MARK-TO-MARKET (M2M)
RELEASE 7.6
ONLINE SYSTEM
PAE USERS GUIDE

for the

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

December 6, 2014

Mark-to-Market (M2M)
RELEASE 7.6
Online System
PAE Users Guide
Table of Contents

Section **Page**

1 M2M SYSTEM RELEASE 7.6 INTRODUCTION 4

1.1 M2M PROGRAM GOALS AND OBJECTIVES 4
1.2 BUSINESS FUNCTIONS 4
1.3 SYSTEM REQUIREMENTS 4
1.4 TIPS FOR USING THE SYSTEM (BEFORE GETTING STARTED) 5
1.4.1 CASE-SENSITIVITY SIGN-ON 6
1.4.2 SET BROWSER TO ACCEPT "COOKIES" 6
1.4.3 SAVING CHANGES 6
1.4.4 DATE FORMAT 7
1.4.5 ERROR MESSAGES 7

2 M2M SYSTEM SECURITY 8

2.1 PAE COORDINATOR 8
2.2 PAE USER 8

3 ACCESS TO THE M2M LOGIN SCREEN 9

3.1 LOGIN PROCEDURES 9
3.2 LOG OFF PROCEDURE 9
3.3 TIME OUT FEATURE 9

4 M2M SYSTEM HOME SCREEN 10

4.1 CRITICAL DATES TRACKING MODULE BUTTON 10
4.2 RESTRUCTURING PLANS MODULE BUTTON 10
4.3 CLOSING MODULE BUTTON 10
4.4 REPORTS MODULE BUTTON 11
4.5 GREEN RETROFIT PROGRAM BUTTON 11
4.6 E-MAIL LINK 11
4.7 OTHER HUDWEB SITES 12

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY 13

6 CRITICAL DATES TRACKING MODULE 14

6.1 ASSIGNED PROPERTIES SCREEN 15
6.2 CONTRACT NUMBER LINK 15
6.3 CRITICAL DATES TRACKING SCREEN 16
6.3.1 CRITICAL DATES DATA ENTRY 20

6.3.2 Critical Dates Reporting 21
6.3.3 As Is Rents Screen 22
6.3.4 Comp Review Results Screen 23
6.3.5 Comp Review to Determine Mark-Up-To-Market Eligibility Screen 24
6.3.6 Information Saved Screen 25

7 RESTRUCTURING PLANS MODULE 26

7.1 Restructuring Plans General Information 28
7.1.1 Data Entry/PAE Corrections 28
7.1.2 Negative Data Entry Fields 29
7.1.3 Navigating the Restructuring Plans Sections 29
7.2 Mortgage Restructuring Plan Forms 30
7.2.1 Excel Underwriting Model v4 31
7.2.1.1 Instructions for uploading the Model v4 and the Model data 31
7.2.1.2 Upload extracted data into the online Form 5.2 32
7.2.1.3 Upload a copy of the Model for centralized storage 33
7.2.1.4 Open or Download Model 33
7.2.2 Online Form 5.2 34
7.2.2.1 Property & Loan Information Term Sheet 34
7.2.2.2 Property Operating Statement 36
7.2.2.3 Debt Restructuring 38
7.2.2.4 Sources and Uses 39
7.3 Rent Reduction Only Plan Forms 41
7.3.1 Property & Loan Information Term Sheet 42
7.3.2 Property Operating Statement 42
7.3.3 Refinancing 44
7.3.4 Print the Entire Form 10.2 45
7.4 Submit Restructuring Plan to OAHP 45
7.5 Reviewing Submitted Restructuring Plans and Decisions 47

8 CLOSING MODULE 48

8.1 Closed Properties 49
8.2 Mortgage Restructuring Closing Screen 49
8.2.1 Excel Underwriting Model v4 50
8.2.1.1 Instructions for uploading the Model v4 and the Model data (Closing) 50
8.2.1.2 Upload extracted data into the online Closing Module 51
8.2.1.3 Upload a copy of the Model for centralized storage 54
8.2.1.4 Open or Download Model 55
8.2.2 Navigating the Closing Sections 55
8.2.2.1 Online Closing 56
8.2.2.2 Closing Module Screen 56
8.2.2.3 Print the Transmission Memo 59
8.2.2.4 Printable View of Closing Module Screen 61

9 REPORTS MODULE 63

9.1 PROPERTY AND REPORT SELECTION 64
9.2 ASSIGNED ACTIVE PROPERTIES REPORT 65
9.3 SUBMITTED PLANS AWAITING DECISION REPORT 65
9.4 OVERVIEW OF THE PORTFOLIO STATUS REPORT 67
9.5 PARTIAL ASSIGNMENTS REPORT 67
9.6 LATE SUBMISSIONS REPORT 68
9.7 GREEN INITIATIVE PROJECTS REPORT 69
9.8 COMPLETED PROJECTS REPORT 70
9.9 REHAB ESCROW ACCOUNT CLOSED REPORT 70
9.10 RENT COMPARABILITY REVIEW PROGRESS REPORT 71
9.11 RENT COMPARABILITY REVIEW PROGRESS REPORT - MU2M 72
9.12 RENT REDUCTION ONLY PROGRESS REPORT 72
9.13 MORTGAGE RESTRUCTURING PROGRESS REPORT 73
9.14 FOCUS ON PRODUCTION REPORT 76
9.15 PROPERTIES ON HOLD REPORT 77
9.16 UNDERWRITING TRACKING REPORT 77

10 GREEN RETROFIT PROGRAM MODULE 77

10.1 GREEN RETROFIT TRACKING MODULE BUTTON 78
10.2 GRP CLOSING MODULE BUTTON 78
10.3 GRP REPORTS MODULE BUTTON 78

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE 78

10.4.1 ASSIGNED PROPERTIES SCREEN 79
10.4.2 CONTRACT NUMBER LINK 80
10.4.3 GREEN RETROFIT PROGRAM TRACKING SCREEN 80

10.5 GREEN RETROFIT PROGRAM CLOSING MODULE 82

10.5.2 EXCEL GREEN RETROFIT PROGRAM UNDERWRITING MODEL V1 84
10.5.2.1 INSTRUCTIONS FOR UPLOADING THE MODEL V1 AND THE MODEL DATA (CLOSING) 84
10.5.2.2 UPLOAD EXTRACTED DATA INTO THE ONLINE CLOSING MODULE 85
10.5.2.3 UPLOAD A COPY OF THE MODEL FOR CENTRALIZED STORAGE 88
10.5.2.4 OPEN OR DOWNLOAD MODEL 89
10.5.3 ONLINE CLOSING 89
10.5.3.1 GREEN RETROFIT PROGRAM CLOSING MODULE SCREEN 89
10.5.3.2 PRINTABLE VIEW OF GREEN RETROFIT PROGRAM CLOSING MODULE SCREEN 91

10.6 GRP REPORTS MODULE 92

10.6.1 GRP PROPERTY AND REPORT SELECTION 93
10.6.2 GREEN RETROFIT ASSIGNED ACTIVE PROPERTIES REPORT 93
10.6.3 GREEN RETROFIT PROGRESS REPORT 94
10.6.4 GREEN RETROFIT FOCUS ON PRODUCTION REPORT 96

11 GLOSSARY AND ACRONYMS 97

11.1 GLOSSARY 97
11.2 ACRONYMS 98

1 M2M SYSTEM RELEASE 7.6 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.6 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 7.6 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 7.6 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 7.6 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 7.6 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 7.6 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):

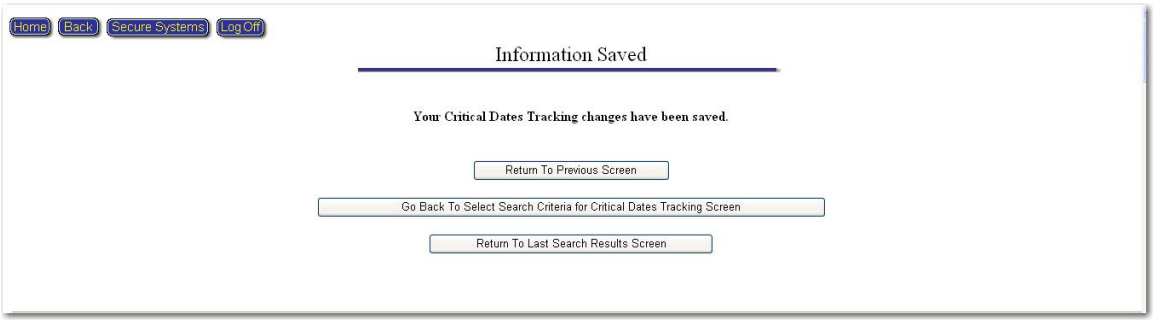


Figure 1-1, Confirmation Screen

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 OAHP HQ representatives, when the business agreement was executed.

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

2.1 PAE Coordinator

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

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

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

2.2 PAE User

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

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

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

3 ACCESS TO THE M2M LOGIN SCREEN

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

♪ **Note:** M2M RELEASE 7.6 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 7.6 contains sensitive financial data, Users are requested to use the Log Off button Log Off feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is not used, another User may be able to reopen your web browser and access system pages.

3.3 Time Out Feature

M2M RELEASE 7.6 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):

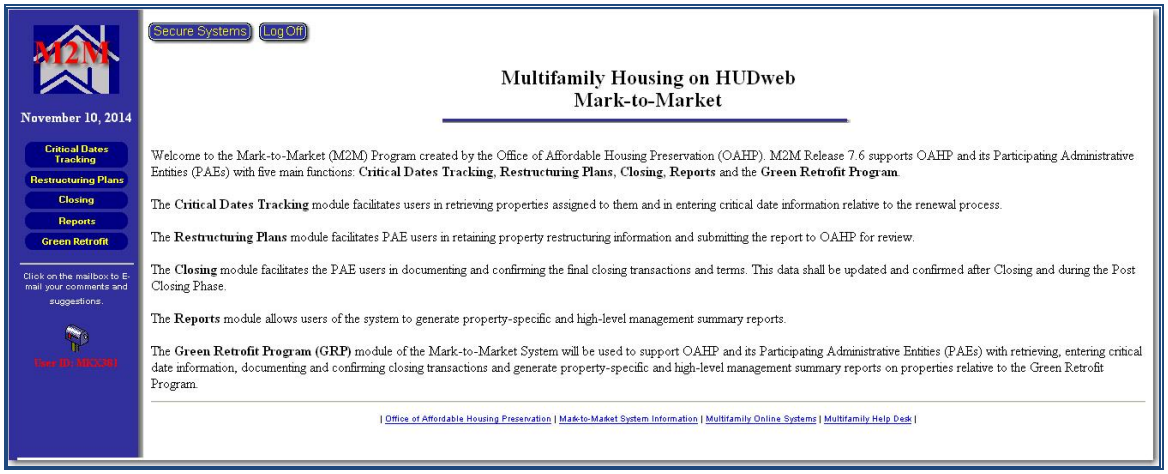


Figure 4-1, M2M Home Screen

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.

