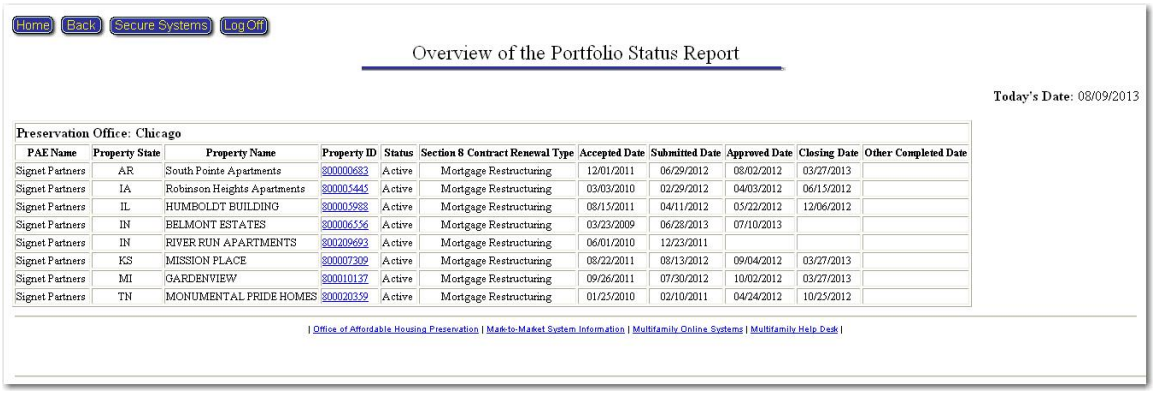
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
ONTRA, Inc.	Sojourner Truth Manor	CA	Mortgage Restructuring	800002456	07/17/2013
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013
CreditVest, Inc.	PINEHURST APTS.	OH	Mortgage Restructuring	800017097	06/25/2013
CreditVest, Inc.	West Alex Village	OH	Mortgage Restructuring	800017463	06/25/2013
CreditVest, Inc.	HERITAGE PARK	PA	Rent Reduction Only	800018509	07/11/2013

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-3, Submitted Plans Awaiting Decision Report

10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, Overview of the Portfolio Status Report) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and "Other Completed" Dates sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.



Home Back Secure Systems Log Off

Overview of the Portfolio Status Report

Today's Date: 08/09/2013

Preservation Office: Chicago

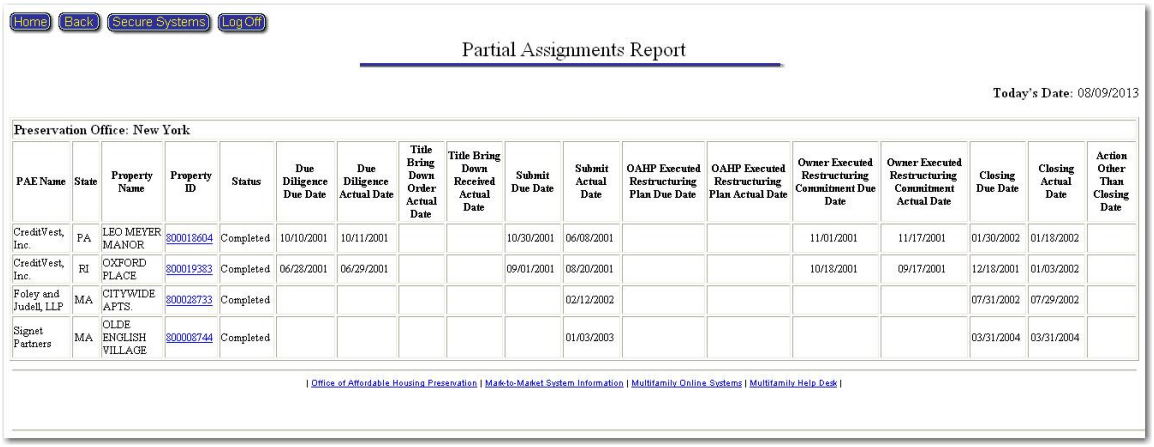
PAE Name	Property State	Property Name	Property ID	Status	Section 8 Contract Renewal Type	Accepted Date	Submitted Date	Approved Date	Closing Date	Other Completed Date
Signet Partners	AR	South Pointe Apartments	800000683	Active	Mortgage Restructuring	12/01/2011	06/29/2012	08/02/2012	03/27/2013	
Signet Partners	IA	Robinson Heights Apartments	800005445	Active	Mortgage Restructuring	03/03/2010	02/29/2012	04/03/2012	06/15/2012	
Signet Partners	IL	HUMBOLDT BUILDING	800005988	Active	Mortgage Restructuring	08/15/2011	04/11/2012	05/22/2012	12/06/2012	
Signet Partners	IN	BELMONT ESTATES	800006556	Active	Mortgage Restructuring	03/23/2009	06/28/2013	07/10/2013		
Signet Partners	IN	RIVER RUN APARTMENTS	800209693	Active	Mortgage Restructuring	06/01/2010	12/23/2011			
Signet Partners	KS	MISSION PLACE	800007309	Active	Mortgage Restructuring	08/22/2011	08/13/2012	09/04/2012	03/27/2013	
Signet Partners	MI	GARDENVIEW	800010137	Active	Mortgage Restructuring	09/26/2011	07/30/2012	10/02/2012	03/27/2013	
Signet Partners	TN	MONUMENTAL PRIDE HOMES	800020359	Active	Mortgage Restructuring	01/25/2010	02/10/2011	04/24/2012	10/25/2012	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-4, Overview of the Portfolio Status Report

10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, Partial Assignments Report) is a list of all the Properties that are designated as partial assignments, sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.



Home Back Secure Systems Log Off

Partial Assignments Report

Today's Date: 08/09/2013

Preservation Office: New York

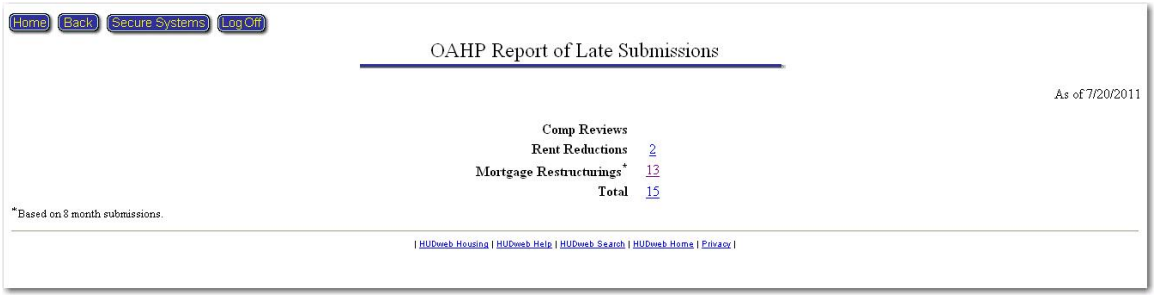
PAE Name	State	Property Name	Property ID	Status	Due Diligence Due Date	Due Diligence Actual Date	Title Bring Down Order Actual Date	Title Bring Down Received Actual Date	Submit Due Date	Submit Actual Date	OAHP Executed Restructuring Plan Due Date	OAHP Executed Restructuring Plan Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date	Closing Actual Date	Action Other Than Closing Date
CreditVest, Inc.	PA	LEO MEYER MANOR	800018604	Completed	10/10/2001	10/11/2001			10/30/2001	06/08/2001			11/01/2001	11/17/2001	01/30/2002	01/18/2002	
CreditVest, Inc.	RI	OXFORD PLACE	800019383	Completed	06/28/2001	06/29/2001			09/01/2001	08/20/2001			10/18/2001	09/17/2001	12/18/2001	01/03/2002	
Foley and Judell, LLP	MA	CITYWIDE APTS.	800028733	Completed						02/12/2002					07/31/2002	07/29/2002	
Signet Partners	MA	OLDE ENGLISH VILLAGE	800008744	Completed						01/03/2003					03/31/2004	03/31/2004	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-5, Partial Assignments Report

10.6 Late Submissions Report

The Late Submissions Report (Figure 10-6-1, Late Submissions Report (Part I)) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 10-6-2, Late Submissions Report (Part II)) on which properties comprise the total number, sorted by Preservation Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is a direct link to the property's critical date's page to view the current dates and update, if necessary.



Home Back Secure Systems Log Off

OAHP Report of Late Submissions

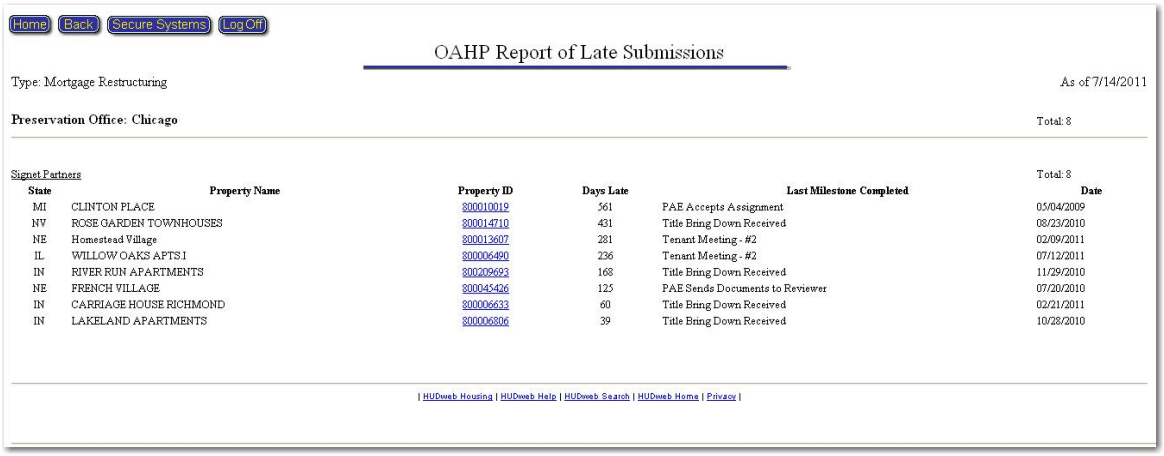
As of 7/20/2011

Comp Reviews	
Rent Reductions	2
Mortgage Restructurings*	13
Total	15

*Based on 8 month submissions.

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-6-1, Late Submissions Report (Part I)



Home Back Secure Systems Log Off

OAHP Report of Late Submissions

Type: Mortgage Restructuring

As of 7/14/2011

Preservation Office: Chicago

Total: 8

Signet Partners

Total: 8

State	Property Name	Property ID	Days Late	Last Milestone Completed	Date
MI	CLINTON PLACE	800010019	561	PAE Accepts Assignment	05/04/2009
NV	ROSE GARDEN TOWNHOUSES	800014710	431	Title Bring Down Received	08/23/2010
NE	Homestead Village	800013607	281	Tenant Meeting - #2	02/09/2011
IL	WILLOW OAKS APTS I	800006490	236	Tenant Meeting - #2	07/12/2011
IN	RIVER RUN APARTMENTS	800209693	168	Title Bring Down Received	11/29/2010
NE	FRENCH VILLAGE	800045426	125	PAE Sends Documents to Reviewer	07/20/2010
IN	CARRIAGE HOUSE RICHMOND	800006633	60	Title Bring Down Received	02/21/2011
IN	LAKELAND APARTMENTS	800006806	39	Title Bring Down Received	10/28/2010

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-6-2, Late Submissions Report (Part II)

10.7 Green Initiative Projects Report

The Green Initiative Projects Report (illustrated as Figure 10-7) represents a list of M2M Program properties that have opted to participate in the Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.

Home Back Secure Systems Log Off

Green Initiative Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
800005972	HEBRON TOWNHOUSES	IL	Completed	07135745		63	I
800006334	SLATE CREEK APARTMENTS	IL	Completed	07211080	08/31/2011	113	I
800006486	WILDBERRY VILLAGE	IL	Completed	07135734		74	I
800006490	WILLOW OAKS APTS.I	IL	Completed	07235652	02/22/2012	112	I
800006498	Golden Oaks Apartment	IL	Completed	07235075		40	II
800039733	AUBURN MANOR APARTMENTS	IL	Completed	07111122	03/26/2012	107	I

Total Completed Green Initiative Projects: 6

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-7, Green Initiative Projects Report

10.8 Completed Projects Report

The Completed Projects Report (illustrated as Figure 10-8) represents a list all of M2M Program properties that have completed the M2M Program.

Home Back Secure Systems Log Off

Completed Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	FHA Number	PAE Name	Renewal Type (*AOTC)	Date Completed	Total Units	Green Level
800005972	HEBRON TOWNHOUSES	IL	07135745	Signet Partners	Mortgage Restructuring*	02/04/2010	63	I
800006334	SLATE CREEK APARTMENTS	IL	07211080	Signet Partners	Mortgage Restructuring	02/07/2012	113	I
800006486	WILDBERRY VILLAGE	IL	07135734	Signet Partners	Mortgage Restructuring*	11/02/2011	74	I
800006490	WILLOW OAKS APTS.I	IL	07235652	Signet Partners	Mortgage Restructuring	08/22/2012	112	I
800006498	Golden Oaks Apartment	IL	07235075	Illinois Housing Development Authority	Mortgage Restructuring*	08/06/2009	40	II
800039733	AUBURN MANOR APARTMENTS	IL	07111122	Signet Partners	Mortgage Restructuring	01/10/2013	107	I

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-8, Completed Projects Report

10.9 Rehab Escrow Account Closed Report

The Rehab Escrow Account Closed Report (illustrated as Figure 10-9) represents a list all of M2M Program properties that have completed the Rehab Escrow Administrative Process.

Home Back Secure Systems Log Off

Rehab Escrow Account Closed Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800007656	GREEN VALLEY APTS	KY	Active	08335089		48	I	
800007676	HIGH POINT	KY	Completed	08335589	06/01/2012	44	I	01/10/2013
800007744	LOCUST RIDGE	KY	Completed	08335582	08/13/2010	72	I	06/20/2011
800007812	PINECREEK APARTMENTS	KY	Active	08335163		32	I	
800007834	REESER COURT APARTMENTS	KY	Completed	08335430	03/22/2013	54	I	
800007889	ST. ALOYSIUS APARTMENTS	KY	Completed	08335608	02/18/2009	48	I	11/12/2009
800007934	GARDENS AT GREENUP	KY	Completed	08335454	03/22/2013	20	I	
800007956	WOODLAND HEIGHTS	KY	Completed	08335033	09/27/2010	100	II	09/21/2011

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-9, Rehab Escrow Account Closed Report

10.10 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 10-10) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHP and the date OAHP approves the results.

Home Back Secure Systems Log Off

Rent Comparability Review Progress Report

Today's Date: 08/09/2013

	Property State	Status	Primary FHA Number	Field Office Refers to OAHP	OAHP Initial Assignment	OAHP Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OAHP	OAHP Approves Review Results Date	Approved Review Results
Preservation Office: Washington										
CreditVest, Inc.										
PEMBERTON MANOR APARTMENTS	MD	Active	05235602		11/17/2009	11/20/2009	11/25/2009	02/08/2010	03/09/2010	Equal/Under Market
COUNTRY CLUB HOMES II	OH	Active	04338011		04/27/2011	04/29/2011	05/03/2011	08/18/2011	01/11/2012	Over Market
MARSHALL PLAZA I	OH	Active	04235046		07/01/2009	07/07/2009	07/10/2009	09/23/2009	10/30/2009	Equal/Under Market
MARSHALL PLAZA II	OH	Active	04292505		07/01/2009	07/07/2009	07/10/2009	09/23/2009	10/30/2009	Equal/Under Market
PAE Total				**0**	**4**	**4**	**4**	**4**	**4**	
Preservation Office Total				**0**	**4**	**4**	**4**	**4**	**4**	
OAHP Total				**0**	**4**	**4**	**4**	**4**	**4**	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-10, Rent Comparability Review Progress Report

10.11 Rent Comparability Review Progress Report – Post M2M

The Rent Comparability Review Progress Report – Post M2M (illustrated as Figure 10-11) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHP and the date OAHP approves the results.

Home Back Secure Systems Log Off

Post M2M Rent Comparability Review Progress Report

Today's Date: 08/09/2013

	Property State	Status	Primary FHA Number	Field Office Refers to OAHP	OAHP Initial Assignment	OAHP Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OAHP	OAHP Approves Review Results Date	Approved Review Results
Preservation Office: San Francisco										
ONTRA, Inc.										
MIYAKO GARDEN APTS	CA	Completed	12235454		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/20/2003	Equal/Under Market
NEW HAMPSHIRE ARMS	CA	Completed	12235680		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/21/2003	Equal/Under Market
WILLOW BROOK VILLA	CA	Completed	12235682	06/26/2003	07/21/2003	07/31/2003	08/04/2003	10/13/2003	10/28/2003	Equal/Under Market
PAE Total				**1**	**3**	**3**	**3**	**3**	**3**	
Preservation Office Total				**1**	**3**	**3**	**3**	**3**	**3**	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-11, Rent Comparability Review Progress Report – Post M2M

10.12 Rent Reduction Only Progress Report

The Rent Reduction Only Progress Report represents the progress and status of the active M2M Program Rent Reduction Only properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Rent Reduction Only Restructuring Plan was submitted to OAHP and the date OAHP issues a decision on submitted plans.

