



**MARK-TO-MARKET (M2M)
RELEASE 7.5
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 7.5
Online System
PAE Users Guide
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1 M2M SYSTEM RELEASE 7.5 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.5 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 7.5 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 7.5 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 7.5 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 7.5 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 7.5 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 or Save and Continue, a confirmation message will appear (as seen below, in Figure 1-1, Confirmation Screen):

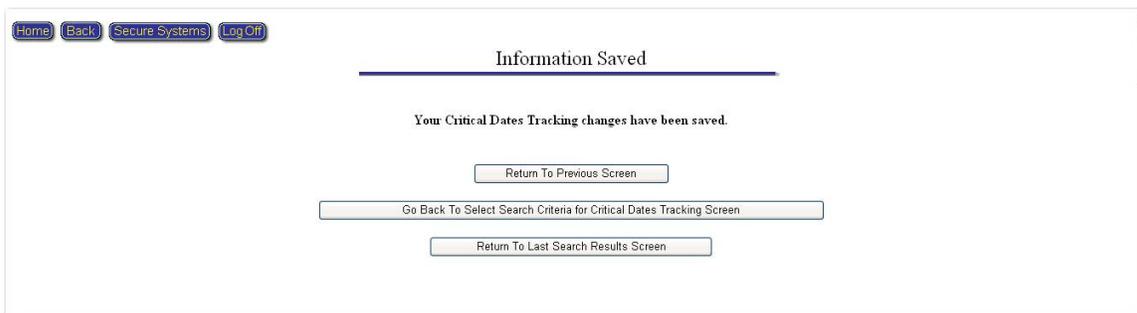


Figure 1-1, Confirmation Screen

1.4.4 Date Format

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

 **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 7.5 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 7.5 contains sensitive financial data, Users are requested to use the Log Off button  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 7.5 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):

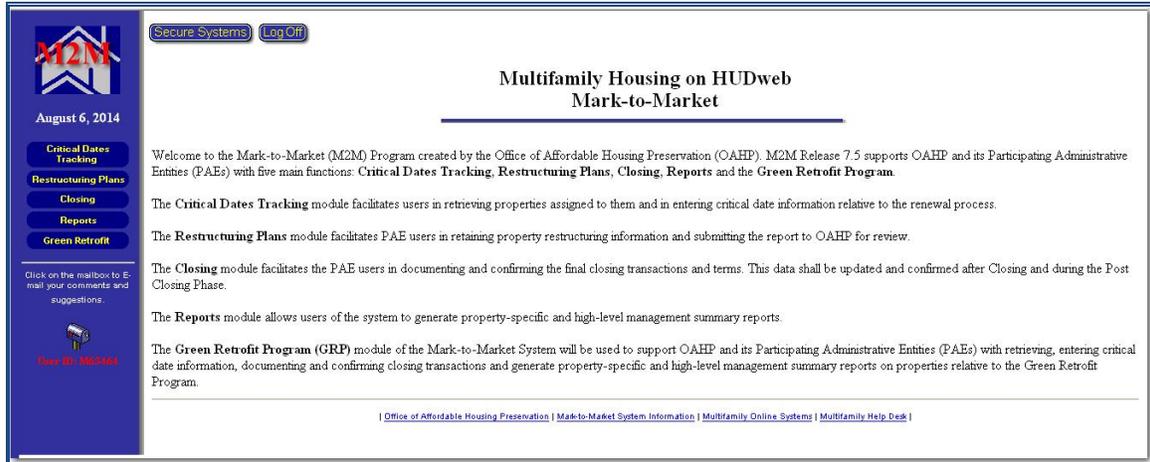


Figure 4-1, M2M Home Screen

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 by clicking the **E-Mail** link to open the User Feedback popup screen (Figure 4-2, User Feedback Screen). Please be sure to include your name, a detailed narrative (if sending a question or if there is a problem), return e-mail address (if different from the sending address), contact name, and telephone number (including area code) to receive a timely reply. Please click the Send Email button to send your e-mail message.

The screenshot shows a window titled "User Feedback". It contains three input fields: "Your Email Address:" (a single-line text box), "Subject:" (a single-line text box), and "Comments:" (a multi-line text area with a vertical scrollbar). At the bottom of the window are two buttons: "Cancel" and "Send Email".

Figure 4-2, User Feedback Screen

🎵 **Note:** Click the **Close** button on the **Successful** page screen 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 7.5 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:

Home Back Secure Systems Log Off

Select Search Criteria for Critical Dates Tracking

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

Property:

Status:

Renewal Type:

Green Initiative Level:

Continue Clear

Or click [HERE](#) to get ALL properties.

[Office of Affordable Housing Preservation](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#)

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 Post M2M Comp Review)
- ◆ Select a **Green Initiative Level** (Level I, Level II or Level I & Level II)
- ◆ Click the underlined [HERE](#) link to retrieve all properties in the system (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).

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

Status	Property Name	Property ID	FHA Number	Sec 8 Contract Number	Sec 8 Contract Renewal Type	GI Level	Expiration Date	Property City	State
A	South Pointe Apartments	80000683	08211068	<u>AR37M00001</u>	Mortgage Restructuring	I	09/30/2012	MARIETTA	AR
A	HACIENDA DEL RIO	80000905	12331600	<u>AG29M00014</u>	Mortgage Restructuring	I		Phoenix	AZ
A	Meadowbrook Park @ Tower Apartments	80001046	14311883	<u>CA18M00020</u>	Mortgage Restructuring	I	06/30/2013	SAN BERNARDINO	CA
A	PARKSIDE VILLA	80000138	12339904	<u>CA39M00001</u>	Mortgage Restructuring	I	04/30/2013	FAIRFIELD	CA
A	Robinson Heights Apartments	80000544	07435125	<u>IA62M00004</u>	Mortgage Restructuring	I	06/30/2032	BURLINGTON	IA
A	The Meadows Apartments - Cedar Rapids	80000549	07435147	<u>IA62M00021</u>	Mortgage Restructuring	I	10/31/2012	Cedar Rapids	IA
A	17TH PLACE APARTMENTS	800006316	07235067	<u>IL06M00004</u>	Mortgage Restructuring	I	08/31/2032	MATTSON	IL
A	ATBURN MANOR APARTMENTS	800039733	07111122	<u>IL06M00000</u>	Mortgage Restructuring	I	12/31/2009	ROCKFORD	IL
A	HUMBOLDT BUILDING	800005988	07194940	<u>IL06M00062</u>	Mortgage Restructuring	I	10/19/2012	CHICAGO	IL
A	MELANY MANOR	800006146	07135411	<u>IL06M00012</u>	Mortgage Restructuring	I	12/31/2012	MILWAUKEE	IL
A	BELMONT ESTATES	800006356	07335635	<u>IN50M00001</u>	Mortgage Restructuring	I	10/31/2012	DECATUR	IN
A	CARRIAGE HOUSE NEW ALBANY	800006632	07335892	<u>IN50M00014</u>	Mortgage Restructuring	I	06/30/2032	NEW ALBANY	IN
A	RIVER RUN APARTMENTS	800209693	07335531	<u>IN56M00001</u>	Mortgage Restructuring	I	11/30/2012	Elkhart	IN
A	CYPRESS GLEN	800007193	10235240	<u>KS16M00004</u>	Mortgage Restructuring	I	10/31/2012	HOLTON	KS
A	MESSON PLACE	800007389	10235228	<u>KS40M15601</u>	Mortgage Restructuring	I	09/30/2012	HUTCHINSON	KS
A	CLINTON PLACE	800010019	04435500	<u>MD00M00030</u>	Mortgage Restructuring	I	10/31/2012	MOUNT CLEMENS	MD
A	COLONY AND FISHER ARMS APARTMENTS	80023396	07135411	<u>MI00M00003</u>	Mortgage Restructuring	I	01/31/2011	DETROIT	MI
A	FOX RIDGE	800009872	04735218	<u>MI31M00003</u>	Mortgage Restructuring	I	10/31/2012	KALAMAZOO	MI
A	OAKDENVIEW	800010137	04635097	<u>MI20M10011</u>	Mortgage Restructuring	I	08/31/2012	FLINT	MI
A	AFTON VIEW APARTMENTS	800010743	09244008	<u>MN60M00120</u>	Mortgage Restructuring	I	09/30/2012	SANDY PAUL	MN
A	YORK MANOR aka Phonican Elderly	800011406	09235342	<u>MN60M00003</u>	Mortgage Restructuring	I	10/31/2012	BRECKENRIDGE	MN
A	FORUM MANOR APTS.	800011578	08335495	<u>MO36M19262</u>	Mortgage Restructuring	I	03/31/2013	ROLLA	MO
A	MAPLE MANOR APARTMENTS	800042939	08411069	<u>MO16M00014</u>	Mortgage Restructuring	I	10/31/2012	INDEPENDENCE	MO
A	FRENCH VILLAGE	800045456	10311017	<u>MS00M00001</u>	Mortgage Restructuring	I	08/31/2012	GRAND ISLAND	MS
A	Homestead Village	800013507	10338021	<u>NY26M00002</u>	Mortgage Restructuring	I	08/31/2012	SEATRICE	NY
A	Centennial Park Home Apartments	800214069	12511057	<u>NV25M00006</u>	Mortgage Restructuring	I	05/31/2032	NORTH LAS VEGAS	NV
A	ROSE GARDEN TOWNHOUSES	800014710	12544001	<u>NV25M00008</u>	Mortgage Restructuring	I	12/31/2012	NORTH LAS VEGAS	NV
A	MONUMENTAL PRIDE HOMES	800020359	08135072	<u>TN43M00006</u>	Mortgage Restructuring	I	03/31/2013	MEMPHIS	TN
A	PARKVIEW MANOR APARTMENTS	800020419	08144026	<u>TN40M00014</u>	Mortgage Restructuring	I	01/31/2013	UNION CITY	TN

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 OAH Preservation Office or OAH 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 FL29M000113 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.

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Critical Dates Tracking

BEMIS Property ID: 00000003
Primary FIA Number: 0021006
Contract Number: AS070400001
Preparation Office: Chicago
RED Project Manager: OWEN CAESOR
Dak Restructuring Specialist: TARIANA A. CARROL
QA/RP/PAE Underwriter:

Property Name: South Point Apartments
FIA Name: Sigint Future
Revised Type: Mortgage Restructuring
Portfolio Manager:
Date Assigned: No record

Start Eligibility	Start Term Contract Renewal	Assignment to PAE	Info Collection	Underwriting	Last Approval	Closing	Post-Closing
-90	-45	0	45	90	135	180	225

There are 12 days left until this Section 8 contract expires. This contract is currently in the Closing and Post-Closing phase.