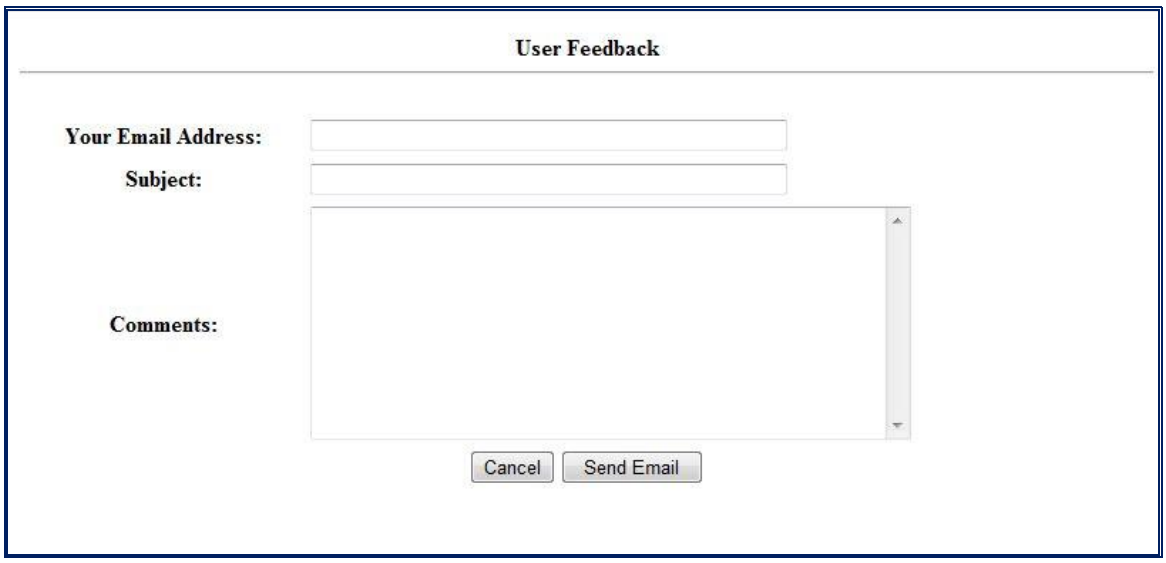


Figure 4-2, User Feedback Screen

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

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

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

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

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

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

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

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

6 CRITICAL DATES TRACKING MODULE

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

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

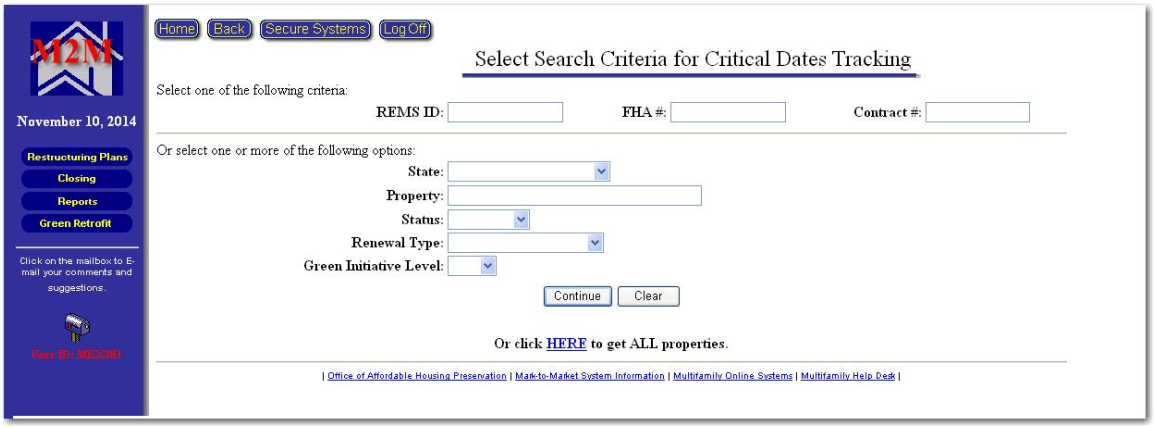


Figure 6-1, Select Search Criteria

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

- Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

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).

Home Back Secure Systems Log Off

Assigned Properties

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 Points Apartments	800000683	08211068	AR37M000031	Mortgage Restructuring	I	09/30/2012	MARIANNA	AR
A	HACIENDA DEL RIO	800000905	12335160	AZ20H042014	Mortgage Restructuring			Phoenix	AZ
A	Meadowbrook Park & Tower Apartments	800001946	14311083	CA16M000269	Mortgage Restructuring	I	06/30/2013	SAN BERNARDINO	CA
A	PARKSIDE VILLA	800002158	12135904	CA390023021	Mortgage Restructuring		04/30/2013	FAIRFIELD	CA
A	Robinson Heights Apartments	800005445	07435125	IA050030004	Mortgage Restructuring	I	06/30/2032	BURLINGTON	IA
A	The Meadows Apartments - Cedar Rapids	800005493	07435147	IA050034021	Mortgage Restructuring	I	10/31/2012	Cedar Rapids	IA
A	17TH PLACE APARTMENTS	800006516	07235067	IL060045004	Mortgage Restructuring		08/31/2032	MATTOON	IL
A	AUBURN MANOR APARTMENTS	800039733	07111122	IL060MR0020	Mortgage Restructuring	I	12/31/2009	ROCKFORD	IL
A	HUMBOLDT BUILDING	800005988	07194040	IL063H000069	Mortgage Restructuring	I	10/19/2012	CHICAGO	IL
A	MILAN MANOR	800006146	07135411	IL060044017	Mortgage Restructuring	I	12/09/2012	MILAN	IL
A	BELMONT ESTATES	800006556	07335635	IN260026001	Mortgage Restructuring	I	10/31/2012	DECATUR	IN
A	CARRIAGE HOUSE NEW ALBANY	800006632	07335592	IN260058014	Mortgage Restructuring		06/30/2032	NEW ALBANY	IN
A	RIVER RUN APARTMENTS	800209693	07335531	IN263H000001	Mortgage Restructuring	I	11/30/2012	Elkhart	IN
A	CYPRESS GLEN	800007193	10235240	KS160025024	Mortgage Restructuring	I	10/31/2012	HOLTON	KS
A	MISSION PLACE	800007309	10235228	KS400156021	Mortgage Restructuring		09/30/2012	HUTCHINSON	KS
A	CLINTON PLACE	800010019	04435500	MI280013030	Mortgage Restructuring	I	10/31/2012	MOUNT CLEMENS	MI
A	COLONY AND FISHER ARMS APARTMENTS	800213296		MI001MR0002	Mortgage Restructuring	I	01/31/2011	DETROIT	MI
A	FOXRIDGE	800009872	04735218	MI33L000037	Mortgage Restructuring	I	10/31/2012	KALAMAZOO	MI
A	GARDENVIEW	800010137	04835097	MI280010011	Mortgage Restructuring	I	08/31/2012	FLINT	MI
A	AFTON VIEW APARTMENTS	800010743	09244008	MN46M000170	Mortgage Restructuring	I	09/30/2012	SAINT PAUL	MN
A	YORK MANOR aka Francision Elderly	800011406	09235342	MN460006001	Mortgage Restructuring		10/31/2012	BRECKENRIDGE	MN
A	FORUM MANOR APTS.	800011578	08535495	MO16H195062	Mortgage Restructuring	I	03/31/2013	ROLLA	MO
A	MAPLE MANOR APARTMENTS	800042939	08411069	MO16M000155	Mortgage Restructuring	I	10/31/2012	INDEPENDENCE	MO
A	FRENCH VILLAGE	800045436	10311017	NE26M000041	Mortgage Restructuring	I	08/31/2012	GRAND ISLAND	NE
A	Homestead Village	800013607	10338021	NE260045002	Mortgage Restructuring	I	08/31/2012	BEATRICE	NE
A	Centennial Park Arms Apartments	800214069	12511057	NV25L000006	Mortgage Restructuring	I	05/31/2032	NORTH LAS VEGAS	NV
A	ROSE GARDEN TOWNHOUSES	800014710	12544001	NV25L000008	Mortgage Restructuring	I	12/31/2012	NORTH LAS VEGAS	NV
A	MONUMENTAL PRIDE HOMES	800020359	08135072	TN43M000076	Mortgage Restructuring	I	03/31/2013	MEMPHIS	TN
A	PARKVIEW MANOR APARTMENTS	800020419	08144026	TN40M000014	Mortgage Restructuring	I	01/31/2013	UNION CITY	TN

Figure 6-2, Assigned Properties

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

6.2 Contract Number Link

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

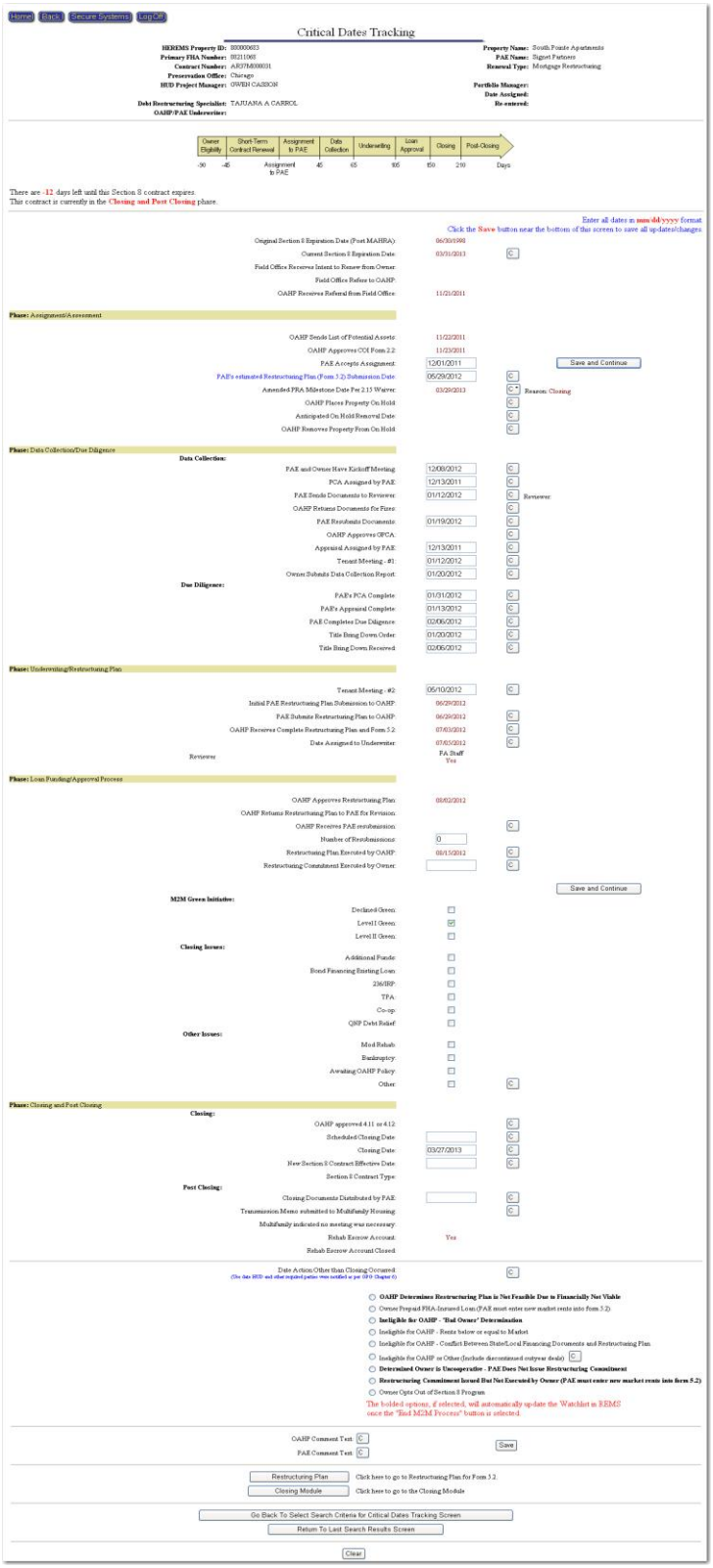


Figure 6-3-1, Mortgage Restructuring Critical Dates Screen

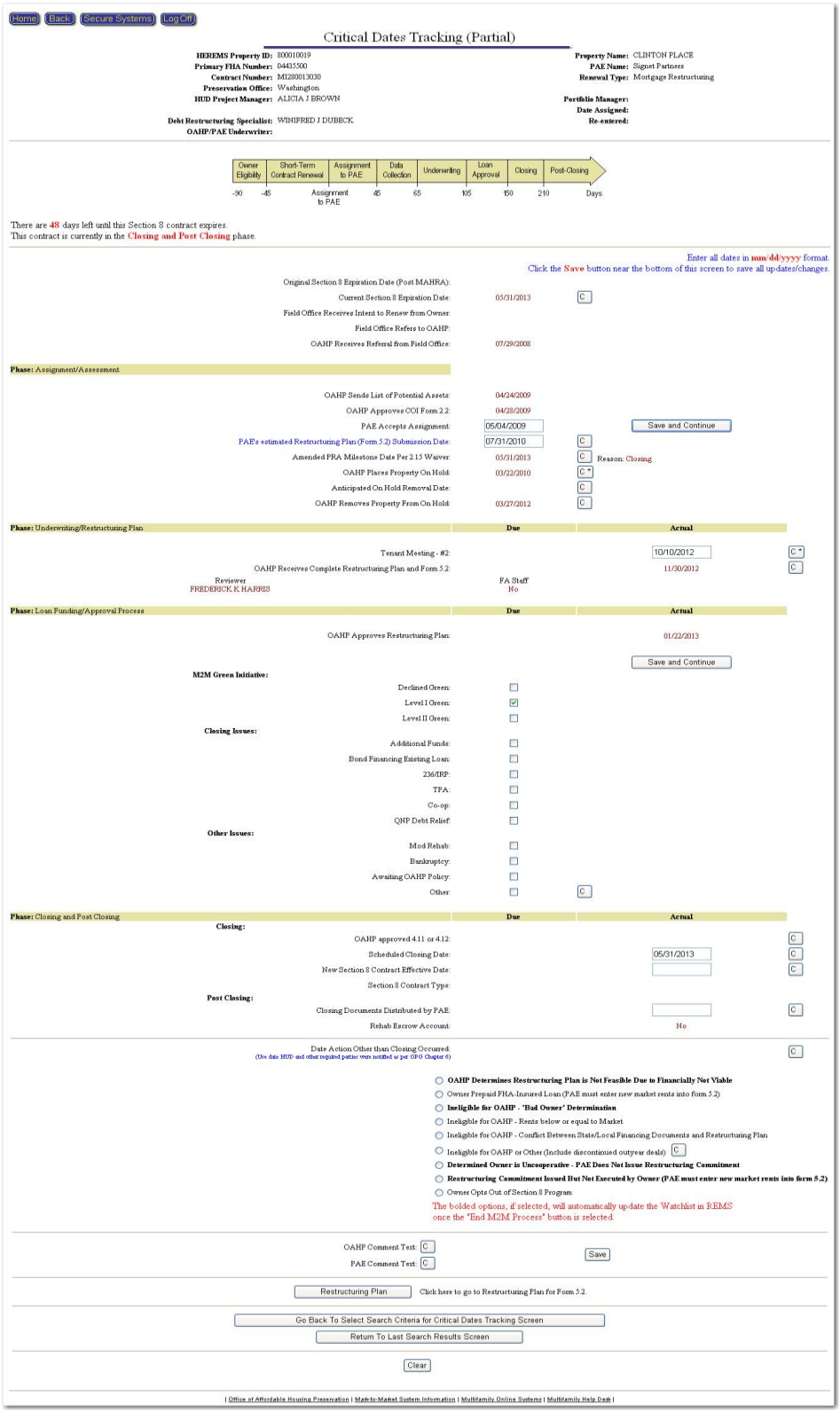


Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial)