Figure 10-12-1, Rent Reduction Only Progress Report (Part I) and Figure 10-12-2, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

♪ **Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

Home | Back | Secure Systems | Log Off

Rent Reduction Only Progress Report -- Part I

Today's Date: 08/09/2013

	Property State	Status (*Partial)	Primary FHA Number	OAHP Initial Assignment	OAHP Approves COI Form 2.2	PAE Accepts Assignment	Tier 1 Due Date	Amended Tier 2 Due Date (Per Rel. Mgr.)	Tenant Notice Sent	PCA Assigned by PAE	Appraisal Assigned by PAE	PAE's PCA Complete	PAE's Appraisal Complete	PAE Submits Justification for Recommendation (Form 10.2)	OAHP Receives Complete PAE Justification (Form 10.2) Submission	OAHP Approves PAE Lite Recommendation
Preservation Office: Washington																
CreditVest, Inc.																
HERITAGE PARK	PA	Active	03335217	04/18/2013	04/25/2013	04/29/2013	07/28/2013		05/10/2013	04/30/2013	04/30/2013		06/12/2013	07/11/2013	07/12/2013	
			PAE Total	**1**	**1**	**1**	**1**	**0**	**1**	**1**	**1**	**0**	**1**	**1**	**1**	**0**
ONTRA, Inc.																
ATHENS MEWS	TN	Active	08735212	04/18/2013	04/23/2013	05/01/2013	07/30/2013		05/03/2013	05/06/2013	05/06/2013	06/04/2013	05/31/2013	07/11/2013	07/12/2013	07/24/2013
			PAE Total	**1**	**1**	**1**	**1**	**0**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
Signet Partners																
Morningside Courts	IL	Active	07111243	04/18/2013	04/23/2013	04/29/2013	07/28/2013		05/16/2013	05/03/2013	05/03/2013	05/31/2013	06/03/2013	07/01/2013	07/15/2013	
			PAE Total	**1**	**1**	**1**	**1**	**0**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**0**
Preservation Office Total				**3**	**3**	**3**	**3**	**0**	**3**	**3**	**3**	**2**	**3**	**3**	**3**	**1**
OAHP Total				**3**	**3**	**3**	**3**	**0**	**3**	**3**	**3**	**2**	**3**	**3**	**3**	**1**

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-12-1, Rent Reduction Only Progress Report (Part I)

Home Back Secure Systems LogOff

Rent Reduction Only Progress Report -- Part II

Today's Date: 08/09/2013

	Property State	Status (*Partial)	Primary FHA Number	OAHP Approves PAE Lite Recommendation	OAHP Notifies Sec. 8 Contract Administrator	PAE Notifies Sec. 8 Contract Administrator	PAE Receives Sec. 8 Contract Administrator's Confirmation of Receipt	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	OAHP Approves Tier 2 Conversion (Form 2.16)	OAHP Returns to PAE for Revision	OAHP Receives PAE Resubmission
Preservation Office: Washington											
CreditVest, Inc.											
HERITAGE PARK	PA	Active	03335217								
			PAE Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
ONTRA, Inc.											
ATHENS MEWS	TN	Active	08735212	07/24/2013	07/29/2013						
			PAE Total	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
Signet Partners											
Morningside Courts	IL	Active	07111243								
			PAE Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Preservation Office Total				**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**
OAHP Total				**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-12-2, Rent Reduction Only Progress Report (Part II)

10.13 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 10-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 10-13-2, Mortgage Restructuring Progress Report (Part II).

♪ **Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

Home | Back | Secure Systems | Log Off

Mortgage Restructuring Progress Report

(Critical Dates up to the Tenant Meeting - #2)

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	OAHP Initial Assign.	OAHP Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	OAHP Returns Documents for Fixes	PAE Resubmits Documents	OAHP Approves GPCA	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Title Bring Down Order	Title Bring Down Received
Preservation Office: Chicago																					
Signet Partners																					
South Pointe Apartments	AR	Active	08211068	11/22/2011	11/23/2011	03/29/2013	12/01/2011	12/08/2012	12/13/2011	01/12/2012		01/19/2012		12/13/2011	01/12/2012	01/20/2012	01/31/2012	01/13/2012	02/06/2012	01/20/2012	02/06/2012
Robinson Heights Apartments	IA	Active	07435125	02/26/2010	03/02/2010	06/30/2012	03/03/2010	03/05/2010	03/25/2010	08/22/2011				03/25/2010	05/06/2010	04/14/2010	04/22/2010	04/13/2010	04/22/2010	03/11/2010	03/19/2010
HUMBOLDT BUILDING	IL	Active	07194040	08/10/2011	08/10/2011	01/31/2013	08/15/2011	08/17/2011	08/23/2011	10/03/2011		10/11/2011		08/22/2011	09/19/2011	10/07/2011	10/03/2011	10/07/2011	10/25/2011	08/31/2011	09/07/2011
BELMONT ESTATES	IN	Active	07335635	03/11/2009	03/17/2009	05/31/2013	03/23/2009	03/25/2009	03/31/2009					03/31/2009	04/23/2009	04/21/2009	06/01/2009	05/04/2009	06/01/2009	04/10/2009	05/01/2009
RIVER RUN APARTMENTS	IN	Active	07335531	05/18/2010	05/25/2010	12/31/2011	06/01/2010	06/03/2010	06/21/2010					06/21/2010	12/08/2010	08/12/2010	07/22/2010	07/21/2010	12/08/2010	11/15/2010	11/29/2010
MISSION PLACE	KS	Active	10235228	08/16/2011	08/17/2011	04/30/2013	08/22/2011	03/13/2012	08/25/2011	04/17/2012				08/25/2011	04/19/2012	03/28/2012	09/26/2011	10/06/2011	04/25/2012	03/20/2012	03/30/2012
GARDENVIEW	MI	Active	04835097	09/19/2011	09/21/2011	03/31/2013	09/26/2011	10/03/2011	10/04/2011	11/07/2011				10/04/2011	11/09/2011	10/21/2011	11/03/2011	11/14/2011	11/14/2011	10/24/2011	10/31/2011
MONUMENTAL PRIDE HOMES	TN	Active	08135072	01/12/2010	01/19/2010	12/31/2012	01/25/2010	02/01/2010	02/10/2010	05/11/2011				02/10/2010	03/17/2010	03/12/2010	03/12/2010	03/05/2010	03/12/2010	02/25/2010	03/08/2010
PAE Total				**8**	**8**	**8**	**8**	**8**	**8**	**6**	**0**	**2**	**0**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**
Preservation Office Total				**8**	**8**	**8**	**8**	**8**	**8**	**6**	**0**	**2**	**0**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-13-1, Mortgage Restructuring Progress Report (Part I)

Home | Back | Secure Systems | Log Off

Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to OAHP	OAHP Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	OAHP Approves Restr. Plan	OAHP Returns Restr. Plan for Revision	OAHP Receives PAE Resub	Restructuring Plan Executed by OAHP	RC Executed by Owner	OAHP Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Preservation Office: Chicago																		
Signet Partners																		
South Pointe Apartments	AR	Active	08211068	06/29/2012	07/03/2012	07/05/2012	08/02/2012			08/15/2012				03/27/2013	04/01/2013		04/29/2013	
Robinson Heights Apartments	IA	Active	07435125	02/29/2012	03/01/2012	03/02/2012	04/03/2012			04/10/2012	05/01/2012		05/30/2012	06/15/2012	02/01/2011		06/17/2012	
HUMBOLDT BUILDING	IL	Active	07194040	04/11/2012	04/12/2012	04/12/2012	05/22/2012			10/29/2012	11/05/2012			12/06/2012	01/01/2013		01/03/2013	
BELMONT ESTATES	IN	Active	07335635	06/28/2013	06/20/2013	06/21/2013	07/10/2013	06/25/2013	06/28/2013	07/17/2013			07/31/2013					
RIVER RUN APARTMENTS	IN	Active	07335531	12/23/2011	12/27/2011	12/29/2011												
MISSION PLACE	KS	Active	10235228	08/13/2012	08/14/2012	08/14/2012	09/04/2012			09/20/2012	10/17/2012			03/27/2013	04/01/2013		04/03/2013	
GARDENVIEW	MI	Active	04835097	07/30/2012	08/01/2012	08/01/2012	10/02/2012	12/13/2013	01/08/2013	01/15/2013	01/24/2013			03/27/2013	04/01/2013		04/29/2013	
MONUMENTAL PRIDE HOMES	TN	Active	08135072	02/10/2011	02/11/2011	02/11/2011	04/24/2012		02/01/2012	06/28/2012	07/25/2012		08/31/2012	10/25/2012	11/01/2012		11/20/2012	
PAE Total				**8**	**8**	**8**	**7**	**2**	**3**	**7**	**5**	**0**	**3**	**6**	**6**	**0**	**6**	**0**
Preservation Office Total				**8**	**8**	**8**	**7**	**2**	**3**	**7**	**5**	**0**	**3**	**6**	**6**	**0**	**6**	**0**

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-13-2, Mortgage Restructuring Progress Report (Part II)

10.14 Focus on Production Report

The Focus on Production Report (Figure 10-14-1, Focus on Production Report (Part I)) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 10-14-2, Focus on Production Report (Part II)) by Preservation Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

Home Back Secure Systems Log Off

Focus on Production Report

As of 11/15/2004

Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	6		3	3
Next Week				
November, 2004	21		13	8
December, 2004	21	2		19
January, 2005	12		4	8
February, 2005	15		2	13
March, 2005	30		1	29
April, 2005	7			7
November, 2004 - April, 2005	106	2	20	84

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-14-1, Focus on Production Report (Part I)

Home Back Secure Systems Log Off

Focus on Production Report

Plans (Mortgage Restructuring) Due in Week of 11/14/2004

Preservation Office: Washington Total: 3

NW Financial Group Total: 1

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
NY	BURNIE C MCCARLEY GARDENS	800055705	04/23/2004	11/19/2004

Comment:

RER Solutions, Inc. Total: 2

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004

Comment:

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004

Comment:

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-14-2, Focus on Production Report (Part II)

10.15 Properties On Hold Report

The Properties On Hold Report (Figure 10-15, Properties On Hold Report) lists all assets currently On Hold. A property is placed on hold when impediments to the restructuring process are completely outside of the PAE's control. The 'OAHP Places Property On Hold' date freezes the property for all OAHP PRA required dates.

Home Back Secure Systems Log Off

Properties On Hold Report

Today's Date: 11/12/2004

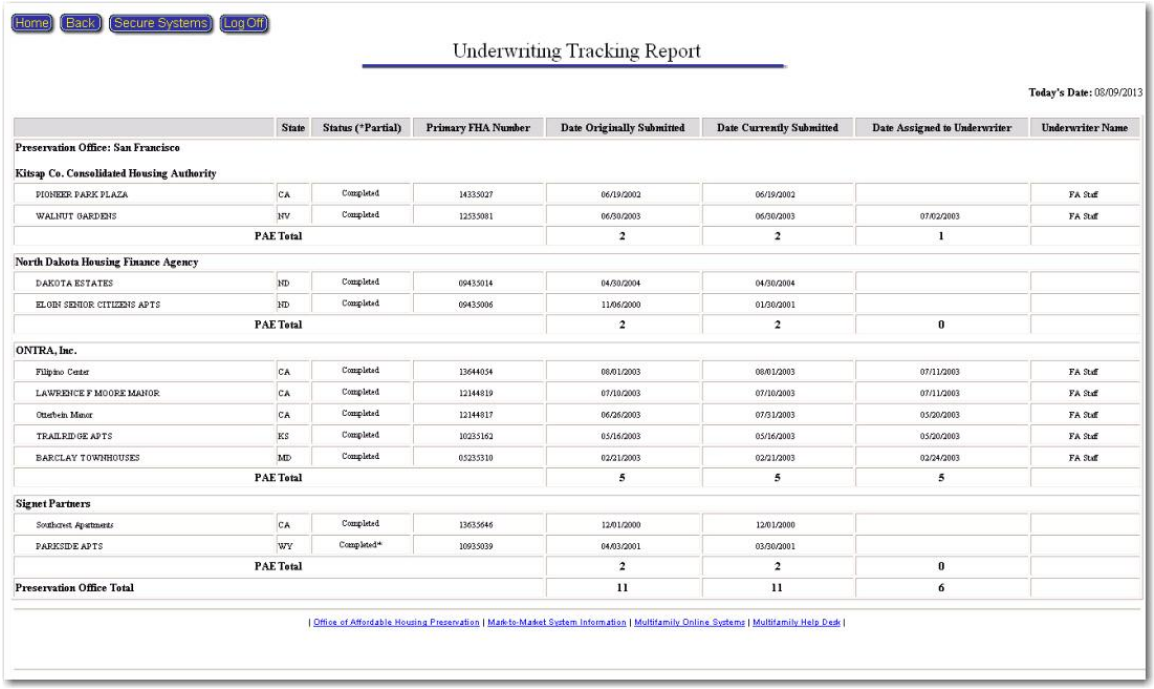
	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Preservation Office: Washington						
Florida Housing Finance Corporation						
TIDEWATER APARTMENTS	FL	Active	06335043	Rent Reduction Only	12/25/2000	12/31/2000
PAE Total					**1**	**1**
Jefferson County Assisted Housing Corp.						
TALLADEGA DOWNS	AL	Active	06244054	Mortgage Restructuring	07/30/2003	09/30/2003
PAE Total					**1**	**1**
Preservation Office Total					**2**	**2**

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-15, Properties On Hold Report

10.16 Underwriting Tracking Report

The Underwriting Tracking Report (Figure 10-16-1, Underwriting Tracking Report by Preservation Office) lists all Full Debt Restructurings currently submitted to OAHP for Underwriting Review sorted by Preservation Office. (Figure 10.16.2, Underwriting Tracking Report by Underwriting Region) lists all Full Debt Restructurings currently submitted to OAHP for Underwriting Review sorted by Underwriting Region.



Home Back Secure Systems Log Off

Underwriting Tracking Report

Today's Date: 08/09/2013

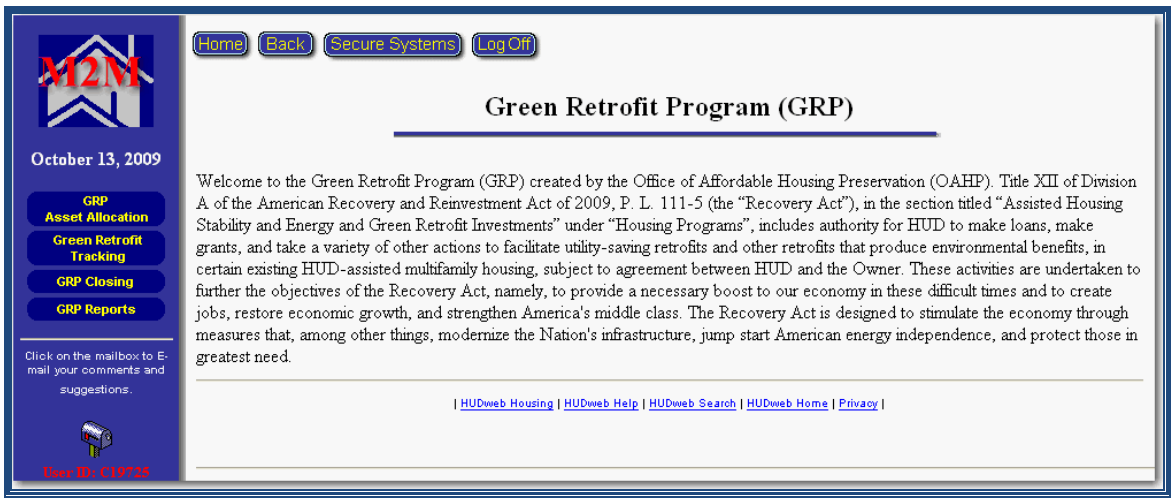
	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Preservation Office: San Francisco							
Kitsap Co. Consolidated Housing Authority							
PIONEER PARK PLAZA	CA	Completed	14335027	06/19/2002	06/19/2002		FA Staff
WALNUT GARDENS	NV	Completed	12535081	06/30/2003	06/30/2003	07/02/2003	FA Staff
PAE Total				2	2	1	
North Dakota Housing Finance Agency							
DAKOTA ESTATES	ND	Completed	09435014	04/30/2004	04/30/2004		
ELGIN SENIOR CITIZENS APTS	ND	Completed	09435006	11/06/2000	01/30/2001		
PAE Total				2	2	0	
ONTRA, Inc.							
Filipino Center	CA	Completed	13644034	08/01/2003	08/01/2003	07/11/2003	FA Staff
LAWRENCE F MOORE MANOR	CA	Completed	12144819	07/10/2003	07/10/2003	07/11/2003	FA Staff
Otterbein Manor	CA	Completed	12144817	06/26/2003	07/31/2003	05/20/2003	FA Staff
TRAILRIDGE APTS	KS	Completed	10235162	05/16/2003	05/16/2003	05/20/2003	FA Staff
BARCLAY TOWNHOUSES	MD	Completed	05235310	02/21/2003	02/21/2003	02/24/2003	FA Staff
PAE Total				5	5	5	
Signet Partners							
Southcrest Apartments	CA	Completed	13635646	12/01/2000	12/01/2000		
PARKSIDE APTS	WV	Completed*	10935039	04/03/2001	03/30/2001		
PAE Total				2	2	0	
Preservation Office Total				11	11	6	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 10-16-1, Underwriting Tracking Report by Preservation Office

11 GREEN RETROFIT PROGRAM MODULE

The Green Retrofit Program module is accessible to OAHP, RO, PAE and Guest Account users by selecting the Green Retrofit button on M2M's home screen to open the Green Retrofit Program Screen. Guest Account users will see a limited set of the functions as view only.



