MARK-TO-MARKET (M2M)
RELEASE 7.0.1
ONLINE SYSTEM
PAE USERS GUIDE

for the

U.S. Department of Housing and Urban Development
Office of Multifamily Housing Assistance Restructuring
(OAHP)

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Mark-to-Market (M2M)
RELEASE 7.0.1
Online System
PAE Users Guide
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1 M2M SYSTEM RELEASE 7.0.1 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.0.1 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Multifamily Housing Assistance Restructuring (OAHP) to support OAHP and its Participating Administrative Entities (PAE) 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 7.0.1 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:

- Critical dates tracking for M2M processes assigned to PAEs
- Deal restructure plans submission and closing data
- Reporting for PAE management
- Monitoring and auditing tools for OAHP
- Other information relevant to the M2M Program

1.2 Business Functions

RELEASE 7.0.1 is designed to support M2M Program objectives by performing and centralizing the following functions:

- 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

- Reporting on the progress and performance of PAEs and their assigned properties.

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

1.3 System Requirements

RELEASE 7.0.1 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. Internet Explorer 6.0 or higher is recommended.

As M2M RELEASE 7.0.1 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. Only after a user is successfully registered, added to the system, has received a User ID, assigned to a system group, and assigned property, can they access the system as a user. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

Working within a browser-based application, submission data will be transferred and processed through a modem. Higher speed modems and central processing units (CPUs) load data and graphics more quickly on a user's screen.

OAHP requires the following hardware and software to access and operate M2M RELEASE 7.0.1 and do business with OAHP:

- Windows 2000 or Window XP
- Internet Explorer 7.0 or higher
- MS Word, MS Excel
- Adobe Acrobat Reader
- 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.

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 Netscape and 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, a confirmation message will appear (as seen below, in Figure 1-1, Confirmation Screen):

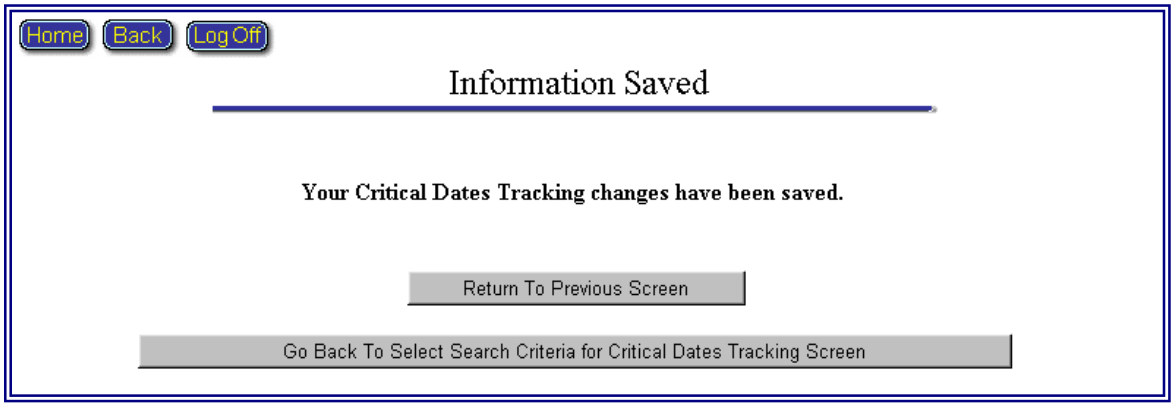


Figure 1-1, Confirmation Screen

1.4.4 Date Format

All dates must be entered in the MM/DD/YYYY format (as shown below in Figure 1-2, Date Format).

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

Figure 1-2, Date 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 M2M Information/Error 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 1-3, Netscape Reload Button), or review the information last entered on the screen for accuracy.

Figure 1-3, 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. The M2M database contains sensitive data concerning HUD's portfolios and program participants. To access and use the M2M system, a PAE representative must have a valid User ID and password. Detailed instructions for registering to use the M2M system were provided by OAHP HQ representatives, when the business agreement was executed.

There are two types of PAE users that are referenced in this document: PAE Coordinator and PAE User. Each user type will be further defined in **Section 2.1, PAE Coordinator** and **Section 2.2, PAE User**, respectively.

2.1 PAE Coordinator

Each PAE organization must assign one or more of its representatives to serve as a "Coordinator" (property assignor) to control which users have access to the M2M system and which of the PAE's assigned properties they may access. Each PAE Coordinator will assign users, as required, to perform the work contracted with OAHP.

♪ **Note:** To avoid potential conflicts of interest, the M2M coordinator **MAY NOT** be a coordinator for another business entity or property owner.

The PAE Coordinator is responsible for assigning properties to its PAE Users in Secured Systems, as needed. The Secured Systems web site address is: https://hudapps.hud.gov/HUD_systems.

2.2 PAE User

A PAE User (User), once assigned rights to properties (as assigned by the PAE Coordinator) can perform the required functions to enter data, review status and run reports. A User has no rights to assign User access to the M2M system. A User depends on its PAE Coordinator to provide access to the system and assign rights to access the M2M system and the assigned properties.

After PAE Users have registered to use the M2M system, User sign-on IDs will be mailed to the director of the PAE agency at its HUD-registered address. User IDs should be received within two weeks. If the IDs are not received, have your Coordinator send an e-mail detailing which User IDs were not received and the name of your PAE organization. The e-mail address is: m2minfo@hud.gov.

If Users need additional security-related assistance, send a detailed e-mail and a reply will be returned.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by registered system users via the Internet. Each User must have their own valid User ID and password. The Internet URL is: https://hudapps.hud.gov/HUD_Systems/.

♪ **Note:** M2M RELEASE 7.0.1 utilizes a secured connection within HUD.

3.1 Login Procedures

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 their 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 7.0.1 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 7.0.1 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 Secured 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):

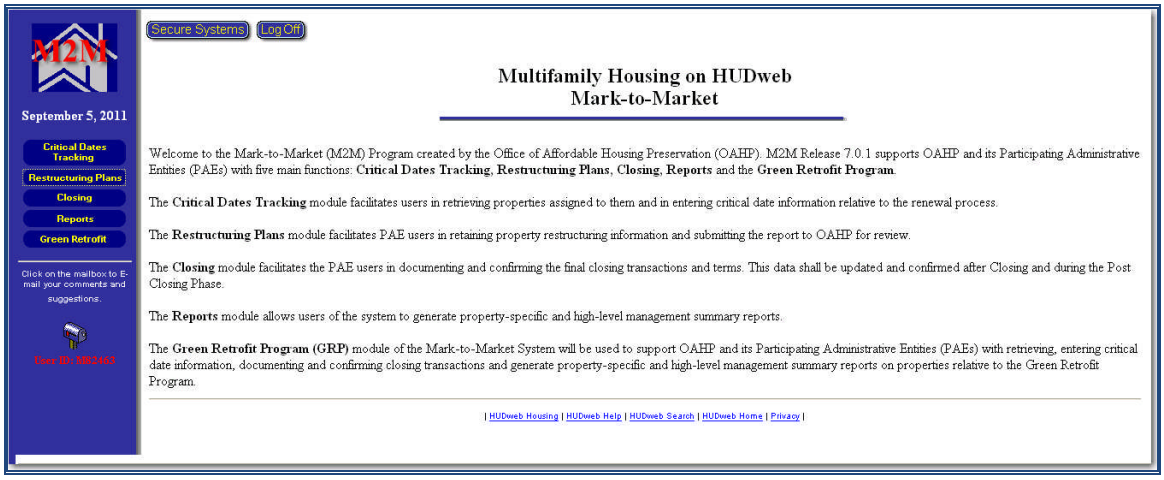


Figure 4-1, M2M Home Screen

4.1 Critical Dates Tracking Module Button

The Critical Dates Tracking button provides access to the M2M properties assigned to a PAE User. Within this module, PAEs and 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), Rent Comparability Review (Comp Review) and Mark-Up-To-Market Comp Review properties.

4.2 Restructuring Plans Module Button

The Restructuring Plans button provides Users with access to restructuring plan forms for M2M Program properties. Online forms are provided for properties going through the Mortgage Restructuring (Form 5.2 of the Operating Procedures Guide) and the Rent Reduction Only (Form 10.2) M2M Program options and may be submitted via the M2M system to OAHP.

4.3 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.

4.4 Reports Module Button

The Reports button gives Users access to the Property Status and Management Tracking Reports generated from the data entered in the Critical Dates Tracking module.

4.5 Green Retrofit Program Button

The Green Retrofit Program button gives Users in retrieving properties assigned to them under the GREEN RETROFIT PROGRAM portfolio and in entering critical date information relative to the recovery process.

4.6 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 via Netscape's Messenger's e-mail format. 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.

♪ **Note:** Use Your Browser's Back button to return to the M2M system after sending your e-mail message.

4.7 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 HUDweb 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 7.0.1 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—Mortgage restructuring with rent reduction
2. Rent Reduction Only—Rent reduction without debt restructuring (also referred to as OAHP Lite)
3. Comp Review—An owner declares its rents are below market and HUD's hub office has requested a third party rent comparability review to determine market rents
4. MU2M Comp Review—Mark-Up-To-Market rent comparability review

It is imperative that attention to detail be paid the when entering data in the Critical Dates Tracking and the Restructuring Plans modules.

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

If there are missing dates in, or prior to, the Assignment/Assessment Phase (e.g., Field Office Refers to OAHP) please contact your OAHP Preservation Office to have them enter or update these data fields.

Attention to detail must also be paid when entering, saving, and submitting Restructuring Plans Forms data. Data in certain fields in the Restructuring Plans module are read-only from HUD's Real Estate Management System (REMS) or are system-calculated. PAE Users will have an opportunity to enter any necessary corrections or fill-in missing data in Data Entry/ PAE Corrections fields next to the read-only fields. Users will not be able to update read-only data. Again, comment boxes are available to record any pertinent information related.

Additional detailed information concerning the Critical Dates Tracking and Restructuring Plans modules may be found in **Section 6, Critical Dates Tracking Module** and in **Section 7, Restructuring Plans Module**, respectively.

6 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the Critical Dates Tracking button on M2M's home screen.

Clicking the Critical Dates Tracking button retrieves a search selection criteria page, as shown below in Figure 6-1, Select Search Criteria:

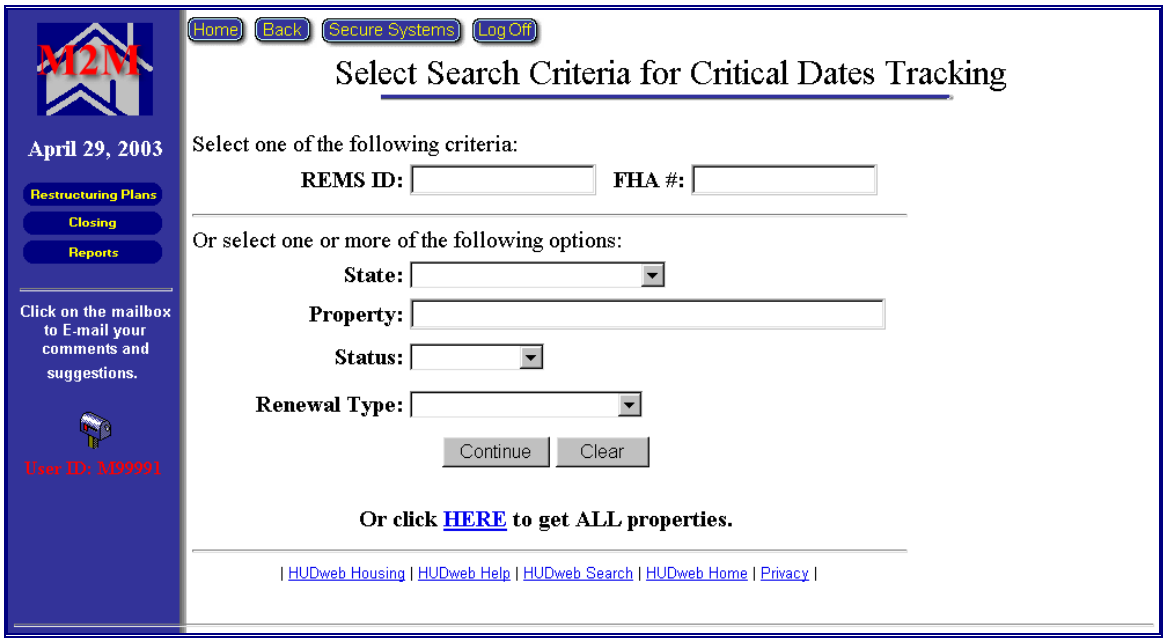


Figure 6-1, Select Search Criteria

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
- Enter a Property's Name
- Select a Property's Status (Active or Completed)
- Select a Renewal Type (Mortgage Restructuring, Rent Reduction Only, Comp Review or MU2M Comp Review)
- Click the underlined HERE link to retrieve all properties in the system (assigned to your ID).

6.1 Assigned Properties Screen

The Assigned Properties screen (Figure 6-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

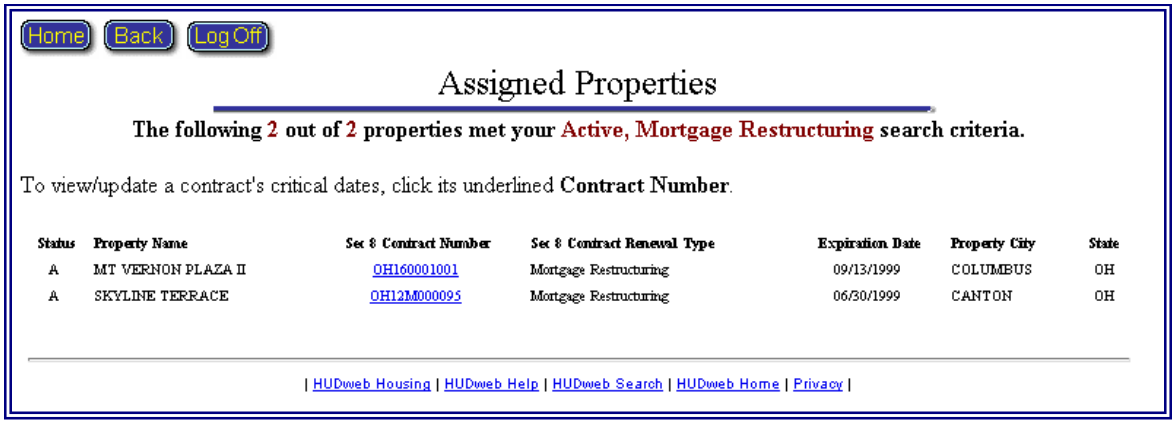
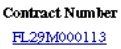


Figure 6-2, Assigned Properties

Each PAE User will see a list of all of the properties assigned to them (based on the criteria used to retrieve property). If a PAE User has been assigned a property which is not included in the search results (again, depending upon the search criteria), the PAE User should check with its PAE Coordinator to ensure the assignment has been made in Secured Systems. If the Coordinator does not have access to the property to assign it, the Coordinator should notify its OAHP Preservation Office or OAHP HQ of the discrepancy to obtain a resolution.

6.2 Contract Number Link

The Assigned Properties screen displays all assigned properties and associated contracts. It also contains the highlighted contract number 

as a link to access the Critical Dates Tracking module.

Select and click the underlined contract link to retrieve a Critical Dates Tracking screen to enter or view the critical dates related to that property. 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).

6.3 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 6-3-1, 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.

Figure 6-3-2, 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.

Figure 6-3-3, 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.

Figure 6-3-4, MU2M 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.

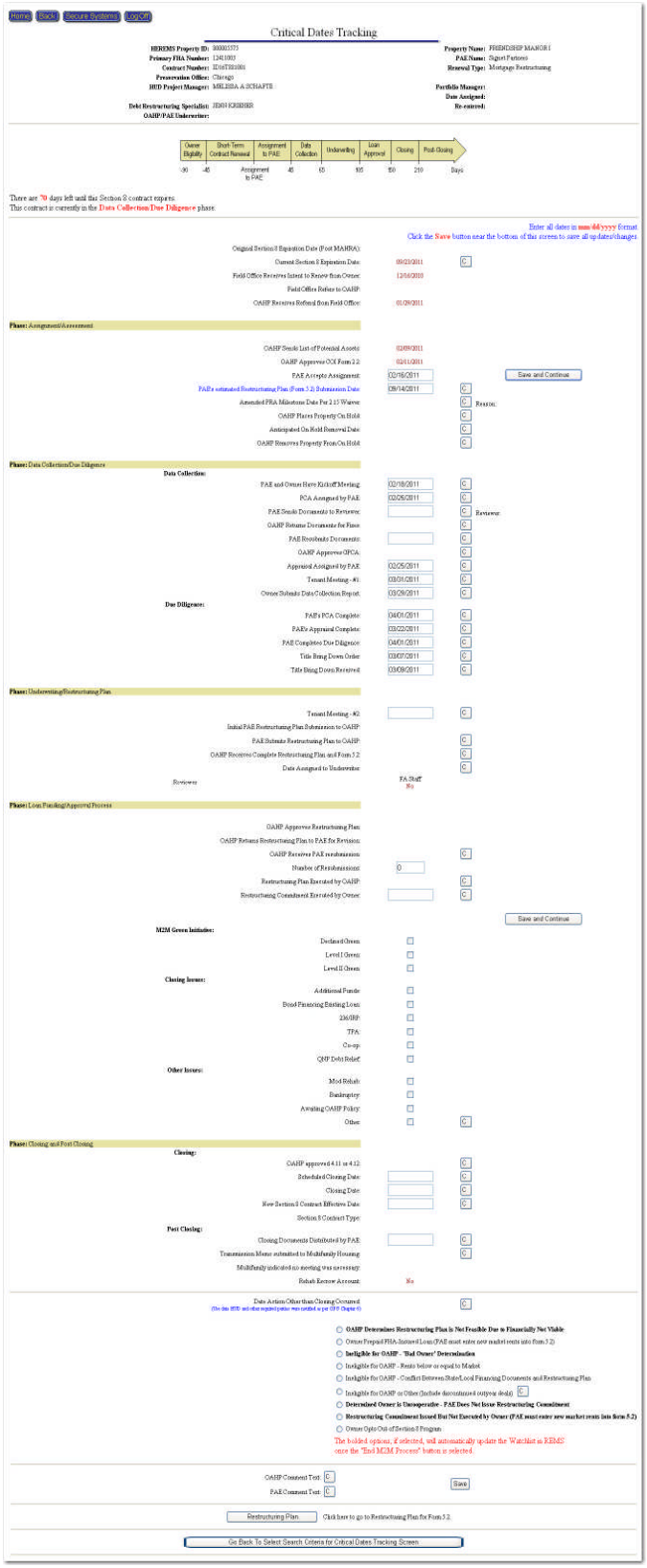


Figure 6-3-1, Mortgage Restructuring Critical Dates Screen

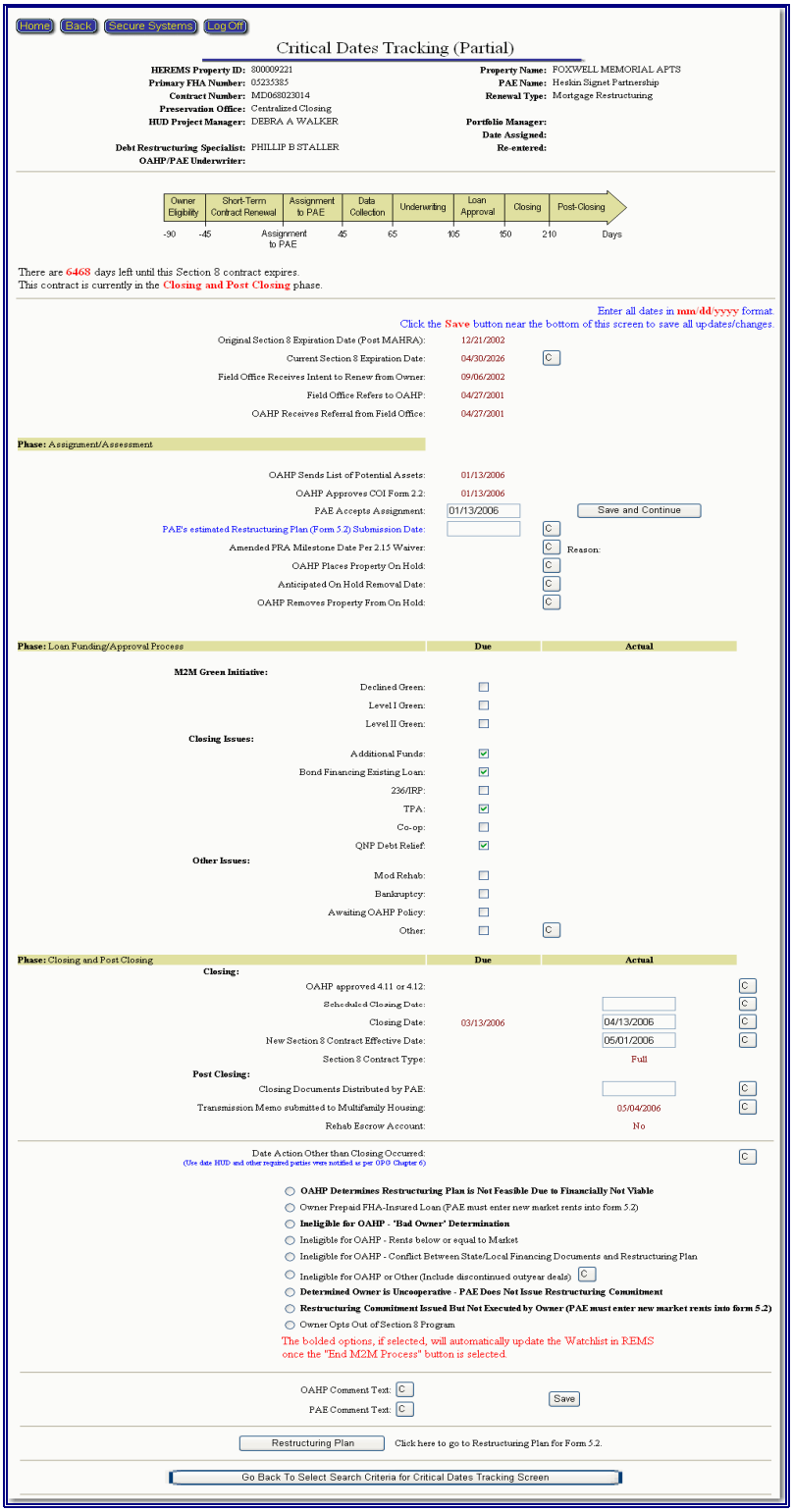


Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial)