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

Original Section 8 Expiration Date (Post MAIRA): 06/30/2008

Current Section 8 Expiration Date: 03/31/2011

Field Office Revenue Interest to Reserve from Owner: Field Office Refuse to OANRP

OANRP Revenue Refused from Field Office: 11/21/2011

Phase: Assignment/Assessment

OANRP Sends List of Potential Assets: 11/22/2011

OANRP Approves CCI Form 2.2: 11/23/2011

FIA's related Restructuring Plan Form 1.2 Submission Date: 12/01/2011

Amended FIA Submission Date: 05/29/2012

OANRP Files Property on Hold: 03/29/2013

Anticipated On Hold Renewal Date: []

OANRP Reserves Property from On Hold: []

Phase: Data Collection/Doc Diligence

Data Collection:

FIA and Owner Have Kickoff Meeting: 12/09/2012

FOA Assigned by PAE: 12/13/2011

FIA Sends Documents to Reviewer: 01/12/2012

OANRP Returns Documents for Filer: []

FIA Returns Documents: 01/19/2012

OANRP Approves FOCA: []

Approval Assigned by PAE: 12/13/2011

Treaty Meeting #1: 01/12/2012

Owner Submits Data Collection Report: 01/20/2012

Doc Diligence:

FIA's FOCA Complete: 01/11/2012

PAE's Approval Complete: 01/13/2012

FIA Completes Doc Diligence: 02/06/2012

Title Being Down Order: 01/20/2012

Title Being Down Received: 02/06/2012

Phase: Underwriting/Restructuring Plan

Treaty Meeting #2: 05/10/2012

Initial FIA Restructuring Plan Submitted to OANRP: 06/20/2012

FIA Submits Restructuring Plan to OANRP: 06/20/2012

OANRP Reviews Complete Restructuring Plan and Form 5.2: 07/03/2012

Date Assigned to Underwrite: 07/05/2012

PA Staff: Yes

Phase: Loan Funding/Approval Process

OANRP Approves Restructuring Plan: 08/02/2012

OANRP Returns Restructuring Plan to FIA for Review: []

OANRP Reviews FIA submission: []

Healthcare of Restructuring: 0

Restructuring Plan Executed by OANRP: 08/15/2012

Restructuring Commitment Executed by Owner: []

M2M Green Indicators:

Default/Over:

Level I Over:

Level II Over:

Closing Issues:

Additional Funds:

Bond Financing Being Lined:

261SP:

TFA:

Co-op:

QRP Data Refud:

Other Issues:

Mail Refud:

Builingity:

Awaiting OANRP Policy:

Other:

Phase: Closing and Post-Closing

Closing:

OANRP approved 4.11 or 4.12: []

Scheduled Closing Date: []

Closing Date: 03/27/2013

New Section 8 Contract Effective Date: []

Section 8 Contract Type: []

Post-Closing:

Closing Documents Distributed by PAE: []

Transmission Memo submitted to Multifamily Housing: []

Multifamily indicated no meeting was necessary: []

Refud Error Account: Yes

Refud Error Account Closed: []

Other Issues/Other than Closing Concerns: []

OANRP Determines Restructuring Plan is Not Feasible Due to Financially Not Viable

Owner Prepaid FIA Issued Loan (PAE must enter open market credit into form 1.2)

Ineligible for OANRP - "Bad Owner" Determination

Ineligible for OANRP - Dates before or equal to 1/1/2011

Ineligible for OANRP - Credit/Debt Between State/Local Financing Documents and Restructuring Plan

Ineligible for OANRP in Other (Exclude Determination on other docs)

Detracted Owner is Unacceptable - FAE Does Not Issue Restructuring Commitment

Restructuring Commitment Executed But Not Executed by Owner (PAE must enter new market credit into form 1.2)

Owner Opted Out of Critical Dates Program

The bolded options, if selected, will automatically update the "Watchlist in BEMS" once the "End M2M Process" button is selected.

OANRP Comment Text: []

FIA Comment Text: []

Save

Restructuring Plan Click here to go to Restructuring Plan for Form 1.2.

Closing Module Click here to go to the Closing Module

Go Back To Select Search Criteria for Critical Dates Tracking Screen

Return To Last Search Results Screen

Clear

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

Home | Back | Secure Systems | Log Off

Critical Dates Tracking (Partial)

HEEMS Property ID: 00010019
Primary FHA Number: 0445500
Contract Number: M128013030
Preservation Office: Washington
HUD Project Manager: ALICIA J BROWN

Debt Restructuring Specialist: WINIFRED J DUBECK
OAHP/PAE Underwriter:

Property Name: CLINTON PLACE
PAE Name: Signet Partners
Renewal Type: Mortgage Restructuring

Portfolio Manager:
Date Assigned:
Renewed:

There are **48** days left until this Section 8 contract expires.
 This contract is currently in the **Closing and Post Closing** phase.

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: 05/31/2013 [C]

Field Office Receives Intent to Renew from Owner:
 Field Office Refers to OAHP:
 OAHP Receives Referral from Field Office: 07/29/2008

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets: 04/04/2009
 OAHP Approves COI Form 2.2: 04/28/2009
 PAE Accepts Assignment: 05/04/2009 [Save and Continue]
 PAE's estimated Restructuring Plan (Form 5.2) Submission Date: 07/31/2010 [C]
 Amended FRA Milestone Date Per 2.15 Waiver: 05/31/2013 [C] Reason: Closing
 OAHP Places Property On Hold: 03/22/2010 [C*]
 Anticipated On Hold Removal Date:
 OAHP Removes Property From On Hold: 03/27/2012 [C]

Phase: Underwriting/Restructuring Plan	Due	Actual
Tenant Meeting - #2		10/10/2012 [C*]
OAHP Receives Complete Restructuring Plan and Form 5.2		11/30/2012 [C]
Reviewed by: FREDERICK K HARRIS	FA Staff	No

Phase: Loan Funding/Approval Process

Due	Actual
OAHP Approves Restructuring Plan:	01/22/2013

[Save and Continue]

M2M Green Initiative:

Declined Green:
 Level I Green:
 Level II Green:

Closing Issues:

Additional Funds:
 Bond Financing Existing Loan:
 236/IRP:
 TPA:
 Co-op:
 QNP Debt Relief:

Other Issues:

Mod Rehab:
 Bankruptcy:
 Awaiting OAHP Policy:
 Other: [C]

Phase: Closing and Post Closing

Closing:	Due	Actual
OAHP approved 4.11 or 4.12:		[C]
Scheduled Closing Date:		05/31/2013 [C]
New Section 8 Contract Effective Date:		[C]
Section 8 Contract Type:		
Post Closing:		
Closing Documents Distributed by PAE:		[C]
Rehab Escrow Account:		No

Date Action Other than Closing Occurred:
(Use date HUD and other required parties were notified as per OIG Chapter 9) [C]

OAHP Determines Restructuring Plan is Not Feasible Due to Financially Not Viable
 Owner Prepaid FHA-Insured Loan (PAE must enter new market rents into form 5.2)
 Ineligible for OAHP - "Bad Owner" Determination
 Ineligible for OAHP - Rents below or equal to Market
 Ineligible for OAHP - Conflict Between State/Local Financing Documents and Restructuring Plan
 Ineligible for OAHP or Other (Include discontinued outlays/deals) [C]
 Determined Owner is Uncooperative - PAE Does Not Issue Restructuring Commitment
 Restructuring Commitment Issued But Not Executed by Owner (PAE must enter new market rents into form 5.2)
 Owner Opt's Out of Section 8 Program

The bolded options, if selected, will automatically update the Watchlist in REIMS once the "End M2M Process" button is selected.

OAHP Comment Text [C]
 PAE Comment Text [C] [Save]

[Restructuring Plan] Click here to go to Restructuring Plan for Form 5.2.

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

[Clear]

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

Home Back Secure Systems Log Off

Critical Dates Tracking

HERMS Property ID: 830001933
Primary FHA Number: 1223678
Contract Number: CA160049008
Preservation Office: Washington
HUD Project Manager: AH LEE
Debt Restructuring Specialist:
OAHP/PAE Underwriter:

Property Name: MAYFLOWER ARMS
PAE Name: Sigmet Partners
Renewal Type: Rent Reduction Only

There are **213** days left until this Section 8 contract expires.
 This contract is currently in the **Rent Reduction Determination** phase.

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): 11/22/2013

Current Section 8 Expiration Date: 07/16/2012

Field Office Receives Request for Rent Reduction from Owner: 07/16/2012

Field Office Refers to OAHP: 01/10/2013

OAHP Receives Referral from Field Office: 01/10/2013

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets: 01/24/2013

OAHP Approves COI Form 2.2: 01/28/2013

PAE Accepts Assignment: 02/01/2013

PAE's estimated Recommendation (Form 10.2) Submission Date: 05/02/2013

Tier 1 Incentive Due Date (Per PRA): 04/17/2013

Amended Tier 1 Incentive Due Date:

Amended Tier 1 Due Date (Per Rel. Mgr.):

Tier 2 Incentive Due Date (Per PRA): 05/02/2013

Amended Tier 2 Incentive Due Date:

Amended Tier 2 Due Date (Per Rel. Mgr.):

OAHP Places Property On Hold:

Anticipated On Hold Removal Date:

OAHP Removes Property From On Hold:

Phase: Rent Reduction Determination

Tenant Notice Sent: 02/07/2013

PCA Assigned by PAE: 02/15/2013

Appraisal Assigned by PAE: 02/15/2013

PAE's PCA Complete: 03/15/2013

PAE's Appraisal Complete: 03/19/2013

Initial PAE Restructuring Plan Submission to OAHP: 04/04/2013

PAE Submits Justification for Recommendation (Form 10.2): 04/04/2013

OAHP Receives Complete PAE Justification (Form 10.2) Submission: 04/05/2013

OAHP Approves PAE 'Lite' Recommendation:

OAHP Notifies HUD Project Manager:

PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager:

PAE Receives Copy of Owner's Signed Sec. 8 Contract:

Status of Miscellaneous Items

PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring:

OAHP Approves Tier 2 Conversion (Form 2.16):

OAHP Returns Submission to PAE for Revision:

OAHP Receives PAE Resubmission:

Number of Resubmissions:

New Section 8 Contract Effective Date:

Section 8 Contract Type:

PAE Final Section 8 Renewal Recommendation:

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

OAHP Comment Text:

PAE Comment Text:

Click here to go to Restructuring Plan for Form 10.2

Figure 6-3-3, Rent Reduction Only Critical Dates Screen

Home Back Secure Systems Log Off

Critical Dates Tracking

HEREMS Property ID: 80010254
 Primary FHA Number: 04744017
 Contract Number: MI33M000079
 Preservation Office: Chicago
 HUD Project Manager: MARK DOMINICK
 Debt Restructuring Specialist: VAN VINCENT
 OAH/PAE Underwriter:

Property Name: KINGS COMMUNITY
 PAE Name: Sigmet Partners
 Renewal Type: Comp Review

There are **6591** days left until this Section 8 contract expires.
 This contract is currently in the **Comparability Review** phase.

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):	04/30/1999	<input type="button" value="C"/>
Current Section 8 Expiration Date:	04/30/2031	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:		
Field Office Refers to OAH/PAE:		
OAH/PAE Receives Referral from Field Office:	05/21/2003	

Phase: Assignment/Assessment

OAH/PAE Sends List of Potential Assets:	06/10/2003	
OAH/PAE Approves COI Form 2.2:	06/19/2003	
PAE Accepts Assignment:	<input type="text" value="06/20/2003"/>	<input type="button" value="C"/>
PAE's estimated Comp Review submission Date:	<input type="text" value="09/03/2003"/>	<input type="button" value="C"/>
Complete Comp Review Due (per PRA):	09/03/2003	
Amended Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>

Phase: Comparability Review

PAE Submits Review Results to OAH/PAE:	<input type="text" value="09/05/2003"/>	<input type="button" value="C"/>
OAH/PAE Approves Review Results:	09/15/2003	<input type="button" value="C"/>
OAH/PAE Returns Review Results to PAE for Revision:		<input type="button" value="C"/>
PAE Notifies HUD Field Office:	<input type="text"/>	<input type="button" value="C"/>
OAH/PAE Receives Complete Comp Review:	09/05/2003	<input type="button" value="C"/>
OAH/PAE Receives PAE Resubmission:		<input type="button" value="C"/>
Number of Resubmissions:	<input type="text" value="0"/>	

Approved Review Results:

Review in Process
 Section 8 Contract Rent Over Market
 Section 8 Contract Rent Equal/Under Market

Click to enter / update comp review results.

OAH/PAE Comment Text:

PAE Comment Text:

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 OAH/PAE 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**. OAH/PAE 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** OAH/PAE 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.

The screenshot shows a web interface with a yellow header bar containing the text "Phase: Data Collection/Due Diligence". Below this, the section is titled "Data Collection:". There are five rows of data entry fields, each with a date input box and a comment button labeled "C *". A red arrow points to the comment button for the first row.

Task	Date	Comment
PAE and Owner Have Kickoff Meeting:	11/11/2000	C *
PCA Assigned by PAE:	05/04/2000	C *
Appraisal Assigned by PAE:	05/05/2000	C *
Tenant Meeting - #1:	05/05/2000	C *
Owner Submits Data Collection Report:	06/03/2000	C *

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.

Date Action Other than Closing Occurred:

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.

[Click here to enter/update the As Is Rents.](#)

Home
Back
Log Off

Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000139

Primary FHA Number: 06235027

Contract Number: AL09M000031

Property Name: ALEXANDER COURT APTS

PAE Name: Jefferson County Assisted Housing Corp.

PAE Recommendation: Tenant Based Assistance Required

Bedroom Type	# of Units (REMS)	As Is Rents
0		<input style="width: 100%;" type="text"/>
1		<input style="width: 100%;" type="text"/>
2	99	<input style="width: 100%;" type="text"/>
3		<input style="width: 100%;" type="text"/>
4		<input style="width: 100%;" type="text"/>
5		<input style="width: 100%;" type="text"/>
6		<input style="width: 100%;" type="text"/>
7		<input style="width: 100%;" type="text"/>

Cancel Clear Save

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.