M2M

October 13, 2009

GRP Asset Allocation

Green Retrofit Tracking

GRP Closing

GRP Reports

Click on the mailbox to E-mail your comments and suggestions.

User ID: C19725

Home Back Secure Systems Log Off

Green Retrofit Program (GRP)

Welcome to the Green Retrofit Program (GRP) created by the Office of Affordable Housing Preservation (OAHP). Title XII of Division A of the American Recovery and Reinvestment Act of 2009, P. L. 111-5 (the "Recovery Act"), in the section titled "Assisted Housing Stability and Energy and Green Retrofit Investments" under "Housing Programs", includes authority for HUD to make loans, make grants, and take a variety of other actions to facilitate utility-saving retrofits and other retrofits that produce environmental benefits, in certain existing HUD-assisted multifamily housing, subject to agreement between HUD and the Owner. These activities are undertaken to further the objectives of the Recovery Act, namely, to provide a necessary boost to our economy in these difficult times and to create jobs, restore economic growth, and strengthen America's middle class. The Recovery Act is designed to stimulate the economy through measures that, among other things, modernize the Nation's infrastructure, jump start American energy independence, and protect those in greatest need.

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 11, Green Retrofit Program Screen

11.1 GRP Asset Allocation Module Button

The Asset Allocation button provides access for an OAHP HQ user to add or update properties to the Green Retrofit Program, after which, the PAE may be assigned properties by a HQ user.

11.2 Green Retrofit Tracking Module Button

The Green Retrofit Tracking button provides access to the GRP properties. Within this module, OAHP Users enter Tracking dates data in accordance with the predetermined Green Retrofit Program timeline for GRP properties.

11.3 GRP Closing Module Button

The GRP Closing button gives Users a facility for tracking and updating select Green Retrofit Properties information and to retain the actual closing figures.

11.4 GRP Reports Module Button

The GRP Reports button gives Users access to the reports in the system.

12 GRP ASSET ALLOCATION MODULE

The following screen (Figure 12-1, Asset Allocation Screen) will be returned when the Green Retrofit module button is clicked:

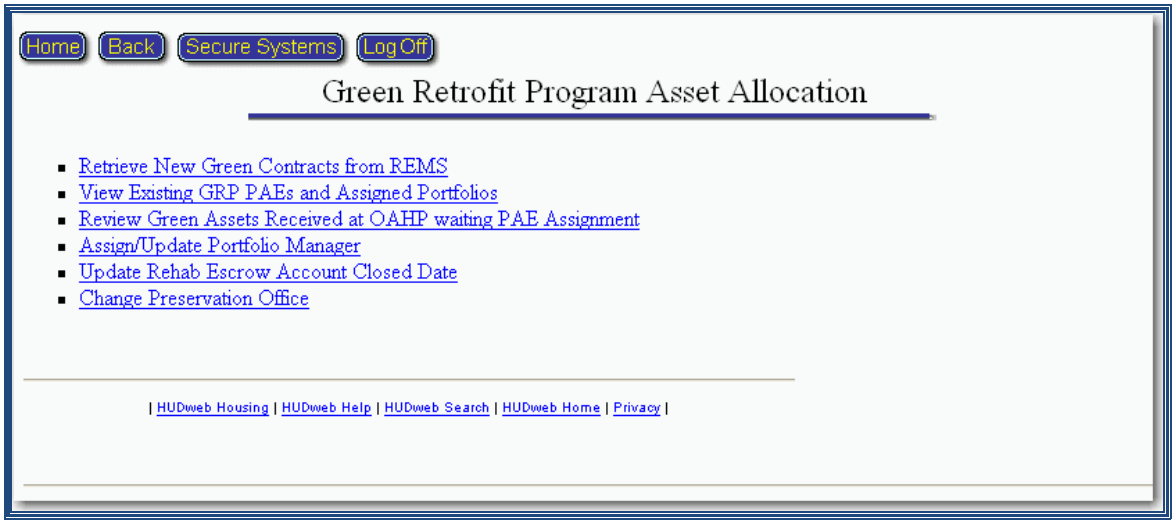


Figure 12-1, GRP Asset Allocation Screen

The Green Retrofit Asset Allocation screen allows access to the following functions:

* Retrieve New Green Contracts from REMS
* View Existing GRP PAEs and Assigned Portfolios
* Review Green Assets Received at OAHP waiting PAE Assignment
* Assign/Update Portfolio Manager
* Update Rehab Escrow Account Closed Date
* Change Preservation Office

12.1 Retrieve New Green Contracts from REMS Screen

OAHP HQ user should retrieve new Green contracts that qualify for the M2M Green Retrofit Program from the REMS database by clicking the Retrieve New Green Contracts from REMS link (located on the Green Retrofit Asset Allocation page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear. This facilitates a focused search of properties once contracts referred to OAHP have been retrieved (as illustrated in Figure 12-2, Select Search Criteria below).

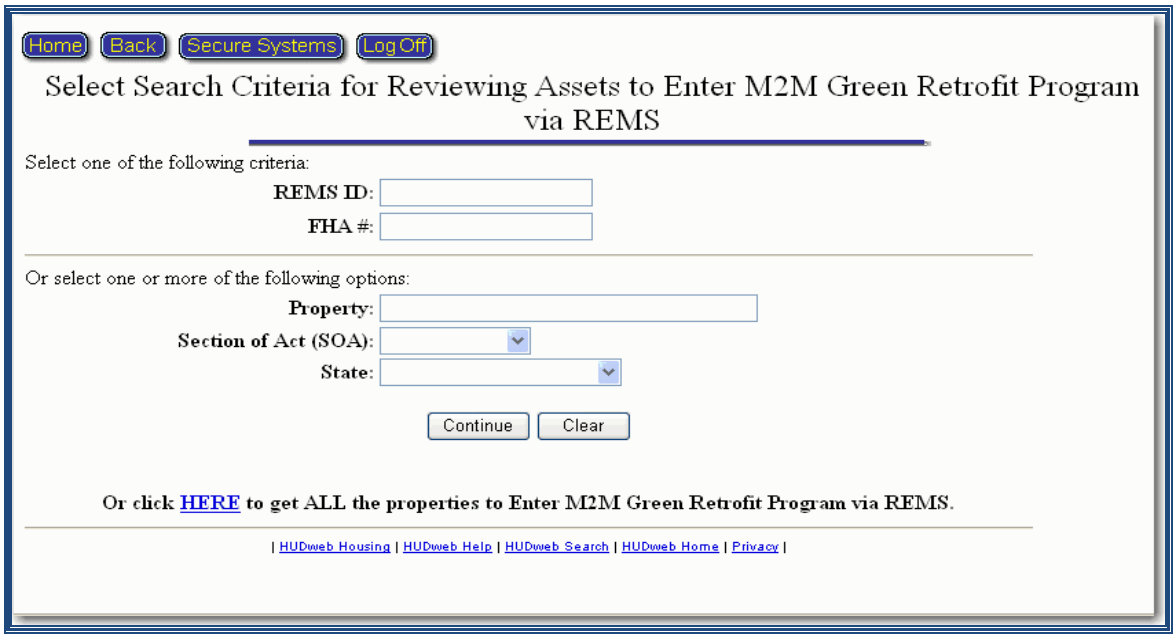


Figure 12-2, Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit via REMS

Select one of the following criteria available to search for properties to be received:

* Enter a REMS ID for a specify property
* Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

* Enter a Property's Name for a specific property
* Section of Act (SOA)
* Select a state from the drop-down list
* Click the underlined HERE link to retrieve all referred properties awaiting to be received

Shown below in Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen, is a sample screen of selected properties.

Home Back Secure Systems Log Off

Review Assets to Enter M2M Green Retrofit Program

The following 50 out of 61178 properties met your All search criteria.

- Check the Add box (☑) next to each property that you are adding to M2M Green Retrofit Program.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	FHA Num	Entity Type	Grant/Loan Type	Section of Act
☐	WOODLAND ESTATES (TLR REALTY)		00	RM3Q991001	12/31/2008				Other
☐	WOODLAND ESTATES (TLR REALTY)		00	RM3Q991001	12/31/2008	016HD025			811
☐	13TH AND EAGLE APARTMENTS	ANCHORAGE	AK	AK02E000001	10/31/2005				Other
☐	ALPINE TERRACE	ANCHORAGE	AK	AK06E000004	12/31/2006				Other
☐	ALPINE TERRACE	ANCHORAGE	AK	AK06E000004	12/31/2006	17635029			221(d)(4)MKT
☐	AYALPIK APARTMENTS	BETHEL	AK	AK020006001	05/31/2021				Other
☐	AYALPIK APARTMENTS	BETHEL	AK	AK020006001	05/31/2021	17635019			221(d)
☐	AYALPIK APARTMENTS	BETHEL	AK	AK020006001	05/31/2021	17635019			221(d)
☐	AYALPIK APARTMENTS	BETHEL	AK	AK020006001	05/31/2021	17635039			223(a)(7)
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK02M000010	08/31/2010				Other
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK02M000022	10/31/2008				Other
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK06L000005	09/30/1999				Other
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK02M000010	08/31/2010	17644020			236
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK02M000022	10/31/2008	17644020			236
☐	BAYSIDE APARTMENTS	SEWARD	AK	AK06L000005	09/30/1999	17644020			236
☐	BAYVIEW TERRACE	KODIAK	AK	AK020001001	07/31/2001				Other
☐	BAYVIEW TERRACE	KODIAK	AK	AK020001001	07/31/2001	17635012			221(d)(4)MKT
☐	CHENANA APARTMENTS	FAIRBANKS	AK	AK020002001	07/31/2007				Other
☐	CHENANA APARTMENTS	FAIRBANKS	AK	AK020002001	07/31/2007	17635009			221(d)(4)MKT
☐	CHENANA APARTMENTS	FAIRBANKS	AK	AK020002001	07/31/2007	17635009			221(d)(4)MKT
☐	CHENANA APARTMENTS	FAIRBANKS	AK	AK020002001	07/31/2007	17635009			221(d)(4)MKT
☐	CHENANA APARTMENTS	FAIRBANKS	AK	AK020002001	07/31/2007	17635042			223(a)(7)
☐	CHESTER CREEK ESTATES	ANCHORAGE	AK	AK02M000013	07/31/2004				Other
☐	CHESTER CREEK ESTATES	ANCHORAGE	AK	AK02M000023	07/31/2007				Other
☐	CHESTER CREEK ESTATES	ANCHORAGE	AK	AK02M000013	07/31/2004	17644024			236
☐	CHESTER CREEK ESTATES	ANCHORAGE	AK	AK02M000023	07/31/2007	17644024			236
☐	CHESTER PARK ESTATES	ANCHORAGE	AK	AK02M000012	08/31/2006				Other
☐	CHESTER PARK ESTATES	ANCHORAGE	AK	AK06L000009	09/30/1999				Other
☐	CHESTER PARK ESTATES	ANCHORAGE	AK	AK02M000012	08/31/2006	17644018			236
☐	CHESTER PARK ESTATES	ANCHORAGE	AK	AK06L000009	09/30/1999	17644018			236
☐	CHINOOK APARTMENTS	JUNEAU	AK	AK06L000017	10/31/2006				Other
☐	CHINOOK APARTMENTS	JUNEAU	AK	AK06L000017	10/31/2006	17611039			207/223(f)
☐	CHINOOK APARTMENTS	JUNEAU	AK	AK06L000017	10/31/2006	17635024			221(d)(4)MKT
☐	CHUGACH VIEW	ANCHORAGE	AK	AK020102002	11/30/2017				Other
☐	COHO PARK	JUNEAU	AK	AK020007002	09/30/2006				Other
☐	COHO PARK	JUNEAU	AK	AK020007002	09/30/2006	17611040			207/223(f)
☐	COHO PARK	JUNEAU	AK	AK020007002	09/30/2006	17635020			221(d)(4)MKT
☐	CRESTVIEW APARTMENTS	DILLINGHAM	AK	AK02R000005	06/30/2005				515
☐	DAYBREAK APARTMENTS (CMI)	PALMER	AK	AK02T851001	03/14/2008				Other
☐	DAYBREAK APARTMENTS (CMI)	PALMER	AK	AK02T851001	03/14/2008	176EH003			202
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021				Other
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021	17635014			221(d)(4)MKT
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021	17635037			223(a)(7)
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021	17635037			223(a)(7)
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021	17635037			223(a)(7)
☐	EXECUTIVE ESTATES	Fairbanks	AK	AK020004001	05/31/2021	17635040			223(a)(7)
☐	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK	AK06Q021001	12/31/2010				Other
☐	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK	AK06Q021001	12/31/2010	176HD021			811
☐	GASTINEAU APARTMENTS	JUNEAU	AK	AK02M000015	11/30/2003				Other
☐	GASTINEAU APARTMENTS	JUNEAU	AK	AK02M000015	11/30/2003	17644015			236

Enter Your Name: MARK LEONE (First name, last name)

SUBMIT

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen

The Review Assets to Enter M2M Green retrofit function allows OAHP HQ users to review and assign Entity Type, Grant/Loan Type and Section of Act (SOA) to the selected properties. The displayed properties are active, not assigned to a PAE. The following steps direct users in making Receipt assignments:

1. Click the Add check box ☐ next to the Property ID to indicate the property is have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).

2. Optionally select the Profit or Non Profit from the Entity Type drop down box

3. Optionally select the Grant or Grant/Loan from the Grant/Loan Type drop down box

4. Select one Section of Act (SOA) from the drop down list box

5. Repeat steps 1-4 for each additional property

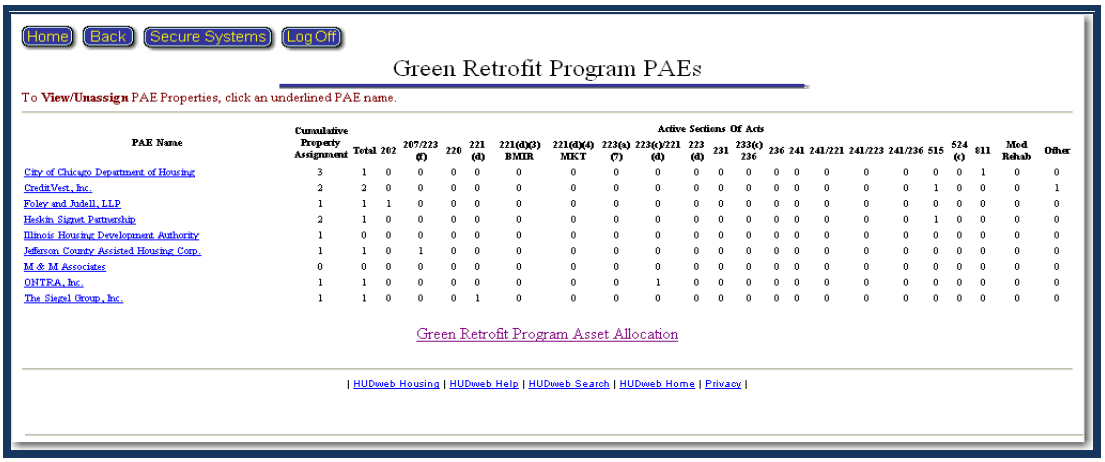
6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

   Enter Your Name: [ ]

7. Click the Submit button [SUBMIT] to save the M2M Green Retrofit Properties

12.2 Green Retrofit Program PAE Screen

When the View Existing Green Retrofit Program PAEs and Assigned Portfolios link is selected, the following screen (Figure 12-4, PAEs Screen) will appear:



Home | Back | Secure Systems | Log Off

Green Retrofit Program PAEs

To **View/Unassign** PAE Properties, click an underlined PAE name.