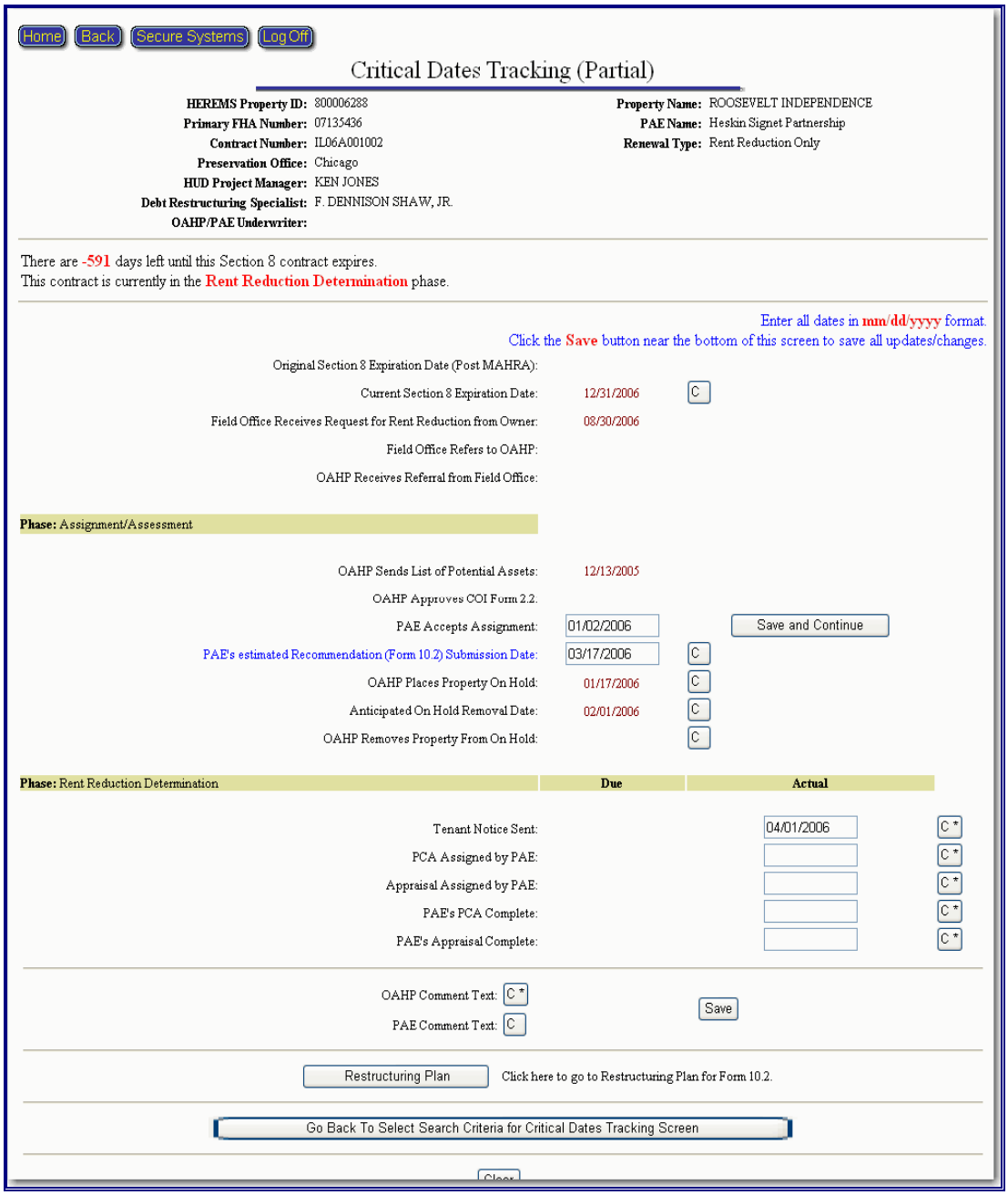


Figure 6-3-3, Rent Reduction Only Critical Dates Screen (Partial)

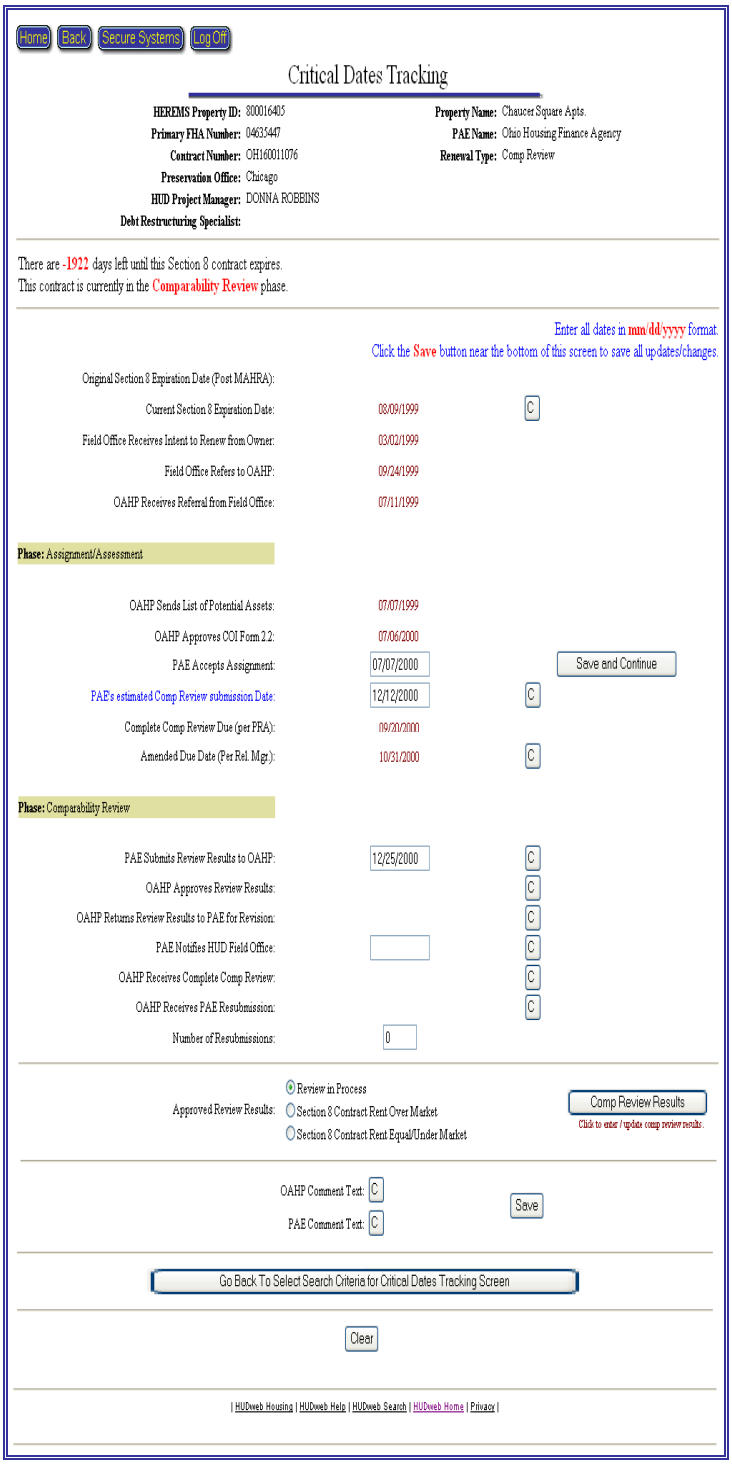


Figure 6-3-4, Comp Review Critical Dates Screen

The Critical Dates Tracking screens vary depending upon the M2M renewal type.

6.3.1 Critical Dates Data Entry

All Critical Date data entry boxes applicable to the PAE or OAHP User may only be entered or updated by the applicable user type. For example, PAE Users have the ability to enter or update PAE-related date fields, such as PAE's Appraisal Complete. OAHP Users 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 update or edit them.

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. Generally, only the User allowed to enter that date field may update the associated comment boxes; however, comments may be viewed by all. Figure 6-4, Comment Fields, below is an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

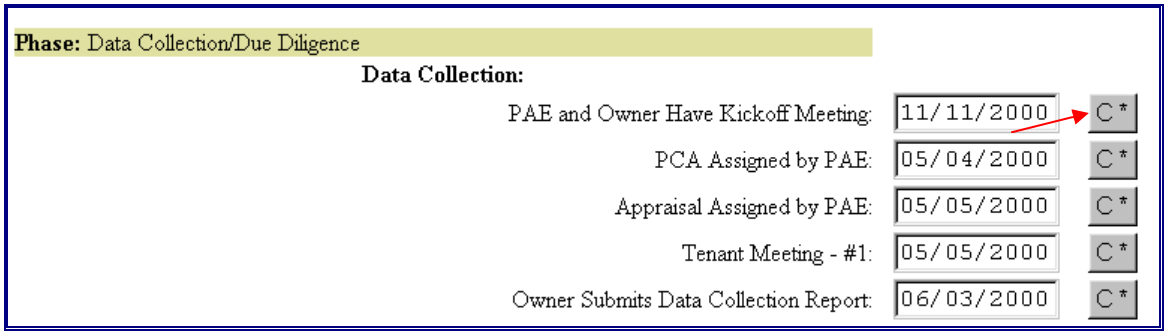


Figure 6-4, Comment Fields

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.

6.3.2 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
- 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 Critical Dates Tracking 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.

6.3.3 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 6-5, As Is Rents Screen.

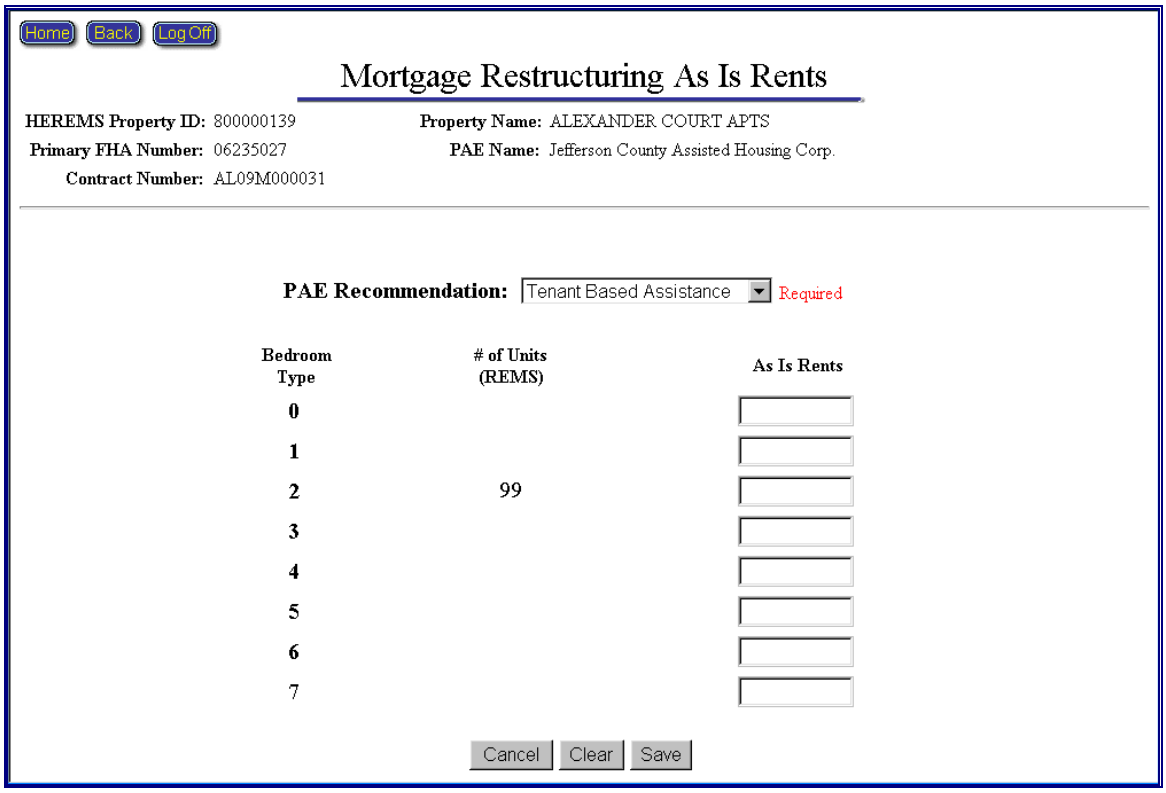


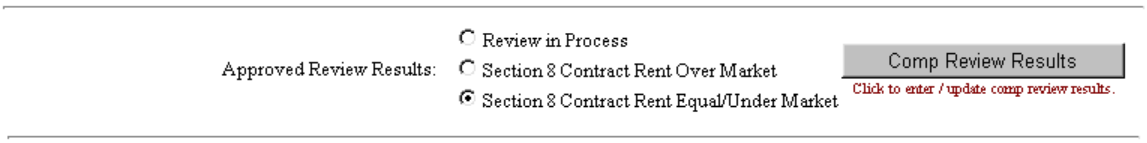
Figure 6-5, As Is Rents Screen

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.

6.3.4 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 6-6, Comp Review Results Screen.



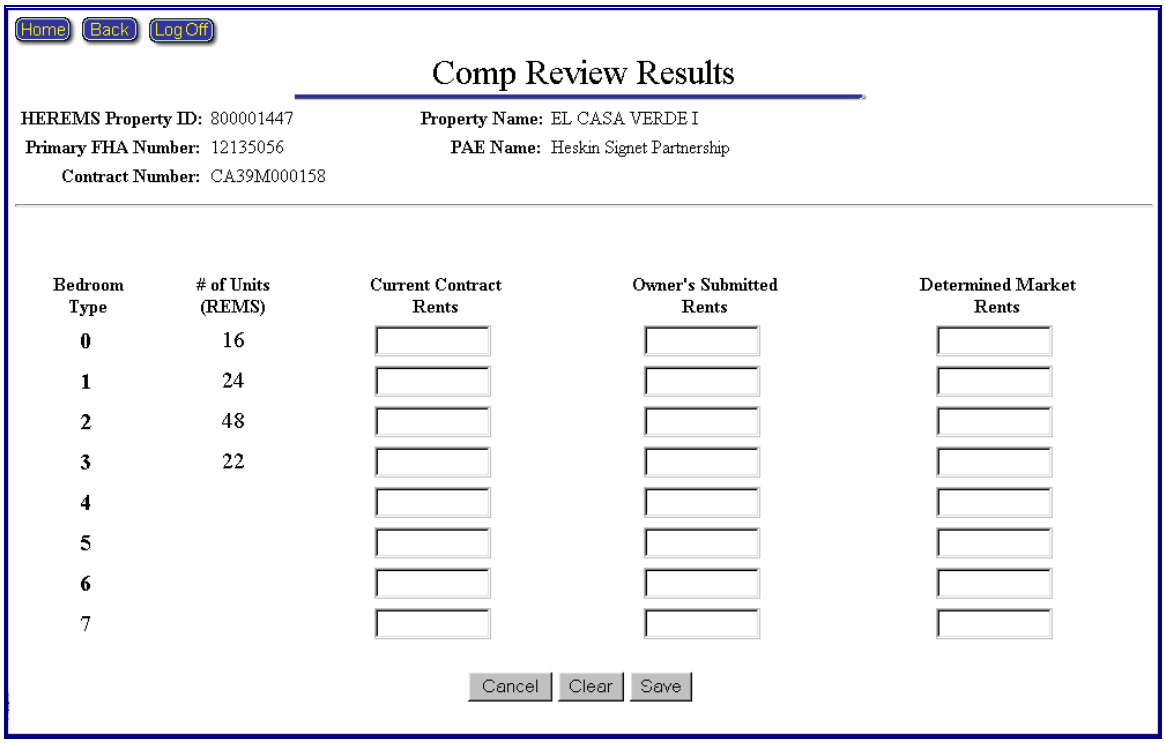
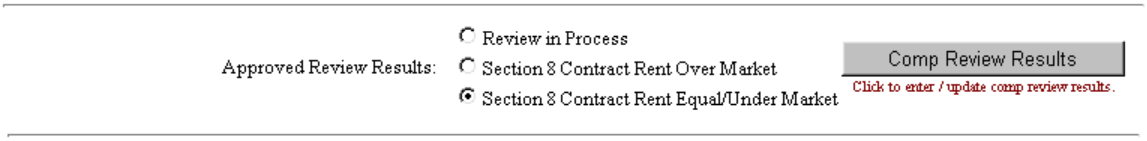


Figure 6-6, Comp Review Results Screen

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

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

Clicking the 'Comp Review Results' button that is displayed on a MU2M 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 6-7, Comp Review to Determine Mark-Up-To-Market Eligibility Screen.



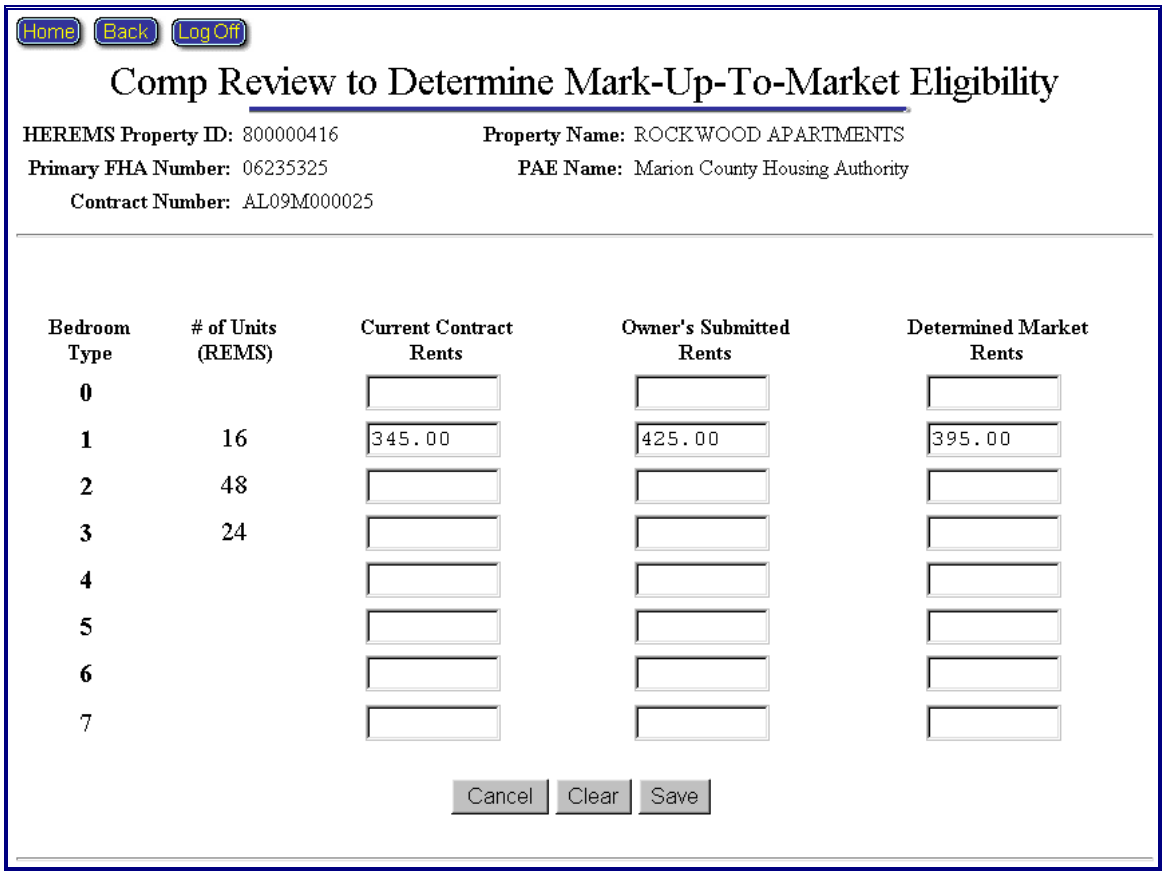


Figure 6-7, Comp Review Results Screen

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 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. These restructuring plan forms are only one part of the final Restructuring Plan that must be submitted to OAHP.

Within this module are data entry screens on which PAE Users may enter data to calculate and populate the restructuring plan forms that must be electronically submitted (via M2M) to OAHP for review and approval.

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 7.2 Mortgage Restructuring Plan Forms** and **Section 7.3 Rent Reduction Only Plan Forms,** respectively. Figure 7-1, Restructuring Plans Screen, provides an example of the screen that will be retrieved when the Restructuring Plans module button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.

Figure 7-1, Restructuring Plans Screen

PAE 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 7-2, Restructuring Plans Search Criteria Screen.

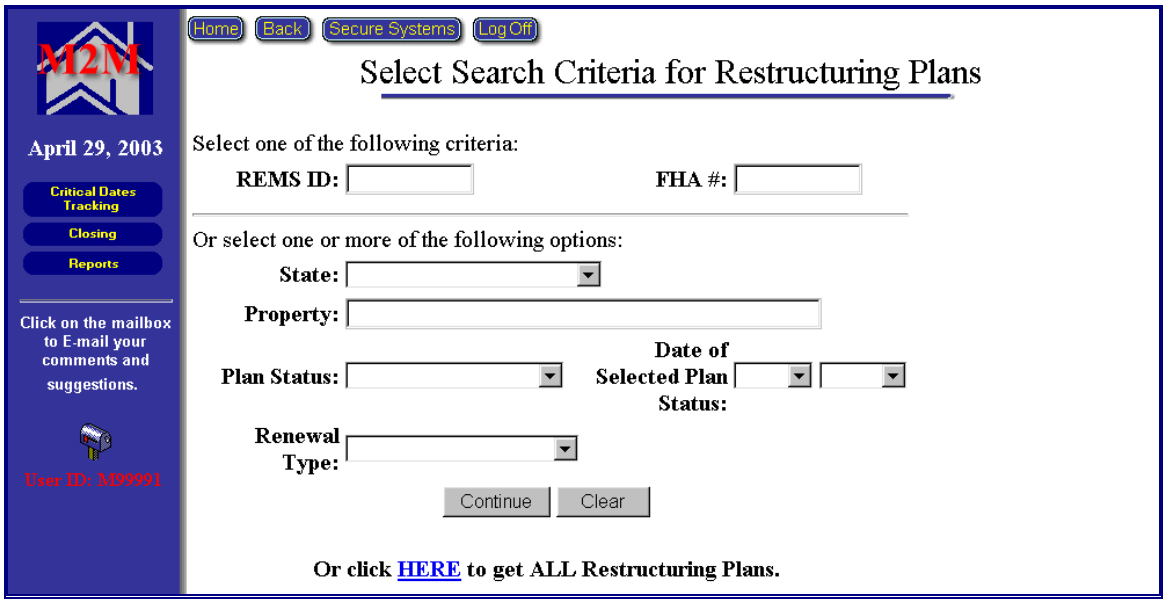


Figure 7-2 Restructuring Plans Search Criteria Screen

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

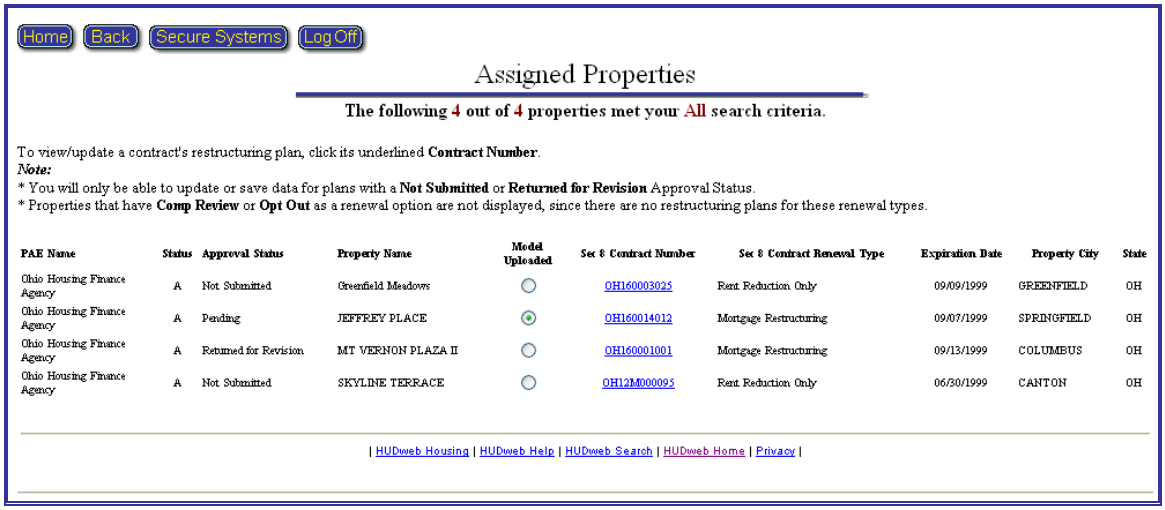
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

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

- Select a State 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 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 (assigned to your ID).