Approved Review Results:

- Review in Process
- Section 8 Contract Rent Over Market
- Section 8 Contract Rent Equal/Under Market

Comp Review Results

Click to enter / update comp review results.

Home
Back
Log Off

Comp Review Results

HEREMS Property ID: 800001447

Primary FHA Number: 12135056

Contract Number: CA39M000158

Property Name: EL CASA VERDE I

PAE Name: Heskin Signet Partnership

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	22	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Approved Review Results:

Review in Process

Section 8 Contract Rent Over Market

Section 8 Contract Rent Equal/Under Market

Comp Review Results

Click to enter / update comp review results.

[Home](#) [Back](#) [Log Off](#)

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

HEREMS Property ID: 800000416 **Property Name:** ROCKWOOD APARTMENTS
Primary FHA Number: 06235325 **PAE Name:** Marion County Housing Authority
Contract Number: AL09M000025

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0		<input type="text"/>	<input type="text"/>	<input type="text"/>
1	16	<input type="text" value="345.00"/>	<input type="text" value="425.00"/>	<input type="text" value="395.00"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

6.3.6 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the **Critical Dates Tracking** screen and the user clicks the **Save and Continue** button or **Save** button, a confirmation message will appear (as seen below, in Figure 6-8, Information Saved Screen):

 OR

Information Saved

Your Critical Dates Tracking changes have been saved.

Figure 6-8, Information Saved Screen

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.

Home Back Secure Systems Log Off

Select Search Criteria for Restructuring Plans

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

Property:

Plan Status:

Status:

Renewal Type:

Date of Selected Plan Status:

Or click [HERE](#) to get ALL Restructuring Plans.

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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 the drop-down list (For **Restructuring Plan Status**: Pending, Approved or Returned for Revision)
- ◆ Select a **Status** from the drop-down list
- ◆ Select a **Renewal Type** (Mortgage Restructuring or Rent Reduction Only)
- ◆ Click the underlined [HERE](#) link to retrieve all restructuring plans in the system (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).

Home Back Secure Systems Log Off

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	<input type="radio"/>	OH160003025	Rent Reduction Only	09/09/1999	GREENFIELD	OH
Ohio Housing Finance Agency	A	Pending	JEFFREY PLACE	<input checked="" type="radio"/>	OH160014012	Mortgage Restructuring	09/07/1999	SPRINGFIELD	OH
Ohio Housing Finance Agency	A	Returned for Revision	MT VERNON PLAZA II	<input type="radio"/>	OH160001001	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
Ohio Housing Finance Agency	A	Not Submitted	SKYLINE TERRACE	<input type="radio"/>	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).

Loan Information	REMS	Data Entry/PAE Corrections
Original Loan Amount:	2,034,000.00	<input type="text" value="121,323,324.00"/>
Annual Debt Service:	147,267.36	<input type="text"/>

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.

Residential Bad Debt	-	<input type="text"/>
Residential Vacancy	-	<input type="text"/>

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 or Return to the Last Search results by clicking the **Last Search** button. 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.

Home Back Log Off

Restructuring Plans

Form 5.2 Mortgage Restructuring

Property ID: 800000000 FHA Number: 17635014

Property Name: OMHAR Property

PAE Name: Test PAE

Excel Underwriting Model v4

- [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](#)

Online Form 5.2

- [Property & Loan Information Term Sheet](#)
- [Property Operating Statement](#)
- [Debt Restructuring](#)
- [Sources and Uses](#)
- [Print the Entire Form 5.2](#)
- [Submit Form to OMHAR](#)

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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:

The screenshot shows a help page with a title bar containing 'Print' and 'Close' buttons. The main heading is 'How to Upload Extract and Model to M2M System'. Below the heading, it states 'The M2M system has been upgraded to allow for PAEs to' followed by a numbered list of two points. The next section is 'Steps to Perform the Two Tasks:' with two sub-sections. The first sub-section is 'To prepare the Model for uploading into the M2M system Form 5.2 online:' followed by a 6-step numbered list. The second sub-section is 'To Upload the Extracted Data in order to populate the Form 5.2 online:' followed by a 10-step numbered list. The third sub-section is 'To upload and save a copy of the M2M Excel Underwriting Model on the centralized server:' followed by an 8-step numbered list. The final sub-section is 'For the PAE or OAHP to view or download to a workstation:' followed by a 5-step numbered list.

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: 80000000
 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:
 Year of Last Rehab:

Pre-Restructuring Loan Information

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

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Non-Revenue Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Sect. 8 Assisted Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Unassisted Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Physical Vacancy (%) (Apts Only):	<input type="text"/>		
Rural, Suburban or Urban:	<input type="text"/>	<input type="text"/>	
Elderly/Family:	Family	<input type="text"/>	
Appraisal Date:	<input type="text"/>		
Appraised Value:	<input type="text"/>		
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?

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

Use of Exception Rents? *

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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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.

Form 5.2
Property Operating Statement

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

Annual Revenue	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									
Gross Residential Income	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)%			-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	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
Salaries and Benefits	44,767.00	973.20	81.10	48,626.00	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	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									
1 st 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 1 st 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 2 nd Mortgage									
Enter the Post Restructuring 2 nd Mortgage Surplus Cash Flow Split Percentage				100.0	%				
System Generated Post Restructuring 2 nd Mortgage Surplus Cash Flow Payment				22,437.00	\$				
Debt Service Coverage Ratio (1 st Mortgage Debt)				2.59					

* 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).

Home
Back
Log Off

Form 5.2 Debt Restructuring (Annual)

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

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

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

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

Figure 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.

[Home](#) [Back](#) [Log Off](#)

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

The screenshot shows a web application interface for 'Restructuring Plans' (Form 10.2 Rent Reduction Only). At the top left is the M2M logo. Below it, the date 'September 10, 2001' is displayed. A sidebar contains three buttons: 'Critical Dates Tracking', 'Closing', and 'Reports'. Below these buttons is a message: 'Click on the mailbox to E-mail your comments and suggestions.' and a mailbox icon with the text 'User ID: M9990'. At the top right of the main content area are three buttons: 'Home', 'Back', and 'Log Off'. The main title is 'Restructuring Plans' with the subtitle 'Form 10.2 Rent Reduction Only'. Below this, the following information is displayed: 'Property ID: 800016640', 'FHA Number: 04635442', 'Property Name: Greenfield Meadows', and 'PAE Name: Ohio Housing Finance Agency'. A list of links is provided: 'Property & Loan Information Term Sheet', 'Property Operating Statement', 'Refinancing Sheet', 'Print the Entire Form 10.2', and 'Submit Restructuring Plan to OMHAR'. At the bottom of the page, there is a footer with links: '| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |'.

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.

Form 10.2
Property Operating Statement

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

Annual Revenue	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 (Plus Section 5 Project Based Units)									
Gross Residential Income (Section 5 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	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
Base									
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	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 * IRP Applied to Debt Service	\$336,768.00	\$2,694.14	\$224.51	\$336,768.00	\$2,694.14	\$224.51	\$0.00	\$0.00	\$0.00
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

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

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

Figure 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.

Home
Back
Log Off

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		<input type="text"/>	
Loan Type	<input type="text"/>	<input type="text"/>	
FHA Program Type	221(d)(4)MKT	<input type="text"/>	
Original Loan Amount	82,800.00	<input type="text"/>	<input type="text"/>
UPB as of 07/04/1999	659,201.36		
Annual Debt Service (Without MIP)	65,188.56	<input type="text"/>	<input type="text"/>
Annual Debt Service (With MIP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loan Terms:			
Interest Rate (%)	7.5000	<input type="text"/>	<input type="text"/>
Original Term (Months)	480	<input type="text"/>	<input type="text"/>
Remaining Amortization Period (Months)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity Date	07/01/2018	<input type="text"/>	
<input type="button" value="Comments *"/>			

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

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).

The screenshot shows a web interface for submitting a restructuring plan. At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. The main heading is "PAE Form Submission to OMHAR". Below this, there is a form with the following fields: "For" with the value "HALE HOALOHA" and "Property: 800005094", and a section titled "Mortgage Restructuring". Below the form, there is a dropdown menu labeled "Please select the Relationship Manager to be notified." with a downward arrow. A paragraph of text states: "By selecting the Submit button below, the PAE is confirming Form 5.2 has been reviewed for completeness and accuracy. The form data will be sent to OMHAR for Review and Approval." Another paragraph says: "Please print the form and include with the package being submitted to OMHAR. To continue, enter the following information and then click the Submit button." Below this, there are three input fields: "Your first and last name:", "Your complete e-mail address:", and "PAE submission date:" with the value "04/29/2003". There are two buttons at the bottom: "Restructuring Comments" and "Click here to SUBMIT FORM to OMHAR".

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 sent 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 and

7. Click the Click here to SUBMIT FINAL RESTRUCTURING PLAN to OAHP button 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:

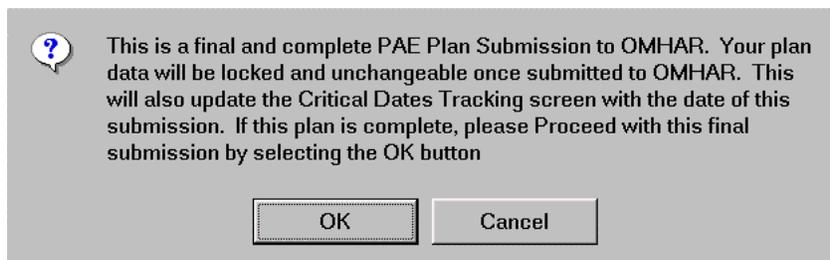


Figure 7-19, Confirmation Message Window

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).

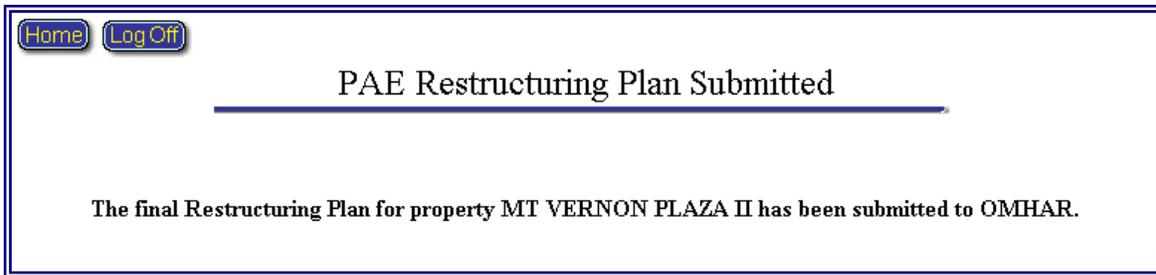


Figure 7-20, Successful Restructuring Plan Form Submission

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. 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.