PAE Name	Cumulative Property Assignment	Active Sections Of Acts																				
		Total	202	207/223 (f)	220	221 (d)	221(d)(3) BMIR	221(d)(4) MKT	223(a) (7)	223(e)/221 (d)	223 (d)	231	233(c) 236	236	241	241/221	241/223	241/236	515	524 (c)	811	Mod Rehab	Other
City of Chicago Department of Housing	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
CreditVest, Inc.	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Foley and Judell, LLP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Heskin Signet Partnership	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Illinois Housing Development Authority	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jefferson County Assisted Housing Corp.	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M & M Associates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ONTRA, Inc.	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
The Siegel Group, Inc.	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Green Retrofit Program Asset Allocation

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 12-4, Green Retrofit Program PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the Green Retrofit Program. Assignment values on this screen are system-generated.

12.3 View/Unassign Green Retrofit Program PAE Properties Screen

To view or Unassign a Green Retrofit Program PAE's existing data, click its underlined link and the following View/Unassign Green Retrofit Program PAE Properties screen will be returned, Figure 12-5, Green Retrofit Program PAEs Screen:

Property ID	Contract Status	Property Name	Contract Number	Entity Type	Grant/Loan	Section of Act	Expiration Date	Property City	Property State	Unassign Property
800078767	A	AASC Housing I, Inc.	AK06Q971001	Non-Profit	Grant/Loan	811	12/04/2006	ANCHORAGE	ALASKA	☐
800000082	C	Andrews Apartments	AK06Q931001	Profit	Grant	811	12/31/2014	ANCHORAGE	ALASKA	
800000101	C	DOUGLAS TERRACE APARTMENTS	AK06Q951003	Non-Profit	Grant/Loan	202	11/30/2006	JUNEAU	ALASKA	

Figure 12-5, View/Unassign GRP PAE Properties Screen

OAHP HQ users may unassign a property from a PAE by putting a check mark (☑) in the Unassigned Property box next to each property that is to be unassigned. Once the Save Changes button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Green Retrofit Program Assets module.

12.4 Retrieve Green Assets Receive at OAHP waiting PAE Assignment Screen

OAHP HQ user should retrieve Green Retrofit Asset Assignment by clicking Retrieve Green Assets Receive at OAHP waiting PAE Assignment link (located on the Green Retrofit Asset Allocation page). After the process has completed, a confirmation screen will appear. (as illustrated in Figure 12-6, Select Search

Criteria below). This facilitates a focused search of Green Retrofit Asset Assignment properties have been retrieved.

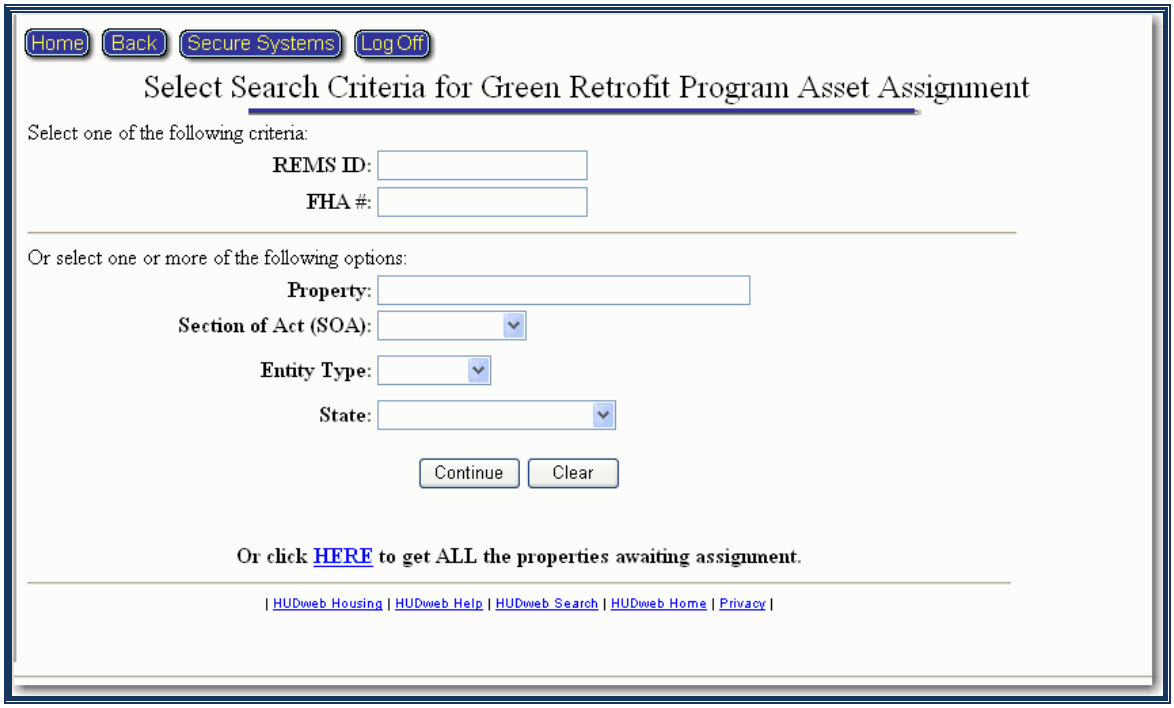


Figure 12-6, Select Search Criteria for Green Retrofit Assets Assignment

Select one of the following criteria available to search for properties to be received:

* Enter a REMS ID for a specify property
* Enter a FHA Number for a specific property

Or select one or more of the following options available to search for properties to be received:

* Enter a Property's Name for a specific property
* Section of Act (SOA)
* Entity Type
* Select a state from the drop-down list
* Click the underlined HERE link to retrieve all referred properties awaiting to be received

12.5 Review / Assign Green Retrofit Program Assets Screen

The Review / Assign Green Retrofit Program screen is used to review and assign Green Retrofit Asset properties to PAEs within the M2M system. M2M generates recommended Green Retrofit property assignments based on

predefined geographical criteria. This screen allows the OAHP HQ user the ability to:

- Review a listing of all the Green Retrofit Program properties awaiting assignment in the M2M system
- Review the M2M Entity type and the option of changing it
- Review the Grant/Loan type and the option of changing it
- Review the Section of Act and the option of changing it
- Selecting one of the Preservation Office from the drop down list box.
- Choose a PAE for the Green Retrofit property

The screen is depicted below as Figure 12-7, Review/Assign Green Retrofit Assets Screen:

Home | Back | Secure Systems | Log Off

Review / Assign Green Retrofit Program Assets

The following 37 out of 37 properties met your All search criteria.

- Check the Assign box (☑) next to each property that you are assigning to a PAE. All of the contracts associated with the Green Retrofit Program property will be assigned.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Entity Type	Grant/Loan Type	Section of Act	Preservation Office	Recommended PAE Name
☐	COMMODORE PARK	ANCHORAGE	AK	AK06S961001	12/31/2006	Profit		202		No Assigned PAE
☐	Denali View Senior Housing	Chugiak	AK	AK06S011002	05/04/2008	Profit	Grant	202		No Assigned PAE
☐	ETOLIN HEIGHTS	WRANGELL	AK	AK06L000008	06/30/2007	Profit	Grant	202		No Assigned PAE
☐	FIREWEED HOUSING DEVELOPMENT	WASILLA	AK	AK06Q921001	07/05/2014	Profit	Grant	811		No Assigned PAE
☐	AGAPE HOUSE	BIRMINGHAM	AL	AL09Q921010	06/21/2015	Profit		811		Jefferson County Assisted Housi
☐	AGAPE II	BIRMINGHAM	AL	AL09Q961001	06/09/2007	Non-Profit		811		Jefferson County Assisted Housi
☐	AHEPA 23 III	Montgomery	AL	AL09S001002	08/31/2009	Profit		202		Jefferson County Assisted Housi
☐	CLAIBORNE ARMS APTS	MOBILE	AL	AL090021022	10/31/2006	Profit	Grant/Loan	Mod Rehab		Jefferson County Assisted Housi
☐	RAINBOW APARTMENTS	Rainbow City	AL	AL090021050	09/30/2022	Profit	Grant/Loan	Other		Jefferson County Assisted Housi
☐	Meadow Park Apartments	ROGERS	AR	AR37M000046	08/31/2006			221(d)		No Assigned PAE
☐	Cannon Apts	LOS ANGELES	CA	CA16M000385	12/31/2010	Profit	Grant	241/221		No Assigned PAE
☐	DILLON CHRISTIANE WESTERN	SACRAMENTO	CA	CA30L000031	12/31/2010	Non-Profit	Grant	233(c)236		No Assigned PAE
☐	EUCALYPTUS PARK	INGLEWOOD	CA	CA168023007	07/31/2006	Profit	Grant/Loan	221(d)(4)MKT		No Assigned PAE
☐	TAMARIN APTS	DURANGO	CO	CO99H001082	05/31/2008	Non-Profit	Grant	524(c)		No Assigned PAE
☐	Cavalier Apartments	WASHINGTON	DC	DC39A001003	02/23/2007	Non-Profit	Grant/Loan	223(a)(7)		No Assigned PAE
☐	SOUTH SHORE BEACH APARTMENTS	CHICAGO	IL			Non-Profit	Grant	241/223		City of Chicago Department of H
☐	Aberdeen Housing for Elderly	ABERDEEN	MD					Other		No Assigned PAE
☐	Aberdeen Senior Housing	Aberdeen	MD					Other		No Assigned PAE
☐	ABUNDANT LIFE TOWERS	BALTIMORE	MD					Other		No Assigned PAE
☐	ABUNDANT LIFE TOWERS II	BALTIMORE	MD					Other		No Assigned PAE
☐	Access	COLUMBIA	MD					Other		No Assigned PAE
☐	ADVENT SENIOR HSNG	BALTIMORE	MD					Other		No Assigned PAE
☐	AIMCO	HYATTSVILLE	MD					Other		No Assigned PAE
☐	ALDEN PARK APTS	COLLEGE PARK	MD					Other		No Assigned PAE
☐	ALEXANDER HOUSE	HAGERSTOWN	MD					Other		No Assigned PAE
☐	ALICE ANNE TOWNHOUSES	BEL AIR	MD					Other		No Assigned PAE
☐	AMITY RAMBLE APARTMENTS	BALTIMORE	MD					Other		No Assigned PAE
☐	ANDOVER GROUP HOME	FREDERICK	MD					Other		No Assigned PAE
☐	Andrew Kim House	OLNEY	MD					Other		No Assigned PAE
☐	APOSTOLIC TOWERS	BALTIMORE	MD					Other		No Assigned PAE
☐	ARBUTA ARMS II	BALTIMORE	MD					Other		No Assigned PAE
☐	Arlington Estates Cooperative Apts	BALTIMORE	MD					Other		No Assigned PAE
☐	ARNOLD GARDENS APTS	SUITLAND	MD					Other		No Assigned PAE
☐	TALLMAN TOWERS	NYACK	NY	NY36L000130	09/30/2006	Non-Profit	Grant	223(c)/221(d)		No Assigned PAE
☐	Albina Plaza	PORTLAND	OR			Non-Profit	Grant	241		No Assigned PAE
☐	SOMERVILLE HOMES	PHILADELPHIA	PA	PA26L000023	12/31/2009	Non-Profit	Grant/Loan	241/236		No Assigned PAE
☐	BRYANT MANOR	SEATTLE	WA	WA19L000005	07/31/2007	Non-Profit	Grant/Loan	233(c)236		No Assigned PAE

Enter Your Name: MARK LEONE (First name, last name)

Enter the Initial Assignment Date: 10/14/2009

SUBMIT

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 12-7, Review/Assign Green Retrofit Assets Screen

1. Click the Add check box ☐ next to the Property ID to indicate the property is to have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).

2. Review the Entity Type Profit / Non Profit and option to change

3. Review the Grant/Loan Type and option to change it

4. Review the Section of Act and option to change it

5. Select a Preservation Office from the drop down list box

6. Assign a PAE from the Recommended PAE Name drop down list box

7. Repeat steps 1-6 for each additional property

8. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

   Enter Your Name: [ ]

9. Click the Submit button [SUBMIT] to save the M2M Green Retrofit Assigned PAE Properties

12.6 Assign/Update Portfolio Manager

This function is not operational at this time.

12.7 Update Rehab Escrow Account Closed Date

This function is not operational at this time.

12.8 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected Green Retrofit properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, or ALL Assigned Properties. The Search screen is depicted below in Figure 12- 8, Change Preservation Office Screen is depicted below in Figure 12- 9. Changing the Preservation Office of a property will generate a history record of the action.

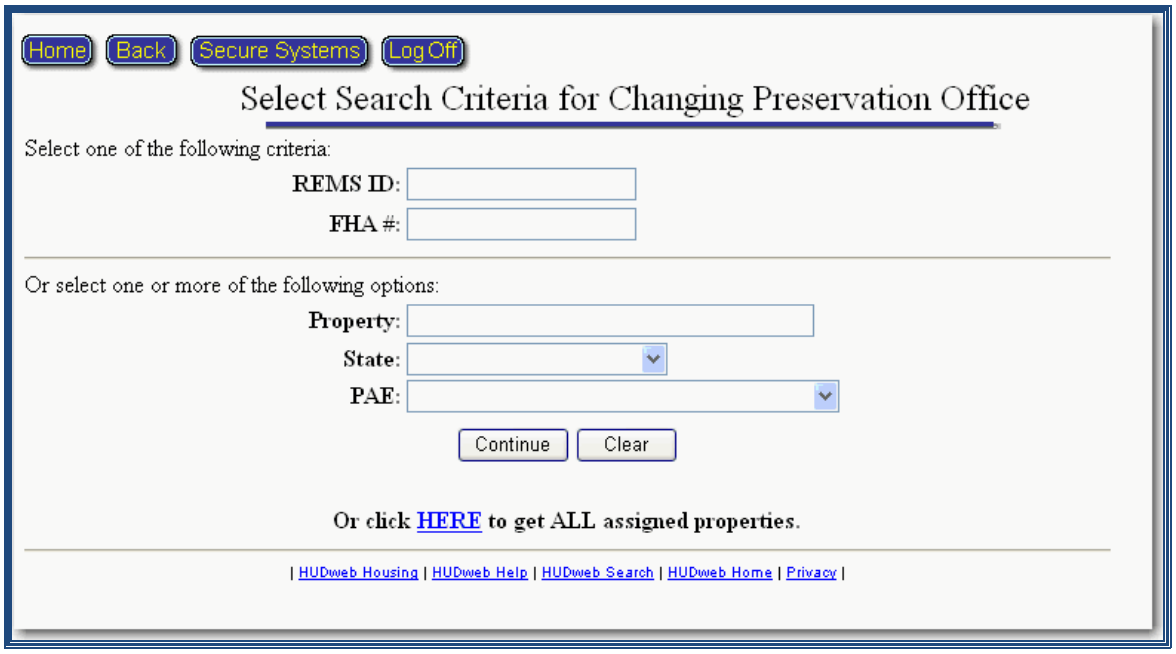


Figure 12-8, Select Search Criteria for Changing Preservation Office Screen

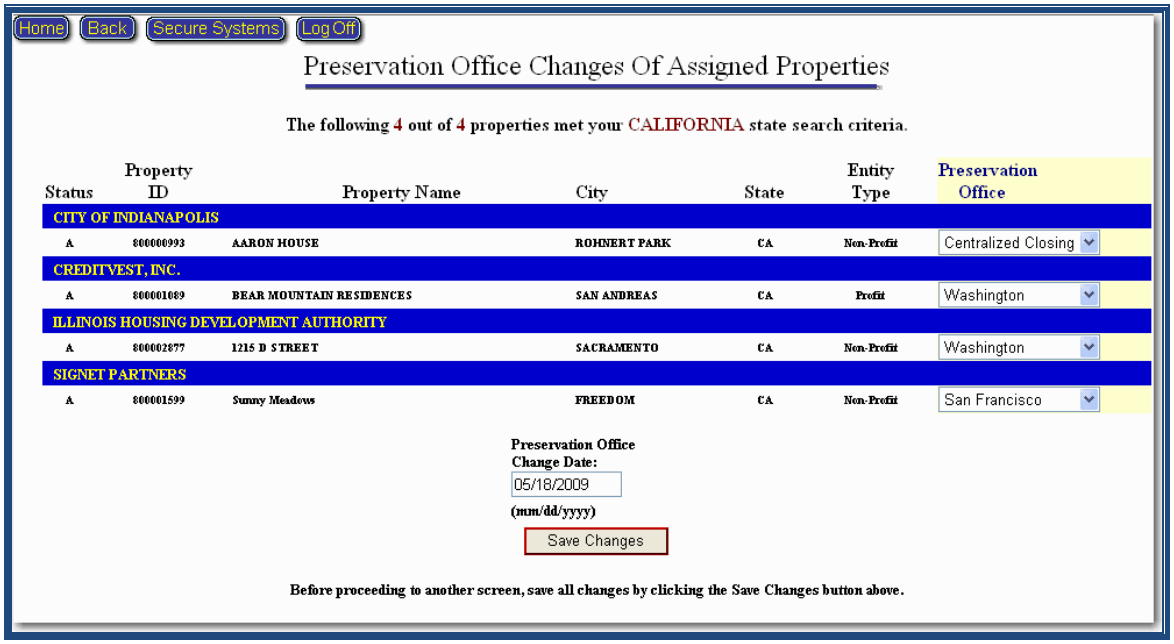
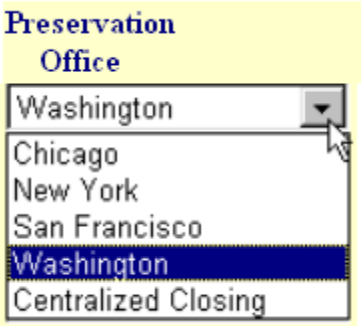


Figure 12-9, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



Enter the Change Date (defaulted to current date), and click the Save Changes button.