7.1 Restructuring Plans General Information

Figure 7-3, Restructuring Plans Property Selection Screen, represents the results from the Restructuring Plans Search Criteria for a specific PAE (PAEs may not view plans assigned to other PAEs).



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Assigned Properties

The following 4 out of 4 properties met your All 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
Ohio Housing Finance Agency	A	Not Submitted	Greenfield Meadows	○	OH160003025	Rent Reduction Only	09/09/1999	GREENFIELD	OH
Ohio Housing Finance Agency	A	Pending	JEFFREY PLACE	◉	OH160014012	Mortgage Restructuring	09/07/1999	SPRINGFIELD	OH
Ohio Housing Finance Agency	A	Returned for Revision	MT VERNON PLAZA II	○	OH160001001	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
Ohio Housing Finance Agency	A	Not Submitted	SKYLINE TERRACE	○	OH12M000095	Rent Reduction Only	06/30/1999	CANTON	OH

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Figure 7-3, Restructuring Plans Property Selection Screen

♪ **Note:** Included in the search results page is an Approval Status column for each property. You will only be able to update and save data to restructuring plan forms that have a Not Submitted or Returned for Revision approval status.

Click an underlined contract number link to access the Restructuring Plans section. If a property's contract is "Closed" (as indicated by a "C" in the Contract Status column) or if the restructuring plan form is Pending or has been Approved, the User will only be allowed to view or print the restructuring plan form.

7.1.1 Data Entry/PAE Corrections

PAE Users are encouraged to review the displayed property and loan data retrieved from REMS and to update any incorrect data or enter any omitted data in the Data Entry/PAE Corrections fields located next to the REMS read-only fields (as shown in Figure 7-4, Data Entry/ PAE Corrections Fields).

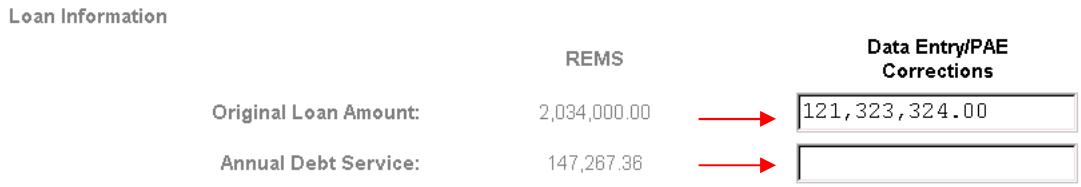

Figure 7-4, Data Entry/ PAE Corrections Fields

7.1.2 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 7-5, Negative Field Indicators). The User is directed to enter positive numbers in these fields, as the system is programmed to subtract these values in calculations, where applicable.

Figure 7-5, Negative Field Indicators

7.1.3 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. 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 7-6, Restructuring Plan Menu Bar, shows an example of a Restructuring Plans menu bar.

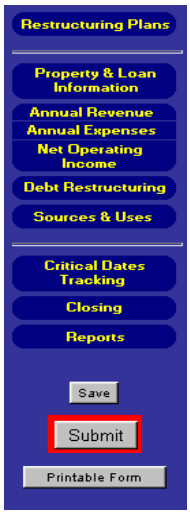

Figure 7-6, Restructuring Plan Menu Bar

7.2 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 7-7, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

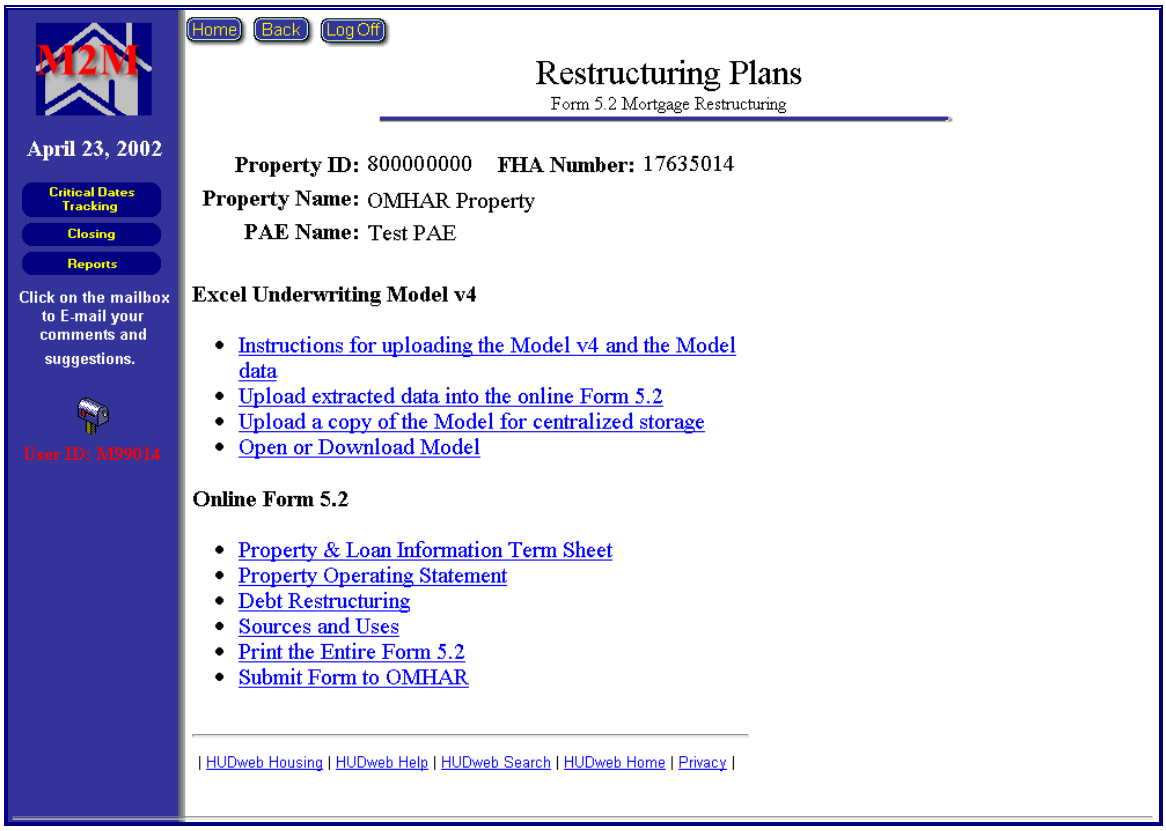

Figure 7-7, Form 5.2 Mortgage Restructuring

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.

7.2.1 Excel Underwriting Model v4

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

- 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

7.2.1.1 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, 7-8, 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 7-8, How to Upload Extract and Model Screen

7.2.1.2 Upload extracted data into the online Form 5.2

The Upload extracted data into the online Form 5.2 (shown as Figure, 7-9, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

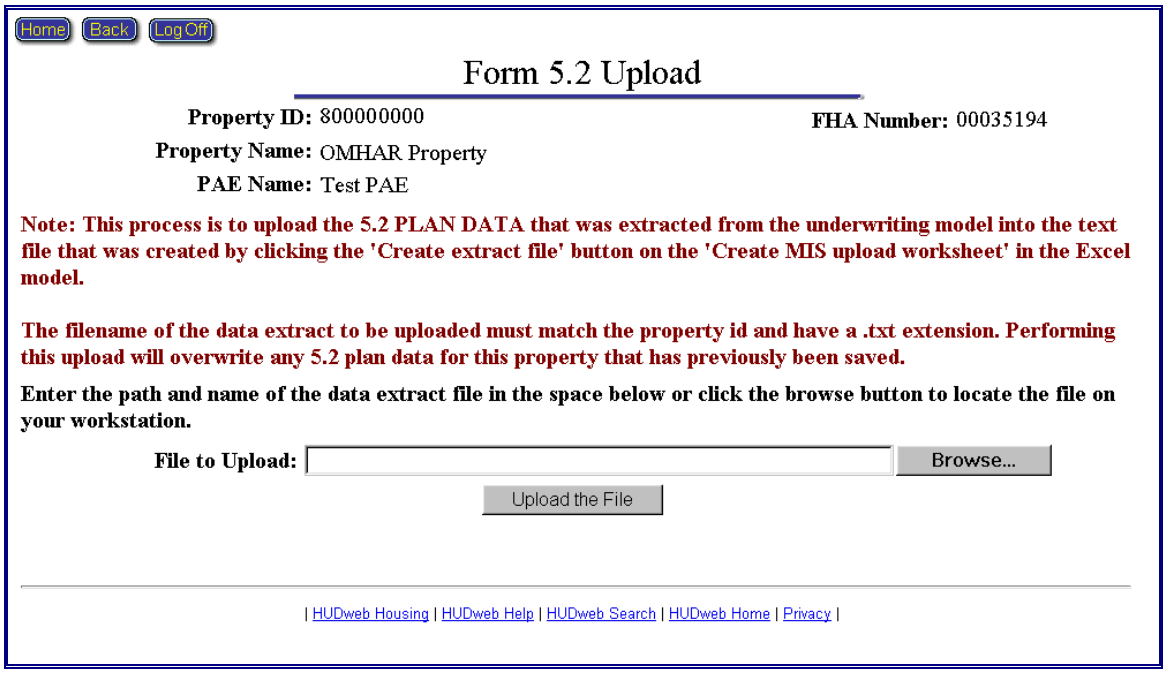

Figure 7-9, Form 5.2 Upload Screen

7.2.1.3 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, 7-10, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

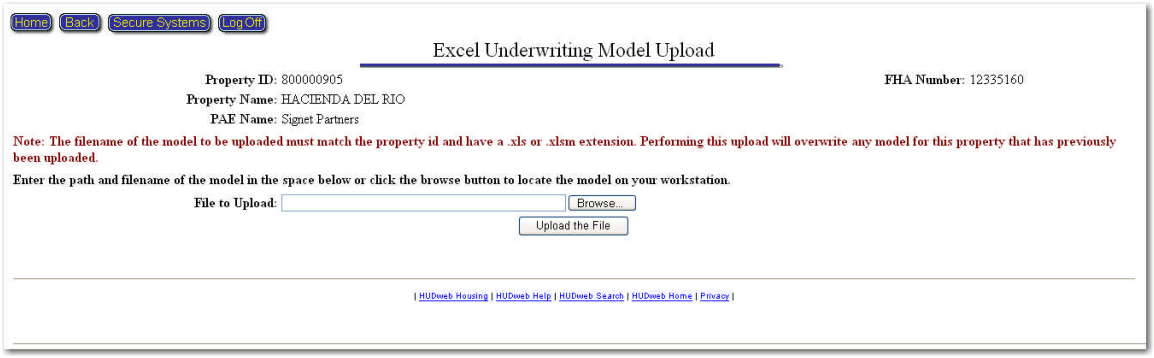

Figure 7-10, Excel Underwriting Model Upload Screen

7.2.1.4 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.

7.2.2 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

7.2.2.1 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet (an example of which is on the next page as Figure, 7-11, 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

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Form 5.2
Property & Loan Information

General Information

Property ID: 800000000
FHA Number: 17644015
FHA Program Type: 236(j)(1)
Property Name: OMHAR Property
Property Address: 127 S FRANKLIN ST
City: JUNEAU
State: ALASKA

PAE Name: Test PAE
HUD Project Manager: KATHY CLAIBORNE
Owner: Gastineau Limited Partnership
Owner Contact: Ann Parrish
Management Company: Strategic Services
Identity of Interest: Yes If incorrect, please correct here:
Year Built: 1919
Year of Last Rehab:

Pre-Restructuring Loan Information

	REMS	PAE Entry or Corrections
Original Loan Amount:	1,933,200.00	
Annual Debt Service (Without MIP):	144,162.12	
Annual Debt Service (With MIP):		
Interest Rate (%):	7.0000	
Original Term (In Years):	40.00	
Maturity Date:	01/01/2013	
Prepayment Penalty (%):		
UPB as of 04/29/2003 **:**	1,256,787.42	

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:			
# Non-Revenue Units:			
# of Sect. 8 Assisted Units:			
# of Unassisted Units:			
Current Physical Vacancy (%) (Apts Only):			
Rural, Suburban or Urban:			
Elderly/Family:	Family		
Appraisal Date:			
Appraised Value:			
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?
HI10L000028	06/28/1999	Inactive			$0.00	C	N/A

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

Prior to Submission to OMHAR, PAE needs to determine the following:

Use of Exception Rents? No *

PAE Recommendation:

* 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
0					
1					
2					
3					
4					
5					
6					
7					

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

Comments

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Figure 7-11, Property & Loan Information Term Sheet

7.2.2.2 Property Operating Statement

The Property Operating Statement contains pre- and post-restructuring revenue and expenses financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement consists of the following subsections:

- Property & Loan Information
- Annual Revenue
- Annual Expenses
- Net Operating Income

Figure 7-12, Property Operating Statement, provides a representation of an operating statement data entry screen for a specific property.

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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

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Figure 7-12, Form 5.2 Property Operating Statement

7.2.2.3 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 7-13, Debt Restructuring).

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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 7-13, Debt Restructuring

7.2.2.4 Sources and Uses

The Sources and Uses section is a data entry screen for PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 7-14, Sources and Uses, is an example of a Sources and Uses screen.

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Form 5.2
Sources and Uses

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

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:	1,865,498.00	Partial Payment of Existing Loan (if Modifying):	
Mortgage Restructuring Payment:	1,370,869.00	Payoff Existing 1st Mortgage Loan (if Refinancing):	3,114,688.00
EXISTING ACCOUNT BALANCES:			
Reserve for Replacement:	333,361.00		
Residual Receipts:		Other OMHAR Approved Transaction Costs:	50,019.00
Existing Tax Escrow:			
Existing Hazard Insurance:			
Surplus Cash Account/Other Escrow:		Owner's Share of Surplus Reserves:	
236 Rehab Grants:			
OWNER'S CONTRIBUTION TOWARD:		**ESCROWS:**	
Rehabilitation Escrow:	20,416.00	OMHAR Approved Rehabilitation Costs:	102,080.00
IDRR (If Greater Than Existing Reserve Balance):		Initial Deposits to Replacement Reserves (IDRR):	333,361.00
Other Transaction Costs:	10,004.00	Tax Escrow:	
		Hazard Insurance Escrow:	
Repair Loan or Grant:			
OTHER FUND SOURCES:		**OTHER FUND USES:**	
Project Revenues	12,557.00	Old Loan Interest	9,120.00
		New Loan Interest	3,437.00
			0.00
Other Sources Needed to Balance:		Additional Recovery to HUD:	
Total Sources of Funds:	3,612,705.00	**Total Uses of Funds:**	3,612,705.00

Sources Comments Uses Comments

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Figure 7-14, Sources and Uses

♪ **Note:** Restructuring Plan Forms data may be entered and edited as often as necessary up until the plan is submitted for review and approval. PAE Users may view, but not update plan data after it has been submitted to OAHP. Returned for Revision restructuring plan forms will be "unlocked" and available for updating by PAE Users. Once a plan form has been approved by OAHP, it is considered a Final Restructuring Plan and no data may be changed by PAE Users. An e-mail will be sent to the PAE by OAHP HQ informing them of its decision on the submitted restructuring plan form.

7.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data that is required to populate and generate 10.2 Rent Reduction Only Restructuring Plan Forms. Figure 7-15, Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following subsections:

- Property & Loan Information Term Sheet
- Property Operating Statement
- Refinancing Sheet
- Print the Entire Form 10.2
- Submit Restructuring Plan to OAHP

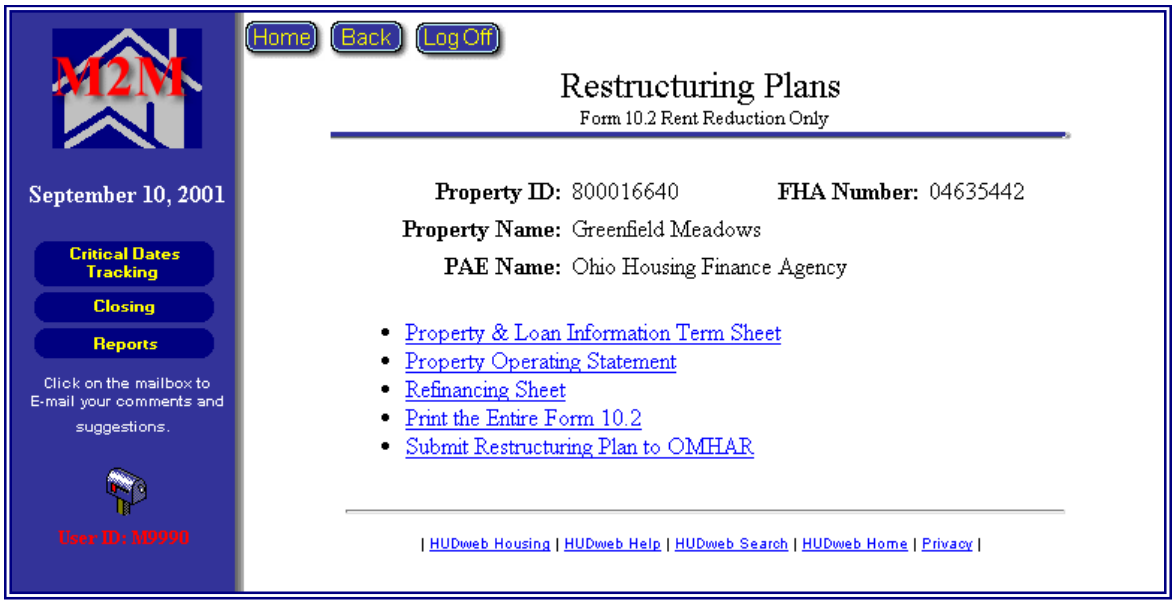

Figure 7-15, Form 10.2 Rent Reduction Only

There are two major categories of data entry that will be used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2:

- Property & Loan Information Term Sheet
- Property Operating Statement.

7.3.1 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet's contents were covered in Section 7.2.1, Property & Loan Information Term Sheet; however, it is important to note that there are some fields that are different on Form 5.2, Mortgage Restructuring.

7.3.2 Property Operating Statement

Refer to Section 7.2.3, 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.

Figure 7-16, Form 10.2 Property Operating Statement, provides a representation of an operating statement data entry screen for a specific property.

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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

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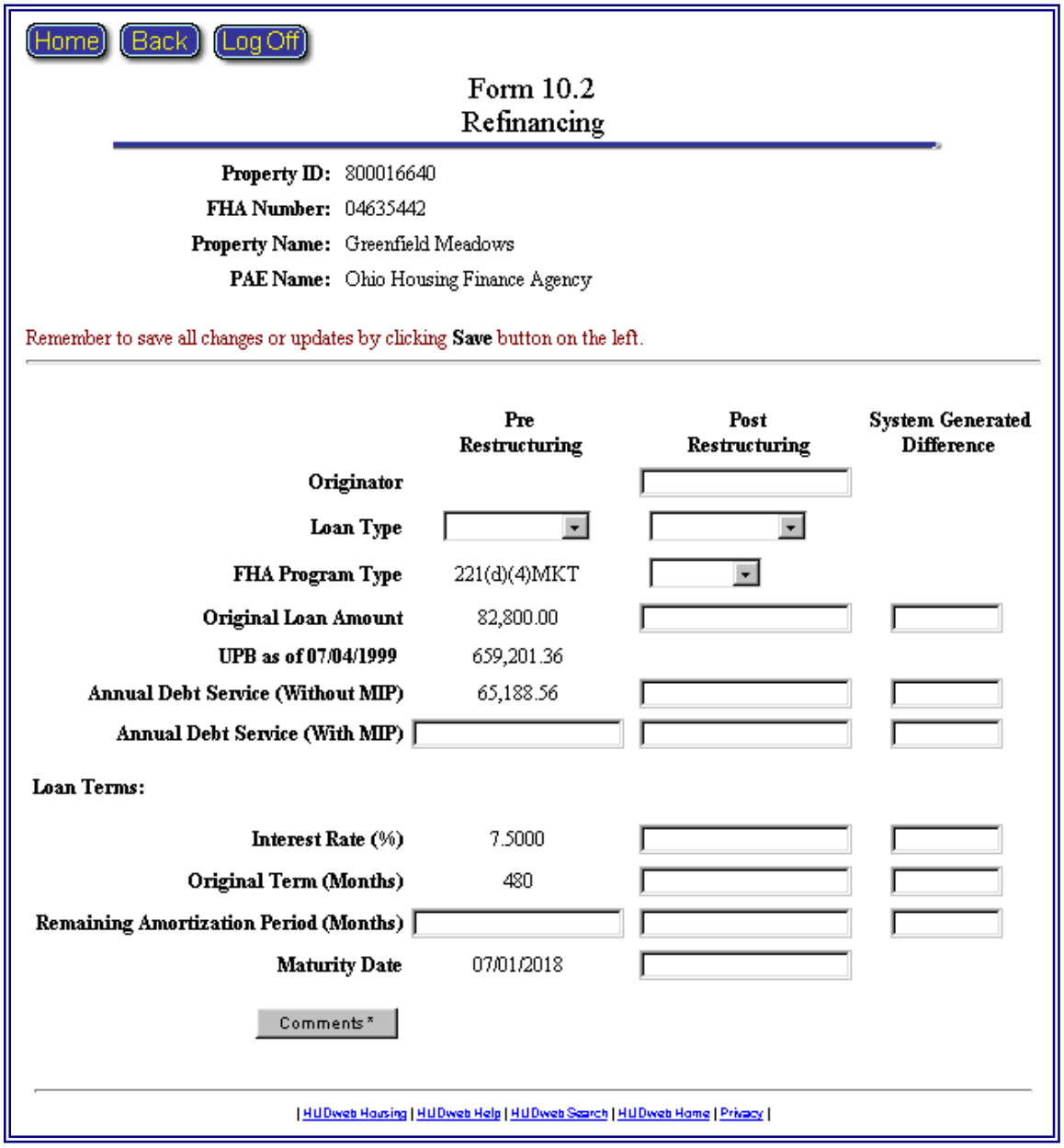
Figure 7-16, Form 10.2 Property Operating Statement

7.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, click the Refinancing Sheet button to go to the refinancing section, as represented on the next page in Figure 7-17, Refinancing Sheet.

♪ **Note:** A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 7.2, Mortgage Restructuring Forms.



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Form 10.2
Refinancing

Property ID: 800016640
FHA Number: 04635442
Property Name: Greenfield Meadows
PAE Name: Ohio Housing Finance Agency

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

	Pre Restructuring	Post Restructuring	System Generated Difference
Originator			
Loan Type			
FHA Program Type	221(d)(4)MKT		
Original Loan Amount	82,800.00		
UPB as of 07/04/1999	659,201.36		
Annual Debt Service (Without MIP)	65,188.56		
Annual Debt Service (With MIP)			
Loan Terms:			
Interest Rate (%)	7.5000		
Original Term (Months)	480		
Remaining Amortization Period (Months)			
Maturity Date	07/01/2018		

Comments *

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Figure 7-17, Refinancing Sheet

7.3.4 Print the Entire Form 10.2

PAE Users can print and retain a hardcopy of the entire 10.2 Form.