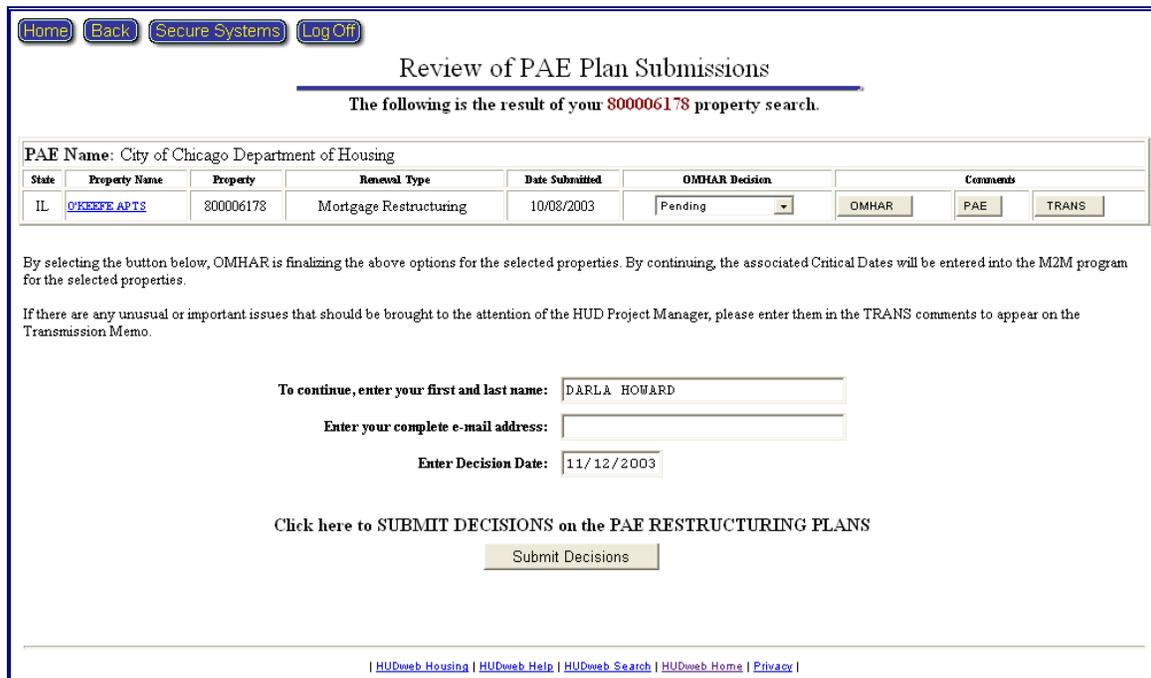


Figure 7-21, Review of PAE Submissions

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:

(Home) (Back) (Secure Systems) (Log Off)

M2M

April 12, 2013

Critical Dates Tracking

Restructuring Plans

Reports

Green Retrofit

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

Home | M2M

Select Search Criteria for Closing

If a property is not listed on the resulting screen(s) of your search, please verify in Critical Dates Tracking that the plan was submitted and approved and that a closing date has been entered.

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

Property:

Closing Date:

Continue Clear

Or click [HERE](#) to get ALL Closing.

[Office of Affordable Housing Preservation](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#)

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.

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	C	FL29M000114	12/12/2000	06/30/1999	JACKSONVILLE	FL
VENCOR, INC.	A	Holden House Apartments	C	OH10M000242	12/25/2001	09/30/1999	DAYTON	OH
VENCOR, INC.	A	WINDSOR PLACE	C	OH16H051003	11/30/2001	10/13/1999	LANCASTER	OH
OMHAR Transaction Center	A	1890 HOUSE	C	RI43M000070	06/20/2001	06/30/1999	PROVIDENCE	RI

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 .xism (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:

[Home](#) [Back](#) [Log Off](#)

Mortgage Restructuring Properties Upload (Closing)

Property ID: 800000000 **FHA Number:** 08335299
Property Name: OMHAR Property
PAE Name: Test PAE

Note: This process is to upload the CLOSING TERMS that were extracted from the final closing model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Excel model.

The filename of the data extract to be uploaded must match the REMS property id and have a .txt extension. Performing this upload will overwrite any Closing Terms data for this property that has previously been saved.

Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.

File to Upload:

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

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 Property Name: OHHAH PROPERTY FHA Number: 06233379
 PAE Name: TEST PAE

You updated the following data:

Field	Old	New
New FHA Number(s)	07273377	07273379
UPI as of	07/27/2003	11/18/07

Mark-to-Market Entry

Use of Exception Reason? Yes

FAR Recommendation: [RESTRUCTURE]

Section Type	# of Post Restructuring Contract Items	Head Start/Start Date of Closing	Head Start/Start Date of Closing	PHH
0	0			133
1	0	425	432	427
2	14	510	519	509
3	5	550	550	749
4				553
5				567
6				1093
7				1218

Section 8 Recapture Agreement

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

IDP

Amount of IDP Available: _____
 Amount of IDP Applied to Debt Service: _____
 Amount of IDP Applied to Reserve for Replacement (EAR): _____
 Number of Months Applied: _____

Capital Recovery Payment (CRP) Terms

Number of Months Applied: 110

Annual Revenues

	Pre Restructuring As of Closing (07/27/03)	Post Restructuring As of Closing (11/18/07)
Gross Residential Income (Sum Serv)	500104	500100
Gross Residential Income (Other)		
Commercial		
Other	4561	4764
Residential Vacancy	5733	11408
Residential Bad Debt	190	6169
Commercial Vacancy		
Commercial Bad Debt		

Annual Expenses

Real Estate Taxes	57430	60124
Insurance	2532	2628
Utilities	46170	50911
Management Fees %	612	610
Management Fees \$	12843	16160
Salaries and Benefits	51827	57247
Other Administrative	51296	54444
Section 8 Administrative		
Repairs and Maintenance	52844	18892
Other Controllable		
Security		
Neighborhood Network		
Capital Recovery Payment(CRP)		5131

Net Income

Reserve for Replacement Contributions	18144	64000
IDP Applied to Debt Service		
Incentive Performance Fee (IPF)		6130
2nd Mortgage Surplus Cash Flow Split %		78.30

First Mortgage

Origination		Leave Positive Corporate
Loan Type	FHA Interest	FHA Interest
FHA Program Type		211 (M) V
Original Loan Amount		62000
Annual Debt Service (Without MIP)		12412
Annual Debt Service (With MIP)		12729
Interest Rate %		6.125
Original Term (Months)		360
Remaining Amortization Period (Months)	222	350
Maturity Date		07/2/2009
Lockout Date		

Second Mortgage

Loan Type		
FHA Program Type		
Original Loan Amount		1000000
UPI as of		
Annual Debt Service (Without MIP)		40000
Interest Rate %		1.000
Original Term (Months)		360
Remaining Amortization Period (Months)		07/2/2009
Maturity Date		

Third Mortgage

Original Loan Amount	200540
Annual Debt Service	11000
Interest Rate %	1.000
Original Term (Months)	360
Maturity Date	07/2/2009

Sources

Restructured 1st Mortgage Principal	62000.00
Mortgage Restructuring Payment	112843.00
Reserve for Replacement	114000.47
Rehabilitate Receipts	
Raising Tax Receipts	21764.39
Existing Hazard Insurance	
Surplus Cash Account/Other Receipts	
2M Rehab Grants	
Rehabilitation Receipts	13337.63
Other Transaction Costs	6840.00
Repair Loan to Grant	
502K Service Reserve	
51	
52	
Other Sources Needed to Balance	

Fund Uses

Partial Payment of Existing Loan	
Payoff Existing 1st Mortgage Loan	112843.00
Other OHHAH Approved Transaction Costs	11007.12
Owner's Share of Surplus Reserves	
OHHAH Approved Rehabilitation Costs	2486.19
Initial Deposits to Replacement Reserves (IDRs)	21550.00
Tax Receipts	21764.40
Hazard Insurance Receipts	6131.00
2M Rehab Grants	1021.22
Emergency Reserve DEF	6131.00
Emergency Loan from PAE	
51	
52	
Additional Recovery to HUD	

Rehab Receipt

Contingency Amount: 000

Cash Management Organization and Contact Name: [REDACTED]

Address: 7400 E. Central Ave, Suite 100, Denver, CO 80231

Phone Number: 303-733-3330

Repair Oversight Organization and Contact Name: [REDACTED]

Address: 7400 E. Central Ave, Suite 100, Denver, CO 80231

Phone Number: 303-733-3330

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

Figure 8.6, Mortgage Restructuring Upload (Closing) Screen

Click the Save button at the bottom of the Mortgage Restructuring Upload Closing screen to save the uploaded data and open the Information Saved Screen (shown as Figure, 8-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

Home Back Secure Systems Log Off

Information Saved

The data was saved successfully.

If this property was built prior to 1978, please complete the Lead Based Paint Evaluation section below:

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

If there is a Section 8 Recapture agreement in place at Closing, please fill in the Expiration Date of the Recapture Agreement here:

If this property was a TPA (Transfer of Physical Assets), did HUD forgive the Mortgage Restructuring Note? No
The Contingency Repayment Note? No

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 to appear on the Transmission Memo. Special Conditions *

Save

Otherwise, click "Continue" to go to the Closing Module screen.

Continue

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:

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Excel Underwriting Model Upload

Property ID: 800000905 FHA Number: 12335160
Property Name: HACIENDA DEL RIO
PAE Name: Signet Partners

Note: The filename of the model to be uploaded must match the property id and have a .xls or .xlsm extension. Performing this upload will overwrite any model for this property that has previously been uploaded.

Enter the path and filename of the model in the space below or click the browse button to locate the model on your workstation.

File to Upload: Browse...
Upload the File

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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 Navigating the Closing Sections

Users may quickly “jump” to another section within the Closing 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 Upload extracted Data, Upload the Model, View the Model, Print the Transmission Memo, Go to the Printable View or Return to the Last Search results by clicking the buttons on the left menu at any time. Figure 8-9, Closing Menu Bar, shows an example of a Closing Menu Bar.



Figure 8-9, Closing Menu Bar

8.2.2.1 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

8.2.2.2 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

8.2.2.3 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:

8.2.2.4 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: 80003991
Previous FHA Number: 06635031
New FHA Number(s): 1st: 04253374, 2nd: 04253380F, 3rd: 04253384W
Property Name: CENTRAL ARGA APTS
PAE Name: Florida Restructuring Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/26/2000
Debt Service Coverage: Plan Terms: Closing Terms: 2.75: 2.04

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

Mark-to-Market Basis Surviving Section 8 Contract Number:

Interest Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Basis	Final Market Basis Terms at Closing	Post Monthly Exception Basis	Final Exception Basis Terms at Closing
1	200	228.00	410.00		211.00
2		410.00			
3		228.00			
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 Payment for Engagements (DRE):
 Amount Applied to Other Approved Uses:
 Total Section 8 Program Amount Applied: 8.00
 Amount Section 8 Return to HUD: 8.00
 Number of Months Applied:
 Repayment Date of Recapture Agreement: 12/31/2002

DRP

Amount of DRP Available:
 Amount of DRP Applied to DRP Service:
 Amount of DRP Applied to Payment for Engagements (DRE):
 Amount Recaptured to HUD:
 Number of Months Applied: 8.00

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment: 127.20
 Number of Months Applied: 120

First Mortgage (Take Out or Modified Lease)

	Restructuring Plan Terms	Final Closing Terms
Originator	The Home Company	
Loan Type	FHA Insured	FHA Insured
FHA Program Type	228(a)	228(a)
Original Loan Amount	200,000.00	200,000.00
Annual Debt Service (Without DRP)	19,210.00	18,242.04
Annual Debt Service (With DRP)	12,800.00	12,800.00
Loan Term	30 Years	30 Years
Interest Rate (%)	7.000%	6.750%
Original Term (Months)	360	360
Remaining Amortization Period (Months)	360	360
Monthly Due	666.0254	1,161.0204
Approved LTV (%)	71.23	25.63

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	712,000.00	3,428,207.71
Annual Debt Service (Without DRP)	27,207.00	132,000.76
Loan Term	30 Years	30 Years
Interest Rate (%)	1.000%	1.000%
Original Term (Months)	360	360
Monthly Due		1,161.0204

Third Mortgage (Contingent Repayment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	134,275.00	3,179,237.29
Annual Debt Service (Without DRP)	4,000.00	132,000.76
Loan Term	30 Years	30 Years
Interest Rate (%)	1.000%	1.000%
Original Term (Months)	360	360
Monthly Due		1,161.0204

Success

	Restructuring Plan Terms	Final Closing Terms
Remortgage Loan Mortgage Strategy	288,200.00	2,200,000.00
Mortgage Restructuring Payment	622,275.24	4,697,217.00
Reserve for Engagements	4,209.94	321,274.74
Escrow Reserve		
Escrow Tax Reserve	12,249.40	67,243.20
Escrow Short Reserve	1,901.28	9,273.28
Payable Cash Advances/Other Source		34,237.00
2nd Fund Source		
Substitution Source	7,230.28	
DRP (if Over: Then Escrow Reserve Deduct)		
Other Success Source	17,200.00	27,200.76
Right of First Refusal		
1. The Lender's 1st to 3rd A's	1,300.00	34.43
2. Between to Mark note		72.00
Other Paid Source	21	344.43
Other Source Used to Balance		
Total Source of Funds:	\$1,262,275.76	\$7,218,234.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (if M-40/45)		
Payoff Existing Loan (Mortgage Cash (if Balance Paid))	1,077,272.89	6,095,200.00
Other DRP Approved Transaction Cost	19,210.00	99,234.92
Owner's Share of Payable Reserve		
CRP Approved Substitution Cost	22,675.00	
Initial Expense to Repayment Reserve (CRP)	264,200.00	468,231.01
DRP Source		
Board Reserve Source	6,233.94	75,242.28
A. The Lender's 1st to 3rd A's	5,000.00	32,000.00
CRP Note cost with interest	2,000.00	35.43
CRP Approved Transaction Cost		72.00
C. Between to Mark note		344.43
Additional Reserve to HUD		
Total Use of Funds:	\$1,268,207.43	\$7,218,234.97

* Subtotal of all transaction costs less the tax and hazard insurance reserve increases. This would causing the increases below, as they will already be reflected in the tax and hazard insurance reserves in the uses.