13 GREEN RETROFIT TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the Green Retrofit Tracking button on left menu of Green Retrofit Assets Allocation Menu screen. Within the Green Retrofit Tracking module, OHAP users may enter and modify critical date fields and their associated comments, and end the Green Retrofit process.

Clicking Green Retrofit Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 13-1, Search Criteria for Critical Dates Tracking Screen.

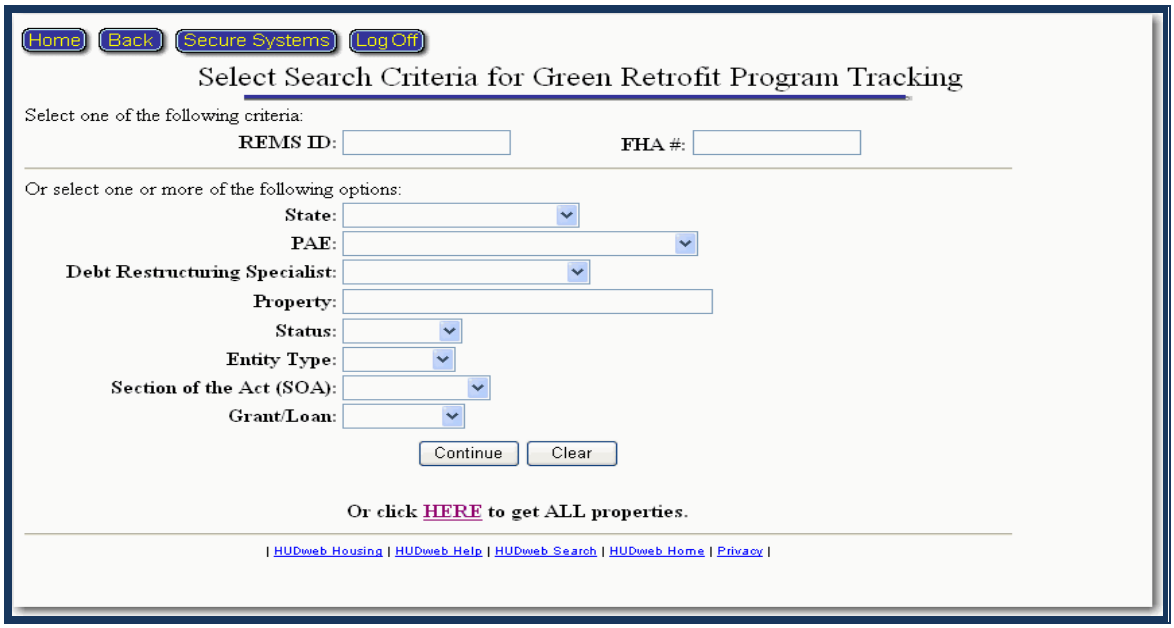


Figure 13-1, Search Criteria for Green Retrofit Tracking Screen

Select one of the following criteria available to retrieve properties for the Critical Dates Tracking module:

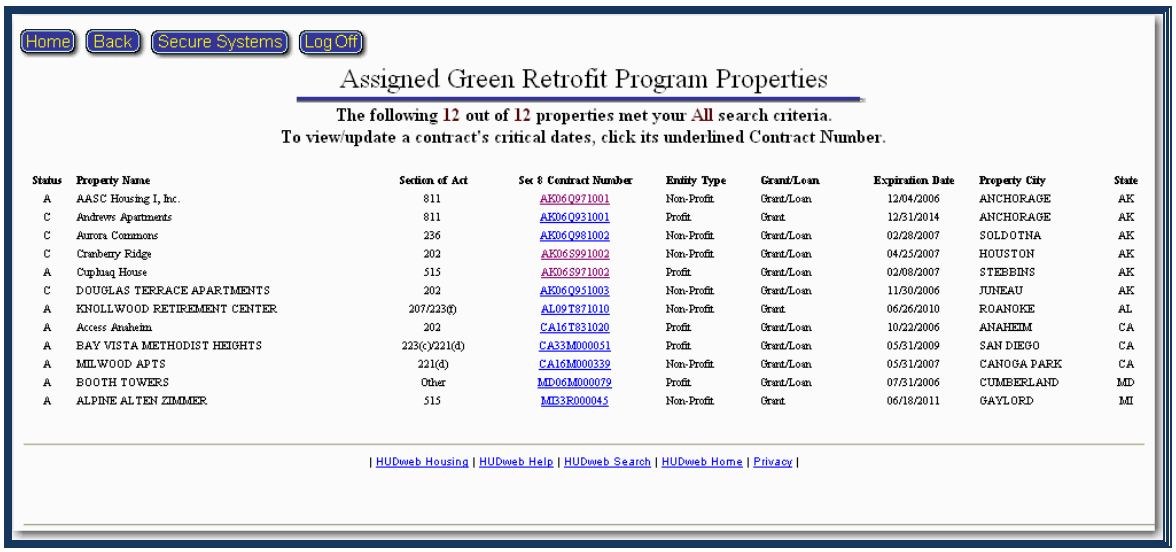
* Enter a REMS ID for a specify property
* Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the Critical Dates Tracking module:

* Select a State from the drop-down list
* Select a PAE from the drop-down list
* Select a Deb Restructuring Specialist from the drop-down list
* Enter a Property's Name for a specific property
* Select a Property's Status (Active or Completed)
* Select a Entity Type (Profit / Non Profit)
* Select a Section of Act (SOA)
* Select a Grant/Loan Type
* Click the underlined HERE link to retrieve all properties in the system

13.1 Assigned Green Retrofit Properties Screen

The Assigned Green Retrofit Properties screen (shown below as Figure 13-2, Assigned Green Retrofit Properties) will be returned once the search is performed (based on the criteria on the Select Search page).



Home Back Secure Systems Log Off

Assigned Green Retrofit Program Properties

The following 12 out of 12 properties met your All search criteria.
To view/update a contract's critical dates, click its underlined Contract Number.

Status	Property Name	Section of Act	Sec 8 Contract Number	Entity Type	Grant/Loan	Expiration Date	Property City	State
A	AASC Housing I, Inc.	811	AK06Q971001	Non-Profit	Grant/Loan	12/04/2006	ANCHORAGE	AK
C	Andrews Apartments	811	AK06Q931001	Profit	Grant	12/31/2014	ANCHORAGE	AK
C	Aurora Commons	236	AK06Q981002	Non-Profit	Grant/Loan	02/28/2007	SOLDOTNA	AK
C	Cranberry Ridge	202	AK06S991002	Non-Profit	Grant/Loan	04/25/2007	HOUSTON	AK
A	Cuphuaq House	515	AK06S971002	Profit	Grant/Loan	02/08/2007	STEBBINS	AK
C	DOUGLAS TERRACE APARTMENTS	202	AK06Q951003	Non-Profit	Grant/Loan	11/30/2006	JUNEAU	AK
A	KNOLLWOOD RETIREMENT CENTER	207/223(f)	AL09T871010	Non-Profit	Grant	06/26/2010	ROANOKE	AL
A	Access Anaheim	202	CA16T831020	Profit	Grant/Loan	10/22/2006	ANAHEIM	CA
A	BAY VISTA METHODIST HEIGHTS	223(c)/221(d)	CA33M000051	Profit	Grant/Loan	05/31/2009	SAN DIEGO	CA
A	MILWOOD APTS	221(d)	CA16M000339	Non-Profit	Grant/Loan	05/31/2007	CANOGA PARK	CA
A	BOOTH TOWERS	Other	MD06M000079	Profit	Grant/Loan	07/31/2006	CUMBERLAND	MD
A	ALPINE ALTEN ZIMMER	515	MI33R000045	Non-Profit	Grant	06/18/2011	GAYLORD	MI

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 13-2, Assigned Green Retrofit Properties

All of the assigned Green Retrofit properties that have a SOA, Entity Type and Grant/Loan Type option will be displayed (based on the criteria used to select property) and have a link to a Green Retrofit Tracking form.

13.2 Contract Number Link

The Assigned Green Retrofit Properties screen displays all assigned properties and pertinent information. It also contains the highlighted contract number

Contract Number
FL29M000113

as a link to access the Green Retrofit Tracking form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Green Retrofit Tracking screen (discussed in the next section).

13.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 13-3, Green Retrofit Tracking Screen.

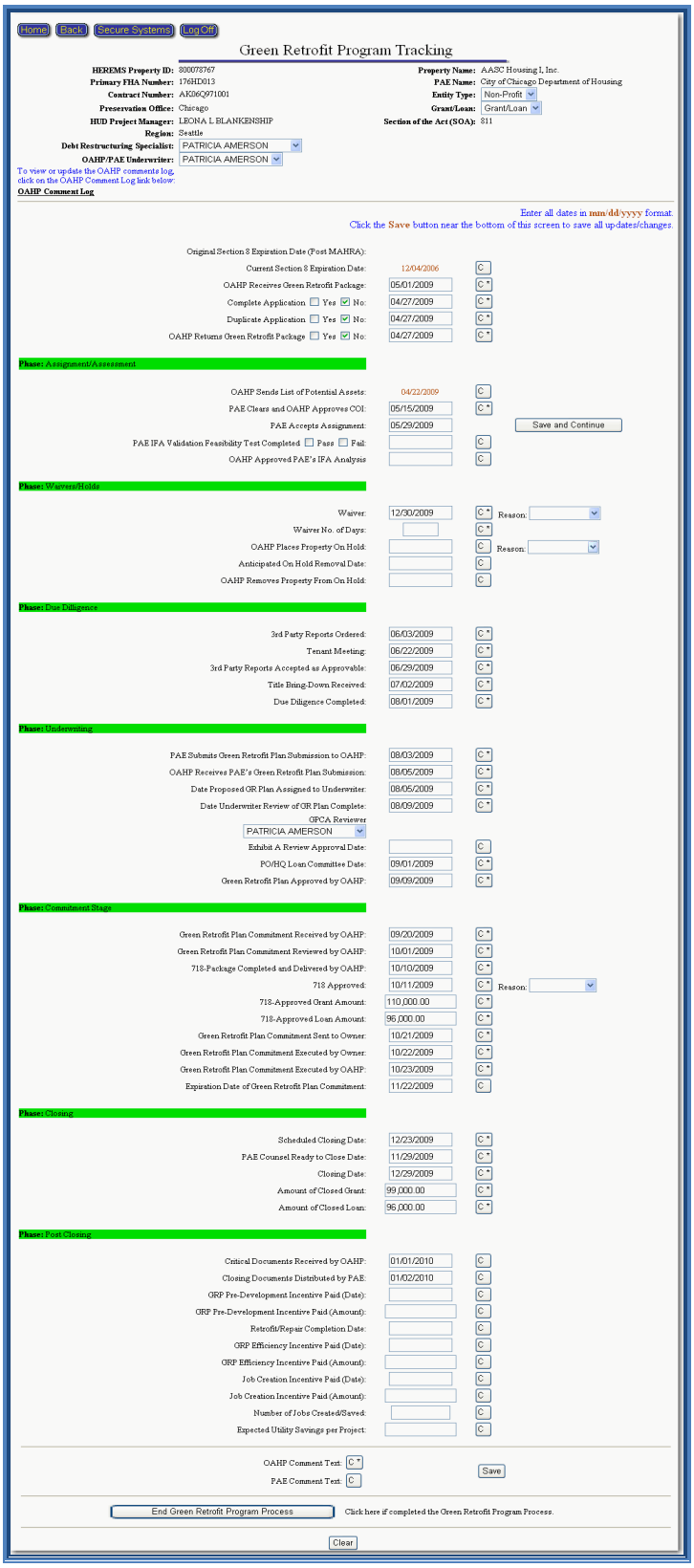


Figure 13-3, Green Retrofit Program Tracking Screen

14 GRP CLOSING MODULE

This module is designed to display, and track specific closing information from the Green Retrofit Program information in the M2M system. This module should prove essential to OAHP in collecting some of the data necessary to report total dollar savings from the Green Retrofit program.

There is a search screen when this module is selected as shown below in Figure 14-1, Select Search Criteria for GRP Closing Screen.

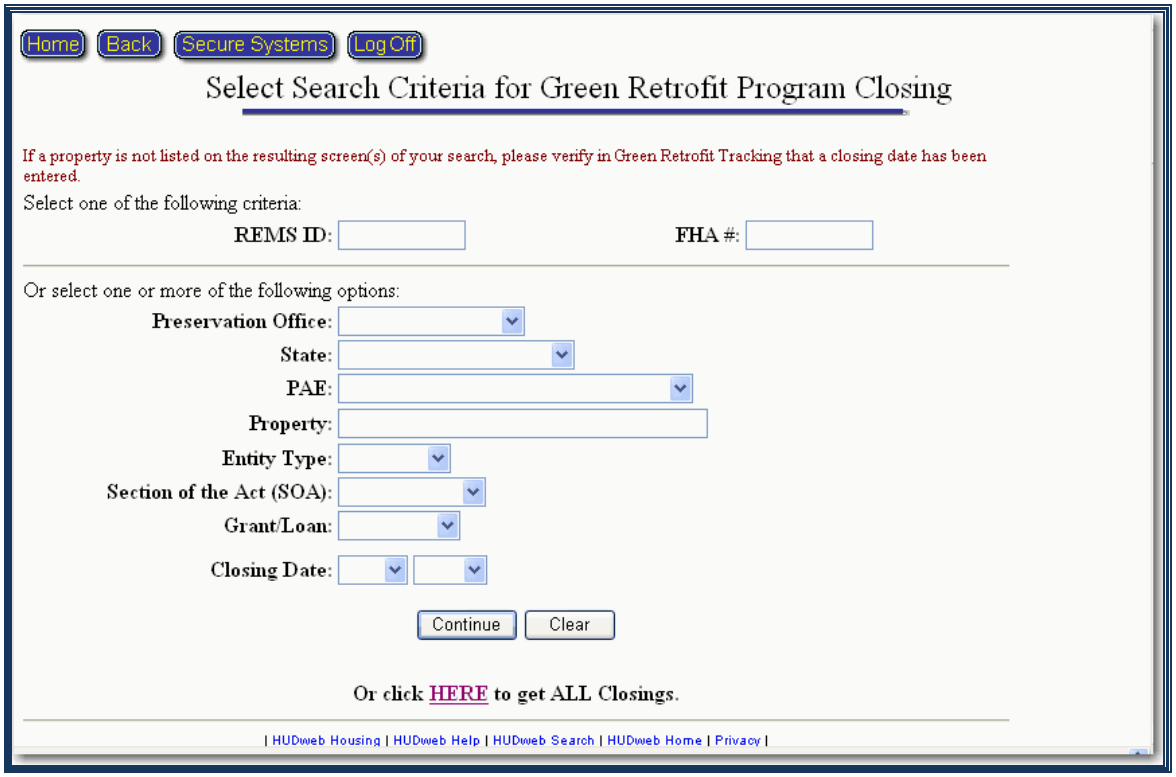


Figure 14-1, Select Search Criteria for GRP Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

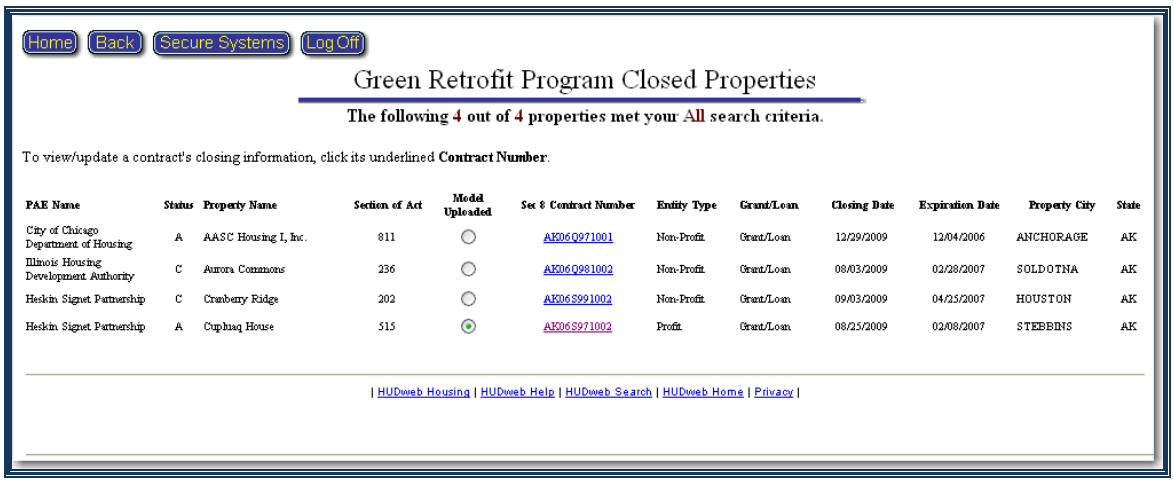
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- Select an Preservation Office from the drop-down list
- Select a State from the drop-down list

- Select a PAE Name from the drop-down list
- Enter a Property's Name
- Select a Entity Type (Profit / Non Profit)
- Select a Section of Act (SOA)
- Select a Grant/Loan Type
- Select a Closing Date from the drop-down list
- Click the underlined HERE link to retrieve all closing properties in the system

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 13-2, GRP Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Green Retrofit Program Closing screen for that property as shown below in Figure 14-2, Green Retrofit Program Closed properties Screen.