Home | Back | Secure Systems | Log Off

Critical Dates Tracking

HEREMS Property ID: 800001933
Primary FHA Number: 12235678
Contract Number: CA160049008
Preservation Office: Washington
HUD Project Manager: AH LEE
Debt Restructuring Specialist:
OAHP/PAE Underwriter:

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

There are **223** 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):			
Current Section 8 Expiration Date:	11/22/2013	C	
Field Office Receives Request for Rent Reduction from Owner:	07/16/2012		
Field Office Refers to OAHP:			
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		Save and Continue
PAE's estimated Recommendation (Form 10.2) Submission Date:	05/02/2013	C	
Tier 1 Incentive Due Date (Per PRA):	04/17/2013		
Amended Tier 1 Incentive Due Date:		C	
Amended Tier 1 Due Date (Per Rel. Mgr.):		C	
Tier 2 Incentive Due Date (Per PRA):	05/02/2013		
Amended Tier 2 Incentive Due Date:		C	
Amended Tier 2 Due Date (Per Rel. Mgr.):		C	
OAHP Places Property On Hold:		C	
Anticipated On Hold Removal Date:		C	
OAHP Removes Property From On Hold:		C	

Phase: Rent Reduction Determination

Tenant Notice Sent:	02/07/2013	C	
PCA Assigned by PAE:	02/15/2013	C	
Appraisal Assigned by PAE:	02/15/2013	C	
PAE's PCA Complete:	03/15/2013	C	
PAE's Appraisal Complete:	03/18/2013	C	
Initial PAE Restructuring Plan Submission to OAHP:	04/04/2013		
PAE Submits Justification for Recommendation (Form 10.2):	04/04/2013	C	
OAHP Receives Complete PAE Justification (Form 10.2) Submission:	04/05/2013	C	
OAHP Approves PAE 'Lite' Recommendation:		C	
OAHP Notifies HUD Project Manager:		C	
PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager:		C	
PAE Receives Copy of Owner's Signed Sec. 8 Contract:		C	

Status of Miscellaneous Items — Save and Continue

PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring:		C	
OAHP Approves Tier 2 Conversion (Form 2.16):		C	
OAHP Returns Submission to PAE for Revision:		C	
OAHP Receives PAE Resubmission:		C	
Number of Resubmissions:	0		
New Section 8 Contract Effective Date:		C	
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 C
- Owner Opts Out of Section 8 Program

OAHP Comment Text: C
PAE Comment Text: C
Save

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

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

Clear

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

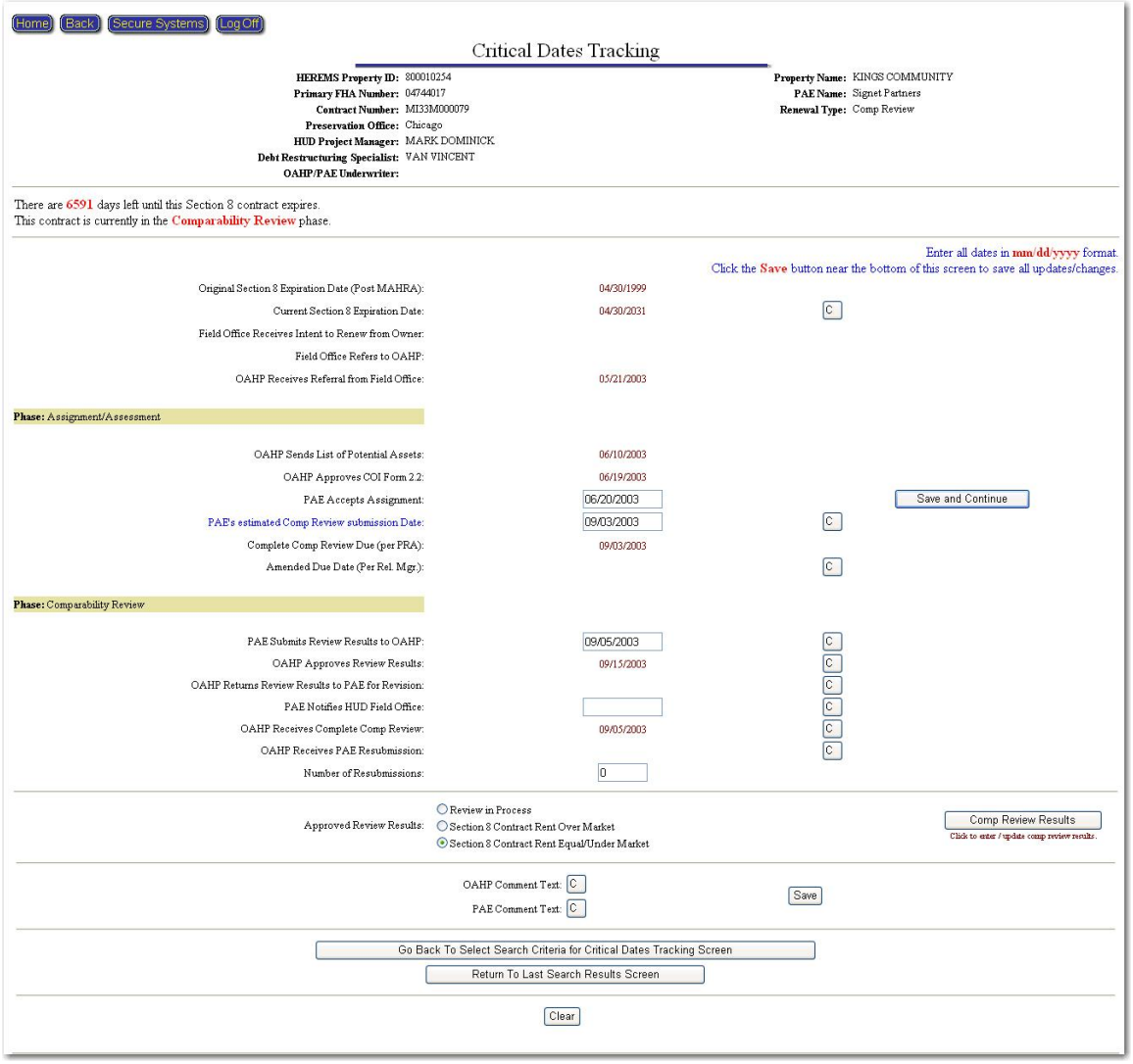


Figure 6-3-4, Comp Review Critical Dates Screen

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

6.3.1 Critical Dates Data Entry

All Critical Date data entry boxes applicable to the PAE or OAHP User may only be entered or updated by the applicable user type. For example, PAE Users have the ability to enter or update PAE-related date fields, such as PAE's Appraisal Complete. OAHP Users only have the ability to read the data the PAE entered. The same holds true in reverse for the PAE User. i.e., PAEs may only read OAHP fields, but not update or edit them.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the "C" button next to a critical date to enter comments (in

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

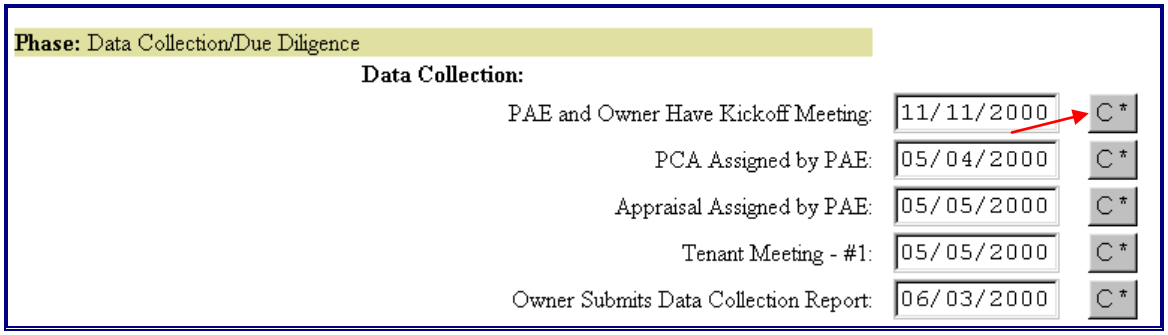


Figure 6-4, Comment Fields

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

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

6.3.2 Critical Dates Reporting

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

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

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

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

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

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

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

6.3.3 As Is Rents Screen

If a 'Date Action Other than Closing Occurred' is entered and saved, an 'As Is Rents' button will appear near the bottom of the screen. Clicking the 'As Is Rents' button will display a screen for entering as is rent information as shown below in Figure 6-5, As Is Rents Screen.

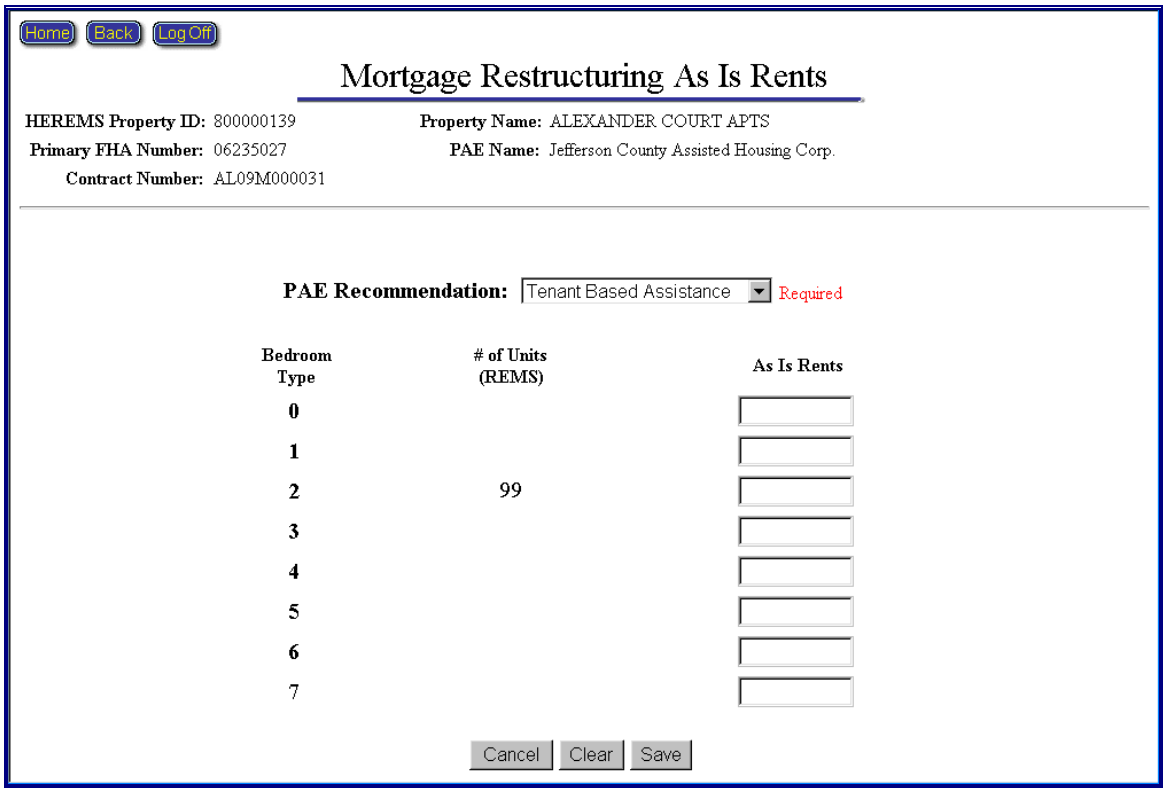


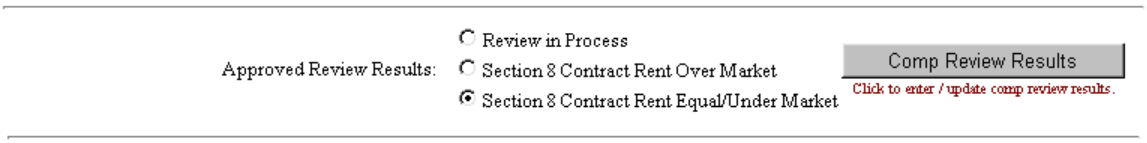
Figure 6-5, As Is Rents Screen

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

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

6.3.4 Comp Review Results Screen

Clicking the ‘Comp Review Results’ button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 6-6, Comp Review Results Screen.