7.4 Submit Restructuring Plan to OAHP

PAE Users have the capability to submit their Restructuring Plan Forms to OAHP HQ for review and approval. Plans that are returned for revision will receive a request to resubmit with the required edits.
PAE Users will click the Submit Restructuring Plan to OAHP link Submit Restructuring Plan to OMHAR on the Restructuring Plans menu to submit a Restructuring Plan for one of its assigned properties (as illustrated in Figure 7-18, Restructuring Plan Form Submissions).

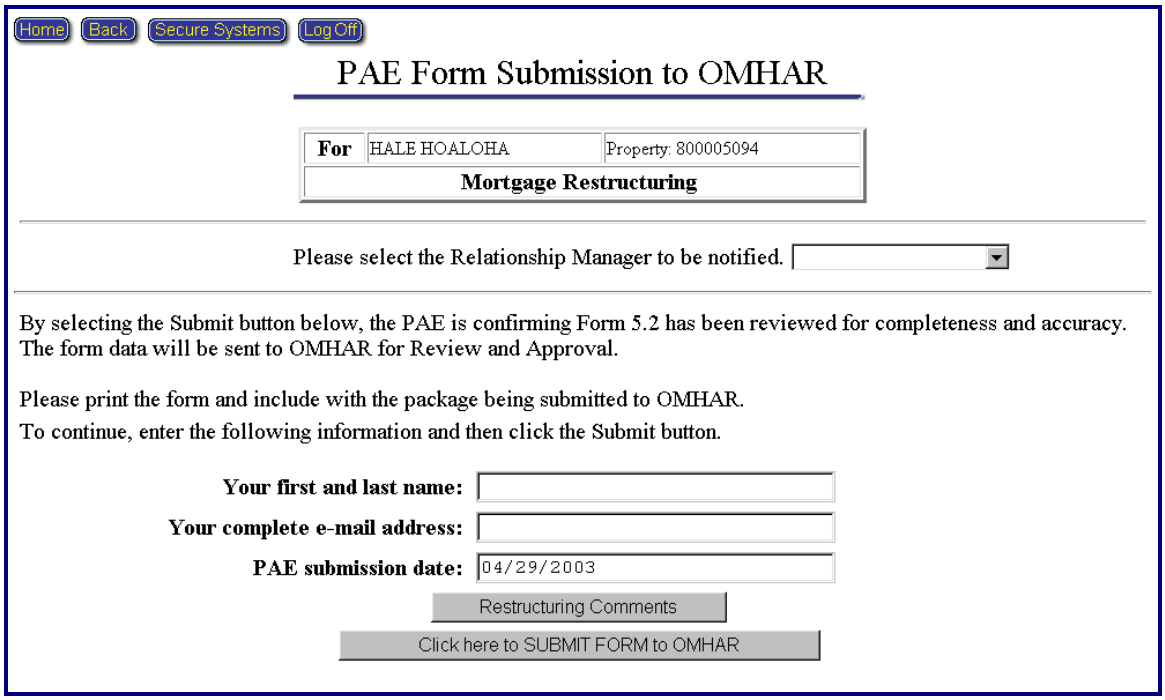


Figure 7-18, Restructuring Plan Form Submissions

The following steps direct PAE Users in submitting a Final Restructuring Plan Form to OAHP HQ for approval:

1. The PAE User must print and retain a hardcopy of the entire form by clicking the appropriate print form button, e.g., Print the entire Form 10.2.

2. If a Debt Restructuring Specialist has not been assigned, select the Debt Restructuring Specialist of the property. Upon submission of the plan to OAHP, an email message will be send to the designated Debt Restructuring Specialist, notifying him/her that the plan has been submitted.

3. Enter your first name and last name in the To Continue, Enter Your First and Last Name field

   To continue, enter your first and last name:

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

   Enter your complete e-mail address:

5. The system date is populates the Enter Today's Date field. If necessary, it may be overwritten by the end-User

   Enter Today's Date: 07/11/1999

6. Enter any comments about the Restructuring Plan in the Restructuring Comments field Restructuring Comments and

7. Click the Click here to SUBMIT FINAL RESTRUCTURING PLAN to OAHP button Click here to SUBMIT FINAL RESTRUCTURING PLAN to OMHAR to submit and save the final plan in the system. A confirmation message window (as shown as Figure 7-19, Confirmation Message Window below), provides the User with additional detail information:

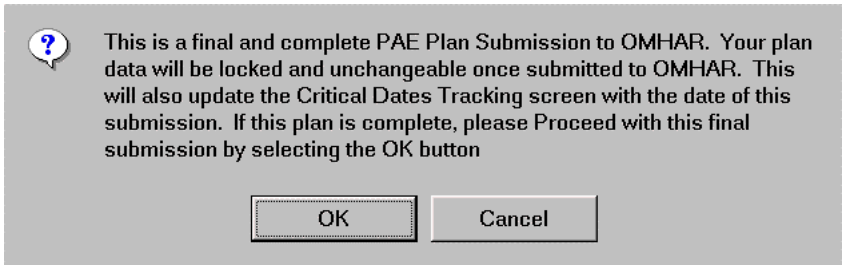


Figure 7-19, Confirmation Message Window

After the Restructuring Plan has been successfully saved in the system, a confirmation screen is displayed as shown below (Figure 7-20, Successful Restructuring Plan Form Submission).

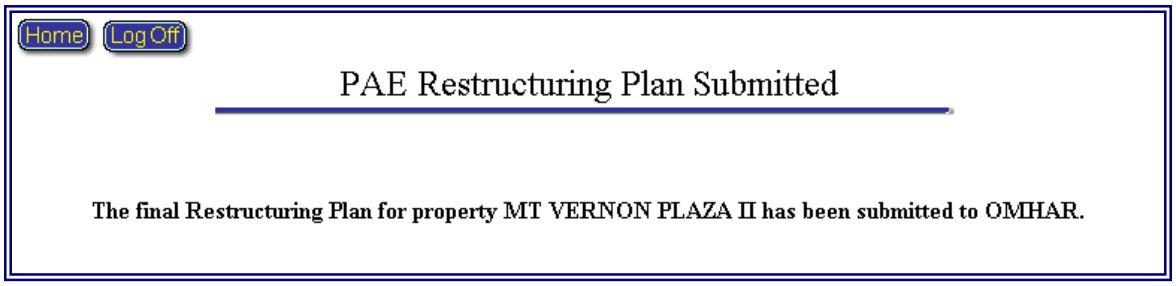


Figure 7-20, Successful Restructuring Plan Form Submission

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

7.5 Reviewing Submitted Restructuring Plans and Decisions

Restructuring Plans that have been submitted may be reviewed by PAE Users by clicking the Review Submitted Plans link Review Submitted Plans. A list of all of its submitted Restructuring Plans will be displayed, as illustrated in Figure 7-21, Review of PAE Submissions. Included on this screen are the submission dates and OAHP HQ's decisions. Any comments provided by OAHP and PAE Users are also available for review and updates.

Figure 7-21, Review of PAE Submissions

Clicking an underlined Property Name link, will take the User to the Restructuring Plan Form for that property. Any edits to the plan will not be saved (unless the plan was Returned for Revision).

8 CLOSING MODULE

The Closing module facilitates the PAE users in documenting and confirming the final closing transactions and terms. This data shall be updated and confirmed after Closing and during the Post Closing Phase.

The Closing module is accessed by clicking the Closing button on M2M's home screen.

Clicking the Closing button retrieves a search selection criteria page, as shown below in Figure 8-1, Select Search Criteria for Closing:

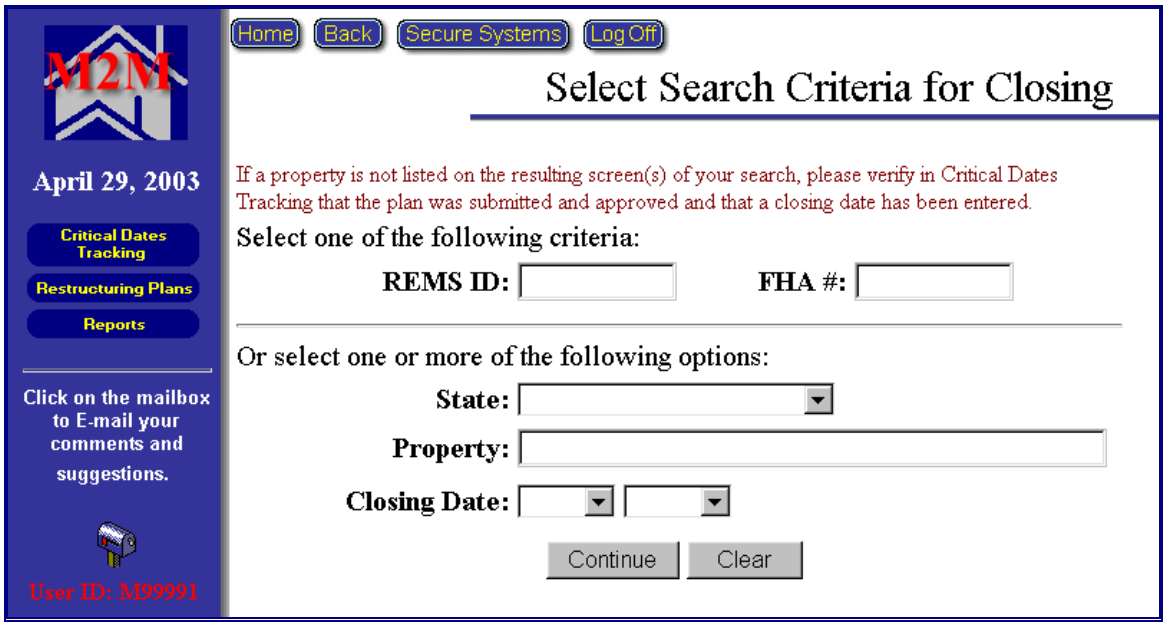


Figure 8-1; Select Search Criteria for Closing

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

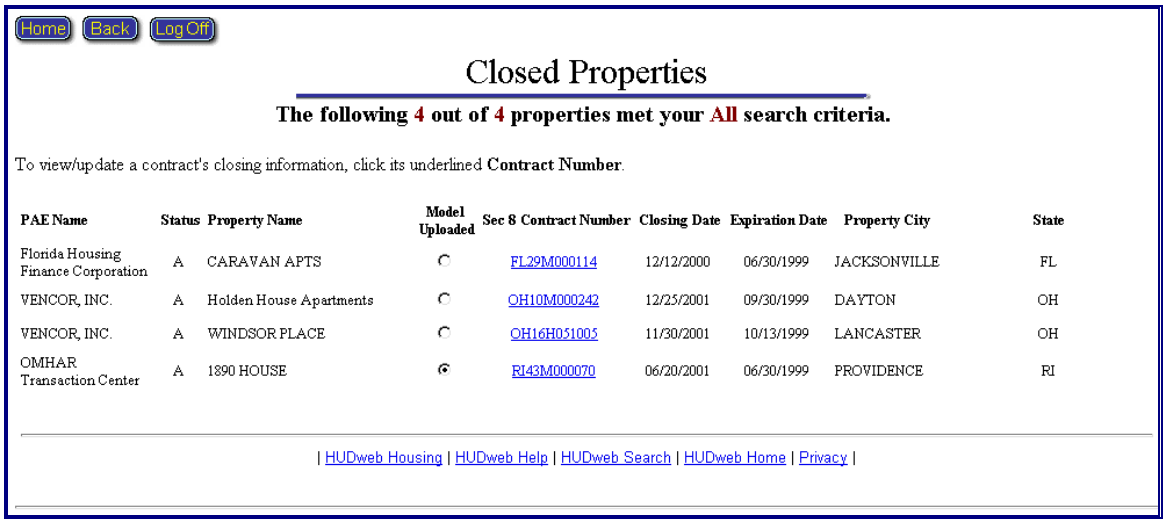
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

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

- Select a State from the drop-down list
- Enter a Property's Name
- Select a Closing Date (Month and/or Year)
- Click the underlined HERE link to retrieve all properties in the system (assigned to your ID).

8.1 Closed Properties

The Closed Properties screen (Figure 8-2, Closed Properties) will be returned once the search is performed. The closed properties assigned to the PAE are listed, based on the criteria of the Select Search page.



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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

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Figure 8-2; Closed Properties

8.2 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 8-3, 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.

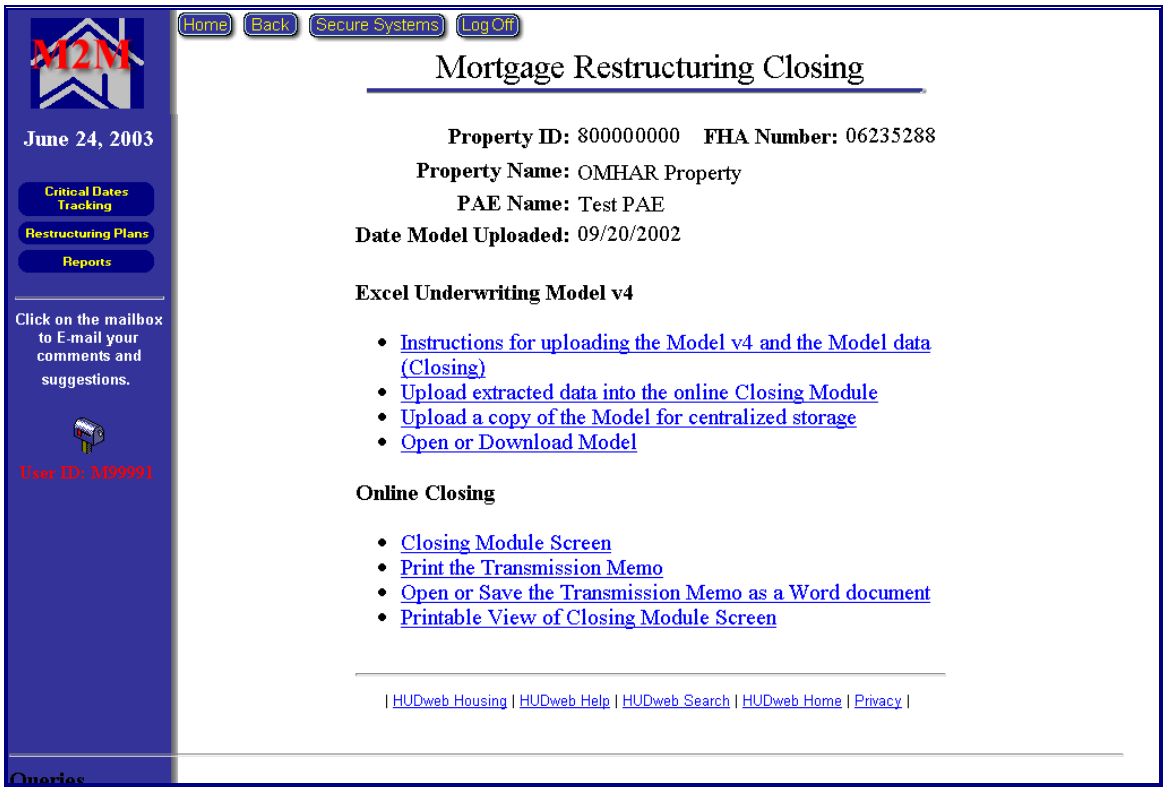


Figure 8-3, Mortgage Restructuring Closing Screen

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 (Closing)
- Upload extracted data into the online Closing Module
- 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 (Closing)

The Instructions for uploading the Model v4 and the Model data (Closing) (an example of which is on the next page as Figure, 8-4, How to Upload Extract and Model screen) contains general and detailed information showing how to upload extract and model to M2M system:

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 8-4, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 8-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:

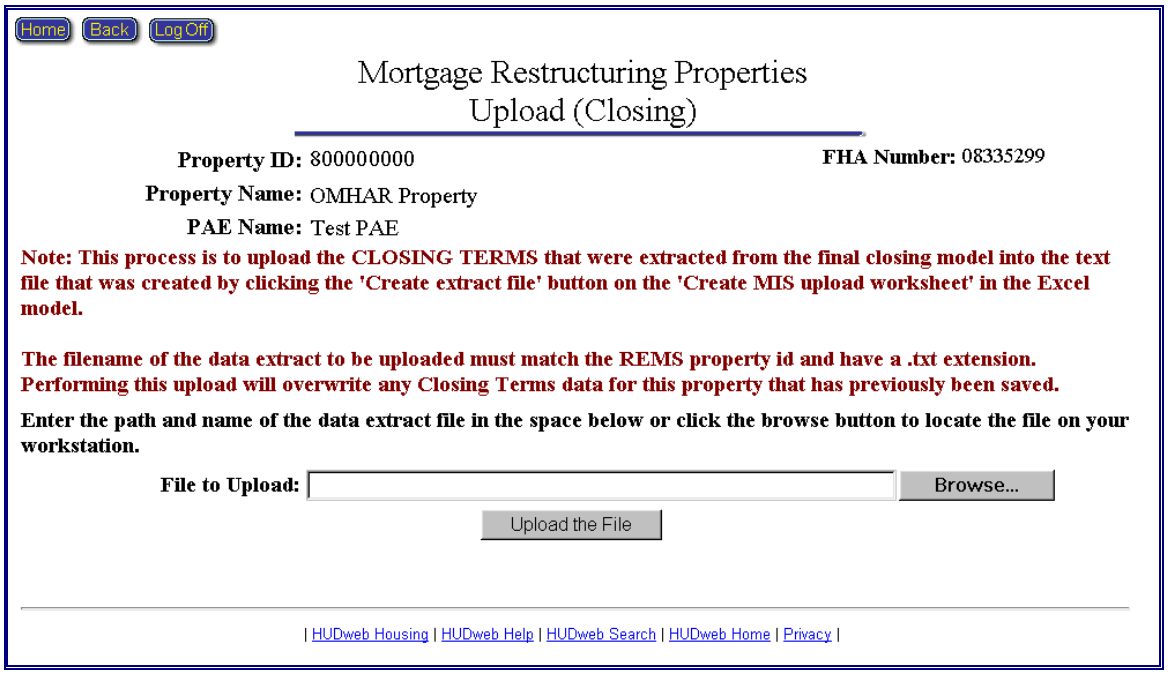
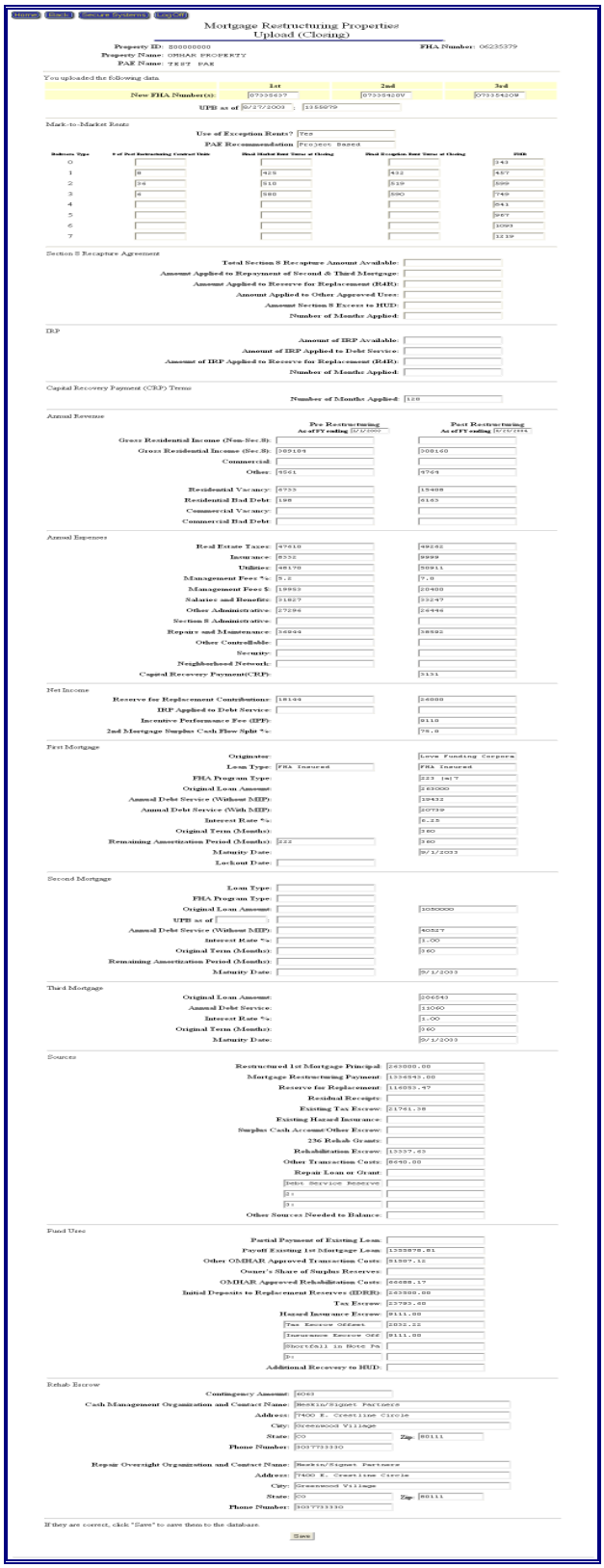


Figure 8.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 8-6, 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):	07335637	073354207	073354209

UPB as of 9/27/2003 : 1355979

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	8	425	432	457
2	24	510	519	599
3	4	580	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 9/1/2003	Post Restructuring As of FY ending 9/31/2004
Gross Residential Income (Non-Sec.8):		
Gross Residential Income (Sec.8):	389184	308160
Commercial:		
Other:	4561	4764
Residential Vacancy:	6733	15408
Residential Bad Debt:	198	6163
Commercial Vacancy:		
Commercial Bad Debt:		

Annual Expenses

Real Estate Taxes:	47610	49262
Insurance:	8332	9999
Utilities:	48170	50911
Management Fees %:	5.2	7.0
Management Fees $:	19933	20400
Salaries and Benefits:	31827	32247
Other Administrative:	27294	26444
Section 8 Administrative:		
Repairs and Maintenance:	34944	38892
Other Controllable:		
Security:		
Neighborhood Network:		
Capital Recovery Payment(CRP):		3131

Net Income

Reserve for Replacement Contributions:	18144	24000
IRP Applied to Debt Service:		
Incentive Performance Fee (IPF):		8110
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:		240000
Annual Debt Service (Without MIP):		19432
Annual Debt Service (With MIP):		20739
Interest Rate %:		6.25
Original Term (Months):		240
Remaining Amortization Period (Months):	222	240
Maturity Date:		9/1/2023
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:	206549
Annual Debt Service:	13060
Interest Rate %:	1.00
Original Term (Months):	360
Maturity Date:	9/1/2033

Sources

Restructured 1st Mortgage Principal:	240000.00
Mortgage Restructuring Payment:	1338895.00
Reserve for Replacement:	116055.47
Residual Receipts:	
Existing Tax Escrow:	21761.38
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	
0:	
0:	
Other Sources Needed to Balance:	

Fund Uses

Partial Payment of Existing Loan:	
Payoff Existing 1st Mortgage Loan:	1355979.81
Other OMHAR Approved Transaction Costs:	31507.12
Owner's Share of Surplus Reserves:	
OMHAR Approved Rehabilitation Costs:	66688.17
Initial Deposits to Replacement Reserves (IDRR):	240000.00
Tax Escrow:	2792.00
Hazard Insurance Escrow:	8111.00
Tax Escrow Offset	2032.22
Insurance Escrow Off	8111.00
Shortfall in Rent Pa	
0:	
Additional Recovery to HUD:	

Rehab Escrow

Contingency Amount:	4063
Cash Management Organization and Contact Name:	Heskin/Sigmt Partners
Address:	7400 E. Crestline Circle
City:	Greenwood Village
State:	CO Zip: 80111
Phone Number:	3037733330
Repair Overnight Organization and Contact Name:	Heskin/Sigmt 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 8.6, Mortgage Restructuring Upload (Closing) Screen

Update data and click the Save button in the bottom of the Mortgage Restructuring Upload Closing screen to open the Information Saved Screen (shown as Figure, 8-7, Upload (Closing) Information Saved Screen), Then Click the Save button in the screen to save data into M2M database.