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed:
 Date: Other Required:
 Lead Based Paint Report:
 Lead Based Paint Report:

Rehab Error

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

Operating Debt/Equity Error

Operating Debt/Equity Amount: 1,000.00
 Confirmation Name:
 Confirmation Date:

Figure 8-12, 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 OAHF 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:

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Property and Reports Selection

Report Information

Click On Report Title Below:

And View Its Description Here:

<ul style="list-style-type: none"> Management Reports Assigned Active Properties Report Submitted Plans Awaiting Decision Report Property Status Report Overview of the Portfolio Status Report <li style="background-color: #000080; color: white;">Partial Assignments Report 	<p>The Partial Assignments Report provides a listing of the properties that have been assigned to the designated PAE for completing a specific portion of the full restructuring process. The report shows the due dates and actual dates of the assigned phases. Also, there</p>
---	---

Click Here
To View Printable Version Only ¹

Click Here
To View Screen Version

Click Here
To Download Electronic Version Only ²

Click On SELECT SEARCH OPTIONS Button To Continue:

SELECT SEARCH OPTIONS

Click On Clear Selections Button To Restore Default Settings:

Clear Selections

¹ To print a selected report:

1. Select the **View Printable Version** Button above.
2. Click '**Select Search Options**' Button.
3. Select search options and click '**Continue**' Button.
4. Select **Print** on the File menu.
5. Click on **Properties**.
6. Select **Letter** or **Legal*** on the Paper Size option.
7. Select **Portrait** or **Portrait*** on the Orientation option.
8. Click **OK**.

² To download a selected report:

1. Select the **Download Electronic Version** Button above.
2. Click '**Select Search Options**' Button.
3. Select search options and click '**Continue**' Button.
4. Click the "Save File..." button when it appears and name the file any name with a ".csv" extension (e.g., "testrept.csv").

Open Microsoft Excel (or other application of choice) and open the saved file. The file may now be resaved in the format of Excel or other chosen application.

Reports with an asterisk (*) must be printed in landscape mode on legal-sized paper.

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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
- ◆ Green Initiative Projects Report
- ◆ Completed Projects Report

- ◆ Rehab Escrow Account Closed 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.

PAE Name	Property Name	Section 8 Contract Renewal Type	Last Critical date	Date	Property ID	Property City	Property State
Signet Partners	Meadowbrook Park & Tower Apartments	Mortgage Restructuring	Restructuring Commitment Executed by Owner	06/21/2013	800001946	SAN BERNARDINO	CA
Signet Partners	SIST & KING DRIVE APARTMENTS	Mortgage Restructuring	Title Bring Down Received	06/21/2013	800006524	CHICAGO	IL
Signet Partners	MILAN MANOR	Mortgage Restructuring	Closing Date	07/23/2013	800006146	MILAN	IL
Signet Partners	Morningside Courts	Rent Reduction Only	OAHF Receive Complete PAE Justification (Form 10 Z) Submission	07/15/2013	800219171	Chicago	IL
Signet Partners	STRATFORD COMMONS	Mortgage Restructuring	Date Assigned to Underwriter	06/28/2013	800007012	ELKHART	IN
Signet Partners	CYPRESS GLEN	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	05/23/2013	800007193	HOLTON	KS
Signet Partners	CLINTON PLACE	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	06/21/2013	800010012	MOUNT CLEMENS	MI
Signet Partners	COLONY AND FISHER ARMS APARTMENTS	Mortgage Restructuring	Date Action Other than Closing Occurred	01/23/2013	800213296	DETROIT	MI
Signet Partners	RYAN COURT APARTMENTS	Mortgage Restructuring	Title Bring Down Received	05/31/2013	800010552	DETROIT	MI
Signet Partners	VILLAGE MANOR APARTMENTS	Mortgage Restructuring	Title Bring Down Received	05/10/2013	800010653	PORT HURON	MI
Signet Partners	FORUM MANOR APTS	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	05/23/2013	800011578	ROLLA	MO
Signet Partners	Community Gardens	Mortgage Restructuring	Title Bring Down Received	06/19/2013	800218909	RENO	NV
Signet Partners	PARKVIEW MANOR APARTMENTS	Mortgage Restructuring	Restructuring Commitment Executed by Owner	04/05/2013	800020412	UNION CITY	TN

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 OAHF.

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Submitted Plans Awaiting Decision Report

Today's Date: 08/09/2013

Preservation Office: Chicago					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	RIVER RUN APARTMENTS	IN	Mortgage Restructuring	80020993	12/23/2011

Preservation Office: Washington					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013

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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: 08/09/2013

Preservation Office: Chicago										
PAE Name	Property State	Property Name	Property ID	Status	Section 8 Contract Renewal Type	Accepted Date	Submitted Date	Approved Date	Closing Date	Other Completed Date
Signet Partners	AR	South Pointe Apartments	800000683	Active	Mortgage Restructuring	12/01/2011	06/29/2012	08/02/2012	03/27/2013	
Signet Partners	IA	Robinson Heights Apartments	800005445	Active	Mortgage Restructuring	03/03/2010	02/29/2012	04/03/2012	06/15/2012	
Signet Partners	IL	HUMBOLDT BUILDING	800005288	Active	Mortgage Restructuring	08/15/2011	04/11/2012	05/23/2012	12/06/2012	
Signet Partners	IN	BELMONT ESTATES	800006556	Active	Mortgage Restructuring	03/23/2009	06/28/2013	07/10/2013		
Signet Partners	IN	RIVER RUN APARTMENTS	800209693	Active	Mortgage Restructuring	06/01/2010	12/23/2011			
Signet Partners	KS	MISSION PLACE	800007309	Active	Mortgage Restructuring	08/22/2011	08/13/2012	09/04/2012	03/27/2013	
Signet Partners	MI	GARDENVIEW	800010137	Active	Mortgage Restructuring	09/26/2011	07/30/2012	10/02/2012	03/27/2013	
Signet Partners	TN	MONUMENTAL PRIDE HOMES	800020359	Active	Mortgage Restructuring	01/25/2010	02/10/2011	04/24/2012	10/25/2012	

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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: 08/09/2013

Preservation Office: Chicago

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	OAHF Executed Restructuring Plan Due Date	OAHF 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
Signet Partners	IA	Stellar Woods Village	800005472	Completed						11/28/2001						05/16/2002	
Signet Partners	ID	BANNOCK ARMS APTS	800005549	Completed						05/28/2003			04/24/2001	07/15/2003	10/31/2003	10/29/2003	
Signet Partners	IL	325 N AUSTIN APTS	800006518	Completed						08/30/2004							03/31/2005
Signet Partners	IL	BRYN MAWR APARTMENTS	800005747	Completed						05/26/2004					11/30/2004	12/14/2004	
Signet Partners	IL	LASALLE MANOR	800006098	Completed						11/22/2007				01/18/2007	03/30/2007	03/30/2007	
Signet Partners	IL	LAVERGNE COURT APTS	800040084	Completed	07/17/2002				08/17/2002	05/20/2003			09/17/2002	07/01/2003	10/17/2002	08/28/2003	
Signet Partners	IL	ROOSEVELT INDEPENDENCE	800006288	Completed					01/28/2006	12/01/2005			03/28/2006	07/18/2006		08/25/2006	
Signet Partners	IL	WASHINGTON COURTS I	800040081	Completed	07/17/2002				08/17/2002	02/18/2003			09/17/2002	07/01/2003	10/17/2002	08/28/2003	
Signet Partners	IL	WASHINGTON SCENE	800006484	Completed						01/13/2006			03/21/2006	02/01/2006	03/13/2006	03/13/2006	
Signet Partners	IN	CARRIAGE HOUSE MUNCIE	800006631	Completed						07/11/2003				09/18/2003		11/25/2003	
Signet Partners	MI	SYCAMORE MEADOWS APARTMENTS	800010594	Completed		07/18/2008	05/30/2008	06/09/2008									12/28/2009
Signet Partners	OH	CHIP TOWNHOUSES II	800016492	Completed					05/20/2001	11/20/2001			06/05/2001		08/05/2001		01/25/2002
Signet Partners	OH	RIVERSIDE MANOR APTS	800017174	Completed					06/20/2001	06/21/2001			07/20/2001	08/29/2001	09/20/2001	10/22/2001	
Signet Partners	OH	TERRILL COMMONS	800017349	Completed	05/20/2001				06/20/2001	02/28/2002			07/20/2001	08/14/2002	09/20/2001	10/30/2002	
Signet Partners	OH	Tubman Towers	800017370	Completed					05/20/2001	09/24/2001			06/20/2001	10/08/2001	08/20/2001	10/30/2001	

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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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OAHF Report of Late Submissions

As of 7/20/2011

Comp Reviews	
Rent Reductions	
Mortgage Restructurings*	8
Total	8

*Based on 3 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

State	Property Name	Property ID	Days Late	Last Milestone Completed	Total: 8	Date
MI	CLINTON PLACE	800010012	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	800029693	168	Title Bring Down Received		11/29/2010
NE	FRENCH VILLAGE	800045496	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	800008906	39	Title Bring Down Received		10/28/2010

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

9.7 Green Initiative Projects Report

The **Green Initiative Projects Report** (illustrated as Figure 9-7 on the next page) represents a list of M2M Program properties that have opted to participate in the Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.

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Green Initiative Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
800000683	South Pointe Apartments	AR	Active	08211068	03/27/2013	80	I
800001445	Robinson Heights Apartments	IA	Active	07435125	06/15/2012	100	I
800001998	HUMBOLDT BUILDING	IL	Active	07194040	12/06/2012	29	I
800006146	MILAN MANOR	IL	Active	07135411	07/23/2013	72	I
800006356	BELMONT ESTATES	IN	Active	07335635		56	I
800007012	STRATFORD COMMONS	IN	Active	07335688		159	I
800007193	CYPRESS GLEN	KS	Active	10235240	04/30/2013	20	I
800010019	CLINTON PLACE	MI	Active	04835500	05/21/2013	283	I
800010137	GARDENVIEW	MI	Active	04835097	03/27/2013	118	I
800010532	RYAN COURT APARTMENTS	MI	Active	04494055		215	I
800010655	VILLAGE MANOR APARTMENTS	MI	Active	04411079		123	I
800011578	FORUM MANOR APTS.	MO	Active	08535495	05/02/2013	44	I
800020412	PARKVIEW MANOR APARTMENTS	TN	Active	08111052		50	I
800020663	RIVER RUN APARTMENTS	IN	Active	07335531		120	I
800013206	COLONY AND FISHER ARMS APARTMENTS	MI	Active	04411075		160	I

Total Active Green Initiative Projects: 15

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Figure 9-7, Green Initiative Projects Report

9.8 Completed Projects Report

The **Completed Projects Report** (illustrated as Figure 9-8 on the next page) represents a list all of M2M Program properties that have completed the M2M Program.

Property ID	Property Name	Property State	FHA Number	PAE Name	Renewal Type (*AOTC)	Date Completed	Total Units	Green Level
800005972	HEBRON TOWNHOUSES	IL	07135745	Signet Partners	Mortgage Restructuring*	02/04/2010	63	I
800006334	SLATE CREEK APARTMENTS	IL	07211080	Signet Partners	Mortgage Restructuring	02/07/2012	113	I
800006486	WILDBERRY VILLAGE	IL	07135734	Signet Partners	Mortgage Restructuring*	11/02/2011	74	I
800006490	WILLOW OAKS APTS I	IL	07235652	Signet Partners	Mortgage Restructuring	08/22/2012	112	I

Figure 9-8, Completed Projects Report

9.9 Rehab Escrow Account Closed Report

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

Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800000683	South Pointe Apartments	AR	Active	08211068		80	I	
800005445	Robinson Heights Apartments	IA	Active	07435125		100	I	
800005288	HUMBOLDT BUILDING	IL	Active	07194040		29	I	
800006146	MILAN MANOR	IL	Active	07135411		72	I	
800007193	CYPRESS GLEN	KS	Active	10235340		20	I	
800010019	CLINTON PLACE	MI	Active	04435500		283	I	
800010137	GARDENVIEW	MI	Active	04635097		118	I	
800011278	FORUM MANOR APTS.	MO	Active	08335495		44	I	

Figure 9-9, Rehab Escrow Account Closed Report

9.11 Rent Comparability Review Progress Report - MU2M

The **Rent Comparability Review Progress Report** (illustrated as Figure 9-11 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.