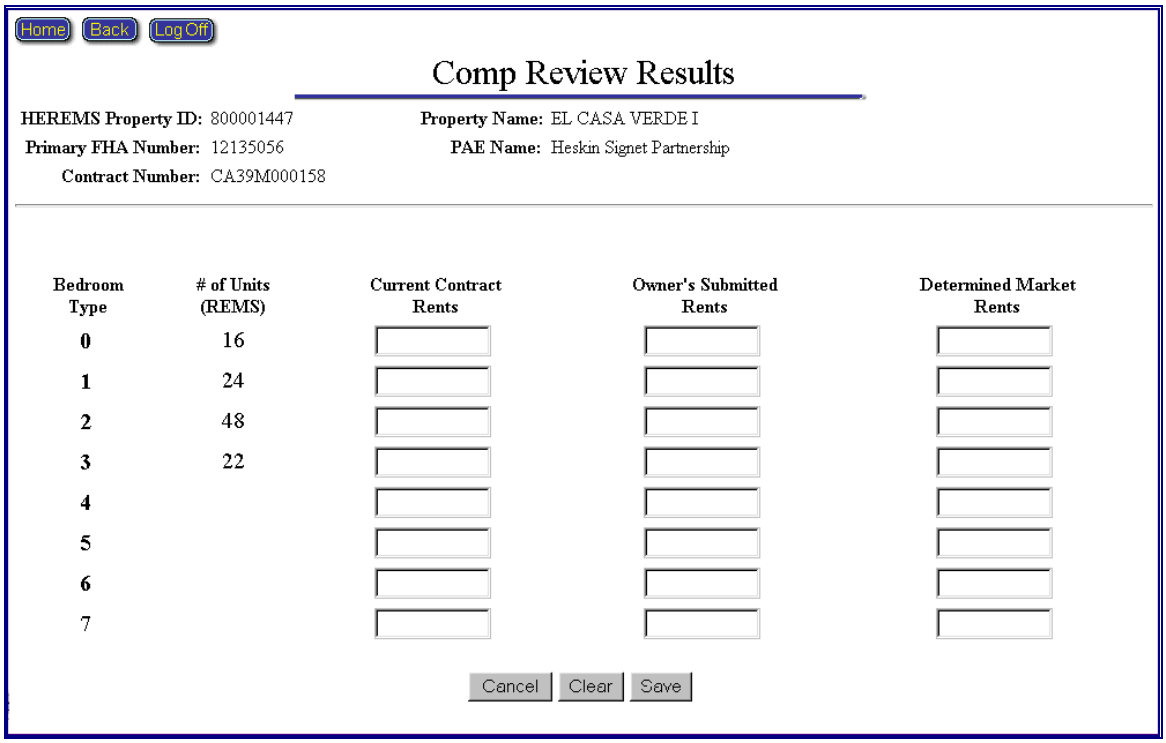
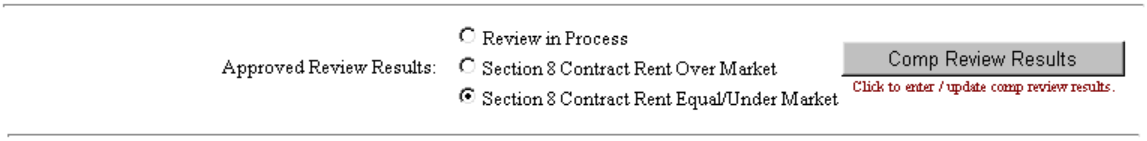


Figure 6-6, Comp Review Results Screen

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

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

Clicking the 'Comp Review Results' button that is displayed on a MU2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 6-7, Comp Review to Determine Mark-Up-To-Market Eligibility Screen.



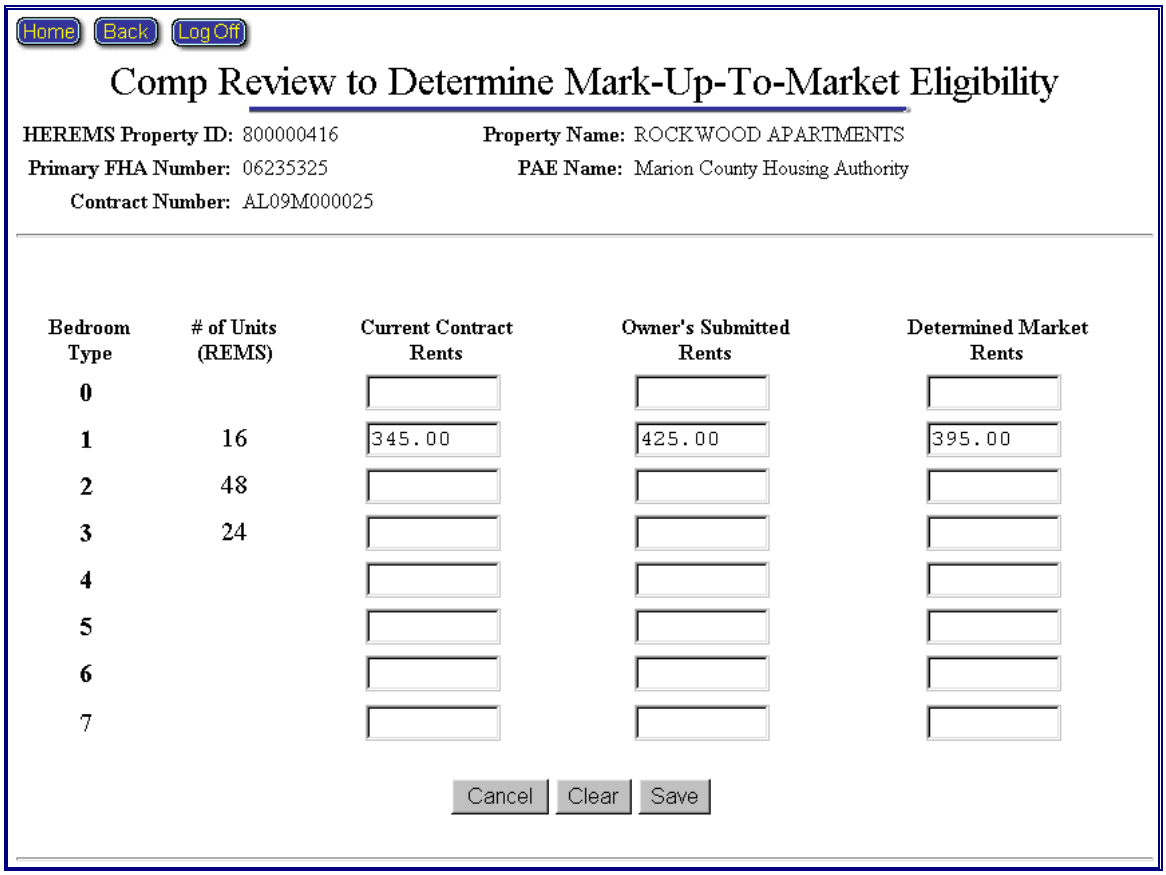


Figure 6-7, Comp Review Results Screen

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

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

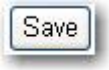


Figure 6-8, Information Saved Screen

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.

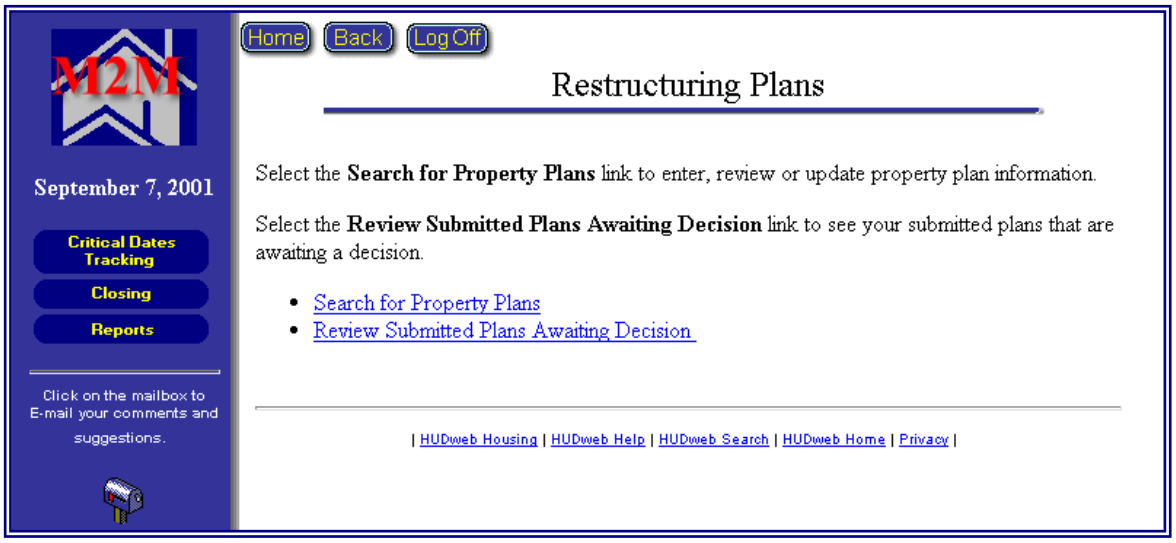


Figure 7-1, Restructuring Plans Screen

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.

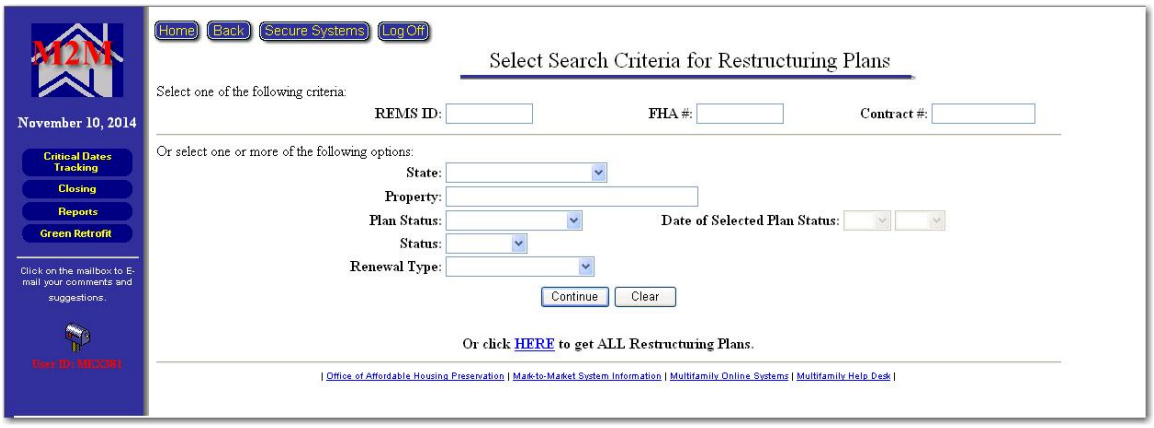


Figure 7-2 Restructuring Plans Search Criteria Screen

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

- Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

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	○	OH160003025	Rent Reduction Only	09/09/1999	GREENFIELD	OH
Ohio Housing Finance Agency	A	Pending	JEFFREY PLACE	◉	OH160014012	Mortgage Restructuring	09/07/1999	SPRINGFIELD	OH
Ohio Housing Finance Agency	A	Returned for Revision	MT VERNON PLAZA II	○	OH160001001	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
Ohio Housing Finance Agency	A	Not Submitted	SKYLINE TERRACE	○	OH12M000095	Rent Reduction Only	06/30/1999	CANTON	OH

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

Figure 7-3, Restructuring Plans Property Selection Screen

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

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

7.1.1 Data Entry/PAE Corrections

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

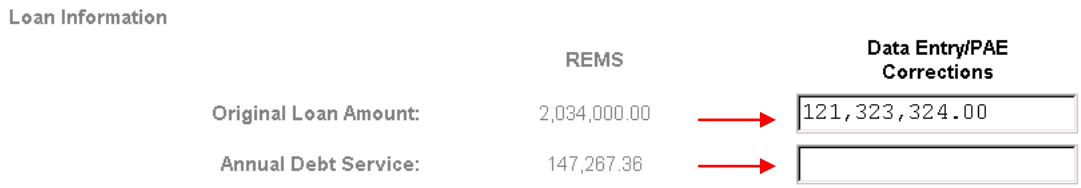


Figure 7-4, Data Entry/ PAE Corrections Fields

7.1.2 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have red negative number indicators outside their data entry boxes (e.g., as represented below in the Residential Bad Debt and Residential Vacancy fields shown in Figure 7-5, Negative Field Indicators). The User is directed to enter positive numbers in these fields, as the system is programmed to subtract these values in calculations, where applicable.