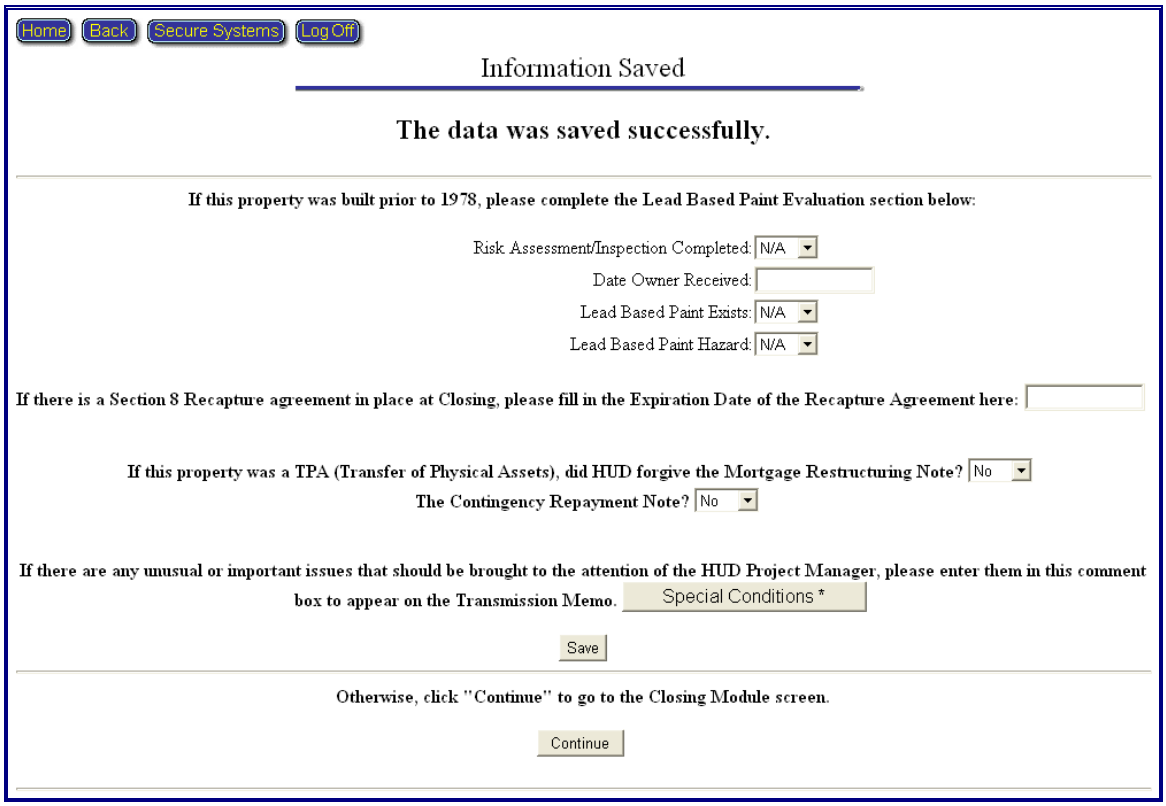


Figure 8.7, Upload (Closing) Information Saved Screen

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, 8-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

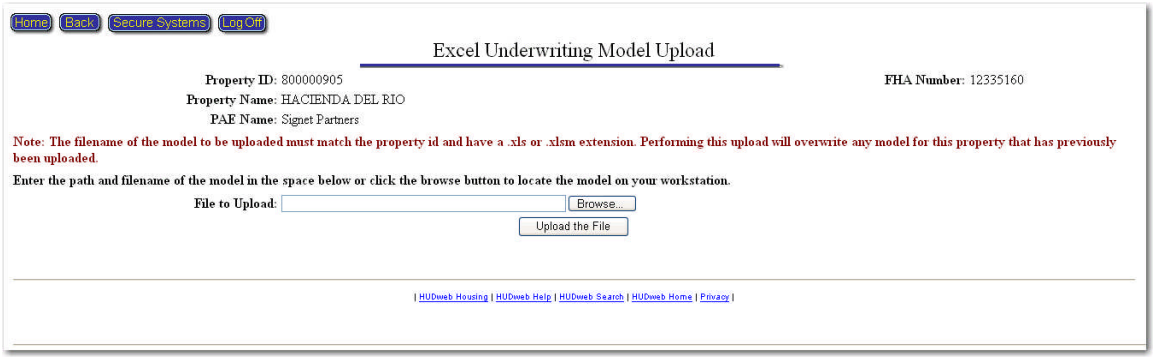


Figure 8-8, Excel Underwriting Model Screen

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 Closing

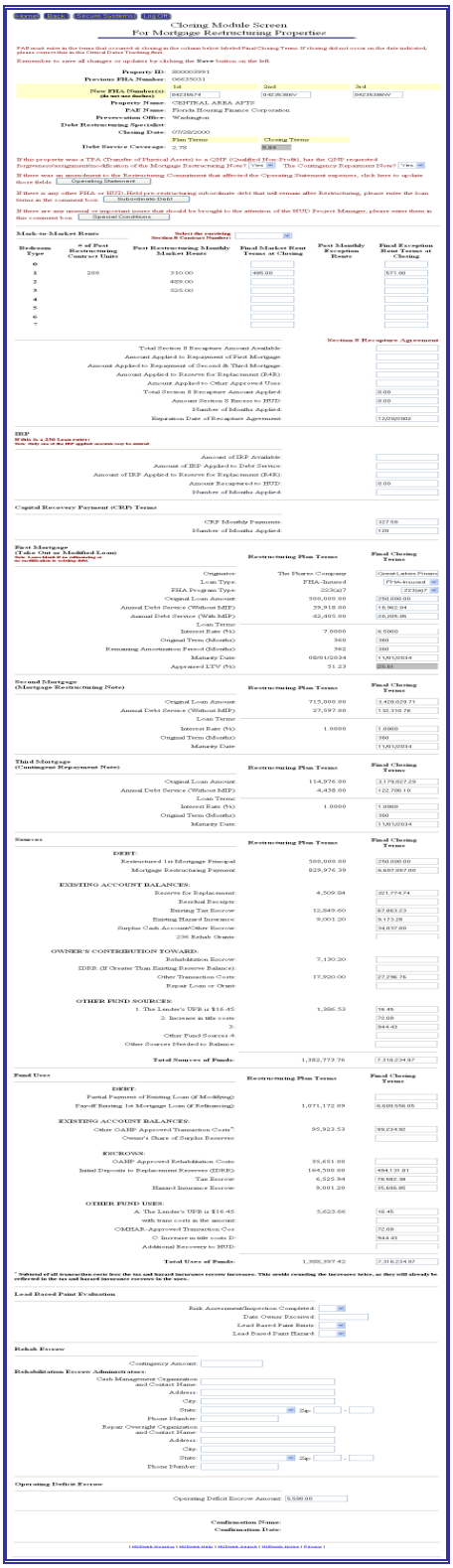
The following subsections provide additional information on the data that is required to populate Mortgage Restructuring Closing terms:

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

8.2.2.1 Closing Module Screen

If no properties appear on the resulting screen from the search criteria, the User should verify in Critical Dates Tracking that the plan was submitted, approved, and a closing date was entered. Clicking an underlined contract number link will take the user directly to the Closing Module screen, shown in Figure 8-9, for that property. The screen consists of the following subsections:

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



Closing Module Screen
For Mortgage Restructuring Properties

PAE must enter in the terms that occurred at closing in the columns/rows labeled Final/Closing Terms. If closing did not occur on the date indicated, please correct this in the Critical Dates Tracking Screen.

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

Property ID: 800003991
Previous FHA Number: 06635031

New FHA Number(s) (do not use dashes)	1st	2nd	3rd
	0421674	0428288W	0421638W

Property Name: CENTRAL AREA APTS
PAE Name: Florida Housing Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/28/2000

	Plan Terms	Closing Terms
Debt Service Coverage:	2.79	2.28

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

If there was an amendment to the Restructuring Commitment that affected the Operating Statement expenses, click here to update these fields: Operating Statement

If there is any other FHA or HUD-Held pre-restructuring subordinate debt that will remain after Restructuring, please enter the loan terms in the comment box: Subordinate Debt

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in this comment box: Special Conditions

Mark-to-Market Rents — Select the corresponding 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	495.00		571.00
2		409.00			
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 (RFR):	
Amount Applied to Other Approved Uses:	
Total Section 8 Recapture Amount Applied:	0.00
Amount Section 8 Recaptured to HUD:	0.00
Number of Months Applied:	
Separation Date of Recapture Agreement:	12/01/2002

IRP
If this is a 236 Loan entry:
Note: Only one of the IRP applied amounts may be entered.

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

Capital Recovery Payment (CRP) Terms

CRP Monthly Payments:	327.58
Number of Months Applied:	120

First Mortgage (Take Out or Modified Loan) Note the Loan Number Change if a modification is being done	Restructuring Plan Terms	Final Closing Terms
Originator	The Pharos Company	Great Lakes Finance
Loan Type	FHA-Insured	FHA-Insured
FHA Program Type	223(a)7	223(a)7
Original Loan Amount	500,000.00	250,000.00
Annual Debt Service (Without MIP)	39,918.00	15,962.04
Annual Debt Service (With MIP)	42,405.00	20,205.06
Loan Terms		
Interest Rate (%)	7.0000	6.5000
Original Term (Months)	360	360
Remaining Amortization Period (Months)	342	360
Maturity Date	08/01/2034	11/01/2034
Appraised LTV (%)	51.23	25.61

Second Mortgage (Mortgage Restructuring Note)	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	715,000.00	3,428,629.71
Annual Debt Service (Without MIP)	27,597.00	132,318.78
Loan Terms		
Interest Rate (%)	1.0000	1.0000
Original Term (Months)		360
Maturity Date		11/01/2034

Third Mortgage (Contingent Repayment Note)	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	114,976.00	3,179,627.29
Annual Debt Service (Without MIP)	4,438.00	122,798.10
Loan Terms		
Interest Rate (%)	1.0000	1.0000
Original Term (Months)		360
Maturity Date		11/01/2034

Sources	Restructuring Plan Terms	Final Closing Terms
DEBT:		
Restructured 1st Mortgage Principal	500,000.00	250,000.00
Mortgage Restructuring Payment	829,976.39	8,607,857.00
EXISTING ACCOUNT BALANCES:		
Reserve for Replacement	4,509.94	321,774.74
Residual Receipts		
Existing Tax Escrow	12,849.60	67,863.23
Existing Hazard Insurance	9,001.20	5,173.28
Surplus Cash Account/Other Escrow		34,637.00
236 Rehab Grants		
OWNER'S CONTRIBUTION TOWARD:		
Rehabilitation Escrow	7,130.20	
DDER (If Greater Than Existing Reserve Balance)		
Other Transaction Costs	17,920.00	27,296.76
Repair Loan or Grant		
OTHER FUND SOURCES:		
1. The Lender's UPB is $16.45	1,386.53	16.45
2. Increase in title costs		72.09
3.		944.43
Other Fund Sources 4		
Other Sources Needed to Balance		
Total Sources of Funds:	1,382,773.76	7,318,234.97

Fund Uses	Restructuring Plan Terms	Final Closing Terms
DEBT:		
Partial Payment of Existing Loan (If Modifying)		
Payoff Existing 1st Mortgage Loan (If Refinancing)	1,071,172.69	6,608,556.05
EXISTING ACCOUNT BALANCES:		
Other GAHP Approved Transaction Costs*	95,923.53	99,234.92
Owner's Share of Surplus Reserves		
ESCROWS:		
GAHP Approved Rehabilitation Costs	39,651.00	
Initial Deposits to Replacement Reserves (DDER)	164,500.00	494,131.81
Tax Escrow	6,525.94	76,882.38
Hazard Insurance Escrow	9,001.20	35,696.95
OTHER FUND USES:		
A. The Lender's UPB is $16.45	5,623.66	16.45
with trans costs in the amount		
GMHAF-Approved Transaction Cos		72.09
C. Increase in title costs D		944.43
Additional Recovery to HUD:		
Total Uses of Funds:	1,382,397.42	7,318,234.97

* Subtract all transaction costs from the tax and hazard insurance escrow increases. This avoids creating the increases twice, as they will already be collected in the tax and hazard insurance escrows in the sum.

Lead Based Paint Evaluation

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

Rehab Escrow

Contingency Amount:	

Rehabilitation Escrow Administrator:

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:	5,500.00

Confirmation Name:
Confirmation Date:

| MfHome Screen | MfHome Help | MfHome Search | MfHome Home | Exit |

Figure 8-9, Closing Module Screen

8.2.2.2 Print the Transmission Memo

The Print the Transmission Memo (an example of which is on the next page as Figure, 8-10, Closing Memo for Mortgage Restructuring Properties) contains all the Closed property's 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	04235374	250,000.00
2nd**	HUD	M2M Mortgage Restructuring Note	04235386V	3,828,029.71
3rd**	HUD	M2M Contingency Repayment Note	04235386W	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	1,580.17

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:

RE Gross Income (assisted and unassisted rents + Comm & other income - vacancy/bad debt)	1,269,293.00
Less: Expenses	1,169,734.00
Reserve for Replacement	78,000.00
CRP (Invested funds returned to owner; amount anticipated per underwriting)	3,931.00
Equals: ANOI	117,630.00
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	327.38
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 Administrator:		
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	35,696.85
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:

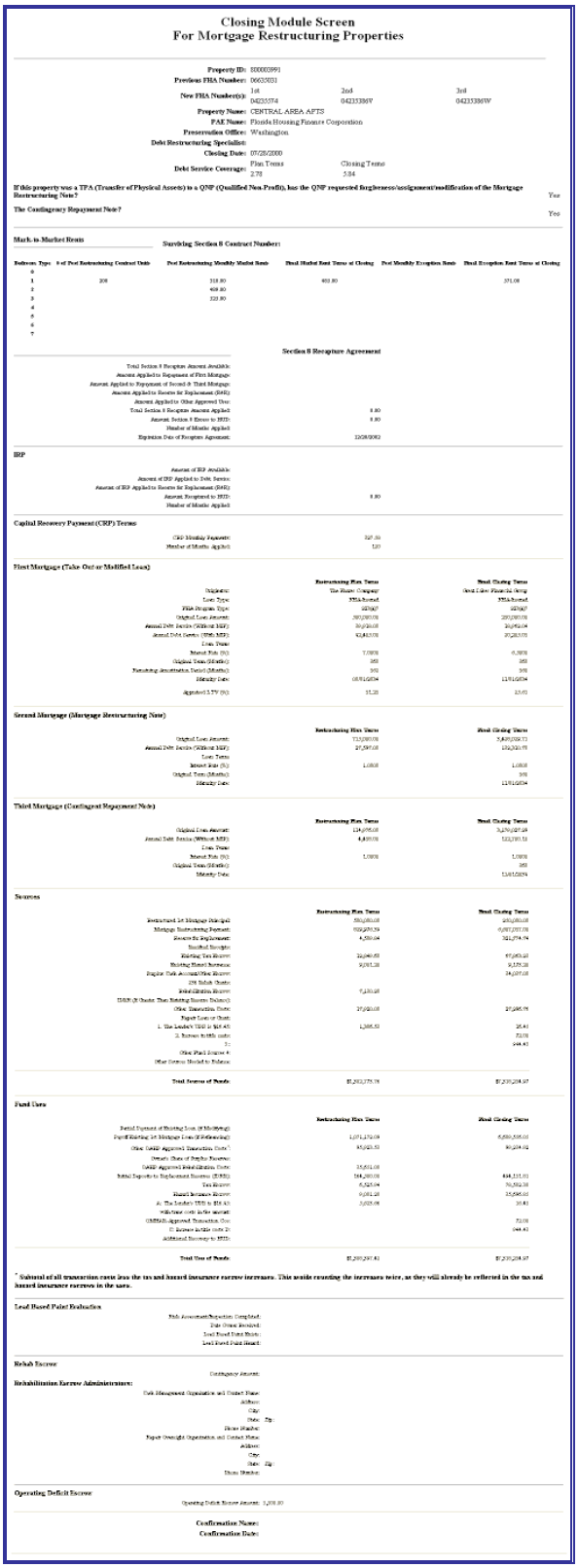
Direct questions to PATRICIA AMERSON. Direct post-closing cash management questions to Jo Anne Garrison, OAHP Closing Technical Manager at 202-708-0001 x8376.

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 8-10, Closing Memo

8.2.2.3 Printable View of Closing Module Screen

The Printable View of Closing Module Screen (an example of which is on the next page as Figure, 8-11, Printable View for Mortgage Restructuring Properties) contains all the Closed property's information for printing:



Closing Module Screen
For Mortgage Restructuring Properties

Property ID: 800003991
Previous FHA Number: 06032031
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 2.78, Closing Terms 5.84

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	208	318.00	403.00		371.08
2		408.00			
3		528.00			
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 Escrow for Replacement (SHE):	
Amount Applied to Other Approved Use:	
Total Section 8 Recapture Amount Applied:	0.00
Amount Section 8 Escrow to HFD:	0.00
Number of Months Applied:	
Expiration Date of Recapture Agreement:	12/28/2002

HIP

Amount of HIP Available:	
Amount of HIP Applied to Debt Service:	
Amount of HIP Applied to Escrow for Replacement (SHE):	
Amount Recaptured to HFD:	0.00
Number of Months Applied:	

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment:	527.00
Number of Months Applied:	120

First Mortgage (Take Out or Modified Loan)

	Restructuring Plan Terms	Final Closing Terms
Lenders:	The Water Company	Great Lakes Finance Group
Loan Type:	538A Bonad	538A Bonad
FHA Program Type:	542(b)7	542(b)7
Original Loan Amount:	2,000,000.00	2,000,000.00
Annual Debt Service (With or MIP):	30,0[illegible].00	30,0[illegible].04
Annual Debt Service (Sans MIP):	27,[illegible].00	27,[illegible].00
Loan Date:		
Mortgage Rate (%):	7.000%	6.500%
Original Term (Months):	360	360
Remaining Amortization Period (Months):	360	360
Maturity Date:	08/01/2034	11/01/2034
Appraised LTV (%):	55.00	55.00

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	7,[illegible],000.00	5,[illegible],[illegible].77
Annual Debt Service (With or MIP):	27,[illegible].00	1[illegible],[illegible].00
Loan Terms		
Interest Rate (%):	1.000%	1.000%
Original Term (Months):		360
Maturity Date:		11/01/2034

Third Mortgage (Contingent Repayment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	1,[illegible],000.00	3,[illegible],[illegible].00
Annual Debt Service (Without MIP):	4,[illegible].00	1[illegible],[illegible].00
Loan Terms		
Interest Rate (%):	1.000%	1.000%
Original Term (Months):		360
Maturity Date:		11/01/2034

Sources

	Restructuring Plan Terms	Final Closing Terms
Restructured 1st Mortgage (Principal):	500,000.00	200,000.00
Mortgage Restructuring Payment:	900,000.00	6,000,000.00
Escrow for Replacement:	4,500.00	321,774.74
Residual Receipts:		
Existing Tax Escrow:	22,040.00	57,000.00
Existing Insurance Escrow:	2,000.00	2,125.00
Regular Debt Accounts/Other Escrow:		14,000.00
236 Rehab Grants:		
Other Grants/Escrow:	7,100.00	
HUD (If Greater Than Existing Escrow Balance):		
Other Transaction Costs:	17,000.00	17,000.00
Regular Loan or Grant:		
1. The Lender's TBD is $[illegible]:	1,000.00	25.00
2. Escrow Refill costs:		72.00
3.:		448.40
Other Fund Source 4:		
Other Sources Needed to Balance:		
Total Sources of Funds:	$1,453,175.00	$7,539,298.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (If Modifying):		
Payoff Existing 1st Mortgage Loan (If Refinancing):	1,071,170.00	6,000,000.00
Other HUD Approved Transaction Costs *:	35,000.00	90,000.00
Demolition Costs of Surplus Facilities:		
HUD Approved Rehabilitation Costs:	35,000.00	
Initial Deposits to Replacement Reserve (SHE):	104,000.00	414,111.00
Tax Escrow:	6,500.00	70,000.00
Hazard Insurance Escrow:	6,000.00	15,000.00
A. The Lender's TBD is $[illegible]:	2,000.00	10.00
HUD Approved Costs in the amount:		
(HUD Approved Transaction Cos		72.00
B. Escrow Refill costs 2:		448.40
Additional Escrows to HFD:		
Total Use of Funds:	$1,253,670.00	$7,539,298.97

* 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 Order Received:	
Lead Based Paint Hazard:	
Lead Hazard Paint Hazard:	

Rehab Escrow

Contingency Amount:	

Rehabilitation Escrow Administrators:

Debt 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:	1,200.00

Confirmation Name:
Confirmation Date:

Figure 8-11, Printable View of Closing Screen

9 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 9-1, Property and Report Selection Screen:

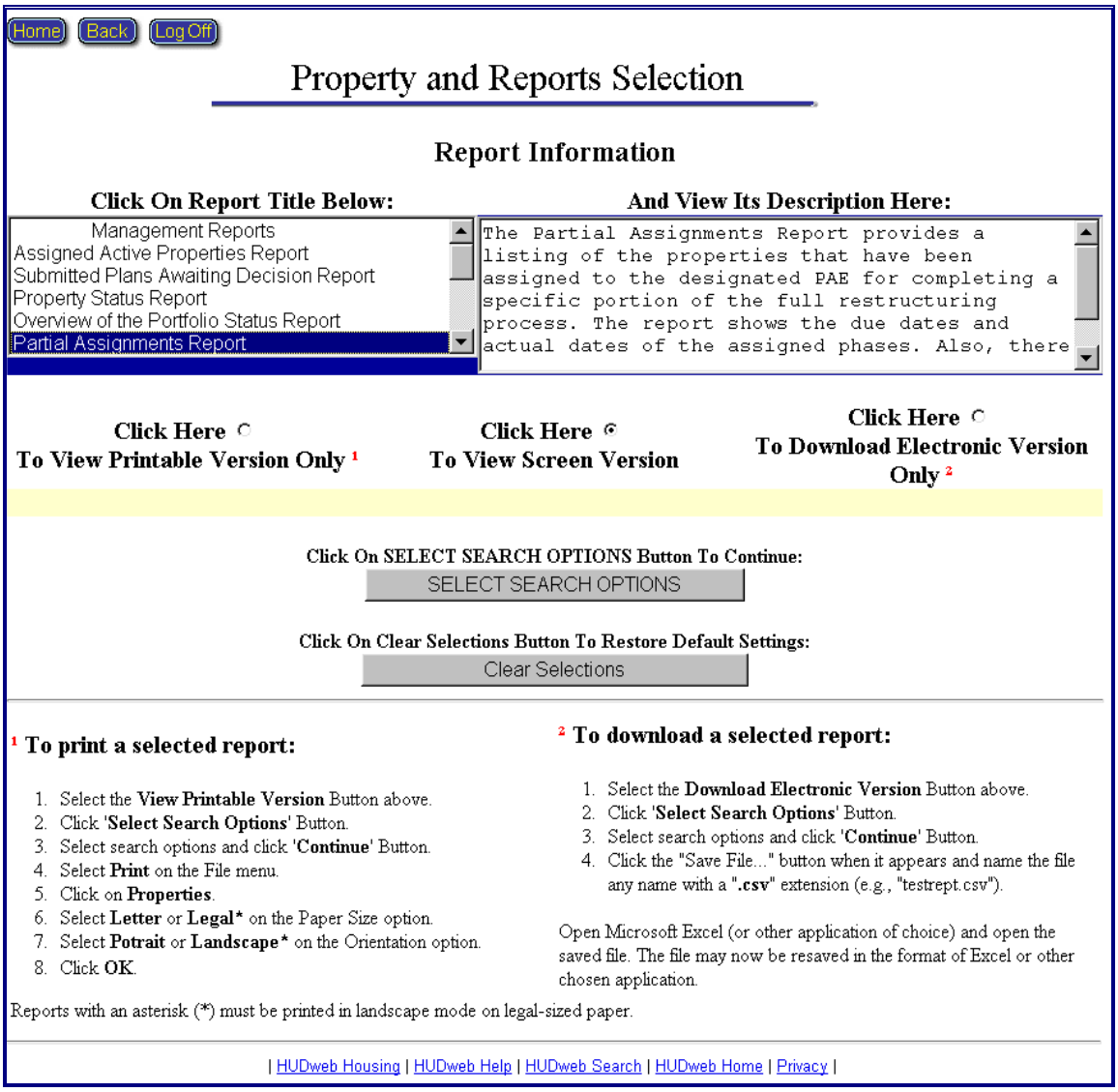


Figure 9-1, Property and Report Selection Screen

9.1 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
- Rent Comparability Review Progress Report
- Rent Comparability Review Progress Report – MU2M
- 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.