	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
Signet Partners										
Preservation Office: Chicago										
	VALENCIA VILLA APTS	CA	Completed 122315397	07/31/2012	08/08/2012					Review in Process
Preservation Office Total				1	1	0	0	0	0	
PAE Total				1	1	0	0	0	0	

Figure 9-11, Post M2M Rent Comparability Review Progress Report

9.12 Rent Reduction Only Progress Report

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

Figure 9-12-1, Rent Reduction Only Progress Report (Part I) and Figure 9-12-2, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

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

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Rent Reduction Only Progress Report -- Part I

Today's Date: 08/09/2013

Property State	Status (*Partial)	Primary FHA Number	OAHF Initial Assignment	OAHF 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)	OAHF Receives Complete PAE Justification (Form 10.2) Submission	OAHF Approves PAE Recommendation	
Signet Partners																
Preservation Office: Washington																
CITRUS ARMS	CA	Completed	14335017	09/27/2012	09/28/2012	10/03/2012	01/01/2013		10/24/2012	10/08/2012	10/08/2012	11/06/2012	11/20/2012	12/07/2012	12/11/2012	01/16/2013
MAYFLOWER ARMS	CA	Completed	12235678	01/24/2013	01/28/2013	03/01/2013	05/02/2013		02/07/2013	02/15/2013	02/15/2013	03/15/2013	03/18/2013	04/04/2013	04/05/2013	04/10/2013
NEW HAMPSHIRE ARMS	CA	Completed	12235680	08/08/2012	08/10/2012	08/12/2012	11/10/2012		08/24/2012	08/28/2012	08/28/2012	09/19/2012	09/18/2012	10/19/2012	10/23/2012	11/28/2012
OXFORD PARK	CA	Completed	12235097	09/27/2012	09/28/2012	10/03/2012	01/01/2013		10/23/2012	10/08/2012	10/08/2012	10/31/2012	11/16/2012	12/07/2012	12/11/2012	01/10/2013
PARK VIEW TERRACE APTS	CA	Completed	12235364	02/05/2013	02/05/2013	02/08/2013	05/09/2013		02/27/2013	02/15/2013	02/15/2013	03/15/2013	03/25/2013	04/12/2013	04/15/2013	04/26/2013
VALENCIA VILLA APTS	CA	Completed	12235397	08/08/2012	08/10/2012	08/15/2012	11/13/2012		08/27/2012	08/28/2012	08/28/2012	09/19/2012	09/25/2012	10/19/2012	10/23/2012	11/26/2012
VILLA SAN DIMAS	CA	Completed	12235663	02/05/2013	02/05/2013	02/08/2013	05/09/2013		02/28/2013	02/15/2013	02/15/2013	03/15/2013	03/25/2013	04/12/2013	04/15/2013	04/26/2013
Memorials Courts	IL	Active	07111243	04/18/2013	04/23/2013	04/29/2013	07/28/2013		05/16/2013	05/03/2013	05/03/2013	05/31/2013	06/03/2013	07/01/2013	07/15/2013	
SCOTLAND YARD II	IL	Completed	07111214	08/21/2012	08/22/2012	08/27/2012	11/25/2012		09/26/2012	08/30/2012	08/30/2012	09/26/2012	10/03/2012	10/08/2012	10/31/2012	12/12/2012
WINDRID-DE APARTMENTS	IN	Completed	07335386	12/07/2012	12/07/2012	12/12/2012	03/12/2013		01/08/2013	12/17/2012	12/17/2012	01/23/2013	01/11/2013	02/15/2013	03/21/2013	
Preservation Office Total				10	10	10	10	0	10	10	10	10	10	10	9	9
PAE Total				10	10	10	10	0	10	10	10	10	10	10	9	9

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Figure 9-12-1, Rent Reduction Only Progress Report (Part I)

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Rent Reduction Only Progress Report -- Part II

Today's Date: 08/09/2013

Property State	Status (*Partial)	Primary FHA Number	OAHF Approves PAE Lite Recommendation	OAHF 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	OAHF Approves Tier 2 Conversion (Form 2.16)	OAHF Returns to PAE for Revision	OAHF Receives PAE Resubmission
Signet Partners										
Preservation Office: Washington										
CITRUS ARMS	CA	Completed	14335017	01/16/2013	01/16/2013	03/04/2013				
MAYFLOWER ARMS	CA	Completed	12235678	04/10/2013	04/11/2013					
NEW HAMPSHIRE ARMS	CA	Completed	12235680	11/29/2012						
OXFORD PARK	CA	Completed	12235097	01/10/2013	01/14/2013					
PARK VIEW TERRACE APTS	CA	Completed	12235364	04/26/2013	04/29/2013					
VALENCIA VILLA APTS	CA	Completed	12235397	11/30/2012						
VILLA SAN DIMAS	CA	Completed	12235663	04/26/2013	04/29/2013					
Memorials Courts	IL	Active	07111243							
SCOTLAND YARD II	IL	Completed	07111214	12/12/2012	12/12/2012	01/18/2013				
WINDRID-DE APARTMENTS	IN	Completed	07335386	03/21/2013						
Preservation Office Total			9	7	2	0	0	0	0	0
PAE Total			9	7	2	0	0	0	0	0

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Figure 9-12-2, Rent Reduction Only Progress Report (Part II)

9.13 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to

OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 9-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 9-13-2, Mortgage Restructuring Progress Report (Part II).

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

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Mortgage Restructuring Progress Report

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

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FEA Number	OAHP Initial Assign.	OAHP Approves COI Form 2.2	Amended FRA 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	T	
Signet Partners																							
Preservation Office: Washington																							
Madrohenia Park & Town Apartments	CA	Action	18311083	06/06/2012	06/07/2012	02/20/2013	06/14/2012	06/24/2012	06/20/2012	07/23/2012				06/20/2012	07/29/2012	07/13/2012	06/15/2012	07/27/2012	08/23/2012	07/23/2012	07/27/2012	010	
SIST & KIRO APARTMENTS	IL	Action	07135705	10/25/2012	10/26/2012		10/31/2012	05/31/2013	11/07/2012					11/07/2012	04/26/2013		12/07/2012	12/07/2012		06/14/2013	06/21/2013		
MELAN MAJOR	IL	Action	07135411	10/19/2011	10/21/2011	12/01/2012	10/26/2011	04/27/2012	11/04/2011	03/16/2012				11/04/2011	04/06/2012	03/09/2012	11/05/2011	11/16/2011	04/05/2012	03/15/2012	03/24/2012	107	
STRAFORD CONDOS	DE	Action	07335688	10/25/2012	10/26/2012		10/31/2012	11/09/2012	11/12/2012	12/18/2012				01/24/2013	11/07/2012	12/12/2012	11/26/2012	01/28/2013	12/07/2012	01/29/2013	11/26/2012	12/14/2012	
CYRESS ISLE	KS	Action	10235240	12/01/2011	12/23/2011	03/01/2013	12/29/2011	04/26/2012	01/09/2012	03/22/2012				01/09/2012	03/09/2012	03/17/2012	02/07/2012	02/07/2012	06/11/2012	03/17/2012	03/24/2012	090	
CLINTON PLACE	ME	Action*	04433300	04/24/2009	04/28/2009	03/01/2013	03/04/2009																101
COLONY AND FISHER APARTMENTS	ME	Action	04411073	09/19/2011	09/21/2011	02/28/2013	09/26/2011	10/03/2011	03/04/2011	11/07/2011				10/04/2011	11/03/2011	10/26/2011	11/04/2011	11/06/2011	11/09/2011	10/07/2011	10/12/2011		
RYAN COURT APARTMENTS	ME	Action	04494033	03/06/2013	03/08/2013		03/13/2013	03/21/2013	03/26/2013					06/20/2013	03/21/2013	04/23/2013	04/17/2013	03/06/2013	04/19/2013	03/21/2013	04/22/2013	03/11/2013	
VILLAGE MAJOR APARTMENTS	ME	Action	04411079	03/06/2013	03/08/2013		03/13/2013	03/21/2013	03/26/2013					06/03/2013	03/21/2013	04/25/2013	04/17/2013	04/19/2013	04/19/2013	04/17/2013	04/22/2013	03/29/2013	
FORUM MAJOR APTS.	MD	Action	06333495	12/06/2011	12/07/2011	11/30/2012	12/13/2011	04/26/2012	01/09/2012	03/21/2012				01/10/2012	04/05/2012	06/05/2012	02/06/2012	02/06/2012	06/14/2012	06/05/2012	06/07/2012	100	
Chesapeake Parkview Manor Apartments	NY	Action	12511062	04/10/2013	04/23/2013		04/29/2013	05/15/2013	03/03/2013	06/03/2013				06/21/2013	03/03/2013	06/12/2013	06/12/2013	06/21/2013	06/21/2013	06/21/2013	06/19/2013		
PAKEVIEW MAJOR APARTMENTS	TX	Action	06111032	02/10/2012	02/13/2012		02/21/2012	02/21/2012	02/24/2012	03/21/2012				02/24/2012	03/21/2012	03/06/2012	03/21/2012	03/28/2012	04/17/2012	03/28/2012	04/09/2012	092	
Preservation Office Total				12	12	6	12	11	11	8	0	0	4	11	11	10	11	11	10	11	11		
PAE Total				12	12	6	12	11	11	8	0	0	4	11	11	10	11	11	10	11	11		

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Mortgage Restructuring Progress Report

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

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	OAHF Initial Assign.	OAHF 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	OAHF Returns Documents for Fixes	PAE Resubmits Documents	OAHF 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
Preservation Office: Chicago																						
Signet Partners																						
North Parkside	AR	Active	06211069	11/22/2011	11/23/2011	03/29/2013	12/01/2011	12/06/2012	12/13/2011	01/12/2012		01/19/2012		12/13/2011	01/12/2012	01/20/2012	01/31/2012	01/13/2012	02/06/2012	01/20/2012	02/06/2012	03/10/2012
Johnson Apartments	IA	Active	07435123	02/26/2010	03/02/2010	06/30/2012	03/03/2010	03/03/2010	03/23/2010	06/22/2011				03/23/2010	03/06/2010	04/14/2010	04/22/2010	04/13/2010	04/22/2010	03/11/2010	03/19/2010	02/17/2012
IMBOLDT BLDG	IL	Active	07194040	09/30/2011	09/30/2011	01/31/2013	08/15/2011	08/17/2011	08/23/2011	10/03/2011		10/11/2011		08/22/2011	09/19/2011	10/07/2011	10/03/2011	10/07/2011	10/25/2011	08/31/2011	09/07/2011	03/08/2012
ELMONT ES	IN	Active	07335633	03/11/2009	03/17/2009	05/31/2013	03/23/2009	03/23/2009	03/31/2009					03/31/2009	04/21/2009	04/21/2009	06/01/2009	05/04/2009	06/01/2009	04/10/2009	05/01/2009	12/16/2009
EVER RUN APARTMENTS	IN	Active	07335531	05/18/2010	05/25/2010	12/31/2011	06/01/2010	06/03/2010	06/21/2010					06/21/2010	12/08/2010	08/12/2010	07/22/2010	07/21/2010	12/08/2010	11/15/2010	11/29/2010	09/20/2011
ISSION	KS	Active	10235228	08/16/2011	08/17/2011	04/06/2013	08/22/2011	03/13/2012	08/23/2011	04/17/2012				08/25/2011	04/19/2012	03/28/2012	09/26/2011	10/06/2011	04/25/2012	03/20/2012	03/30/2012	08/02/2012
ARDESHVEDW	MI	Active	04635097	09/19/2011	09/21/2011	03/31/2013	09/26/2011	10/03/2011	10/04/2011	11/07/2011				10/04/2011	11/09/2011	10/21/2011	11/03/2011	11/14/2011	11/14/2011	10/24/2011	10/31/2011	03/14/2012
OHOMENTAL HOMES	TN	Active	08135072	01/12/2010	01/19/2010	12/31/2012	01/23/2010	02/01/2010	02/18/2010	05/11/2011				02/18/2010	03/17/2010	03/12/2010	03/12/2010	03/03/2010	03/12/2010	02/25/2010	03/08/2010	10/21/2011
PAE Total				8	8	8	8	8	8	6	0	2	0	8	8	8	8	8	8	8	8	8
Preservation Office Total				8	8	8	8	8	8	6	0	2	0	8	8	8	8	8	8	8	8	8