Figure 7-5, Negative Field Indicators

7.1.3 Navigating the Restructuring Plans Sections

Users may quickly "jump" to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. Clicking the Critical Dates Tracking button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the Printable Form button at any time 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.

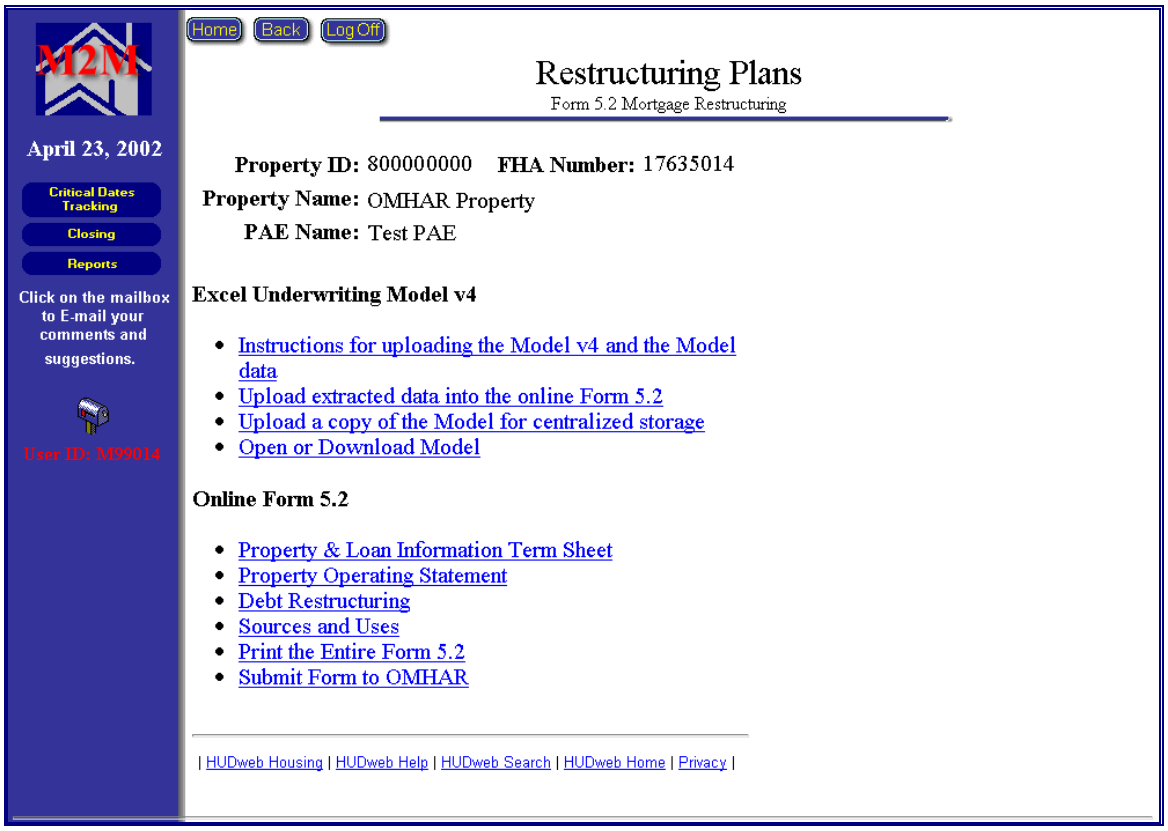


Figure 7-7, Form 5.2 Mortgage Restructuring

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

7.2.1 Excel Underwriting Model v4

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

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

7.2.1.1 Instructions for uploading the Model v4 and the Model data

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 7-8, How to Upload Extract and Model screen) contains

general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

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

Steps to Perform the Two Tasks:

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

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

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

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

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

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

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

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

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

7.2.1.2 Upload extracted data into the online Form 5.2

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

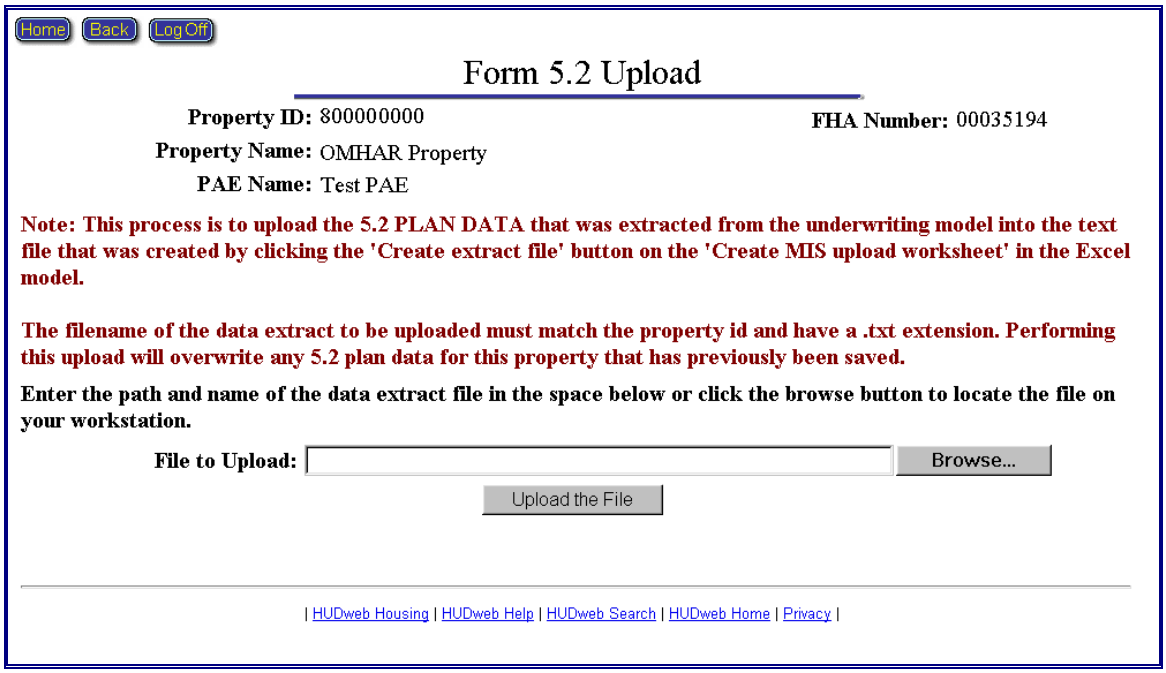


Figure 7-9, Form 5.2 Upload Screen

7.2.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 7-10, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

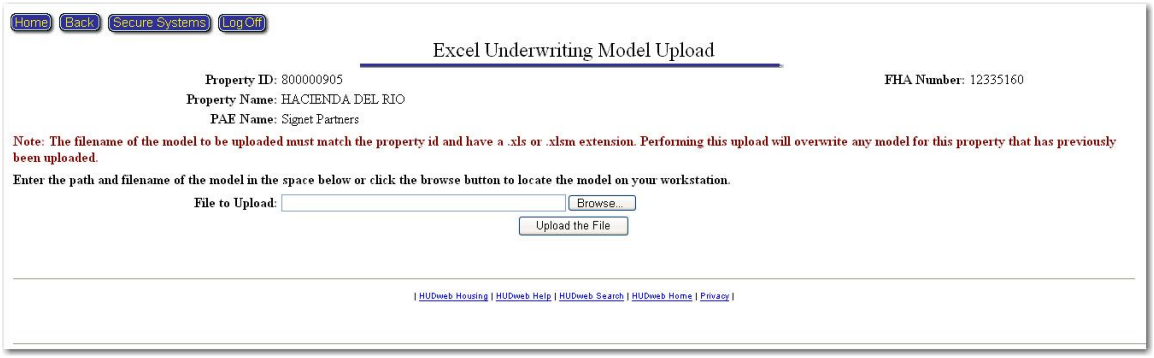


Figure 7-10, Excel Underwriting Model Upload Screen

7.2.1.4 Open or Download Model

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

7.2.2 Online Form 5.2

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

- Property & Loan Information Term Sheet
- Property Operating Statement
- Debt Restructuring
- Sources and Uses
- Print the Entire Form 5.2

7.2.2.1 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet (an example of which is on the next page as Figure, 7-11, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:

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

Home | Back | Secure Systems | Log Off

Form 5.2
Property & Loan Information

General Information

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

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

Pre-Restructuring Loan Information

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

Property Information

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

Current Physical Vacancy (%) (Apts Only):
Rural, Suburban or Urban:
Elderly/Family: Family
Appraisal Date:
Appraised Value:
New Assisted: No

Section 8 Contract Information

Contract #	Expiration Date	Current Contract Status	Unit Type	# of Units	Contract Rents	Which Contract Is Being Renewed?	Is this Contract Being Combined?
HI10L000028	06/28/1999	Inactive			$0.00		N/A

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

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

Use of Exception Rents? No *
PAE Recommendation:

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

Bedroom Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrected)	Pre Restructuring Average Monthly Contract Rents	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents
0					
1					
2					
3					
4					
5					
6					
7					

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

Comments

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

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.

Home | Back | Log Off

Form 5.2
Property Operating Statement

General Information

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

Annual Revenue Comments

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

Annual Expenses Comments

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

Net Income Comments

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

Post Restructuring 2nd Mortgage

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

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

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

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

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

Sources Comments Uses Comments

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

Figure 7-14, Sources and Uses

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

7.3 Rent Reduction Only Plan Forms

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

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

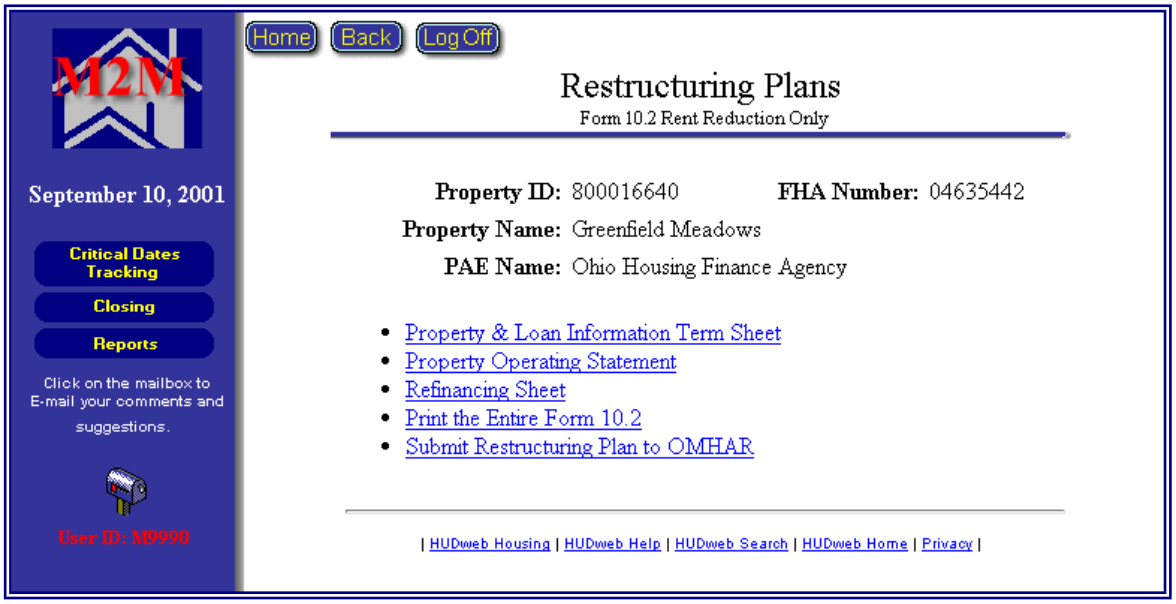


Figure 7-15, Form 10.2 Rent Reduction Only

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

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

7.3.1 Property & Loan Information Term Sheet

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

7.3.2 Property Operating Statement

Refer to Section 7.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form.