Home Back Secure Systems Log Off

Green Retrofit Program Closed Properties

The following 4 out of 4 properties met your All search criteria.

To view/update a contract's closing information, click its underlined **Contract Number**.

PAE Name	Status	Property Name	Section of Act	Model Uploaded	Sec 8 Contract Number	Entity Type	Grant/Loan	Closing Date	Expiration Date	Property City	State
City of Chicago Department of Housing	A	AASC Housing I, Inc.	811	○	AK06Q971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK
Illinois Housing Development Authority	C	Aurora Commons	236	○	AK06Q981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTNA	AK
Heskin Signet Partnership	C	Cranberry Ridge	202	○	AK06S991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK
Heskin Signet Partnership	A	Cuphuaq House	515	◉	AK06S971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEBBINS	AK

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 14-2, GRP Closed Properties Screen

14.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user must upload and populate the terms with data extracted from the Excel Underwriting Model. Figure 14-3, Green Retrofit Program Closing Screen, provides an example of the Green Retrofit Program Closing main screen with subdivisions for the model functions and the online Closing screen.

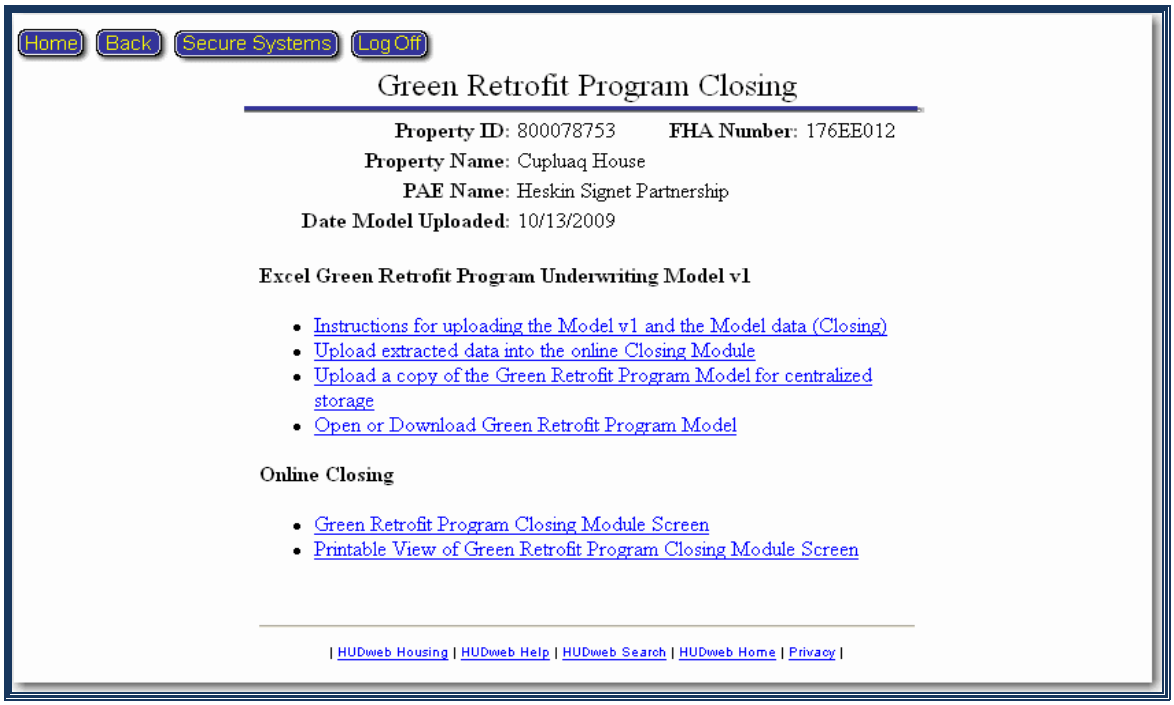


Figure 14-3, Green Retrofit Program Closing Screen

14.1.1 Excel Green Retrofit Program Underwriting Model v1

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the Green Retrofit Program:

- Instructions for uploading the Model v1 and the Model data (Closing)
- Upload extracted data into the online Closing Module
- Upload a copy of the Model for centralized storage

14.1.1.1 Instructions for uploading the Model v1 and the Model data (Closing)

The Instructions for uploading the Model v1 and the Model data (Closing) (shown on the next page as Figure, 14-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the Green Retrofit Program for closing:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the GRP Excel Underwriting Model automatically into the Closing, (without having to perform data entry into the Closing Module).
2. the final GRP Excel Underwriting model must be uploaded and saved on this centralized, protected server.

There are several steps outlined below to perform these two tasks:

To prepare the Model for uploading into the Closing Module online:

1. Complete the data entry in the GRP Excel Underwriting Model and save as the name - [REMS Property Id][G].xlsm (e.g., 800000000G.xlsm). It is very important to save the file with the property id number and the "G" suffix and to note the location where the model is saved as well as the REMS #.
2. Go to the last Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 800000000.txt).
6. Print a copy of the worksheets called "Green Export" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Closing Module online:

1. Log into the M2M system and go to the Green Retrofit Module and then access the GRP Closing Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Green Retrofit Program Closing screen, select the option: Upload extracted data into the online Closing Module
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation.(It will be in the same folder as the model).
6. Click on the button "Upload the File."
   - If the filename or type of file is incorrect there will be an error displayed.
   - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Green Export" worksheet.
8. Click on Save if the data is valid.
9. Click on Continue to return to the Green Retrofit Program Closing screen.
10. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
11. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the GRP Excel Underwriting Model on the centralized server from the Closing Module:

1. Go to the GRP Closing Module in M2M system.
2. Select the property.
3. From the Green Retrofit Program Closing screen select the option: Upload a copy of the Green Retrofit Program Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.

For the PAE or OAHP to view or download to a workstation:

1. Go to the GRP Closing Module screen.
2. Select the Property.
3. From the Green Retrofit Program Closing screen select the option: Open or Download Green Retrofit Program Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xlsm" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 14-4, How to Upload Extract and Model Screen

14.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online GRP Closing Module (shown as Figure, 14-5, Upload GRP (Closing) Screen) contains general and detailed information on how to upload extracted data into the online GRP Closing Module:

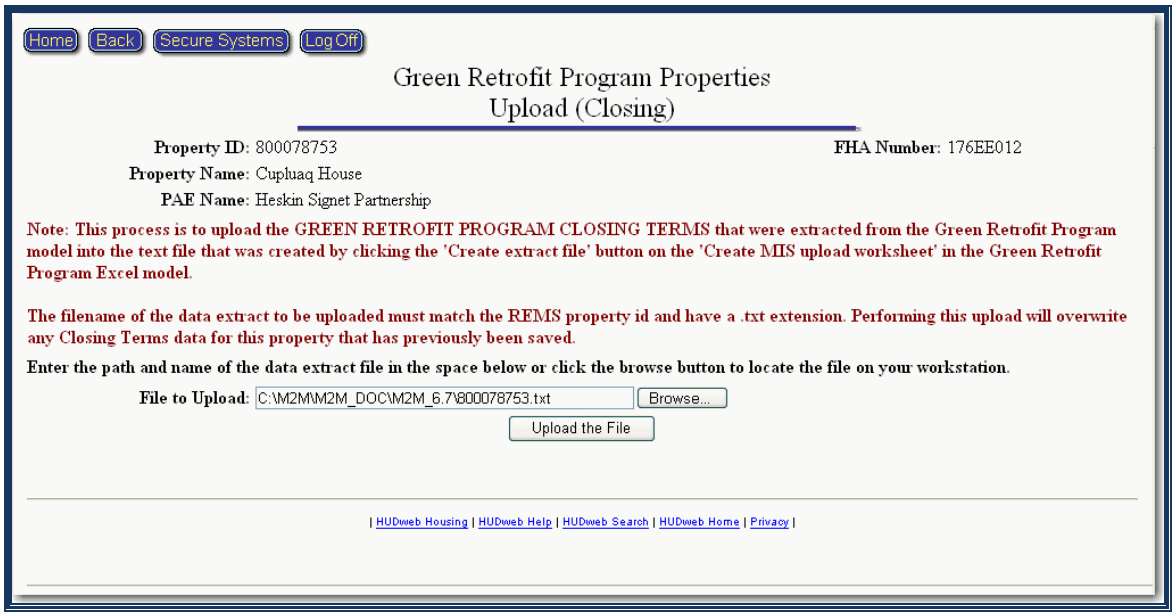
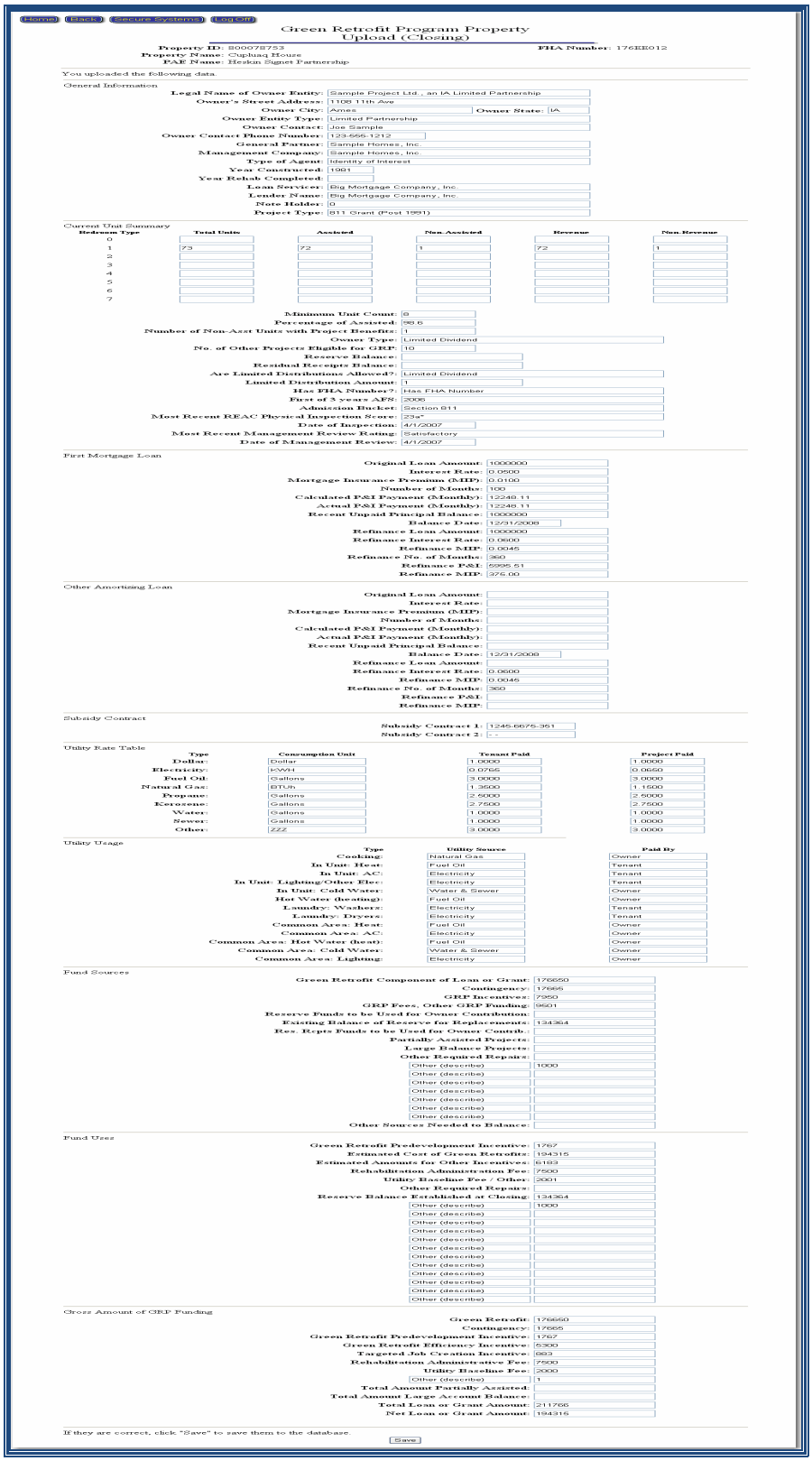


Figure 14-5, Green Retrofit Program Properties Upload (Closing) Screen

Click the Upload the File button to open the Green Retrofit Program Properties Upload (Closing) Screen (shown as Figure, 14-6, Green Retrofit Program Properties Upload (Closing) Screen):



Home | Help | Secure Systems | Log Off

Green Retrofit Program Property Upload (Closing)

Property ID: 800078753 **PHA Number:** 176HI012
Property Name: Cuphuaq House
PAE Name: Heskin Signet Partnership

You uploaded the following data.