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Figure 9-13-1, 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: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to OAHF	OAHF Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	OAHF Approves Restr. Plan	OAHF Returns Restr. Plan for Revision	OAHF Receives PAE Resub	Restructuring Plan Executed by OAHF	RC Executed by Owner	OAHF 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
Signet Partners																		
Preservation Office: Washington																		
Meadowbrook Park & Tower Apartments	CA	Active	14311003	02/28/2013	03/01/2013	03/08/2013	05/23/2013		06/03/2013	06/21/2013		09/30/2013						
51ST & KING DRIVE APARTMENTS	IL	Active	07135705															
MELAN MANOR	IL	Active	07135411	11/30/2012	12/03/2012	12/06/2012	02/26/2013		03/01/2013	04/30/2013			07/23/2013					
STRAFORD COMMONS	IN	Active	07333688	06/25/2013	06/27/2013	06/28/2013												
CYPRESS GLEN	KS	Active	10235240	09/28/2012	10/03/2012	10/03/2012	12/18/2012		01/30/2013	02/05/2013			04/30/2013	05/01/2013		05/23/2013		
CLINTON PLACE	MI	Active**	04435300	11/29/2012	11/30/2012	12/03/2012	01/22/2013		01/30/2013	02/26/2013			03/31/2013	05/21/2013	06/01/2013	06/21/2013		
COLONY AND FISHER ARMS APARTMENTS	MI	Active	04411075															01/23/2013
RYAN COURT APARTMENTS	MI	Active	04494035															
VILLAGE MANOR APARTMENTS	MI	Active	04411079															
FORUM MANOR APTS.	MO	Active	08533495	10/31/2012	11/01/2012	11/01/2012	01/23/2013		01/30/2013	02/05/2013			05/02/2013	06/01/2013		05/23/2013		
Community Ordinance	NV	Active	12511062															
PARKVIEW MANOR APARTMENTS	TN	Active	08111052	10/31/2012	11/01/2012	11/01/2012	02/26/2013		03/08/2013	04/05/2013			06/28/2013					
Preservation Office Total				7	7	7	6	0	0	6	6	0	3	4	3	0	3	1
PAE Total				7	7	7	6	0	0	6	6	0	3	4	3	0	3	1

Figure 9-13-2, Mortgage Restructuring Progress Report (Part II)

9.14 Focus on Production Report

The Focus on Production Report (Figure 9-14-1, Focus on Production Report Part I) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 9-14-2, Focus on Production Report Part II) by Preservation Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	<u>13</u>		<u>1</u>	<u>12</u>
Next Week	<u>2</u>			<u>2</u>
September, 2001	<u>47</u>		<u>1</u>	<u>46</u>
October, 2001	<u>53</u>			<u>53</u>
November, 2001	<u>3</u>			<u>3</u>
December, 2001				
January, 2002				
February, 2002				
September, 2001 - February, 2002	<u>103</u>		<u>1</u>	<u>102</u>

Figure 9-14-1, Focus on Production Report Part I

Preservation Office	State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date	Total
Washington						<u>3</u>
NW Financial Group	NY	BURNIE C MCCARLEY GARDENS	<u>800035705</u>	04/23/2004	11/19/2004	<u>1</u>
RER Solutions, Inc.	MD	FOXWELL MEMORIAL APTS	<u>800009221</u>	07/21/2004	11/17/2004	<u>2</u>
	MD	FRANKLIN SQUARE SCHOOL 100	<u>800009224</u>	07/21/2004	11/17/2004	

Figure 9-14-2, Focus on Production Report Part II

9.15 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.

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Signet Partners						
Preservation Office: Washington						
RYAN COURT APARTMENTS	MI	Active	04494055	Mortgage Restructuring	06/24/2013	11/30/2013
Preservation Office Total					1	1
PAE Total					1	1

Figure 9-15, Properties On Hold Report

9.16 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.

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Signet Partners							
Preservation Office: Chicago							
Central Crest	CA	Completed	12135705	03/04/2002	07/17/2002		VAN VINCENT
Parkside Villa	CA	Completed	12135904	07/17/2012	07/17/2012		
NEWLAND SQUARE	CO	Completed	10135276	10/24/2002	10/24/2002	10/28/2002	GLINDA M BROWN
RIVER RUN APARTMENTS	IN	Active	07335531	12/23/2011	12/23/2011	12/29/2011	BARBARA LISTOEN
SEVEN OAKS	MO	Completed	08435225	09/19/2002	09/19/2002		
Arrow Apartments	OH	Completed	04635258	10/11/2001	05/02/2001		
SEM VILLA I	OH	Completed	04644088	10/11/2001	10/11/2001	10/03/2001	NANCY J RICHARDS
Preservation Office Total				7	7	3	
PAE Total				7	7	3	

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.

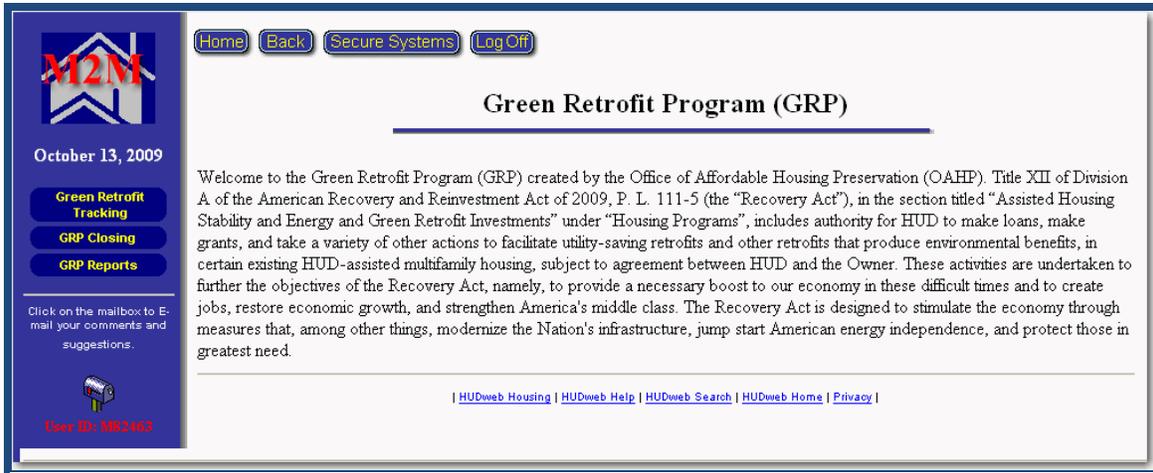


Figure 10, Green Retrofit Program Screen

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.

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Select Search Criteria for Green Retrofit Program Tracking

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

PAE:

Debt Restructuring Specialist:

Property:

Status:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

Or click [HERE](#) to get ALL properties.

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

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 OAHF Preservation Office or OAHF 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 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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[Back](#)
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[Log Off](#)

Green Retrofit Program Tracking

HEREMS Property ID: 80221718
 Primary FHA Number: 1768816
 Contract Number: AK06991002
 Preservation Office: Washington
 HUD Project Manager: LEONA L BLANKENSHIP
 Region: Seattle
 Debt Restructuring Specialist: NORMAN DAILEY
 OAHF/PAE Underwriter: HANCOY J RICHARDS

Property Name: Cranberry Ridge
 PAF 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

OAHF Receives Green Retrofit Package: 04/24/2009

Complete Application: Yes No:

Duplicate Application: Yes No:

OAHF Returns Green Retrofit Package: Yes No: 04/24/2009

Phase: Assignment/Assessment

OAHF Sends List of Potential Assets: 04/21/2009

PAE Clears and OAHF Approves COI: 04/19/2009

PAE Accepts Assignment: 04/20/2009 Save and Continue

PAE IFA Validation Feasibility Test Completed: Pass Fail: 04/21/2009

OAHF Approved FAE's IFA Analysis: 04/22/2009

Phase: Waivers/Notis

Waiver: 05/01/2009 Reason: Due Diligence

Waiver No. of Days: 123

OAHF Places Property On Hold: 05/02/2009 Reason: Closing

Anticipated On Hold Removal Date: 05/03/2009

OAHF Removes Property From On Hold: 05/04/2009

Phase: Due Diligence

3rd Party Reports Ordered: 06/01/2009

Tenant Meeting: 06/02/2009

3rd Party Reports Accepted as Approvable: 06/03/2009

Title Bring-Down Received: 06/04/2009

Due Diligence Completed: 06/05/2009

Phase: Underwriting

PAE Submits Green Retrofit Plan Submission to OAHF: 07/01/2009

OAHF Receives FAE's Green Retrofit Plan Submission: 07/02/2009

Date Proposed OR Plan Assigned to Underwriter: 07/03/2009

Date Underwriter Review of OR Plan Complete: 07/04/2009

OPCA Reviewer
 ELAINE VAKALOPoulos

Exhibit A Review Approval Date: 07/05/2009

PD/HQ Loan Committee Date: 07/06/2009

Green Retrofit Plan Approved by OAHF: 07/07/2009

Phase: Commitment Stage

Green Retrofit Plan Commitment Received by OAHF: 08/01/2009

Green Retrofit Plan Commitment Reviewed by OAHF: 08/02/2009

718 Package Completed and Delivered by OAHF: 08/03/2009

718 Approved: 08/04/2009 Reason: Commitment

718-Approved Grant Amount:

718-Approved Loan Amount:

Green Retrofit Plan Commitment Sent to Owner: 08/05/2009

Green Retrofit Plan Commitment Executed by Owner: 08/06/2009

Green Retrofit Plan Commitment Executed by OAHF: 08/07/2009

Expiration Date of Green Retrofit Plan Commitment: 08/08/2009

Phase: Closing

Scheduled Closing Date: 09/01/2009

PAE Counsel Ready to Close Date: 09/02/2009

Closing Date: 09/03/2009

Amount of Closed Grant: 12,345.00

Amount of Closed Loan: 54,321.00

Phase: Post Closing

Critical Documents Received by OAHF: 10/01/2009

Closing Documents Distributed by PAE: 10/02/2009

GRP Pre-Development Incentive Paid (Date): 10/03/2009

GRP Pre-Development Incentive Paid (Amount): 35,000.00

Retrofit/Repair Completion Date: 10/04/2009

GRP Efficiency Incentive Paid (Date): 10/05/2009

GRP Efficiency Incentive Paid (Amount): 2,468.00

Job Creation Incentive Paid (Date): 10/06/2009

Job Creation Incentive Paid (Amount): 345,678.00

Number of Jobs Created/Saved: 2,468

Expected Utility Savings per Project: 123,456.00

OAHF Comment Text:

PAE Comment Text:

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.

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Select Search Criteria for Green Retrofit Program Closing

If a property is not listed on the resulting screen(s) of your search, please verify in Green Retrofit Tracking that a closing date has been entered.

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

Preservation Office:

State:

PAE:

Property:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

Closing Date:

Or click [HERE](#) to get ALL Closings.

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

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.

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	Set & 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	<input type="radio"/>	AK06 Q971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK
Illinois Housing Development Authority	C	Aurora Commons	236	<input type="radio"/>	AK06 Q981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTNA	AK
Heskin Signet Partnership	C	Cranberry Ridge	202	<input type="radio"/>	AK06 S991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK
Heskin Signet Partnership	A	Cupisno House	515	<input checked="" type="radio"/>	AK06 S971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEEBNS	AK

| [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

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.