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

Home | Back | Log Off

Form 10.2
Property Operating Statement

General Information

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

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

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

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

Other Income (Comments)

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

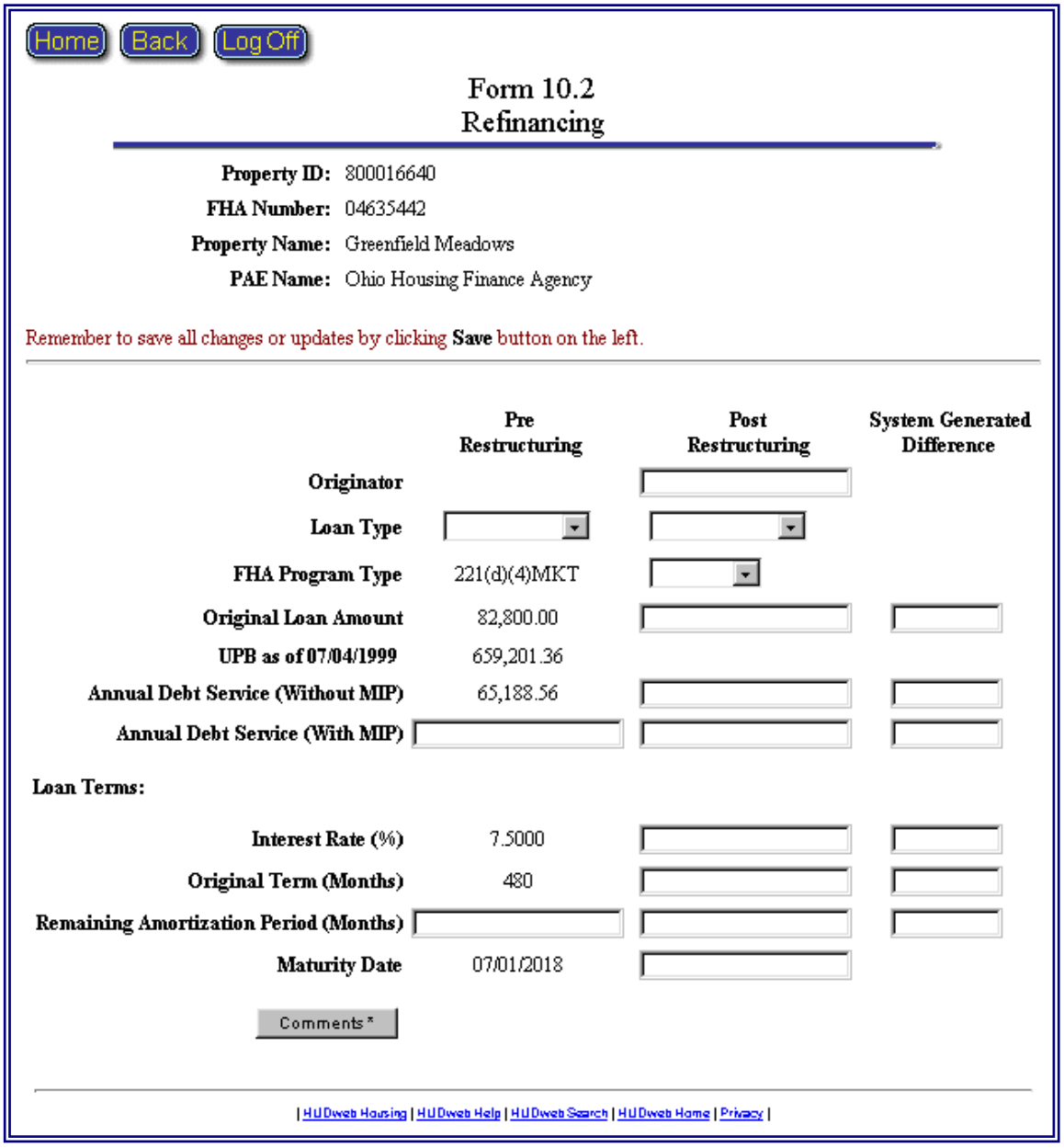
| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

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

Comments *

| 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).

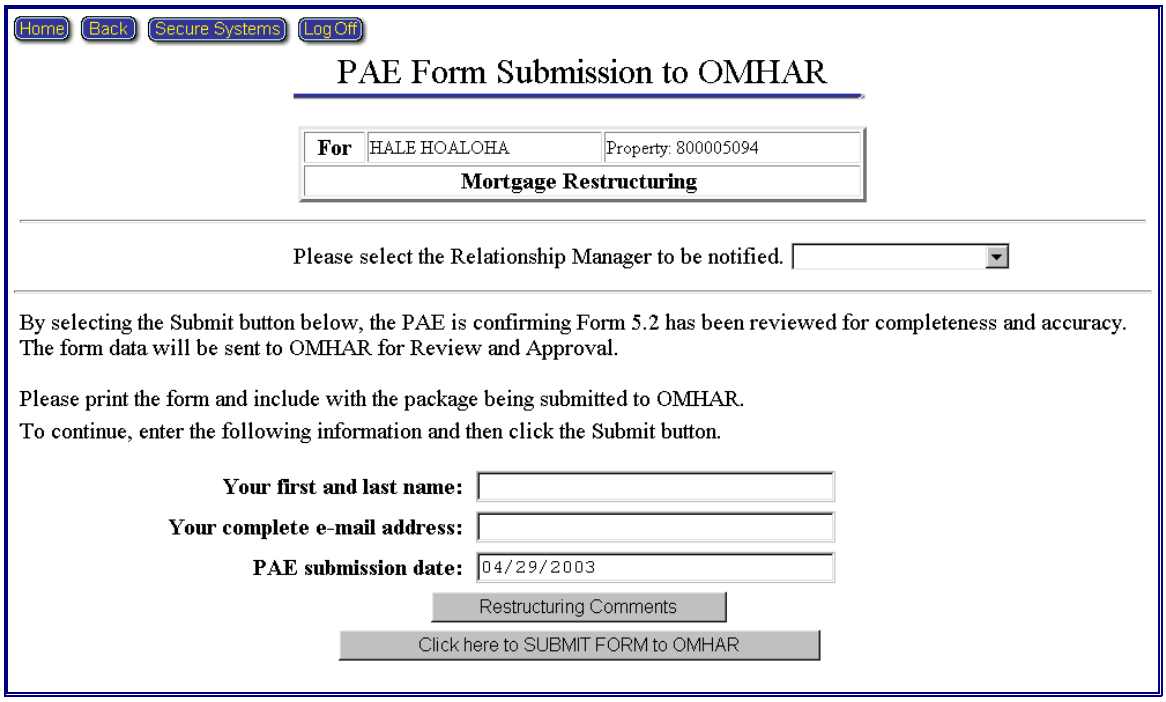


Figure 7-18, Restructuring Plan Form Submissions

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

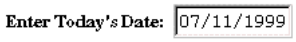
1. The PAE User must print and retain a hardcopy of the entire form by clicking the appropriate print form button, e.g., Print the entire Form 10.2.

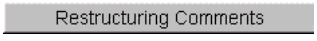
2. If a Debt Restructuring Specialist has not been assigned, select the Debt Restructuring Specialist of the property. Upon submission of the plan to OAHP, an email message will be send to the designated Debt Restructuring Specialist, notifying him/her that the plan has been submitted.

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

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

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



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:

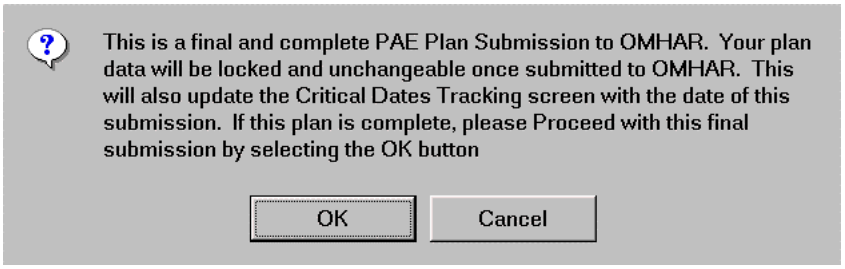


Figure 7-19, Confirmation Message Window

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).

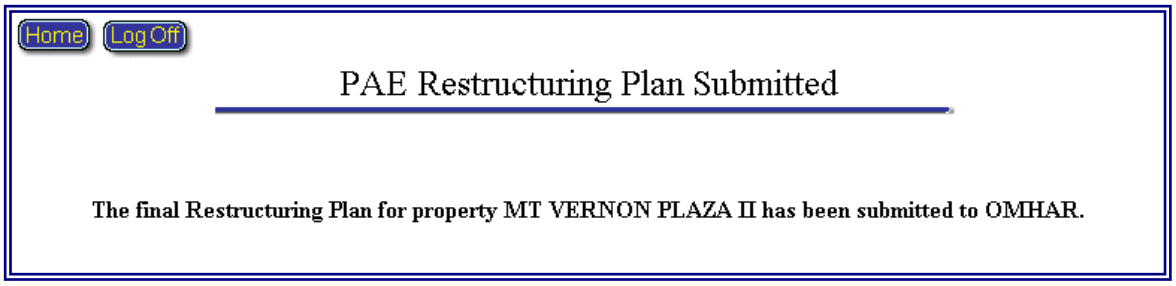


Figure 7-20, Successful Restructuring Plan Form Submission

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

Figure 7-21, Review of PAE Submissions

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

8 CLOSING MODULE

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

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

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

Figure 8-1; Select Search Criteria for Closing

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

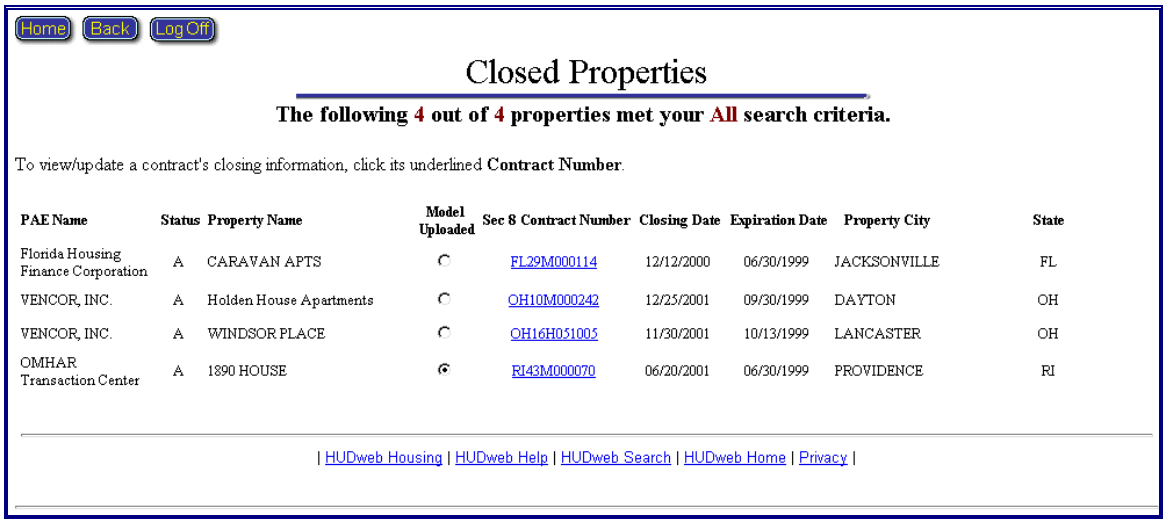
- Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

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	○	FL29M000114	12/12/2000	06/30/1999	JACKSONVILLE	FL
VENCOR, INC.	A	Holden House Apartments	○	OH10M000242	12/25/2001	09/30/1999	DAYTON	OH
VENCOR, INC.	A	WINDSOR PLACE	○	OH16H051005	11/30/2001	10/13/1999	LANCASTER	OH
OMHAR Transaction Center	A	1890 HOUSE	◉	RI43M000070	06/20/2001	06/30/1999	PROVIDENCE	RI

Figure 8-2; Closed Properties

8.2 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 8-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.