9.2 Assigned Active Properties Report

The Assigned Active Properties Report (Figure 9-2, 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.

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Assigned Active Properties Report

Today's Date: 11/12/2004

Preservation Office: Washington

PAE Name	Property Name	Section 8 Contract Renewal Type	Last Critical date	Date	Property ID	Property City	Property State
Florida Housing Finance Corporation	CARAVAN APTS	Mortgage Restructuring	Closing Documents Distributed by PAE	12/12/2000	800003971	JACKSONVILLE	FL
Florida Housing Finance Corporation	CARVER GARDENS	Mortgage Restructuring	OAHP Receives PAE resubmission	11/11/1999	800003978	GAINESVILLE	FL
Florida Housing Finance Corporation	CENTRAL AREA APTS	Mortgage Restructuring	Closing Date	07/28/2000	800003991	MIAMI	FL
Florida Housing Finance Corporation	EMERSON ARMS	Rent Reduction Only	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	05/01/2000	800004066	JACKSONVILLE	FL
Florida Housing Finance Corporation	OAKLAND TERRACE	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	11/15/1999	800004329	JACKSONVILLE	FL
Florida Housing Finance Corporation	OAKWOOD TERRACE I	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	11/17/2000	800004331	PENSACOLA	FL
Florida Housing Finance Corporation	TIDEWATER APARTMENTS	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	10/09/2003	800004510	PERRY	FL
Florida Housing Finance Corporation	TROPICAL MANOR APARTMENTS	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	10/09/2003	800004524	MERRITT ISLAND	FL
Marion County Housing Authority	CLEVELAND ARMS APARTMENTS	Rent Reduction Only	OAHP Receives Referral from Field Office	06/30/1999	800004008	JACKSONVILLE	FL

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Figure 9-2, Assigned Active Properties Report

9.3 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.

Figure 9-3, Submitted Plans Awaiting Decision Report

9.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 9-4, 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.

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Overview of the Portfolio Status Report

Today's Date: 11/12/2004

Preservation Office: Washington

PAE Name	State	Property Name	Property ID	Status	Section 8 Contract Renewal Type	Accepted Date	Submitted Date	Approved Date	Closing Date	Other Completed Date
Florida Housing Finance Corporation	FL	CARAVAN APTS	800003971	Active	Mortgage Restructuring	10/14/1999			12/12/2000	
Florida Housing Finance Corporation	FL	CARVER GARDENS	800003978	Active	Mortgage Restructuring	04/18/2000	05/31/2001		11/30/2000	11/22/2000
Florida Housing Finance Corporation	FL	CENTRAL AREA APTS	800003991	Active	Mortgage Restructuring	12/01/1999	04/11/2000	12/19/2002	07/28/2000	
Florida Housing Finance Corporation	FL	EMERSON ARMS	800004066	Active	Rent Reduction Only	07/10/1999	01/07/2000	01/24/2000		
Florida Housing Finance Corporation	FL	OAKLAND TERRACE	800004329	Active	Rent Reduction Only	07/10/1999	03/30/2000			
Florida Housing Finance Corporation	FL	OAKWOOD TERRACE I	800004331	Active	Rent Reduction Only	07/15/1999	09/05/2000			
Florida Housing Finance Corporation	FL	TIDEWATER APARTMENTS	800004510	Active	Rent Reduction Only	08/17/2000	09/30/2000			
Florida Housing Finance Corporation	FL	TROPICAL MANOR APARTMENTS	800004524	Active	Rent Reduction Only	11/02/1999	08/01/2000			
Marion County Housing Authority	FL	CLEVELAND ARMS APARTMENTS	800004008	Active	Rent Reduction Only					

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Figure 9-4, Overview of the Portfolio Status Report

9.5 Partial Assignments Report

The Partial Assignments Report (Figure 9-5, 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.

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Partial Assignments Report

Today's Date: 08/13/2008

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 Da
Heskin Signet Partnership	MA	OLDE ENGLISH VILLAGE	800008744	Completed						01/03/2003					03/31/20

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Partial Assignments Report

Today's Date: 08/13/2008

e: New York

perty ame	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
DE GLISH LAGE	800008744	Completed						01/03/2003					03/31/2004	03/31/2004	

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Figure 9-5, Partial Assignments Report

9.6 Late Submissions Report

The Late Submissions Report (Figure 9-6-1, 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 9-6-2, 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.

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OAHP Report of Late Submissions

As of 7/20/2011

Comp Reviews	
Rent Reductions	
Mortgage Restructurings*	8
Total	8

*Based on 8 month submissions.

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Figure 9-6-1, Late Submissions Report part I

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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

Figure 9-6-2, Late Submissions Report part II

9.7 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 9-7 on the next page) 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.

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Rent Comparability Review Progress Report

Today's Date: 11/12/2004

	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
Indiana Housing Finance Authority										
Preservation Office: New York										
ANTILLEAN MANOR COOPERATIVE	CT	Completed		09/24/1999	07/20/1999		03/05/2000			Review in Process
Preservation Office Total				1	1	0	1	0	0	
MASSACHUSETTS HOUSING FINANCE AGENCY										
JUDSON HOUSE	MA	Active	02335147	09/24/1999	09/02/1999		12/11/2000			Review in Process
Preservation Office Total				1	1	0	1	0	0	
PAE Total				2	2	0	2	0	0	

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Figure 9-7, Rent Comparability Review Progress Report

9.8 Rent Comparability Review Progress Report - MU2M

The Rent Comparability Review Progress Report (illustrated as Figure 9-8 on the next page) 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.

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Post M2M Rent Comparability Review Progress Report

Today's Date: 11/12/2004

	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
Marion County Housing Authority										
Preservation Office: Centralized Closing										
BETH ASHER	CA	Active	12144801	02/20/2002	11/20/2002					Review in Process
Preservation Office Total				1	1	0	0	0	0	
PAE Total				1	1	0	0	0	0	

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Figure 9-8, Rent Comparability Review Progress Report – MU2M

9.9 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 9-9, Rent Reduction Only Progress Report (Part I) and Figure 9-10, 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.

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Rent Reduction Only Progress Report -- Part I

Today's Date: 08/13/2008

	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)	O Rec Co F Justi (Form Subm
Heskin Signet Partnership															
Preservation Office: Chicago															
Mapleleaf Apartments	IA	Active	07435115	05/18/2006	05/22/2006	05/25/2006	08/23/2006		05/29/2006	05/23/2006	05/23/2006			07/25/2006	07/26/
ROOSEVELT INDEPENDENCE	IL	Active*	07135436	12/13/2005		01/02/2006	04/02/2006		04/01/2006						
FRANKLIN COURT	OH	Active	04635501	03/28/2006	03/29/2006	04/03/2006	07/02/2006		05/15/2006	04/24/2006	04/24/2006			06/15/2006	06/16/
PAE Total				**3**	**2**	**3**	**3**	**0**	**3**	**2**	**2**	**0**	**0**	**2**	
Illinois Housing Development Authority															
CLIFTON APTS	IL	Active	07135499	07/01/2005	07/19/2005	08/01/2005	10/30/2005		08/26/2005	08/24/2005	08/24/2005			10/14/2005	10/17/
FOREST APARTMENTS	IL	Active	07135678	07/11/2006	07/19/2006	07/26/2006	10/24/2006		07/28/2006						
HUMBOLDT BUILDING	IL	Active	07194040	04/07/2006	04/25/2006	05/02/2006	07/31/2006		05/30/2006	05/16/2006	05/16/2006			07/12/2006	07/12/
PAE Total				**3**	**3**	**3**	**3**	**0**	**3**	**2**	**2**	**0**	**0**	**2**	
Indiana Housing Finance Authority															
COUNTRY WOOD APARTMENTS VERSAILLES	IN	Active	07335404	05/18/2006	05/22/2006	05/23/2006	08/21/2006		06/16/2006	06/06/2006	06/06/2006			07/27/2006	07/28/
ELGIN MANOR APARTMENTS	IN	Active	07311230	03/28/2006	03/31/2006	04/04/2006	07/03/2006		04/25/2006	04/10/2006	04/10/2006			06/15/2006	06/16/
RICHFIELD APARTMENTS FORT WAYNE	IN	Active	07335641	05/09/2006	05/12/2006	05/19/2006	08/17/2006		05/22/2006	05/15/2006	05/15/2006			07/13/2006	07/14/
SPRING HILL APARTMENTS II	IN	Active	07335425	07/11/2006	07/14/2006	07/17/2006	10/15/2006		07/25/2006						
PAE Total				**4**	**4**	**4**	**4**	**0**	**4**	**3**	**3**	**0**	**0**	**3**	
OAHP Chicago - Heskin															
PLUM TREE WEST	CA	Active*	12135563	07/10/2008											
PAE Total				**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Utah Housing Corporation															
COUNTRYSIDE COURT	UT	Active	10535135	02/22/2006	02/22/2006	03/02/2006	05/31/2006		04/11/2006	03/10/2006	03/10/2006			05/11/2006	05/12/
Preservation Office Total				**12**	**10**	**11**	**11**	**0**	**11**	**8**	**8**	**0**	**0**	**8**	

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Rent Reduction Only Progress Report -- Part I

Today's Date: 08/13/2008

rty e	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 Justfication for Recommendation (Form 10.2)	OAHP Receives Complete PAE Justification (Form 10.2) Submission	OAHP Approves PAE Lite Recommendation
hip															
icago															
	Active	07435115	05/18/2006	05/22/2006	05/25/2006	08/23/2006		05/29/2006	05/23/2006	05/23/2006			07/25/2006	07/26/2006	08/02/2006
	Active*	07135436	12/13/2005		01/02/2006	04/02/2006		04/01/2006							
	Active	04635501	03/28/2006	03/29/2006	04/03/2006	07/02/2006		05/15/2006	04/24/2006	04/24/2006			06/15/2006	06/16/2006	06/23/2006
			3	**2**	**3**	**3**	**0**	**3**	**2**	**2**	**0**	**0**	**2**	**2**	**2**
ment Authority															
	Active	07135499	07/01/2005	07/19/2005	08/01/2005	10/30/2005		08/26/2005	08/24/2005	08/24/2005			10/14/2005	10/17/2005	11/30/2005
	Active	07135678	07/11/2006	07/19/2006	07/26/2006	10/24/2006		07/28/2006							
	Active	07194040	04/07/2006	04/25/2006	05/02/2006	07/31/2006		05/30/2006	05/16/2006	05/16/2006			07/12/2006	07/12/2006	07/27/2006
			3	**3**	**3**	**3**	**0**	**3**	**2**	**2**	**0**	**0**	**2**	**2**	**2**
: Authority															
	Active	07335404	05/18/2006	05/22/2006	05/23/2006	08/21/2006		06/16/2006	06/06/2006	06/06/2006			07/27/2006	07/28/2006	08/04/2006
	Active	07311230	03/28/2006	03/31/2006	04/04/2006	07/03/2006		04/25/2006	04/10/2006	04/10/2006			06/15/2006	06/16/2006	06/26/2006
	Active	07335641	05/09/2006	05/12/2006	05/19/2006	08/17/2006		05/22/2006	05/15/2006	05/15/2006			07/13/2006	07/14/2006	07/28/2006
	Active	07335425	07/11/2006	07/14/2006	07/17/2006	10/15/2006		07/25/2006							
			4	**4**	**4**	**4**	**0**	**4**	**3**	**3**	**0**	**0**	**3**	**3**	**3**
t															
	Active*	12135563	07/10/2008												
			1	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
on															
	Active	10535135	02/22/2006	02/22/2006	03/02/2006	05/31/2006		04/11/2006	03/10/2006	03/10/2006			05/11/2006	05/12/2006	05/24/2006
Office Total			**12**	**10**	**11**	**11**	**0**	**11**	**8**	**8**	**0**	**0**	**8**	**8**	**8**

Figure 9-9, Rent Reduction Only Progress Report (Part I)

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Rent Reduction Only Progress Report -- Part II

Today's Date: 08/13/2008

	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
Heskin Signet Partnership											
Preservation Office: Chicago											
Mapleleaf Apartments	IA	Active	07435115	08/02/2006							
ROOSEVELT INDEPENDENCE	IL	Active*	07135436								
FRANKLIN COURT	OH	Active	04635501	06/23/2006							
PAE Total				**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Illinois Housing Development Authority											
CLIFTON APTS	IL	Active	07135499	11/30/2005	11/30/2005	01/31/2006					
FOREST APARTMENTS	IL	Active	07135678								
HUMBOLDT BUILDING	IL	Active	07194040	07/27/2006							
PAE Total				**2**	**1**	**1**	**0**	**0**	**0**	**0**	**0**
Indiana Housing Finance Authority											
COUNTRY WOOD APARTMENTS VERSAILLES	IN	Active	07335404	08/04/2006							
ELGIN MANOR APARTMENTS	IN	Active	07311230	06/26/2006							
RICHFIELD APARTMENTS FORT WAYNE	IN	Active	07335641	07/28/2006							
SPRING HILL APARTMENTS II	IN	Active	07335425								
PAE Total				**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OAHP Chicago - Heskin											
PLUM TREE WEST	CA	Active*	12135563								
PAE Total				**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Utah Housing Corporation											
COUNTRYSIDE COURT	UT	Active	10535135	05/24/2006							
Preservation Office Total				**8**	**1**	**1**	**0**	**0**	**0**	**0**	**0**

Figure 9-10, Rent Reduction Only Progress Report (Part II)

9.10 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 9-11, Mortgage Restructuring Progress Report (Part I) and Figure 9-12, 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.

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Mortgage Restructuring Progress Report

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

Today's Date: 07/14/2011

	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	Tenant Meeting - #2
Signet Partners																						
Preservation Office: Chicago																						
HACIENDA DEL RIO	AZ	Active	12335160	12/14/2010	12/16/2010	08/21/2011	12/22/2010	05/03/2011	01/06/2011					01/06/2011	07/21/2011		02/08/2011	02/07/2011		06/21/2011	06/28/2011	
CREEKSIDE PLACE	CO	Active	10135512	07/01/2010	07/09/2010	03/31/2011	07/14/2010	07/15/2010	07/20/2010					07/20/2010	08/11/2010	08/30/2010	08/19/2010	08/19/2010	08/30/2010	07/19/2010	07/26/2010	02/16/2011
Robinson Heights Apartments	IA	Active	07435125	02/26/2010	03/02/2010	01/31/2011	03/03/2010	03/05/2010	03/25/2010					03/25/2010	05/06/2010	04/14/2010	04/22/2010	04/13/2010	04/22/2010	03/11/2010	03/19/2010	
FRIEND SHIP MANOR I	ID	Active	12411005	02/09/2011	02/11/2011		02/16/2011	02/18/2011	02/25/2011					02/25/2011	03/31/2011	03/29/2011	04/01/2011	03/22/2011	04/01/2011	03/07/2011	03/09/2011	
AUBURN MANOR APARTMENTS	IL	Active	07111122	06/04/2010	06/11/2010	09/30/2011	06/17/2010	06/21/2010	07/08/2010					07/08/2010	07/21/2010	08/07/2010	08/16/2010	07/30/2010	08/16/2010	07/08/2010	07/15/2010	04/20/2011
RAVINIA HOUSING	IL	Active	07135467	02/13/2009	02/18/2009	08/31/2011	02/26/2009	02/27/2009	03/11/2009					03/11/2009	11/12/2009	10/21/2009	04/30/2009	04/09/2009	10/30/2009	09/17/2009	10/30/2009	06/08/2010
SLATE CREEK APARTMENTS	IL	Active	07211080	12/19/2008	01/06/2009	08/31/2011	01/12/2009	01/16/2009	01/20/2009					01/20/2009	02/24/2009	03/13/2009	03/26/2009	03/04/2009	03/26/2009	02/26/2009	03/03/2009	09/01/2009
WILDBERRY VILLAGE	IL	Active	07135734	05/26/2009	05/29/2009	07/29/2011	05/30/2009	06/07/2009	06/19/2009					06/19/2009	01/27/2010	02/09/2010	07/24/2009	07/13/2009	02/09/2010	01/13/2010	01/15/2010	11/17/2010
WILLOW OAKS APTS I	IL	Active	07235652	03/17/2010	03/19/2010	07/29/2011	03/25/2010	04/01/2010	04/07/2010					04/07/2010	10/20/2010	11/01/2010	05/04/2010	04/30/2010	11/11/2010	11/02/2010	11/11/2010	07/12/2011
BELMONT ESTATES	IN	Active	07335635	03/11/2009	03/17/2009	07/31/2011	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	12/16/2009
CARRIAGE HOUSE NEW ALBANY	IN	Active	07335592	02/18/2011	02/23/2011		02/28/2011	07/08/2011	03/04/2011					03/04/2011			03/31/2011	04/06/2011				
CARRIAGE HOUSE RICHMOND	IN	Active	07311325	09/07/2010	09/14/2010	09/30/2011	09/17/2010	02/15/2011	09/30/2010					09/30/2010	03/24/2011	03/03/2011	11/04/2010	11/04/2010	03/24/2011	02/15/2011	02/21/2011	
ELGIN MANOR APARTMENTS	IN	Active	07311230	10/15/2009	10/20/2009	04/29/2011	10/23/2009	10/24/2009	11/11/2009					11/11/2009	12/16/2009	12/09/2009	12/11/2009	12/14/2009	01/13/2010	11/11/2009	01/13/2010	07/13/2010
LAKELAND APARTMENTS	IN	Active	07335639	09/30/2010	10/05/2010	08/31/2011	10/08/2010	10/21/2010	10/21/2010					10/21/2010	12/08/2010	11/08/2010	11/22/2010	11/23/2010	11/23/2010	10/21/2010	10/28/2010	
RIVER RUN APARTMENTS	IN	Active	07335531	05/18/2010	05/25/2010	07/29/2011	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	
CLINTON PLACE	MI	Active*	04435500	04/24/2009	04/28/2009	12/31/2010	05/04/2009															
FOX RIDGE	MI	Active	04735218	06/27/2011	06/28/2011		07/05/2011	07/11/2011														
VILLAGE MANOR APARTMENTS	MI	Active	04411079	05/05/2010	05/07/2010	09/30/2011	05/12/2010	05/14/2010	06/01/2010					06/01/2010	07/15/2010	07/04/2010	07/06/2010	07/06/2010	07/15/2010	06/24/2010	06/30/2010	04/21/2011
CHICAGO AVE APARTMENTS	MN	Active	09235399	10/09/2009	10/14/2009	09/30/2011	10/19/2009	10/23/2010	11/11/2009					11/11/2009	06/23/2010	08/23/2010	01/21/2010	12/16/2009	06/23/2010	05/14/2010	06/02/2010	03/17/2011
FALLS MEADOWRIDGE TOWNHOUSES	MN	Active	09235338	10/23/2009	10/27/2009	06/30/2011	11/02/2009	03/22/2010	11/20/2009					11/17/2009	05/05/2010	04/20/2010	12/21/2009	12/14/2009	03/24/2010	03/15/2010	03/24/2010	12/15/2010
GREENVALE PLACE	MN	Active	09211197	07/21/2009	07/23/2009	09/30/2011	07/28/2009	03/22/2010	08/12/2009					08/12/2009	05/06/2010	05/05/2010	09/14/2009	09/17/2009	04/21/2010	04/13/2010	04/21/2010	12/16/2010
TOWER HILL APARTMENTS	MT	Active	09335113	12/14/2010	12/16/2010	08/14/2011	12/22/2010	05/02/2011	01/06/2011					01/06/2011	07/06/2011	06/20/2011	02/07/2011	02/09/2011	07/06/2011	06/07/2011	06/14/2011	
COMMUNITY HOMES I	ND	Active	09444001	06/17/2011	06/22/2011		06/27/2011	07/01/2011	07/11/2011					07/11/2011								
COMMUNITY HOMES II	ND	Active	09444007	06/17/2011	06/22/2011		06/27/2011	07/01/2011														
FRENCH VILLAGE	NE	Active	10311017	07/01/2010	07/09/2010	07/31/2011	07/14/2010	07/15/2010	07/20/2010	07/20/2010												
Homestead Village	NE	Active	10338021	01/29/2010	02/02/2010	07/31/2011	02/08/2010	02/11/2010	02/26/2010					02/26/2010	05/05/2010	03/08/2010	03/31/2010	03/31/2010	03/31/2010	02/25/2010	03/08/2010	02/09/2011
L-E-W HSG FOR ELDERLY	NE	Active	10311016	01/29/2010	02/02/2010	08/31/2011	02/08/2010	07/28/2010	02/26/2010					02/26/2010	08/31/2010	08/31/2010	03/29/2010	04/05/2010	08/31/2010	08/04/2010	08/11/2010	02/10/2011
Centennial Park Arms Apartments	NV	Active	12511057	12/14/2010	12/16/2010		12/22/2010	12/28/2010	01/06/2011					01/06/2011	02/08/2011	01/14/2011	02/07/2011	02/07/2011	02/07/2011	01/18/2011	01/25/2011	
Community Gardens	NV	Active	12511062	12/14/2010	12/16/2010		12/22/2010	12/28/2010	01/06/2011					01/06/2011	02/09/2011	01/14/2011	02/09/2011	02/09/2011	02/09/2011	01/18/2011	01/21/2011	
ROSE GARDEN TOWNHOUSES	NV	Active	12544001	09/03/2009	09/09/2009	08/31/2011	09/11/2009	10/14/2010	10/05/2009					10/05/2009	11/30/2010	08/12/2010	01/13/2010	11/06/2009	11/30/2010	08/04/2010	08/23/2010	
WILSHIRE PLACE, LTD.	OH	Active	04333270	11/25/2008	12/02/2008	07/29/2011	12/05/2008	12/17/2008	12/17/2008					12/17/2008	01/20/2009	01/05/2009	03/11/2009	01/05/2009	03/11/2009	12/19/2008	01/06/2009	09/22/2009
MONUMENTAL-PRIDE HOMES	TN	Active	08135072	01/12/2010	01/19/2010	06/30/2011	01/25/2010	02/01/2010	02/10/2010					02/10/2010	03/17/2010	03/12/2010	03/12/2010	03/05/2010	03/12/2010	02/25/2010	03/08/2010	
Preservation Office Total				**32**	**32**	**25**	**32**	**31**	**29**	**1**	**0**	**0**	**0**	**28**	**26**	**25**	**27**	**27**	**25**	**26**	**26**	**15**
PAE Total				**32**	**32**	**25**	**32**	**31**	**29**	**1**	**0**	**0**	**0**	**28**	**26**	**25**	**27**	**27**	**25**	**26**	**26**	**15**

Figure 9-11, Mortgage Restructuring Progress Report (Part I)

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Mortgage Restructuring Progress Report
(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/13/2008

	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	Tra Me subm to Multif Hous
Heskin Signet Partnership																	
Preservation Office: New York																	
OLDE ENGLISH VILLAGE	MA	Completed*	02344191	01/03/2003			01/21/2003							03/31/2004		07/14/2004	05/18/20
Preservation Office Total				1	0	0	1	0	0	0	0	0	0	1	0	1	1
PAE Total				1	0	0	1	0	0	0	0	0	0	1	0	1	1

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Mortgage Restructuring Progress Report
(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/13/2008

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
artnership																
ice: New York																
Completed*	02344191	01/03/2003			01/21/2003							03/31/2004		07/14/2004	05/18/2004	
n Office Total		1	0	0	1	0	0	0	0	0	0	1	0	1	1	0
		1	0	0	1	0	0	0	0	0	0	1	0	1	1	0

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Figure 9-12, Mortgage Restructuring Progress Report (Part II)

9.11 Focus on Production Report

The Focus on Production Report (Figure 9-13, 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 9-14, 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.