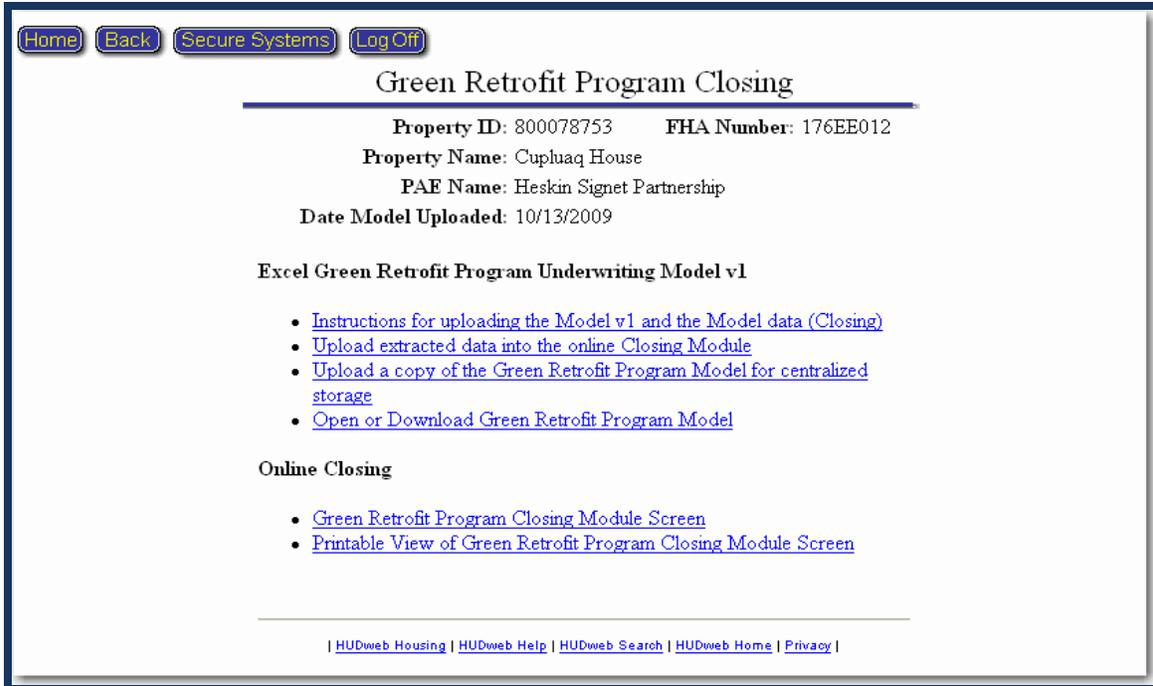


Figure 10-6, Green Retrofit Program Closing Screen

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."
 - o If the filename or type of file is incorrect there will be an error displayed.
 - o 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:

Home Back Secure Systems Log Off

Green Retrofit Program Properties Upload (Closing)

Property ID: 800078753 FHA Number: 176EE012
Property Name: Cupluag House
PAE Name: Heskin Signet Partnership

Note: This process is to upload the GREEN RETROFIT PROGRAM CLOSING TERMS that were extracted from the Green Retrofit Program model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Green Retrofit Program Excel model.

The filename of the data extract to be uploaded must match the REMS property id and have a .txt extension. Performing this upload will overwrite any Closing Terms data for this property that has previously been saved.

Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.

File to Upload:

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

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):

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:

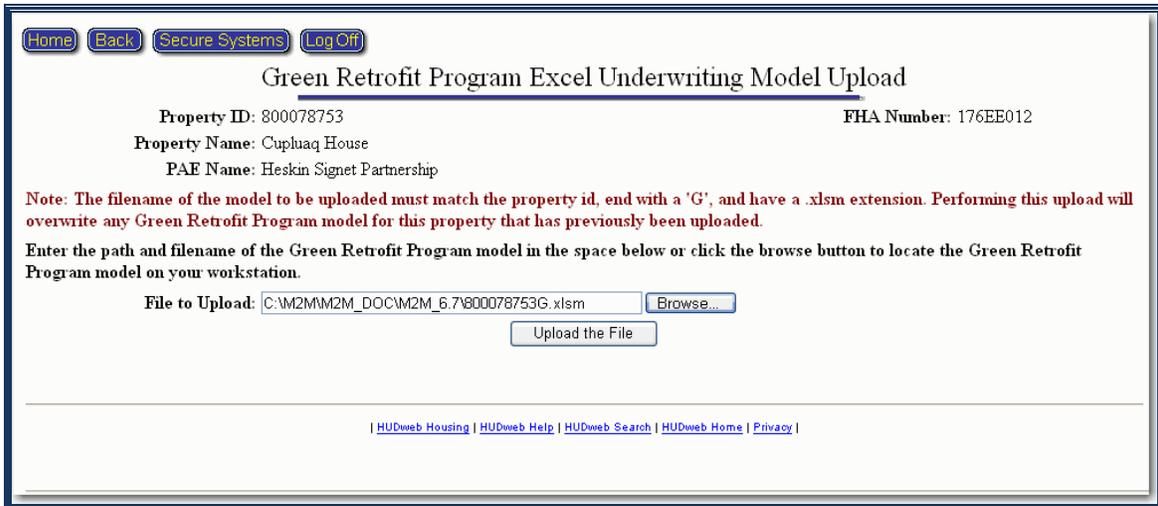


Figure 10-11, Excel Underwriting Model Screen

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 Screen.

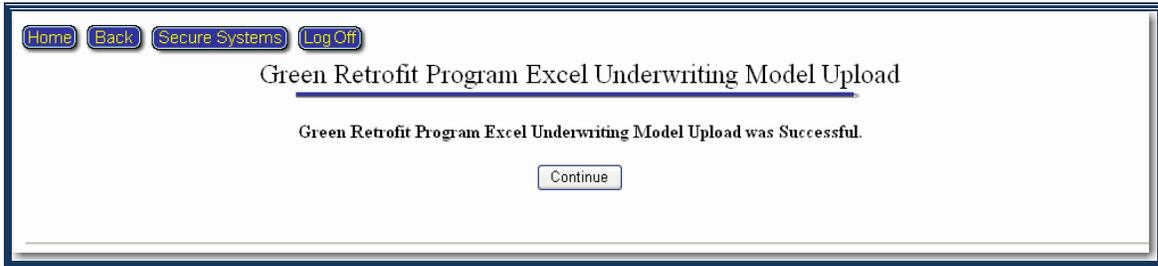


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

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, OAHF 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.

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 OAHF 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:

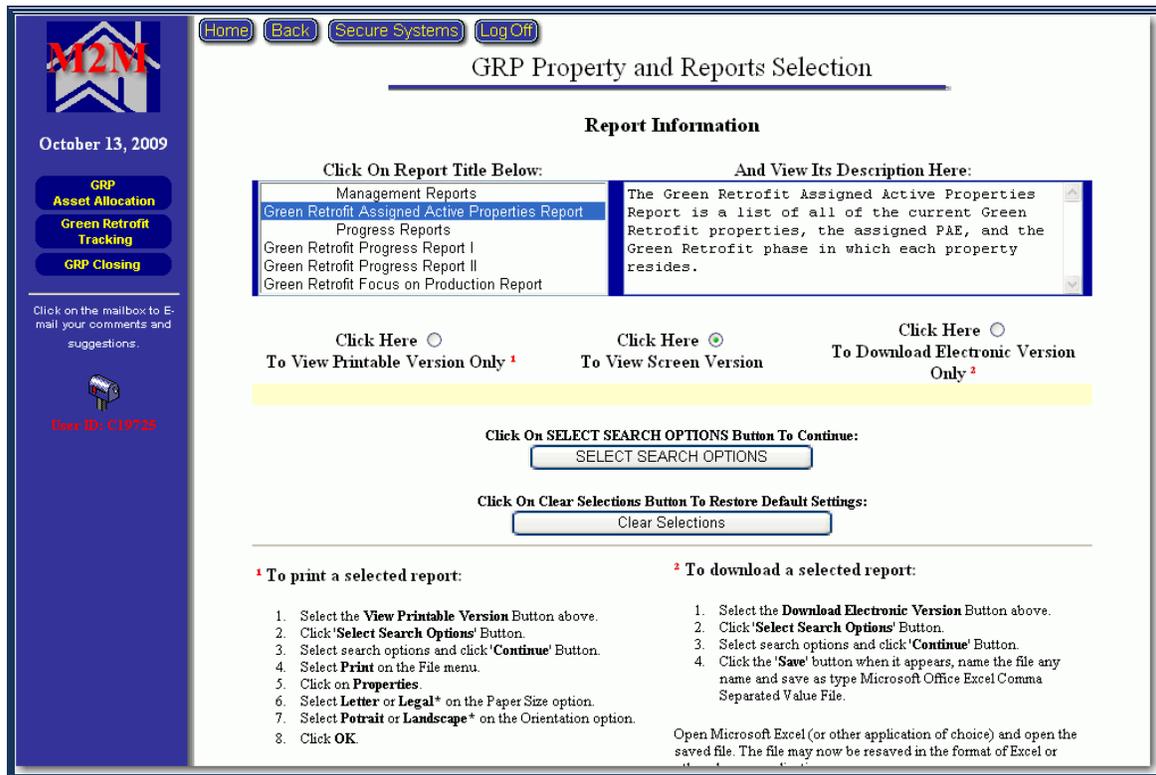


Figure 10-15, GRP Property and Report Selection Screen

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	800078733	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: 05/05/2014

State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	OAHF Receives GRP	Complete Application	Duplicate Application	OAHF Returns GRP	OAHF Sends List of Potential Assets	PAE Clears and OAHF Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHF Approved PAE's IFA Analysis	Waiver	OAHF Places Property On Hold	Anticipated On Hold Removal Date	OAHF Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Applicable	
Signet Partners																							
Preservation Office: Chicago																							
AR	Completed		Non-Profit	Grant/Loan	800000603	515	08/10/2009	08/04/2009			09/01/2009	09/01/2009	09/02/2009	10/06/2009							10/28/2009	11/18/2009	01/14/2010
ND	Completed	09444017	Non-Profit	Grant	80013405	256	06/15/2009	06/22/2009			07/13/2009	07/15/2009	07/16/2009	07/21/2009							08/06/2009	09/04/2009	11/03/2009
Preservation Office Total							2	2	0	0	2	2	2	2	0	0	0	0	0	2	2	2	
PAE Total							2	2	0	0	2	2	2	2	0	0	0	0	0	2	2	2	

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Retrofit Progress Report I

Today's Date: 05/05/2014

OAHF Returns GRP	OAHF Sends List of Potential Assets	PAE Clears and OAHF Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHF Approved PAE's IFA Analysis	Waiver	OAHF Places Property On Hold	Anticipated On Hold Removal Date	OAHF Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Applicable	Title Bring-Down Received	Due Diligence Completed	PAE Submits GRP Submission to OAHF	OAHF Receives PAE's GRP Submission	Date Proposed GRP Assigned to Underwriter	Date Underwriter Review of GRP Complete	Exhibit A Review Approval Date	PO/HQ Lease Committee Date	GRP Approved by OAHF	
	09/01/2009	09/01/2009	09/02/2009	10/06/2009								10/28/2009	11/18/2009	01/14/2010	11/16/2009	01/14/2010						
	07/13/2009	07/15/2009	07/16/2009	07/21/2009								08/06/2009	09/04/2009	11/03/2009	08/10/2009	11/03/2009						
0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0
0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0

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

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Green Retrofit Progress Report II

Today's Date: 05/05/2014

State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718 Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date
Signet Partners																				
Preservation Office: Chicago																				
AR	Completed		Non-Profit	Grant/Loan	800000605	515														
ND	Completed	09444017	Non-Profit	Grant	800013405	236														
Preservation Office Total							0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAE Total							0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Log Off

Green Retrofit Progress Report II

Today's Date: 05/05/2014

Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718 Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	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
Grant/Loan	800000605	515																	
Grant	800013405	236																	
Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

| [Office of Affordable Housing Preservation](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#) |

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.

Home Back Secure Systems Log Off		Green Retrofit Focus on Production Report																		As of 10/13/2009							
Preservation Office	Total Received	202	207/223 (0)	220	221 (0)	221(0)(0) BMIR	221(0)(0) MKT	223(0)	223 (0)	223 (0)/221(0)	223 (0)	231	233(0) 236	236	241	241/221	241/223	241/236	524 (0)	611	Med Rehab	Other Profit	Non-Profit	Grant	Grand/Leas		
Chicago	3	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	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	0	1	0	1	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	0	2	0	2	1	1	6	8	4	10

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

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