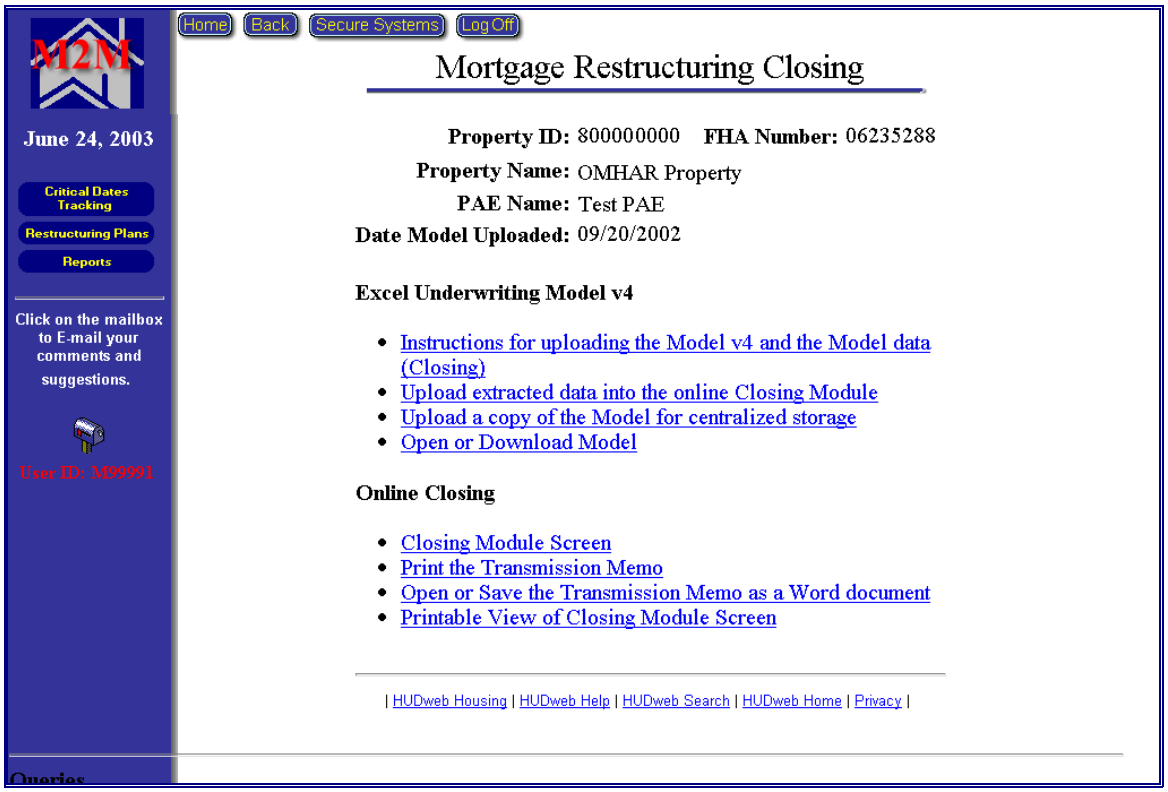


Figure 8-3, Mortgage Restructuring Closing Screen

8.2.1 Excel Underwriting Model v4

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

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

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

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

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

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

Steps to Perform the Two Tasks:

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

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

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

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

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

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

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

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

Figure 8-4, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Closing Module

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

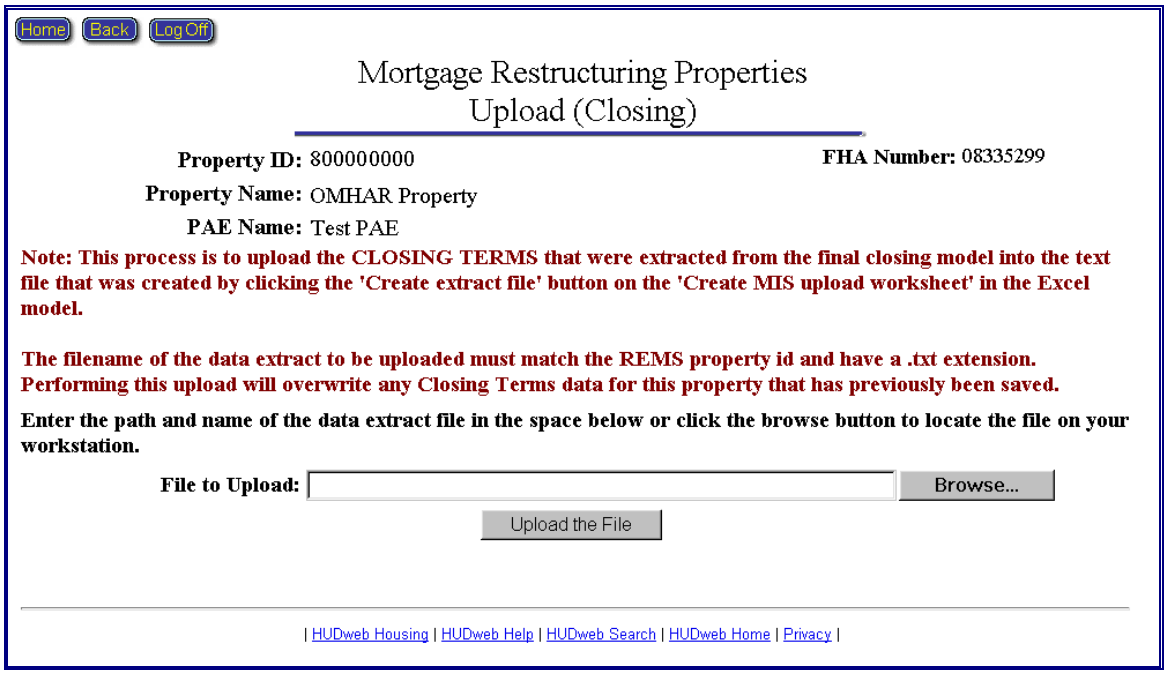
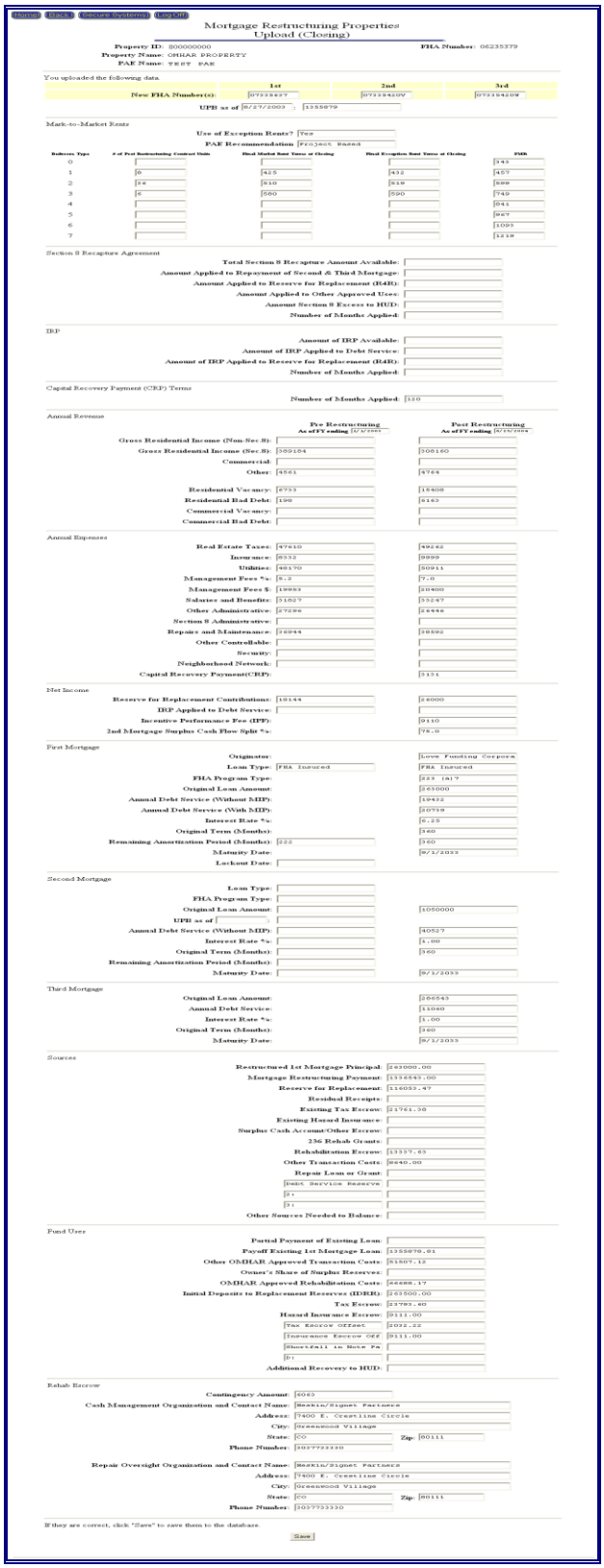


Figure 8.5, Upload (Closing) Screen

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



Mortgage Restructuring Properties
Upload (Closing)

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

You uploaded the following data.

	1st	2nd	3rd
New FHA Number(s):	07235837	07235420V	07235420V

UPB as of 8/27/2003 : 1355879

Mark-to-Market Rents

Use of Exception Rents? Yes
PAE Recommendation Project Based

Bedroom Type	# of Post Restructuring Contract Units	Rent Market Rent Times at Closing	Rent Exception Rent Times at Closing	FMR
0				343
1	0	425	432	457
2	24	510	518	589
3	6	500	590	749
4				841
5				967
6				1093
7				1219

Section 8 Recapture Agreement

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

IRP

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

Capital Recovery Payment (CRP) Terms

Number of Months Applied: 120

Annual Revenue

	Pre Restructuring As of FY ending 12/31/2001	Post Restructuring As of FY ending 12/31/2006
Gross Residential Income (Non-Sec 8):		
Gross Residential Income (Sec 8):	389104	306160
Commercial:		
Other:	4561	4764
Residential Vacancy:	6733	15408
Residential Bad Debt:	199	6163
Commercial Vacancy:		
Commercial Bad Debt:		

Annual Expenses

Real Estate Taxes:	47610	49262
Insurance:	8333	9999
Utilities:	48170	50911
Management Fees %:	8.3	7.0
Management Fees $:	19893	20800
Salaries and Benefits:	31527	33247
Other Administrative:	27296	28848
Section 8 Administrative:		
Repairs and Maintenance:	26944	38592
Other Controllable:		
Security:		
Neighborhood Network:		
Capital Recovery Payment(CRP):		3131

Net Income

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

First Mortgage

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

Second Mortgage

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

Third Mortgage

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

Sources

Restructured 1st Mortgage Principal:	263000.00
Mortgage Restructuring Payment:	1336543.00
Reserve for Replacement:	116053.47
Residual Receipts:	
Existing Tax Escrow:	21761.30
Existing Hazard Insurance:	
Surplus Cash Account/Other Escrow:	
236 Rehab Grant:	
Rehabilitation Escrow:	13337.63
Other Transaction Costs:	8640.00
Repair Loan or Grant:	
Debt Service Reserve	
$:	
$:	
Other Sources Needed to Balance:	

Fund Uses

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

Rehab Escrow

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

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

Save

Figure 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.