General Information

Legal Name of Owner Entity:	Sample Project Ltd., an IA Limited Partnership
Owner's Street Address:	1108 11th Ave
Owner City:	Ames
Owner State:	IA
Owner Entity Type:	Limited Partnership
Owner Contact:	Joe Sample
Owner Contact Phone Number:	123-555-1212
General Partner:	Sample Homes, Inc
Management Company:	Sample Homes, Inc.
Type of Agent:	Identity of Interest
Year Constructed:	1981
Year Rehab Completed:	
Loan Servicer:	Big Mortgage Company, Inc.
Lender Name:	Big Mortgage Company, Inc.
Note Holder:	0
Project Type:	811 Grant (Post 1991)

Current Unit Summary

Bedroom Type	Total Units	Assisted	Non-Assisted	Revenue	Non-Revenue
0					
1	73	72	1	72	1
2					
3					
4					
5					
6					
7					

Minimum Unit Count:	8
Percentage of Assisted:	98.6
Number of Non-Asst Units with Project Benefits:	1
Owner Type:	Limited Dividend
No. of Other Projects Eligible for GRP:	10
Reserve Balance:	
Residual Receipts Balance:	
Are Limited Distributions Allowed?:	Limited Dividend
Limited Distribution Amount:	1
Has PHA Number?:	Has FHA Number
First of 5 years AF8:	2006
Admission Bucket:	Section 811
Most Recent REAC Physical Inspection Score:	23a*
Date of Inspection:	4/1/2007
Most Recent Management Review Rating:	Satisfactory
Date of Management Review:	4/1/2007

First Mortgage Loan

Original Loan Amount:	1000000
Interest Rate:	0.0500
Mortgage Insurance Premium (MIP):	0.0100
Number of Months:	180
Calculated P&I Payment (Monthly):	12248.11
Actual P&I Payment (Monthly):	12248.11
Recent Unpaid Principal Balance:	1000000
Balance Date:	12/31/2008
Refinance Loan Amount:	1000000
Refinance Interest Rate:	0.0600
Refinance MIP:	0.0045
Refinance No. of Months:	360
Refinance P&I:	5995.51
Refinance MIP:	375.00

Other Amortizing Loan

Original Loan Amount:	
Interest Rate:	
Mortgage Insurance Premium (MIP):	
Number of Months:	
Calculated P&I Payment (Monthly):	
Actual P&I Payment (Monthly):	
Recent Unpaid Principal Balance:	
Balance Date:	12/31/2008
Refinance Loan Amount:	
Refinance Interest Rate:	0.0600
Refinance MIP:	0.0046
Refinance No. of Months:	360
Refinance P&I:	
Refinance MIP:	

Subsidy Contract

Subsidy Contract 1:	1245-6675-361
Subsidy Contract 2:	- -

Utility Rate Table

Type	Consumption Unit	Tenant Paid	Project Paid
Dollar:	Dollar	1.0000	1.0000
Electricity:	KWH	0.0765	0.0650
Fuel Oil:	Gallons	3.0000	3.0000
Natural Gas:	BTUh	1.3500	1.1500
Propane:	Gallons	2.5000	2.5000
Kerosene:	Gallons	2.7500	2.7500
Water:	Gallons	1.0000	1.0000
Sewer:	Gallons	1.0000	1.0000
Other:	ZZZ	3.0000	3.0000

Utility Usage

Type	Utility Source	Paid By
Cooking:	Natural Gas	Owner
In Unit: Heat:	Fuel Oil	Tenant
In Unit: AC:	Electricity	Tenant
In Unit: Lighting/Other Elec:	Electricity	Tenant
In Unit: Cold Water:	Water & Sewer	Owner
Hot Water (heating):	Fuel Oil	Owner
Laundry: Washers:	Electricity	Tenant
Laundry: Dryers:	Electricity	Tenant
Common Area: Heat:	Fuel Oil	Owner
Common Area: AC:	Electricity	Owner
Common Area: Hot Water (heat):	Fuel Oil	Owner
Common Area: Cold Water:	Water & Sewer	Owner
Common Area: Lighting:	Electricity	Owner

Fund Sources

Green Retrofit Component of Loan or Grant:	176650
Contingency:	17666
GRP Incentives:	7950
GRP Fees, Other GRP Funding:	9601
Reserve Funds to be Used for Owner Contribution:	
Existing Balance of Reserve for Replacements:	134364
Res. Repts Funds to be Used for Owner Contrib.:	
Partially Assisted Projects:	
Large Balance Projects:	
Other Required Repairs:	
Other (describe)	1000
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other Sources Needed to Balance:	

Fund Uses

Green Retrofit Predevelopment Incentive:	1767
Estimated Cost of Green Retrofits:	194316
Estimated Amounts for Other Incentives:	6183
Rehabilitation Administration Fee:	7500
Utility Baseline Fee / Other:	2001
Other Required Repairs:	
Reserve Balance Established at Closing:	134364
Other (describe)	1000
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	

Gross Amount of GRP Funding

Green Retrofit:	176650
Contingency:	17665
Green Retrofit Predevelopment Incentive:	1767
Green Retrofit Efficiency Incentive:	6300
Targeted Job Creation Incentive:	883
Rehabilitation Administrative Fee:	7500
Utility Baseline Fee:	2000
Other (describe)	1
Total Amount Partially Assisted:	
Total Amount Large Account Balance:	
Total Loan or Grant Amount:	211766
Net Loan or Grant Amount:	194316

If they are correct, click "Save" to save them to the database.

Save

Figure 14-6, GRP Properties Upload (Closing) Screen

Click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to save data into M2M database and open the Information Saved Screen (shown as Figure, 14-7, GRP Properties Upload (Closing) Information Saved Screen).

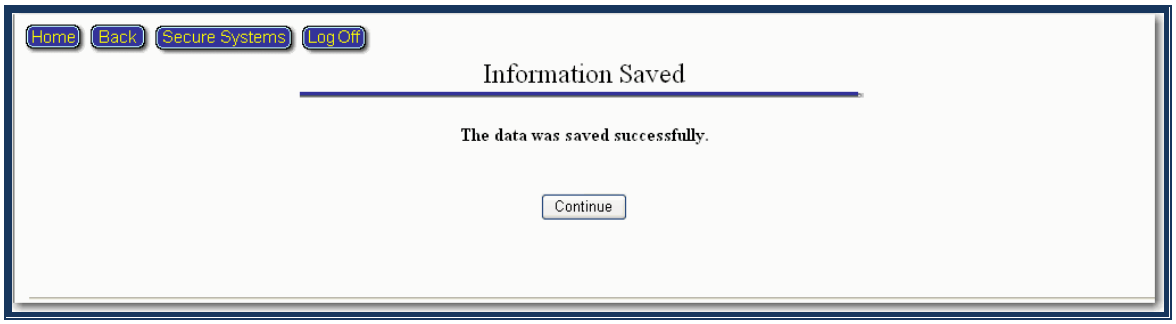


Figure 14.7, GRP Properties Upload (Closing) Information Saved Screen

14.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown as Figure, 14-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

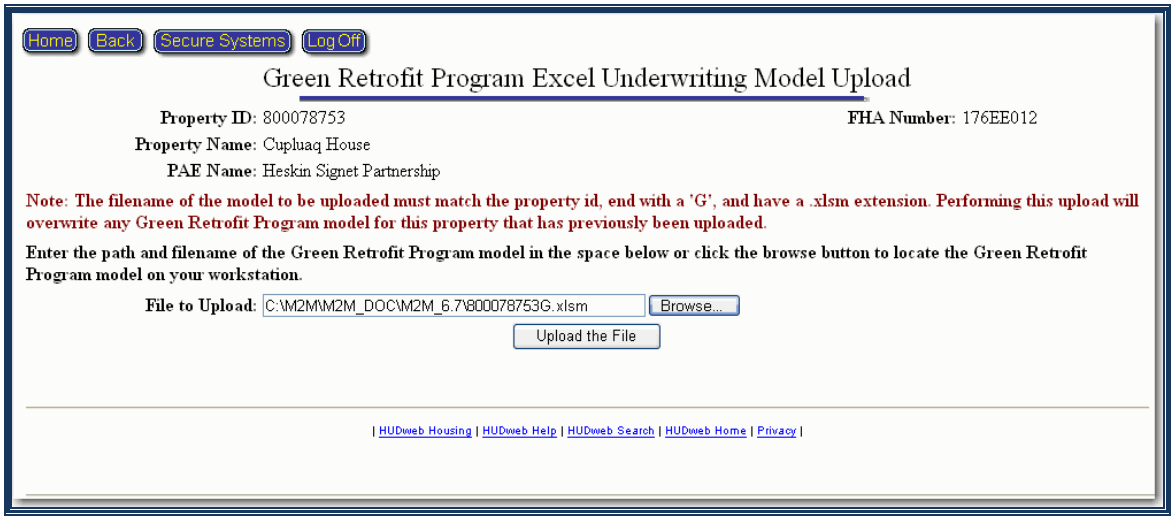


Figure 14-8, Excel Underwriting Model Screen

Perform Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to save the model and open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 14-9, GRP Excel Underwriting Model Upload was Successful Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Screen.

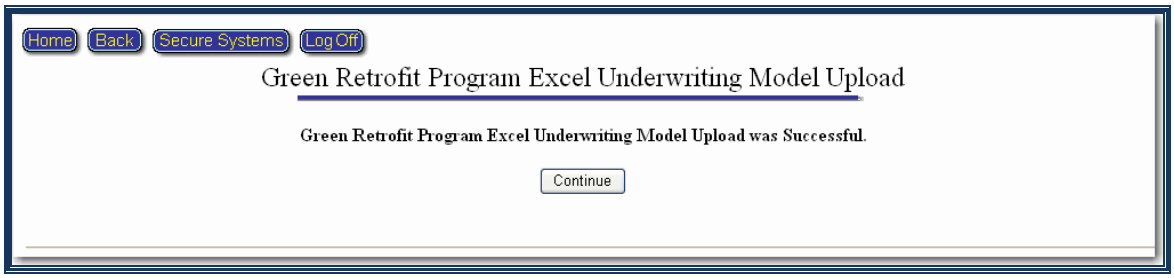


Figure 14-9, GRP Excel Underwriting Model Upload Information Screen

14.1.1.4 Open or Download Model

The Open or Download Model function allows users to view or download the GRP Excel Model that has been placed on the centralized server.

14.1.2 Online Closing

The following subsections provide additional information on the data that is required to populate Green Retrofit Program Closing terms:

* Green Retrofit Program Closing Module Screen
* Printable View of Green Retrofit Program Closing Module Screen

14.1.2.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 14-10, Closing Module Screen, contains the following sections:

* General Information
* Current Unit Summary
* First Mortgage Loan
* Other Amortizing Loan
* Subsidy Contract
* Utility
* Sources & Uses
* Rehab Escrow Needs

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Submit button on the left menu.

Closing Module Screen
For Green Retrofit Program Properties

General Information

Property ID: 000000087
Property Name:
Property Address:
Property City:
Property State:
FHA Number:
Contract Number:
HUD Region:
FAF Name:
Legal Name of Owner Entity:
Owner's Street Address:
Owner City:
Owner State:
Owner Entity Type:
Owner Contact:
Owner Contact Phone Number:
General Partner:
Management Company:
Type of Agent:
Year Constructed:
Year Rehab Completed:
Loan Servicer:
Lender Name:
New Holder:
Closing Date: 08/25/2009
Project Type:

Current Unit Summary

Bedroom Type	Total Units	Assisted	Non Assisted	Revenue	Non Revenue
0	0	0	0	0	0
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
Total:	0	0	0	0	0

Minimum Unit Count: 0
Percentage of Assisted:
Number of Non-Asst Units with Project Benefits: 0
Owner Type:
No. of Other Projects Eligible for GRP: 0
Reserve Balance: 0.00
Residual Receipts Balance: 0.00
Are Limited Distributions Allowed?:
Limited Distribution Amount: 0.00
Has FHA Number?:
First 3 digits: HHH
Next 2 characters: HH
Last 3 digits: HHH
Project Type if Has FHA Number:
First of 3 years AFF:
Admission Bucket:
Most Recent REAC Physical Inspection Score:
Date of Inspection:
Most Recent Management Review Rating:
Date of Management Review:

First Mortgage Loan

Original Loan Amount: 0.00
Interest Rate:
Mortgage Insurance Premium (MIP): 0
Number of Months: 0
Calculated P&I Payment (Monthly): 0.00
Actual P&I Payment (Monthly): 0.00
Recent Unpaid Principal Balance: 0.00
Balance Date:
Refinance Loan Amount: 0.00
Refinance Interest Rate:
Refinance MIP: 0
Refinance No. of Months: 0
Refinance P&I: 0.00
Refinance MIP: 0.00
Refinance P&I and MIP: 0.00

Other Amortizing Loan

Original Loan Amount: 0.00
Interest Rate:
Mortgage Insurance Premium (MIP): 0
Number of Months: 0
Calculated P&I Payment (Monthly): 0.00
Actual P&I Payment (Monthly): 0.00
Recent Unpaid Principal Balance: 0.00
Balance Date:
Refinance Loan Amount: 0.00
Refinance Interest Rate:
Refinance MIP: 0
Refinance No. of Months: 0
Refinance P&I: 0.00
Refinance MIP: 0.00
Refinance P&I and MIP: 0.00

Subsidy Contract

Subsidy Contract 1:
First 4 characters:
Next 4 characters:
Last 3 characters:
Subsidy Contract 2:
First 4 characters:
Next 4 characters:
Last 3 characters:

Utility

Utility Rate Table	Consumption Unit	Tenant Paid	Project Paid
Dollar:		0.0000	0.0000
Electricity:		0.0000	0.0000
Fuel Oil:		0.0000	0.0000
Natural Gas:		0.0000	0.0000
Propane:		0.0000	0.0000
Kerosene:		0.0000	0.0000
Water:		0.0000	0.0000
Sewer:		0.0000	0.0000
Other:		0.0000	0.0000

Utility Usage	Util Source	Paid By
Cooking:		
In Unit: Heat:		
In Unit: AC:		
In Unit: Lighting/Other Elec:		
In Unit: Cold Water:		
Hot Water (heating):		
Laundry: Washers:		
Laundry: Dryers:		
Common Area: Heat:		
Common Area: AC:		
Common Area: Hot Water (heat):		
Common Area: Cold Water:		
Common Area: Lighting:		

Sources & Uses

Fund Sources	Amount
Green Retrofit Component of Loan or Grant:	0.00
Contingency:	0.00
GRP Incentives:	0.00
GRP Fees, Other GRP Funding:	0.00
Reserve Funds to be Used for Owner Contribution:	0.00
Existing Balance of Reserve for Replacements:	0.00
Res. Rpts Funds to be Used for Owner Contrib.:	0.00
Owner Cash for Owner Contribution:	
Partially Assisted Projects:	0.00
Large Balance Projects:	0.00
Other Required Repairs:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
Other Sources Needed to Balance:	0.00
Total Sources of Funds:	0.00

Fund Uses	Amount
Green Retrofit Predevelopment Incentive:	0.00
Estimated Cost of Green Retrofits:	0.00
Estimated Amount for Other Incentives:	0.00
Rehabilitation Administration Fee:	0.00
Utility Baseline Fee : Other:	0.00
Other Required Repairs:	0.00
Reserve Balance Established at Closing:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
:	0.00
Total Uses of Funds:	0.00

Rehab Excess Needs

Gross Amount of GRP Funding	Amount
Green Retrofit:	0.00
Contingency:	0.00
Green Retrofit Predevelopment Incentive:	0.00
Green Retrofit Efficiency Incentive:	0.00
Targeted Job Creation Incentive:	0.00
Rehabilitation Administrative Fee:	0.00
Utility Baseline Fee:	0.00
:	0.00
Total Gross Amount:	0.00
Total Amount Partially Assisted:	0.00
Total Amount Large Account Balance:	0.00
Total Net Adjustment:	0.00
Total Loan or Grant Amount:	0.00
Net Loan or Grant Amount:	0.00

To Confirm, Enter Your First and Last Name: for reference only
Confirmation Date: 10/14/2009

Figure 13-10, GRP Closing Module Screen

14.1.2.2 Printable View of Green Retrofit Program Closing Module Screen

The Printable View of Green Retrofit Program Closing Module Screen (an example of which is on the next page as Figure, 14-11, Printable View of GRP Closing Module Screen) contains all the property's closing information for printing:

Closing Module Screen
For Green Retrofit Properties

General Information

Property ID:	00007733
Property Name:	Cogburn Estate
Property Address:	P O Box 101 Lot 130&2 Birthane Highway 8/0
Property City:	FIRMINO
Property State:	ALASKA
FHA Number:	176-0012
Contract Number:	AZ0009710G2
HUD Region:	Seattle
PAE Name:	Heritas Digest Partnership
Legal Name of Owner Entity:	Sample Project Ltd., an LA Limited Partnership
Owner's Street Address:	1100 11th Ave
Owner City:	Sample
Owner State:	LA
Owner Entity Type:	Limited Partnership
Owner Contact:	Joe Sample
Owner Contact Phone Number:	123-555-1212
General Partner:	Sample Homes, Inc
Management Company:	Sample Homes, Inc
Owner Type of Interest:	Ownership of Interest
Year Constructed:	1991
Year Rehab Completed:	
Loan Servicer:	Big Mortgage Company, Inc
Lender Name:	Big Mortgage Company, Inc
Sun Shiler:	0
Closing Date:	06/25/2009
Project Type:	811 Omni (Post 1991)

Current Unit Summary

Bedroom Type	Total Units	Assisted	Non Assisted	Revenue	Non Revenue
0	0	0	0	0	0
1	72	72	1	72	1
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
Total:	72	72	1	72	1

Minimum Unit Count:	0
Percentage of Assisted:	96.60
Number of Non-Asst Units with Project Benefits:	1
Owner Type:	Limited Dividend
No. of Other Projects Eligible for GRP:	10
Escrow Balance:	0.00
Residual Receipt Balance:	0.00
Are Limited Distributions Allowed?:	Limited Dividend
Limited Distribution Amount:	1.00
Has FHA Number?:	Has FHA Number
First 3 digits:	176
Next 2 characters:	EE
Last 5 digits:	012
Project Type if Has FHA Number:	811 Omni (Post 1991)
First of 3 years AFS:	2006
Admission Bucket:	Section 811
Most Recent REAC Physical Inspection Score:	23a*
Date of Inspection:	04/01/2007
Most Recent Management Review Rating:	Satisfactory
Date of Management Review:	04/01/2007

First Mortgage Loan

Original Loan Amount:	1,000,000.00
Interest Rate:	0.0000
Mortgage Insurance Premium (MIP):	0
Number of Months:	100
Calculated P&I Payment (Monthly):	12,246.11
Actual P&I Payment (Monthly):	12,246.11
Recent Unpaid Principal Balance:	1,000,000.00
Balance Date:	12/01/2008
Refinance Loan Amount:	1,000,000.00
Refinance Interest Rate:	0.0000
Refinance MIP:	0
Refinance No. of Months:	360
Refinance P&I:	5,995.51
Refinance MIP:	373.00
Refinance P&I and MIP:	6,370.51