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Focus on Production Report

As of 9/13/2001

Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	13		1	12
Next Week	9			9
September, 2001	47		1	46
October, 2001	53			53
November, 2001	3			3
December, 2001				
January, 2002				
February, 2002				
September, 2001 - February, 2002	103		1	102

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Figure 9-13, Focus on Production Report Part I

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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:

| MD | FRANKLIN SQUARE SCHOOL 100 | 800009224 | 07/21/2004 | 11/17/2004 |

Comment:

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Figure 9-14 Focus on Production Report Part II

9.12 Properties On Hold Report

The Properties On Hold Report (Figure 9-15, 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.

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Properties On Hold Report

Today's Date: 11/15/2004

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Florida Housing Finance Corporation						
Preservation Office: Washington						
TIDEWATER APARTMENTS	FL	Active	06335043	Rent Reduction Only	12/25/2000	12/31/2000
Preservation Office Total					**1**	**1**
PAE Total					**1**	**1**

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Figure 9-15, Properties On Hold Report

9.13 Underwriting Tracking Report

The Underwriting Tracking Report (Figure 9-16, Underwriting Tracking Report) lists all Full Debt Restructurings currently submitted to OAHP for Underwriting Review.

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Underwriting Tracking Report

Today's Date: 11/15/2004

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Utah Housing Corporation							
Preservation Office: Chicago							
Underwriting Region: San Francisco							
LORNA DOONE APARTMENTS	UT	Active	10510501	06/28/2004	06/28/2004		
Underwriting Region Total				**1**	**1**	**0**	
Preservation Office Total				**1**	**1**	**0**	
PAE Total				**1**	**1**	**0**	

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Figure 9-16, Underwriting Tracking Report

10 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.

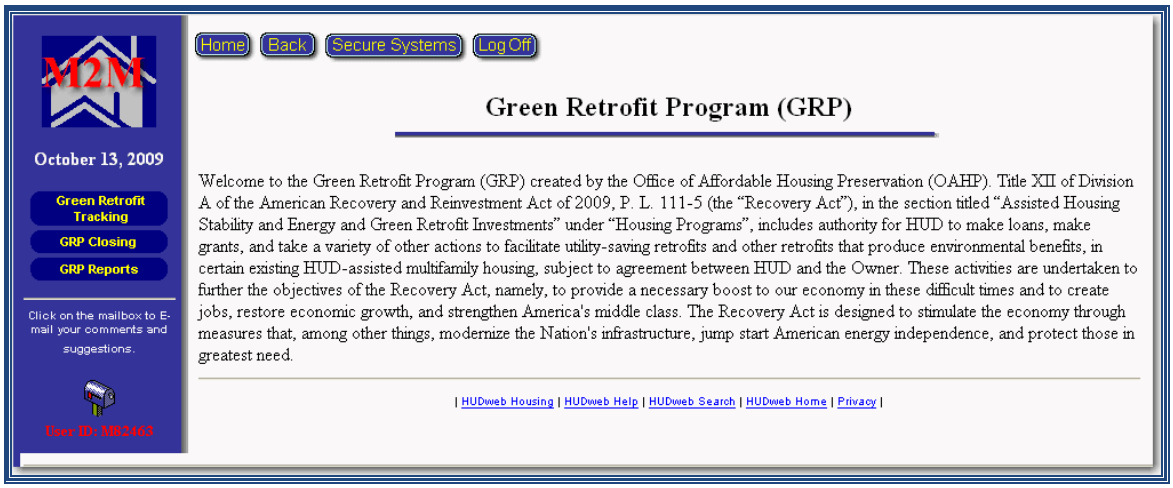

Figure 10, Green Retrofit Program Screen

10.1 Green Retrofit Tracking Module Button

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

10.2 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.

10.3 GRP Reports Module Button

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

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the Green Retrofit Tracking button on left menu of Green Retrofit Menu screen. Within the Green

Retrofit Tracking module, PAE 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 10-1, Search Criteria for Critical Dates Tracking Screen.

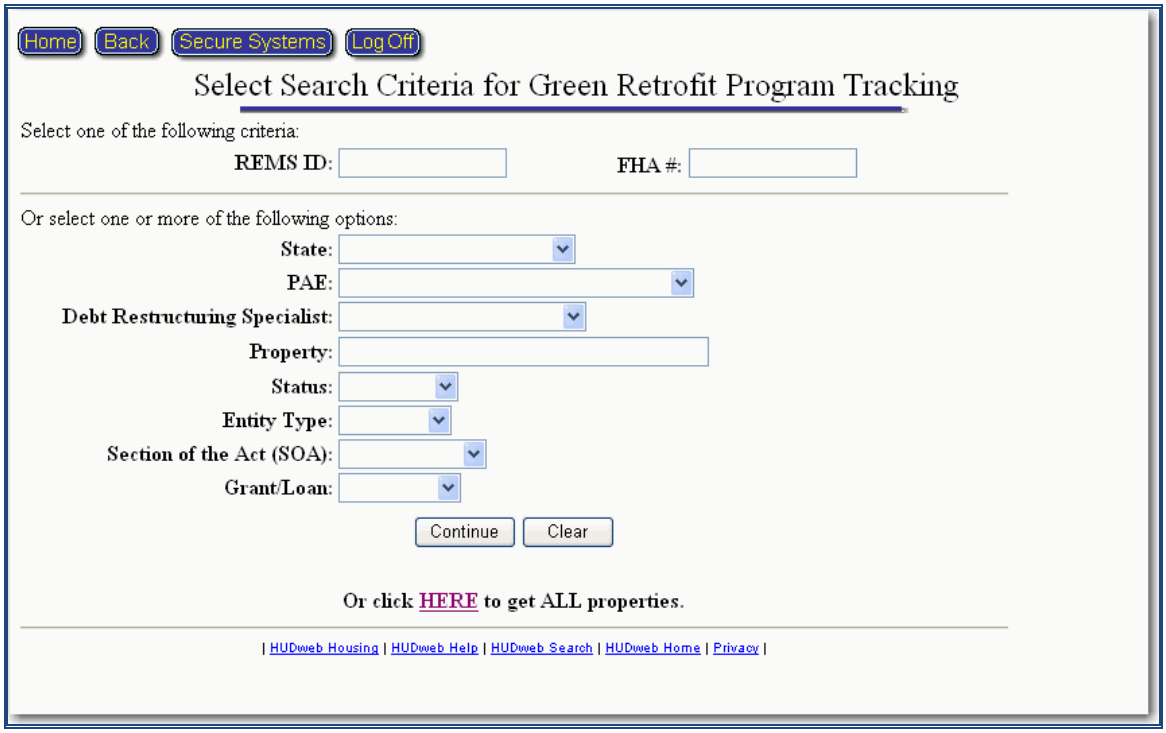

Figure 10-1, Select Search Criteria for Green Retrofit Program Tracking

Select one of the following criteria available to retrieve properties for the Green Retrofit Program 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 Green Retrofit Program Tracking module:

* Select a State from the drop-down list
* Enter a Property's Name
* Select a Property's Status (Active or Completed)
* Select an Entity Type (Profit or Non Profit)
* Select an Section of the Act (SOA)
* Select an Grant/Loan (Grant or Grant/Loan)
* Click the underlined HERE link to retrieve all properties in the system (assigned to your ID).

10.4.1 Assigned Properties Screen

The Assigned Green Retrofit Program Properties screen (Figure 10-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

Figure 10-2, Assigned Green Retrofit Program Properties

Each PAE User will see a list of all of the properties assigned to them (based on the criteria used to retrieve property). If a PAE User has been assigned a property which is not included in the search results (again, depending upon the search criteria), the PAE User should check with its PAE Coordinator to ensure the assignment has been made in Secured Systems. If the Coordinator does not have access to the property to assign it, the Coordinator should notify its OAHP Preservation Office or OAHP HQ of the discrepancy to obtain a resolution.

10.4.2 Contract Number Link

The Assigned Green Retrofit Program Properties screen displays all assigned properties and associated contracts. It also contains the highlighted contract number Contract Number FL29M000113 as a link to access the Green Retrofit Program Tracking module.

Select and click the underlined contract link to retrieve a Green Retrofit Program Tracking screen to enter or view the critical dates related to that property. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Green Retrofit Program Tracking screen (discussed in the next section).

10.4.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 10-3, Green Retrofit Program Tracking Screen,

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Green Retrofit Program Tracking

HEREMS Property ID: 800211718
Primary FHA Number: 176EE016
Contract Number: AK068991002
Preservation Office: Washington
HUD Project Manager: LEONA L BLANKENSHIP
Region: Seattle
Debt Restructuring Specialist: NORMAN DAILEY
OAHP/PAE Underwriter: NANCY J RICHARDS

Property Name: Cranberry Ridge
PAE Name: Heskin Signet Partnership
Entity Type: Non-Profit
Grant/Loan: Grant/Loan
Section of the Act (SOA): 202

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:	04/25/2007	C	
OAHP Receives Green Retrofit Package:	04/24/2009	C *	
Complete Application ☐ Yes ☐ No:		C	
Duplicate Application ☐ Yes ☐ No:		C	
OAHP Returns Green Retrofit Package ☑ Yes ☐ No:	04/24/2009	C *	

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets:	04/21/2009	C	
PAE Clears and OAHP Approves COI:	04/19/2009	C	
PAE Accepts Assignment:	04/20/2009		Save and Continue
PAE IFA Validation Feasibility Test Completed ☑ Pass ☐ Fail:	04/21/2009	C	
OAHP Approved PAE's IFA Analysis	04/22/2009	C	

Phase: Waivers/Holds

Waiver:	05/01/2009	C	Reason: Due Diligence
Waiver No. of Days:	123	C	
OAHP Places Property On Hold:	05/02/2009	C	Reason: Closing
Anticipated On Hold Removal Date:	05/03/2009	C	
OAHP Removes Property From On Hold:	05/04/2009	C	

Phase: Due Diligence

3rd Party Reports Ordered:	06/01/2009	C
Tenant Meeting:	06/02/2009	C
3rd Party Reports Accepted as Approvable:	06/03/2009	C
Title Bring-Down Received:	06/04/2009	C
Due Diligence Completed:	06/05/2009	C

Phase: Underwriting

PAE Submits Green Retrofit Plan Submission to OAHP:	07/01/2009	C
OAHP Receives PAE's Green Retrofit Plan Submission:	07/02/2009	C
Date Proposed GR Plan Assigned to Underwriter:	07/03/2009	C
Date Underwriter Review of GR Plan Complete:	07/04/2009	C
GPCA Reviewer ELAINE VAKALOPOULOS		
Exhibit A Review Approval Date:	07/05/2009	C
PO/HQ Loan Committee Date:	07/06/2009	C
Green Retrofit Plan Approved by OAHP:	07/07/2009	C

Phase: Commitment Stage

Green Retrofit Plan Commitment Received by OAHP:	08/01/2009	C	
Green Retrofit Plan Commitment Reviewed by OAHP:	08/02/2009	C	
718-Package Completed and Delivered by OAHP:	08/03/2009	C	
718 Approved:	08/04/2009	C	Reason: Commitment
718-Approved Grant Amount:		C	
718-Approved Loan Amount:		C	
Green Retrofit Plan Commitment Sent to Owner:	08/05/2009	C	
Green Retrofit Plan Commitment Executed by Owner:	08/06/2009	C	
Green Retrofit Plan Commitment Executed by OAHP:	08/07/2009	C	
Expiration Date of Green Retrofit Plan Commitment:	08/08/2009	C	

Phase: Closing

Scheduled Closing Date:	09/01/2009	C
PAE Counsel Ready to Close Date:	09/02/2009	C
Closing Date:	09/03/2009	C
Amount of Closed Grant:	12,345.00	C
Amount of Closed Loan:	54,321.00	C

Phase: Post Closing

Critical Documents Received by OAHP:	10/01/2009	C
Closing Documents Distributed by PAE:	10/02/2009	C
GRP Pre-Development Incentive Paid (Date):	10/03/2009	C
GRP Pre-Development Incentive Paid (Amount):	35,000.00	C
Retrofit/Repair Completion Date:	10/04/2009	C
GRP Efficiency Incentive Paid (Date):	10/05/2009	C
GRP Efficiency Incentive Paid (Amount):	2,468.00	C
Job Creation Incentive Paid (Date):	10/06/2009	C
Job Creation Incentive Paid (Amount):	345,678.00	C
Number of Jobs Created/Saved:	2,468	C
Expected Utility Savings per Project:	123,456.00	C

OAHP Comment Text: C *
PAE Comment Text: C *

Save

Figure 10-3, Green Retrofit Program Tracking Screen

10.5 GREEN RETROFIT PROGRAM 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 10-4, Select Search Criteria for GRP Closing Screen.

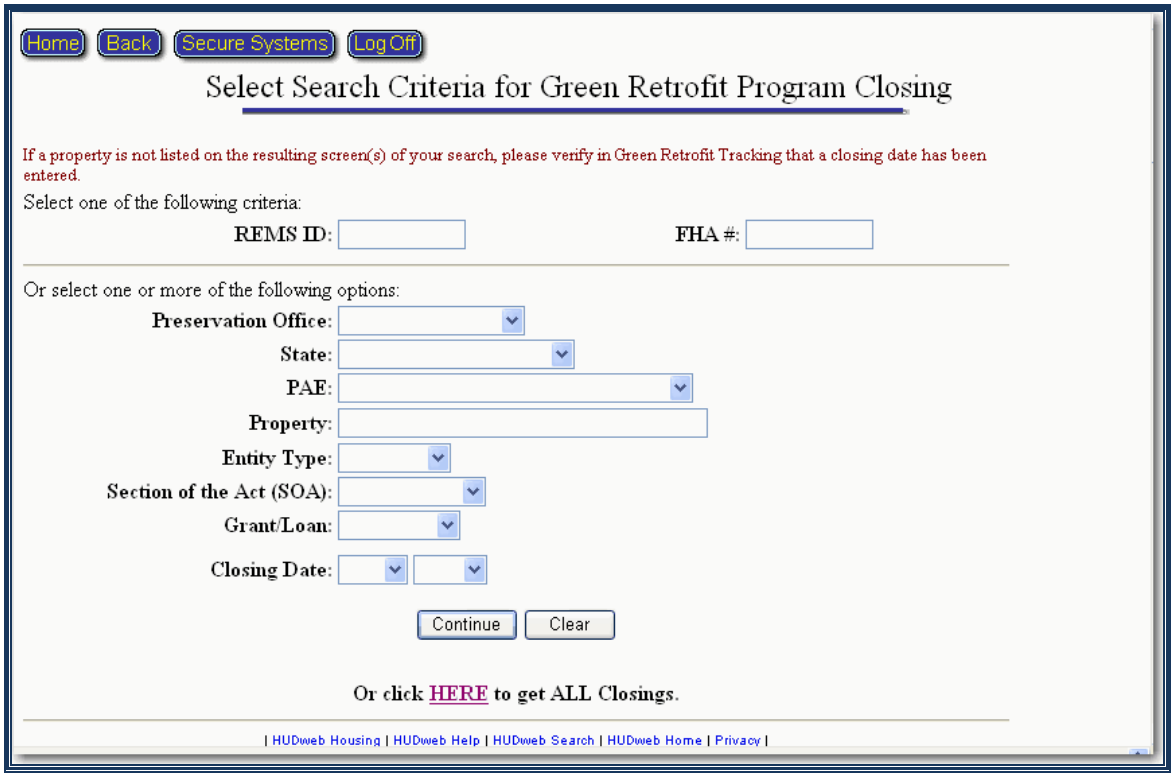


Figure 10-4, Select Search Criteria for GRP Closing Screen

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

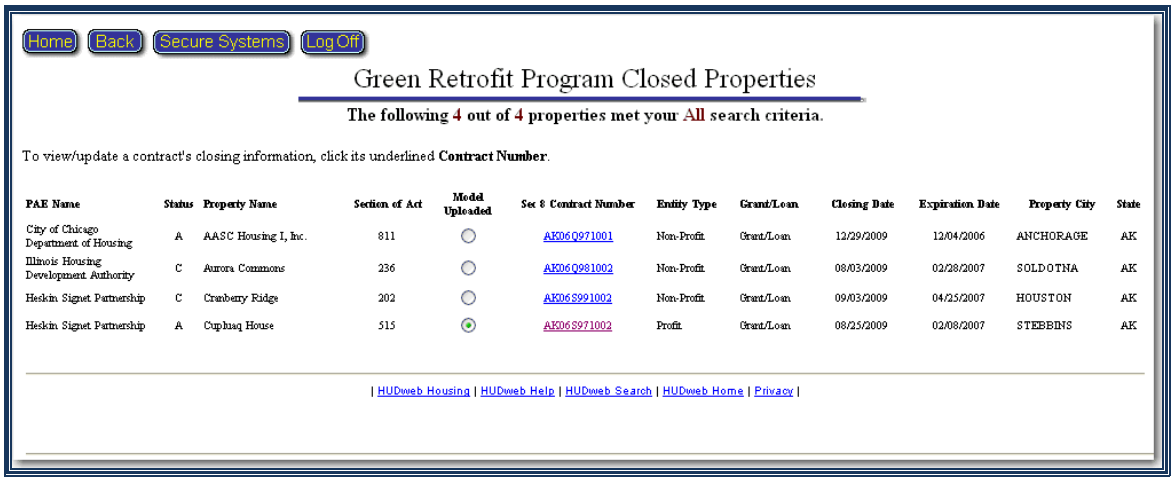
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

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 10-5, 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 10-5, Green Retrofit Program Closed properties Screen.



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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

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Figure 10-5, GRP Closed Properties Screen

10.5.1 Green Retrofit Program 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 10-6, 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.

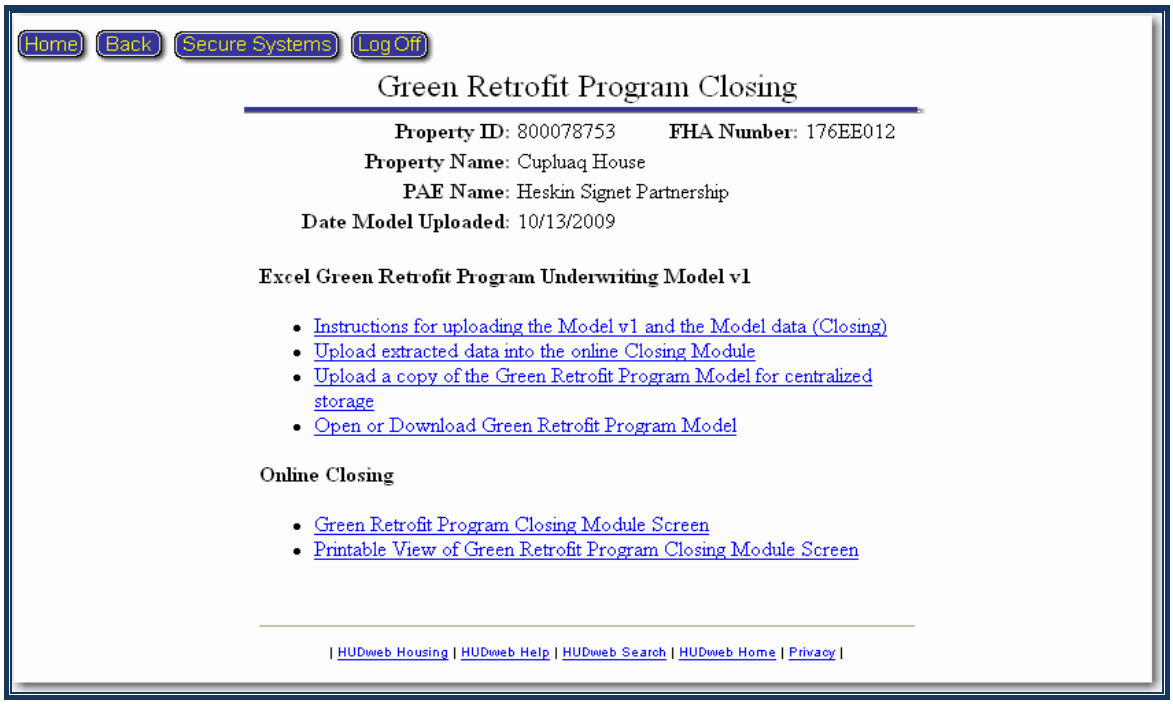


Figure 10-6, Green Retrofit Program Closing Screen

10.5.2 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

10.5.2.1 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, 10-7, 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 10-7, How to Upload Extract and Model Screen

10.5.2.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online GRP Closing Module (shown as Figure, 10-8, Upload GRP (Closing) Screen) contains general and detailed information on how to upload extracted data into the online GRP Closing Module:

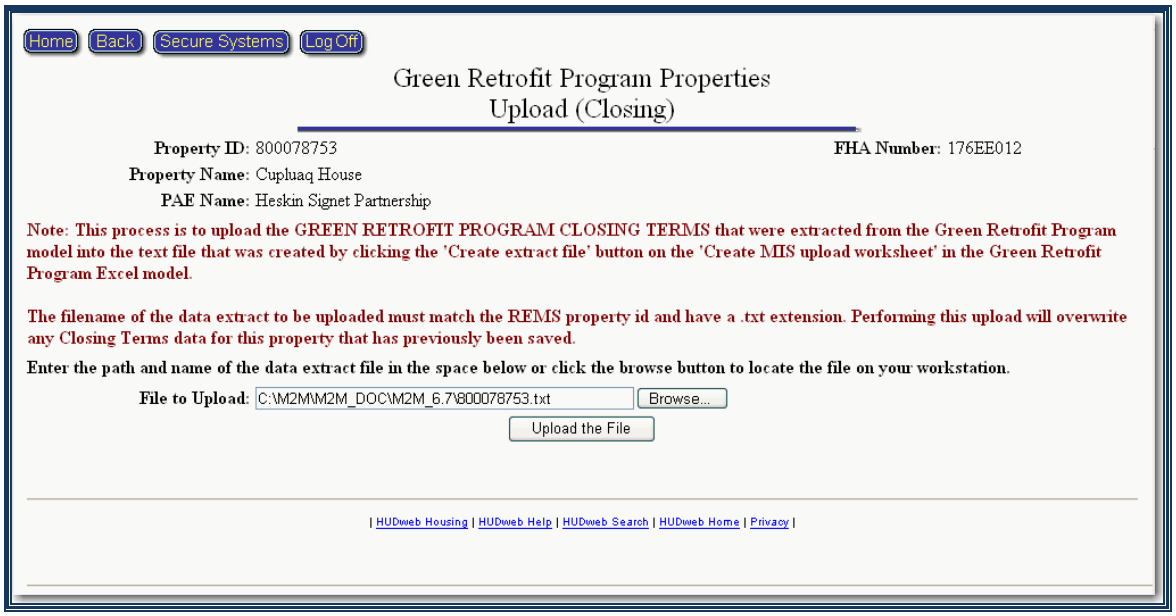
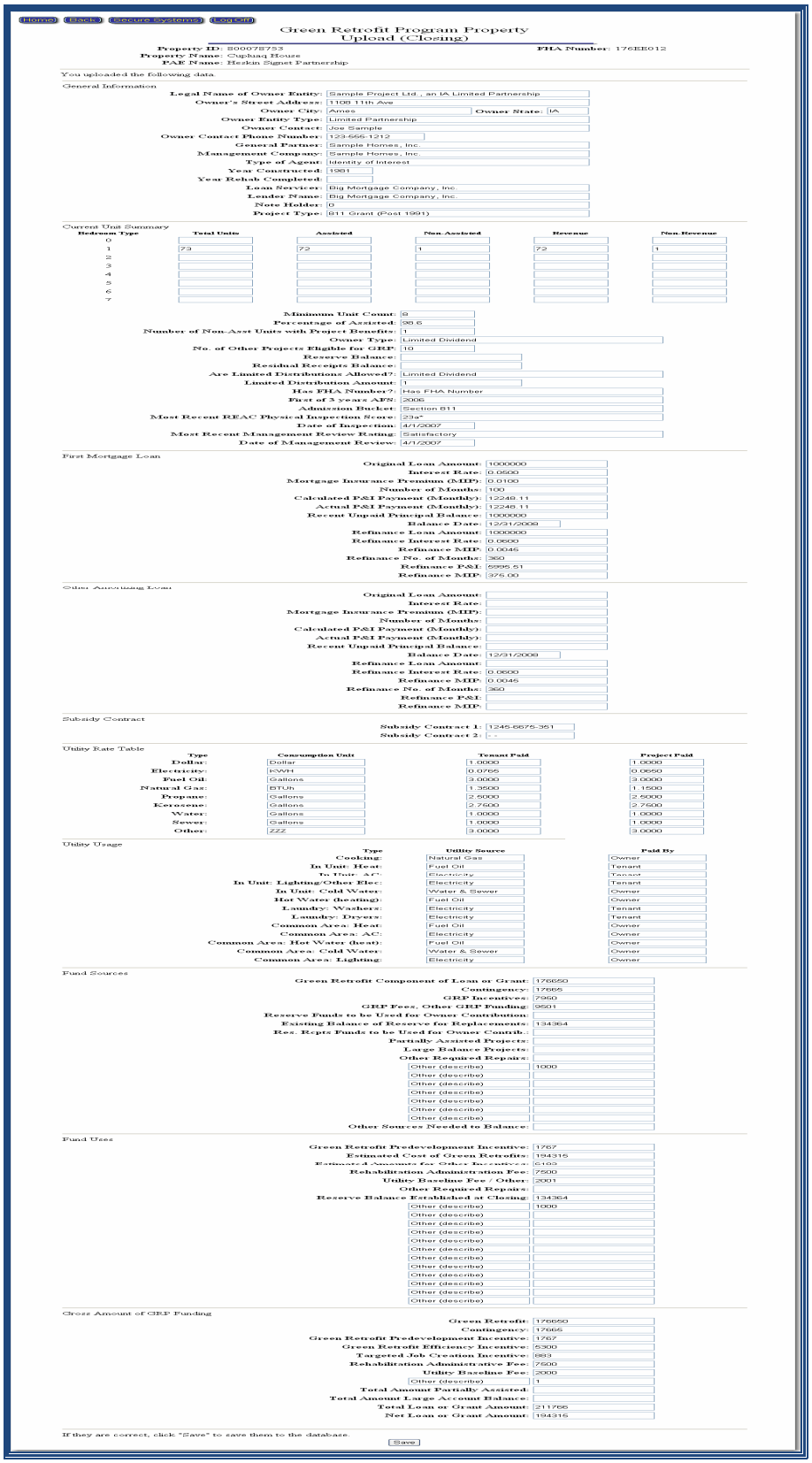


Figure 10-8, Green Retrofit Program Properties Upload (Closing) Screen

Click the Upload the File button to open the Green Retrofit Program Properties Upload (Closing) Screen (shown as Figure, 10-9, Green Retrofit Program Properties Upload (Closing) Screen):



Home | Back | Secure Systems | Log Off

Green Retrofit Program Property
Upload (Closing)

Property ID: 800078753 **FHA Number:** 176EE012
Property Name: Cuphaag 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:	123-666-1212
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:	9
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 FHA Number?:	Has FHA Number
First of 3 years AFS:	2006
Admission Bucket:	Section 811
Most Recent REAC Physical Inspection Score:	23a7
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:	0.0600
Mortgage Insurance Premium (MIP):	0.0100
Number of Months:	100
Calculated P&I Payment (Monthly):	12248.11
Actual P&I Payment (Monthly):	12248.11
Recent Unpaid Principal Balance:	1000000
Balance Date:	12/31/2009
Refinance Loan Amount:	1000000
Refinance Interest Rate:	0.0600
Refinance MIP:	0.0045
Refinance No. of Months:	360
Refinance P&I:	6995.51
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:	12/31/2009
Refinance Loan Amount:	
Refinance Interest Rate:	0.0600
Refinance MIP:	0.0045
Refinance No. of Months:	360
Refinance P&I:	
Refinance MIP:	

Subsidy Contract

Subsidy Contract 1:	1245-6675-351
Subsidy Contract 2:	- -

Utility Rate Table

Type	Consumption Unit	Tenant Paid	Project Paid
Dollar:	Dollar	1.0000	1.0000
Electricity:	KWH	0.0755	0.0550
Fuel Oil:	Gallons	3.0000	3.0000
Natural Gas:	BTUh	1.3500	1.1500
Propane:	Gallons	2.5000	2.5000
Kerosene:	Gallons	2.7600	2.7600
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: A/C:	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: A/C:	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:	17665
GRP Incentives:	7950
GRP Fees, Other GRP Funding:	9501
Reserve Funds to be Used for Owner Contribution:	
Existing Balance of Reserve for Replacements:	134364
Res. Rcpts 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:	194315
Estimated Amounts for Other Incentives:	5300
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)	
Other (describe)	

Gross Amount of GRP Funding

Green Retrofit:	176650
Contingency:	17665
Green Retrofit Predevelopment Incentive:	1767
Green Retrofit Efficiency Incentive:	5300
Targeted Job Creation Incentive:	663
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:	211755
Net Loan or Grant Amount:	194315

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

Save

Figure 10-9, GRP Properties Upload (Closing) Screen

Update data and click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to open the Information Saved Screen (shown as Figure, 10-10, GRP Properties Upload (Closing) Information Saved Screen), Then Click the Save button in the screen to save data into M2M database.

Figure 10-10, GRP Properties Upload (Closing) Information Saved Screen

10.5.2.3 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, 10-11, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

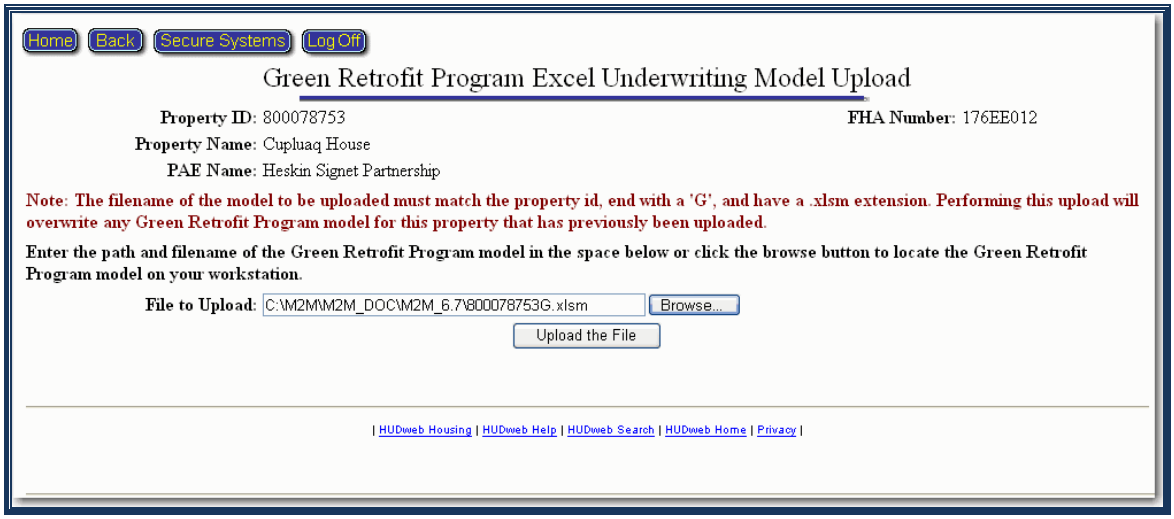


Figure 10-11, Excel Underwriting Model Screen

Performing Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 10-12, 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 Scren.

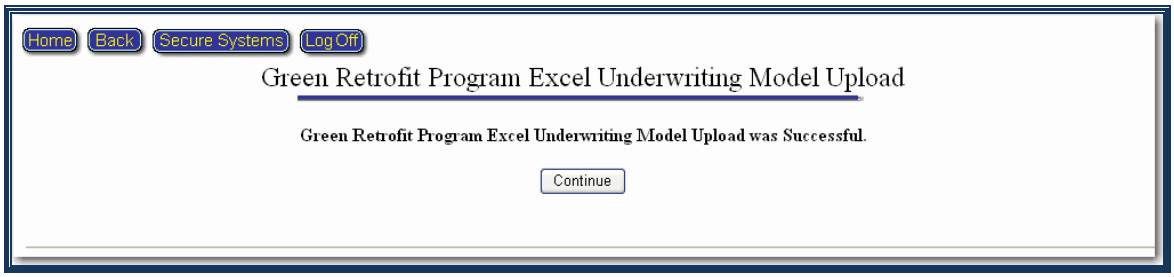


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

10.5.2.4 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.

10.5.3 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

10.5.3.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 13-9, Closing Module Screen, contains the following sections:

* Genera; 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. Any data changes that may have been made will also be saved.

Closing Module Screen
For Green Retrofit Program Properties

General Information

Property ID: 800000087
Property Name:
Property Address:
Property City:
Property State:
FHA Number:
Contract Number:
HUD Region:
PAE Name:
Legal Name of Owner Entity:
Owner's Street Address:
Owner City:
Owner State:
Owner Entity Type:
Owner Contact:
Owner Contact Phone:
General Factors:
Management Company:
Type of Agent:
Year Constructed:
Year Rehab Completed:
Loan Servicer:
Lender Name:
Note 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: 1-11-11-1
Next 2 characters: 1-11-1
Last 3 digits: 1-11-11-1
Project Type if Has FHA Number:
First of 3 years AFS:
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 Assuming 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 Replacement:	0.00
Res. Repts 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 Retrofit:	0.00
Estimated Amounts for Other Incentives:	0.00
Rehabilitation Administrative 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 Escrow 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 You:
First and Last Name: for character only
Confirmation Date: 10/14/2009

Figure 10-13, GRP Closing Module Screen

10.5.3.2 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, 10-14, 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:	00007075
Property Name:	Cuplung Tower
Property Address:	P.O. Box 101 Lot 15Blk 2 Stubbins Blushery S/D
Property City:	STEBBINS
Property State:	ALASKA
FHA Number:	176B2012
Contract Number:	AS26B07002
HUD Region:	Seattle
PAE Name:	Brokin Bigot Partnership
Legal Name of Owner Entity:	Sample Project Ltd., an Ltd. Limited Partnership
Owner's Street Address:	1108 11th Ave
Owner City:	Seattle
Owner State:	Ca
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 Ownership:	Partnership of Interest
Year Constructed:	1991
Year Rehab Completed:	
Loan Servicer:	Big Mortgage Company, Inc.
Lender Name:	Big Mortgage Company, Inc.
Non Rider:	0
Closing Date:	08/23/2000
Project Type:	811 Omni (Post 1992)

Current Unit Summary

Bedroom Type	Total Units	Assisted	Non Assisted	Revenue	Non Revenue
0	0	0	0	0	0
1	73	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:	73	72	1	72	1

Minimum Unit Count:	0
Percentage of Assisted:	98.60
Number of Non-Asst Units with Project Benefits:	1
Type of Ownership:	Limited Dividend
No. of Other Projects Eligible for GRP:	10
Start Balance:	0.00
Residual Receipts 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:	BB
Last 3 digits:	012
Project Type if Has FHA Number:	811 Omni (Post 1992)
First of 3 years AFS:	2006
Admission Docket:	Section 811
Most Recent REAC Physical Inspection Score:	25a7
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:	0.0300
Mortgage Insurance Premium (MIP):	0
Number of Months:	180
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:	12/31/2008
Refinance Loan Amount:	1,000,000.00
Refinance Interest Rate:	0.0600
Refinance MIP:	0
Refinance No. of Months:	360
Refinance P&I:	3,995.31
Refinance MIP:	375.00
Refinance P&I and MIP:	4,370.31

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:	12/31/2008
Refinance Loan Amount:	0.00
Refinance Interest Rate:	0.0000
Refinance MIP:	0
Refinance No. of Months:	360
Refinance P&I:	0.00
Refinance MIP:	0.00
Refinance P&I and MIP:	0.00

Subsidy Contract

Subsidy Contract 1:	1243-6073-331
First 4 characters:	1243
Next 4 characters:	6073
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	0.0763	0.0650
Fuel Oil:	Gallons	3.0000	3.0000
Natural Gas:	BTUs	1.1500	1.1500
Propane:	Gallons	2.3000	2.3000
Kerosene:	Gallons	2.0000	2.0000
Wood:	Gallons	1.0000	1.0000
Steam:	Gallons	1.0000	1.0000
Other:	???	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:	176,630.00
Contingency:	17,663.00
GRP Incentive:	7,930.00
GRP Fees, Other GRP Funding:	9,301.00
Reserve Funds to be Used for Owner Contribution:	0.00
Existing Balance of Escrow / Replacement:	134,364.00
Res. Repl. Funds to be Used for Owner Contribution:	0.00
Owner Cash for Deferred Maintenance:	
Partially Assisted Projects:	0.00
Large Balance Projects:	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 Retrofits:	194,313.00
Estimated Amounts for Other Incentives:	6,182.00
Rehabilitation Administration Fee:	7,300.00
Utility Baseline Fee / Other:	2,001.00
Other Required Repairs:	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 Excess Needs

Gross Amount of GRP Funding	Amount
Green Retrofit:	176,630.00
Contingency:	17,663.00
Green Retrofit Predevelopment Incentive:	1,767.00
Green Retrofit Efficiency Incentive:	3,300.00
Targeted Job Creation Incentive:	912.00
Rehabilitation Administration Fee:	7,300.00
Utility Baseline Fee:	2,001.00
Other (describe):	0.00
Total Gross Amount:	211,766.00
Total Amount Partially Assisted:	0.00
Total Amount Large Amount Balance:	0.00
Total Net Adjustment:	211,766.00
Total Loan or Grant Amount:	211,766.00
Net Loan or Grant Amount:	194,313.00

Confirmation Name:
Confirmation Date:

Figure 10-14, Printable View of GRP Closing Module Screen

10.6 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 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 is 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 10-15, Property and Report Selection Screen:

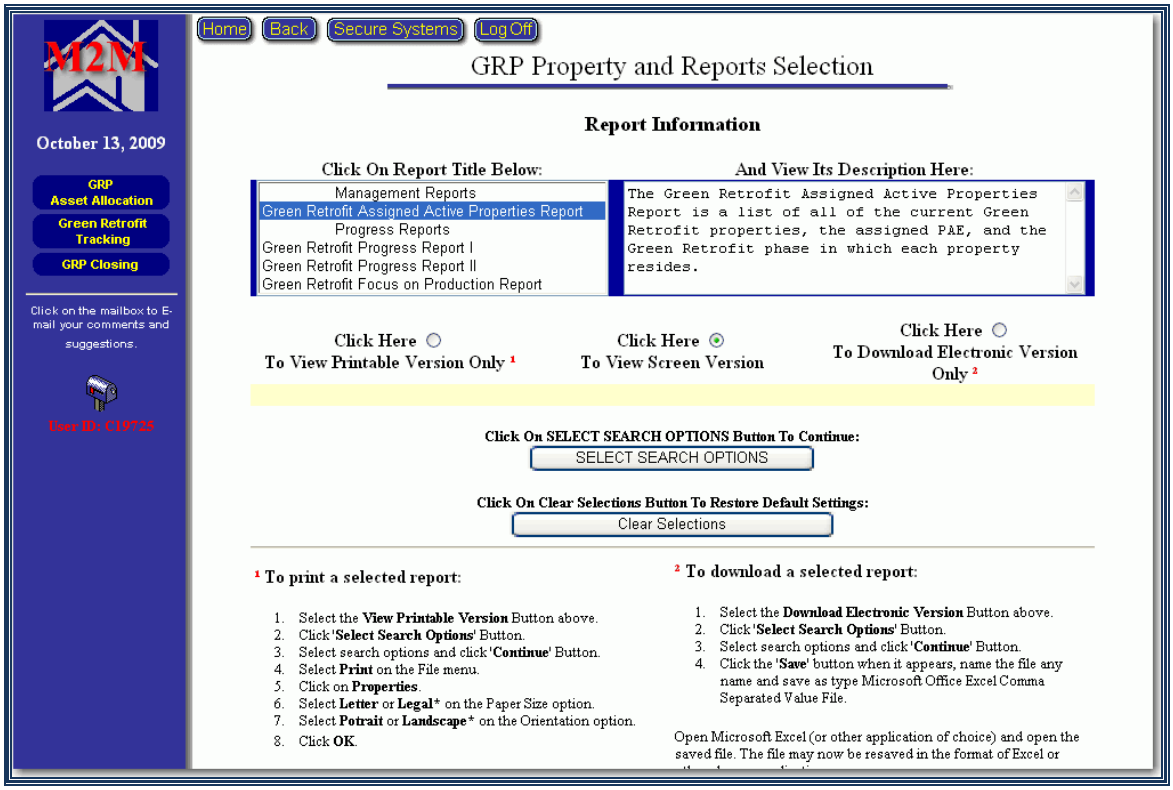


Figure 10-15, GRP Property and Report Selection Screen

10.6.1 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.

10.6.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit Assigned Active Properties Report (Figure 10-16, 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.

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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 10-16, Green Retrofit Assigned Active Properties Report

10.6.3 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 10-17, Green Retrofit Progress Report (Part I) and Figure 10-18, Green Retrofit 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.

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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	OAHP Places Property On Hold
Heskin Signet Partnership																		
Preservation Office: Washington																		
Cranberry Ridge	AK	Active	176EE016	Non-Profit	Grant/Loan	800211718	202	04/24/2009			04/24/2009	04/21/2009	04/19/2009	04/20/2009	04/21/2009	04/22/2009	05/01/2009	05/02/2009
Preservation Office Total								1	0	0	1	1	1	1	1	1	1	1
PAE Total								1	0	0	1	1	1	1	1	1	1	1

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; **Date:** 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
05/01/2009	05/02/2009	05/03/2009	05/04/2009	06/01/2009	06/02/2009	06/03/2009	06/04/2009	06/05/2009	07/01/2009	07/02/2009	07/03/2009	07/04/2009	07/05/2009	07/06/2009	07/07/2009
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Figure 10-17, Green Retrofit Progress Report (Part I)

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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	Schedule Closing Date
Heskin Signet Partnership																
Preservation Office: Washington																
Cranberry Ridge	AK	Active	176EE016	Non-Profit	Grant/Loan	800211718	202	08/01/2009	08/02/2009	08/03/2009	08/04/2009	08/05/2009	08/06/2009	08/07/2009	08/08/2009	09/01/2009
Preservation Office Total								1	1	1	1	1	1	1	1	1
PAE Total								1	1	1	1	1	1	1	1	1

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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
08/07/2009	08/08/2009	09/01/2009	09/02/2009	09/03/2009	10/01/2009	10/02/2009	10/03/2009	10/04/2009	10/05/2009	10/06/2009
1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1

Figure 10-18, Green Retrofit Progress Report (Part II)

10.6.4 Green Retrofit Focus on Production Report

The Focus on Production Report (Figure 10-5, 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.

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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**

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Figure 10-19, Green Retrofit Focus on Production Report

11 GLOSSARY AND ACRONYMS

11.1 Glossary

The following are three terms used in the M2M Release 5.5.1. These terms are the three possible options that the PAE is contracted to perform on a property for OAHP:

Comp Review (Rent Comparability Review)—One of the three scopes of work possible for assets that are sent to OAHP by the HUD Program Centers or Preservation Offices. The owner has determined that current contract rents on the project are below market and submits a request to renew the Section 8 contract at the current rent (Option 1 on the 98-34 form). The HUD Program Center or Preservation Office may refer this property for a rent comparability review to OAHP to have a third party market rent determination. The PAE conducts the comparability review to confirm whether current rents are actually below market.

Mortgage Restructuring—One of the three scopes of work possible for assets that are sent to OAHP by the HUD Program Centers or Preservation Offices. The owner has determined that contract rents are above market and that the reduction in rents will necessitate restructuring of the project debt. The owner, therefore, requests renewal of the Section 8 contract at market rates, and requests a mortgage restructuring (Option 2 on the 98-34 form). The PAE

develops a Restructuring Plan for the assigned property including a reduction in contract rents and restructuring of the mortgage. This level of scope is also referred to as an OAHP-Full.

Rent Reduction Only (Rent Reduction Only without Debt Restructuring)— One of the three scopes of work possible for assets that are sent to OAHP by the HUD Program Centers or Preservation Offices. In this scope, the owner requests renewal of the Section 8 contract with rents reduced to market. However, the owner does not request a mortgage restructuring (Option 1 on the 98-34 form). The PAE develops a Subsidy Restructuring Recommendation, which it submits to OAHP. This level of scope is also referred to as an OAHP-Lite.

Green Retrofit Program (GRP)— Created by the OAHP, 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.

11.2 Acronyms

FHA	Federal Housing Authority
FMR	Fair Market Rent
FO	Field Office
HFA	Housing Finance Agency
HQ	Headquarters
HUD	Department of Housing and Urban Development
ISP	Internet Service Provider
OAHP	Office of Affordable Housing Preservation
PAE	Participating Administrative Entities
PNA	Physical Needs Assessment
URL	Uniform Resource Locator