Other Amortizing Loan

Original Loan Amount:	0.00
Interest Rate:	
Mortgage Insurance Premium (MIP):	0
Number of Months:	0
Calculated P&I Payment (Monthly):	0.00
Actual P&I Payment (Monthly):	0.00
Recent Unpaid Principal Balance:	0.00
Balance Date:	12/31/1969
Refinance Loan Amount:	0.00
Refinance Interest Rate:	0.0000
Refinance MIP:	0
Refinance No. of Months:	0
Refinance P&I:	0.00
Refinance MIP:	0.00
Refinance P&I and MIP:	0.00

Subsidy Contract

Subsidy Contract 1:	1245-6673-331
First 4 characters:	1245
Next 4 characters:	6673
Last 3 characters:	331
Subsidy Contract 2:	- -
First 4 characters:	
Next 4 characters:	
Last 3 characters:	

Utility

Utility Rate Table	Consumption Unit	Tenant Paid	Project Paid
Dollar:	Dollar	1.0000	1.0000
Electricity:	KWH	0.0963	0.0630
Fuel Oil:	Gallons	3.0000	3.0000
Natural Gas:	BTUs	1.3500	1.1500
Propane:	Gallons	2.3000	2.3000
Kerosene:	Gallons	2.7500	2.7500
Water:	Gallons	1.0000	1.0000
Sewer:	Gallons	1.0000	1.0000
Other:	ZZZ	3.0000	3.0000

Utility Usage	Util Source	Paid By
Cooking:	Natural Gas	Owner
In Unit Heat:	Fuel Oil	Tenant
In Unit AC:	Electricity	Tenant
In Unit Lighting/Other Elec:	Electricity	Tenant
In Unit Cold Water:	Water & Sewer	Owner
Hot Water (heating):	Fuel Oil	Owner
Laundry: Washers:	Electricity	Tenant
Laundry: Dryers:	Electricity	Tenant
Common Area: Heat:	Fuel Oil	Owner
Common Area: AC:	Electricity	Owner
Common Area: Hot Water (heat):	Fuel Oil	Owner
Common Area: Cold Water:	Water & Sewer	Owner
Common Area: Lighting:	Electricity	Owner

Sources & Uses

Fund Sources	Amount
Green Retrofit Component of Loan or Grant:	176,650.00
Contingency:	17,663.00
GRP Incentives:	7,930.00
GRP Fees, Other GRP Funding:	8,301.00
Reserve Funds to be Used for Owner Contribution:	0.00
Existing Balance of Reserve for Replacement:	134,364.00
Res. Repls Funds to be Used for Owner Contrib.:	0.00
Owner Cash for Owner Contribution:	
Partially Assisted Projects:	0.00
Long Term Operating Reserve:	0.00
Other Required Repairs:	0.00
Other (describe):	1,000.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other Sources Needed to Balance:	0.00
Total Sources of Funds:	347,130.00

Fund Uses	Amount
Green Retrofit Predevelopment Incentive:	1,767.00
Estimated Cost of Green Retrofit:	194,213.00
Estimated Amount for Other Incentives:	4,133.00
Rehabilitation Administrative Fee:	7,930.00
Utility Baseline Fee:	2,000.00
Other:	0.00
Reserve Balance Established at Closing:	134,364.00
Other (describe):	1,000.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Total Uses of Funds:	347,130.00

Rehab Escrow Needs

Gross Amount of GRP Funding	Amount
Green Retrofit:	176,650.00
Contingency:	17,663.00
Green Retrofit Predevelopment Incentive:	1,767.00
Green Retrofit Efficiency Incentive:	3,300.00
Targeted Job Creation Incentive:	833.00
Rehabilitation Administrative Fee:	7,930.00
Utility Baseline Fee:	2,000.00
Other (describe):	1.00
Total Gross Amount:	211,766.00
Total Amount Partially Assisted:	0.00
Total Amount Large Account Balance:	0.00
Total Net Adjustment:	211,766.00
Total Loan or Grant Amount:	211,766.00
Net Loan or Grant Amount:	104,311.00
Confirmation Name:	
Confirmation Date:	

Figure 14-11, Printable View of GRP Closing Module Screen

15 GRP REPORTS MODULE

The GRP Reports module is accessed by selecting the Reports button from GRP's home screen. The reports within the module are a summarization of the data entered in the Critical Dates Tracking screens and are also management tracking tools to view the overall status of where the assigned properties are in the GRP process. In addition, there are internal management level reports to assist OAHP and its business partners in the management of its Green Retrofit Program assets.

Generally, only active properties in the Green Retrofit Program that are assigned to and accepted by a PAE appear in GRP's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there are specific criteria for each report, e.g., for the GRP Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 15-1, Property and Report Selection Screen:

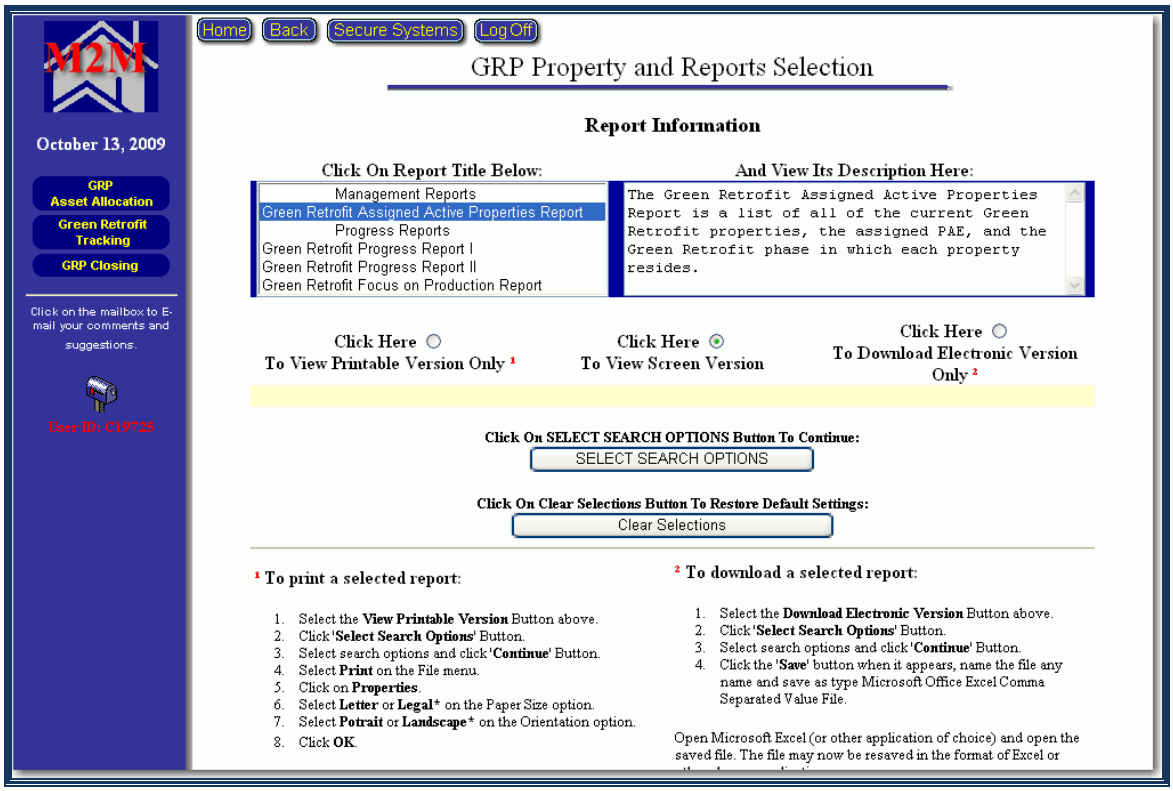


Figure 15-1, GRP Property and Report Selection Screen

15.1 GRP Property and Report Selection

The GRP Reports module allows users to generate the following reports:

- Green Retrofit Assigned Active Properties Report
- Green Retrofit Progress Report I
- Green Retrofit Progress Report II
- Green Retrofit Focus on Production Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

7. Select the Download Electronic Version radio button
8. Click the 'Select Search Options' button
9. Select search options and click the 'Continue' button
10. Click the "Save File..." button and name the file a name with a “.csv” extension (e.g., “testrept.csv”).
11. Open application of choice (e.g., Microsoft Excel) and the saved file.
12. The file may be resaved in the format of the application.

15.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit Assigned Active Properties Report (Figure 15-2, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.

Home Back Secure Systems Log Off

Green Retrofit Assigned Active Properties Report

Today's Date: 10/13/2009

Preservation Office: Chicago

PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
City of Chicago Department of Housing	AASC Housing I, Inc.	Non-Profit	Grant/Loan	811	Closing Date	12/29/2009	800078767	ANCHORAGE	AK
CreditVest, Inc.	ALPINE ALTEN ZIMMER	Non-Profit	Grant	515	OAHP Sends List of Potential Assets	07/29/2009	800009877	GAYLORD	MI

Preservation Office: San Francisco

PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Heskin Signet Partnership	Cupluaq House	Profit	Grant/Loan	515	Closing Date	08/25/2009	800078753	STEBBINS	AK
Foley and Judell, LLP	Access Anaheim	Profit	Grant/Loan	202	OAHP Sends List of Potential Assets	05/06/2009	800000996	ANAHEIM	CA
ONTRA, Inc.	BAY VISTA METHODIST HEIGHTS	Profit	Grant/Loan	223(c)/221(d)	OAHP Sends List of Potential Assets	08/05/2009	800052180	SAN DIEGO	CA
The Siegel Group, Inc.	MILWOOD APTS	Non-Profit	Grant/Loan	221(d)	OAHP Sends List of Potential Assets	04/29/2009	800001979	CANOGA PARK	CA

Preservation Office: Washington

PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Jefferson County Assisted Housing Corp.	KNOLLWOOD RETIREMENT CENTER	Non-Profit	Grant	207/223(f)	OAHP Receives Green Retrofit Package	07/25/2009	800000405	ROANOKE	AL
CreditVest, Inc.	BOOTH TOWERS	Profit	Grant/Loan	Other	OAHP Sends List of Potential Assets	09/14/2009	800009125	CUMBERLAND	MD

Figure 15-2, Green Retrofit Assigned Active Properties Report

15.3 Green Retrofit Progress Report

The Green Retrofit Progress Report details the progress and status of the active GRP properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Green Retrofit Program was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 15-3, Green Retrofit Progress Report (Part I) and Figure 15-4, Green Retrofit Progress Report (Part II).

♪ **Note:** It is necessary to load legal-sized paper and set your printer to print in landscape mode for this progress report.

Home Back Secure Systems Log Off

Green Retrofit Progress Report I

Today's Date: 03/24/2010

	State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	OAHP Receives GRP	Complete Application	Duplicate Application	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAH Place Prope On H
Preservation Office: Chicago																		
City of Chicago Department of Housing																		
AASC Housing I, Inc.	AK	Active	176HD013	Non-Profit	Grant/Loan	800078767	811	05/01/2009	04/27/2009	04/27/2009	04/27/2009	04/22/2009	05/15/2009	05/29/2009			12/30/2009	
PAE Total								1	1	1	1	1	1	1	0	0	1	0
CreditVest, Inc.																		
ALPINE ALTEN ZIMMER	MI	Active		Non-Profit	Grant	800009877	515	01/01/2010	01/02/2010	01/03/2010	01/04/2010	07/29/2009	02/01/2010	02/02/2010	02/03/2010	02/04/2010	03/01/2010	03/02/2
PAE Total								1	1	1	1	1	1	1	1	1	1	1
Illinois Housing Development Authority																		
Aurora Commons	AK	Completed	176HD016	Non-Profit	Grant/Loan	800112382	236	04/01/2009	04/02/2009	04/03/2009	04/04/2009	04/23/2009	04/24/2009	04/25/2009	04/26/2009		08/04/2009	
PAE Total								1	1	1	1	1	1	1	1	0	1	0
Preservation Office Total								3	3	3	3	3	3	3	2	1	3	1

ate: 03/24/2010

Waiver	OAHP Places Property On Hold	Anticipated On Hold Removal Date	OAHP Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Approvable	Title Bring-Down Received	Due Diligence Completed	PAE Submits GRP Submission to OAHP	OAHP Receives PAE's GRP Submission	Date Proposed GRP Assigned to Underwriter	Date Underwriter Review of GRP Complete	Exhibit A Review Approval Date	PO/HQ Loan Commitee Date	GRP Approved by OAHP
12/30/2009				06/03/2009	06/22/2009	06/29/2009	07/02/2009	08/01/2009	08/03/2009	08/05/2009	08/05/2009	08/09/2009		09/01/2009	09/09/2009
1	0	0	0	1	1	1	1	1	1	1	1	1	0	1	1
03/01/2010	03/02/2010	03/03/2010	03/04/2010	04/01/2010	04/02/2010	04/03/2010	04/04/2010	04/05/2010	05/01/2010	05/02/2010	05/03/2010	05/04/2010	05/05/2010	05/06/2010	05/07/2010
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
08/04/2009				05/01/2009	05/02/2009	05/03/2009	05/04/2009	05/05/2009	06/01/2009	06/02/2009	06/13/2009	06/14/2009		06/15/2009	06/16/2009
1	0	0	0	1	1	1	1	1	1	1	1	1	0	1	1
3	1	1	1	3	3	3	3	3	3	3	3	3	1	3	3

Figure 15-3, Green Retrofit Progress Report (Part I)

Home Back Secure Systems Log Off

Green Retrofit Progress Report II

Today's Date: 03/24/2010

	State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHP	GRP Commitment Reviewed by OAHP	718-Package Completed and Delivered by OAHP	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHP	Expiration Date of GRP Commitment	Sche Clo Da
Preservation Office: Chicago																
City of Chicago Department of Housing																
AASC Housing I, Inc.	AK	Active	176HD013	Non-Profit	Grant/Loan	800078767	811	09/20/2009	10/01/2009	10/10/2009	10/11/2009	10/21/2009	10/22/2009	10/23/2009	11/22/2009	12/23/
PAE Total								1	1	1	1	1	1	1	1	1
CreditVest, Inc.																
ALPINE ALTEN ZIMMER	MI	Active		Non-Profit	Grant	800009877	515	06/01/2010	06/02/2010	06/03/2010	06/04/2010	06/05/2010	06/06/2010	06/07/2010	07/07/2010	07/01/
PAE Total								1	1	1	1	1	1	1	1	1
Illinois Housing Development Authority																
Aurora Commons	AK	Completed	176HD016	Non-Profit	Grant/Loan	800112382	236	07/11/2009	07/12/2009	07/03/2009	07/04/2009	07/15/2009	07/16/2009	07/17/2009		08/01/
PAE Total								1	1	1	1	1	1	1	0	1
Preservation Office Total								3	3	3	3	3	3	3	2	3

Today's Date: 03/24/2010

GRP Commitment Executed by OAHP	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHP	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date	Retrofit/Repair Completion Date	GRP Efficiency Incentive Paid Date	Job Creation Incentive Paid Date
10/23/2009	11/22/2009	12/23/2009	11/29/2009	12/29/2009	01/01/2010	01/02/2010				
1	1	1	1	1	1	1	0	0	0	0
06/07/2010	07/07/2010	07/01/2010	07/02/2010	07/03/2010	08/01/2010	08/02/2010	08/03/2010	08/04/2010	08/05/2010	08/06/2010
1	1	1	1	1	1	1	1	1	1	1
07/17/2009		08/01/2009	08/02/2009	08/03/2009						
1	0	1	1	1	0	0	0	0	0	0
3	2	3	3	3	2	2	1	1	1	1

Figure 15-4, Green Retrofit Progress Report (Part II)

15.4 Green Retrofit Focus on Production Report

The Focus on Production Report (Figure 15-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.

Home Back Secure Systems Log Off

Green Retrofit Focus on Production Report

As of 10/13/2009

Preservation Office	Total Received	202	207/223 (f)	220	221 (d)	221(d)(3) BMIR	221(d)(4) MKT	223(a) (7)	223 (c)/221(d)	223 (d)	231	233(c) 236	236	241	241/221	241/223	241/236	515	524 (c)	811	Mod Rehab	Other	Profit	Non-Profit	Grant	Grant/Loan
Chicago	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	3	1	2
New York	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2
San Francisco	6	1	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	4	2	2	4
Washington	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	1	2
Total	**14**	**3**	**1**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**2**	**0**	**2**	**1**	**1**	**6**	**8**	**4**	**10**

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 15-5, Green Retrofit Focus on Production Report