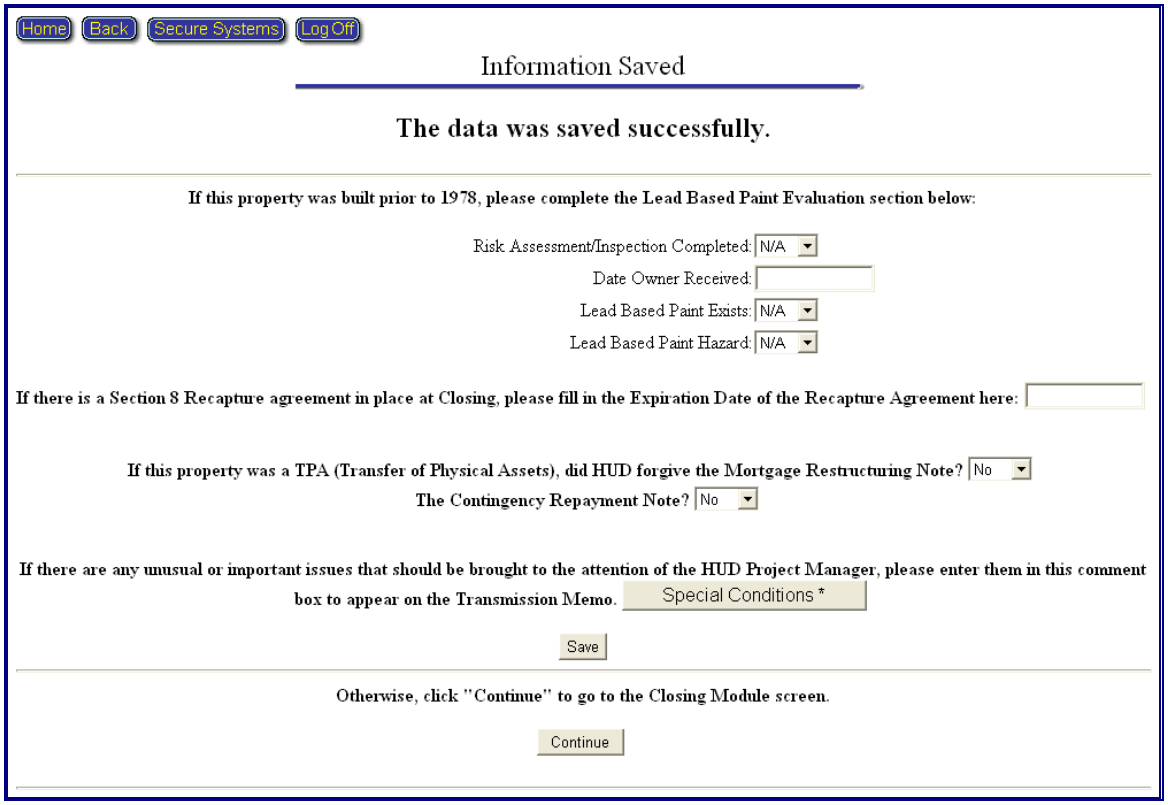


Figure 8.7, Upload (Closing) Information Saved Screen

8.2.1.3 Upload a copy of the Model for centralized storage

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

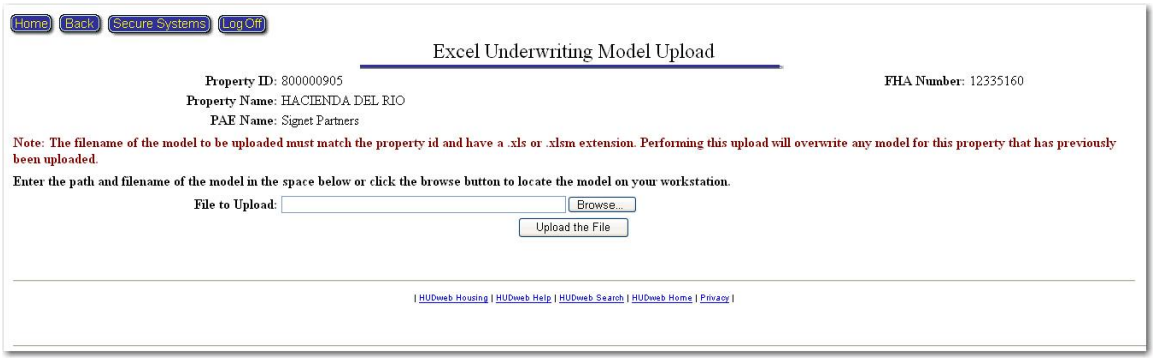


Figure 8-8, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

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

8.2.2 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:

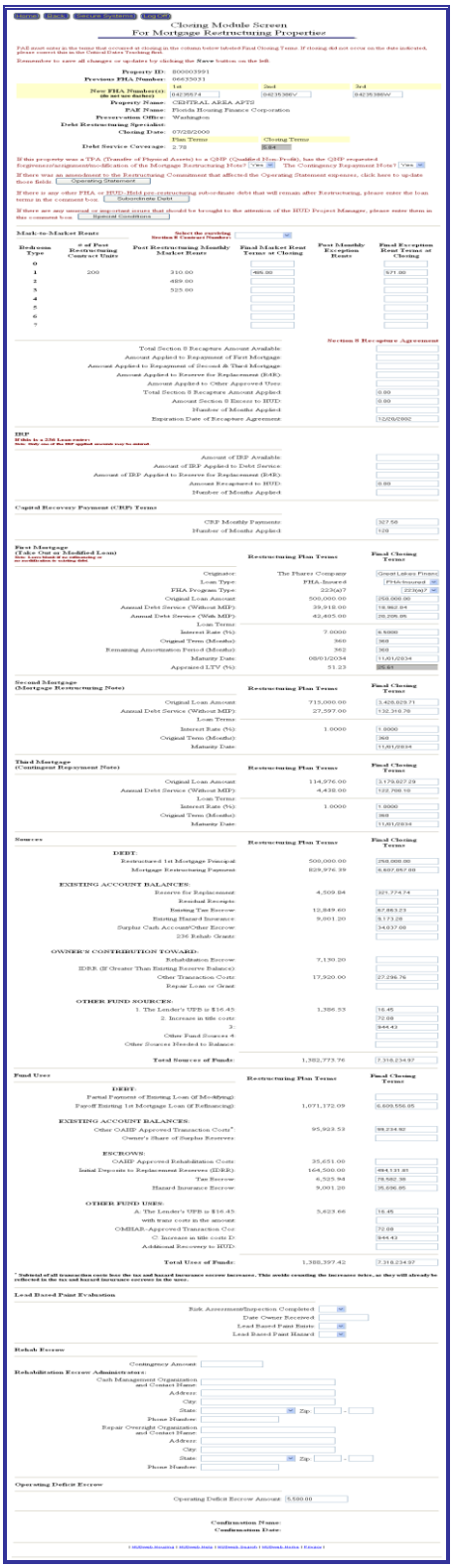
- Closing Module Screen
- Print the Transmission Memo
- Printable View of Closing Module Screen

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



Closing Module Screen
For Mortgage Restructuring Properties

Property ID: 800003991
Previous FHA Number: 06633031
Property Name: CENTRAL AREA APTS
PAE Name: Florida Housing Finance Corporation
Preservation Office: Washington
Closing Date: 07/28/2000
Debt Service Coverage: 2.79

Mark-to-Market Rents

Bedroom Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents	Final Market Rent Terms at Closing	Post Monthly Exception Rents	Final Exception Rent Terms at Closing
0					
1	200	310.00	486.00		571.00
2		489.00			
3		525.00			
4					
5					
6					
7					

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:	
Amount Applied to Repayment of First Mortgage:	
Amount Applied to Repayment of Second & Third Mortgage:	
Amount Applied to Reserve for Replacement (R4R):	
Amount Applied to Other Approved Uses:	
Total Section 8 Recapture Amount Applied:	0.00
Amount Section 8 Excess to HUD:	0.00
Number of Months Applied:	
Expiration Date of Recapture Agreement:	12/06/2002

IRP

Amount of IRP Available:	
Amount of IRP Applied to Debt Service:	
Amount of IRP Applied to Reserve for Replacement (R4R):	
Amount Recaptured to HUD:	0.00
Number of Months Applied:	

Capital Recovery Payment (CRP) Terms

CRP Monthly Payments:	327.58
Number of Months Applied:	120

First Mortgage (Take Out or Modified Loan)	Restructuring Plan Terms	Final Closing Terms
Originator:	The Phares Company	Great Lakes Financ
Loan Type:	FHA-Insured	FHA-Insured
FHA Program Type:	223(a)7	223(a)7
Original Loan Amount:	500,000.00	250,000.00
Annual Debt Service (Without MIP):	39,918.00	19,962.84
Annual Debt Service (With MIP):	42,495.00	20,206.08
Loan Terms:		
Interest Rate (%):	7.0000	6.5000
Original Term (Months):	360	360
Remaining Amortization Period (Months):	362	360
Maturity Date:	08/01/2034	11/01/2034
Appraised LTV (%):	51.23	25.61

Second Mortgage (Mortgage Restructuring Note)	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	715,000.00	3,405,829.71
Annual Debt Service (Without MIP):	27,597.00	132,310.78
Loan Terms:		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2034

Third Mortgage (Contingent Repayment Note)	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	114,976.00	3,179,027.29
Annual Debt Service (Without MIP):	4,438.00	122,708.10
Loan Terms:		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2034

Sources	Restructuring Plan Terms	Final Closing Terms
DEBT:		
Restructured 1st Mortgage Principal:	500,000.00	250,000.00
Mortgage Restructuring Payment:	829,976.39	6,697,857.69
EXISTING ACCOUNT BALANCES:		
Reserve for Replacement:	4,509.84	321,774.74
Residual Receipts:		
Existing Tax Escrow:	12,849.40	67,863.23
Existing Hazard Insurance:	9,001.20	9,173.28
Surplus Cash Account/Other Escrow:		34,037.00
236 Rehab. Grants:		
OWNER'S CONTRIBUTION TOWARD:		
Rehabilitation Escrow:	7,130.20	
IDRR (If Greater Than Existing Reserve Balance):		
Other Transaction Costs:	17,920.00	27,296.76
Repair Loan or Grant:		
OTHER FUND SOURCES:		
1. The Lender's UPB is $16.45:	1,386.53	16.45
2. Increase in title costs:		70.00
3:		944.43
Other Fund Sources 4:		
Other Sources Needed to Balance:		
Total Sources of Funds:	1,382,773.76	7,318,234.97

Fund Uses	Restructuring Plan Terms	Final Closing Terms
DEBT:		
Partial Payment of Existing Loan (If Modifying):		
Payoff Existing 1st Mortgage Loan (If Refinancing):	1,071,172.09	6,609,556.65
EXISTING ACCOUNT BALANCES:		
Other CAHP Approved Transaction Costs*:	95,923.53	98,234.92
Owner's Share of Surplus Escrows:		
ESCROWS:		
CAHP Approved Rehabilitation Costs:	35,651.00	
Initial Deposits to Replacement Reserves (IDRR):	164,500.00	484,131.81
Tax Escrow:	4,525.94	78,582.38
Hazard Insurance Escrow:	9,001.20	36,696.85
OTHER FUND USES:		
A. The Lender's UPB is $16.45 with trans costs in the amount:	5,623.66	16.45
OMHAP-Approved Transaction Cos		
C. Increase in title costs D:		70.00
Additional Recovery to HUD:		944.43
Total Uses of Funds:	1,386,397.42	7,318,234.97

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

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed:	No
Date Owner Received:	
Lead Based Paint Rents:	No
Lead Based Paint Hazard:	No

Rehab Escrow

Contingency Amount:	

Rehabilitation Escrow Administrators:

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

Operating Deficit Escrow

Operating Deficit Escrow Amount:	5,500.00

Confirmation Name:
Confirmation Date:

| Mark-to-Market Rents | Closing | Lead Based Paint Evaluation | Rehab Escrow | Operating Deficit Escrow | Exit |

figure_ref_1

Figure 8-10, Closing Module Screen

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:

Office of Affordable Housing Preservation

Memo

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

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

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

Restructured Loans

Lien Position*	Lender	Type of Loan	Port Closing FHA No.	Principal Amount
1st	Great Lakes Financial Group	FHA-Insured	04235574	250,000.00
2nd**	HUD	M2M Mortgage Restructuring Note	04235386V	3,428,029.71
3rd**	HUD	M2M Contingency Repayment Note	04235386W	3,179,027.29

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

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

Terms of 1st Mortgage

Interest Rate	Term	Maturity Date	Monthly P&I Payment (excl. MIP)
6.5000%	360 Mos.	11/01/2034	1,580.17

Terms of Mortgage Restructuring Note (MRN)

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

Terms of Contingent Repayment Note (CRN)

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

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

EE	Gross Income (Assisted and unassisted rents + Comm & other income - vacancy/bad debt)	1,269,505.00
Less:	Expenses	1,169,734.00
	Reserve for Replacement	78,000.00
	CRP (Invested funds returned to owner; amount anticipated per underwriting)	3,931.00
Equals:	ANOI	117,930.00
Less:	1st Mortgage Debt Service (Includes MIP)	20,205.83
Plus:	IRP	
Equals:	Gross Cash Flow	97,724.93
Less:	IPF (owner incentive fee, calculated 1st year, available thereafter if cash flow and performance allow; amount anticipated per underwriting)	40,129.00
Equals:	Surplus Cash Available for MRN (or CRN) and Owner Split	57,595.93
Amount to MRN (or CRN)		48,956.56
Amount to Owner		8,639.39

CRP and IPF

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

R4R

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

Lead Based Paint Evaluation

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

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

Total Amount Escrowed	N/A
Contingency Amount	

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

Other Escrow

Taxes Escrowed at Closing	78,582.38
Hazard Insurance Escrowed at Closing	35,696.85
Operating Deficit Escrow Amount	5,500.00

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

IRP Available:

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

Section 8 Out-Year Recapture Funds Available:

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

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

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

Other Special Conditions or Issues:

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

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

Figure 8-11, Closing Memo

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: 800003991
Previous FHA Number: 06630031
New FHA Number(s): 1st 04235374, 2nd 042353869, 3rd 042353869
Property Name: CENTRAL AREA APTS
PAE Name: Florida Housing Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/28/2000
Debt Service Coverage: Plan Terms 2.78, Closing Terms 3.84

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

The Contingency Repayment Note? Yes

Mark-to-Market Rents

Surviving Section 8 Contract Number:

Bedroom Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents	Final Market Rent Terms at Closing	Post Monthly Exception Rents	Final Exception Rent Terms at Closing
0					
1	200	518.00	483.00		371.00
2		489.00			
3		522.00			
4					
5					
6					
7					

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:	
Amount Applied to Repayment of First Mortgage:	
Amount Applied to Repayment of Second & Third Mortgage:	
Amount Applied to Reserve for Replacement (RNR):	
Amount Applied to Other Approved Use:	
Total Section 8 Recapture Amount Applied:	0.00
Amount Section 8 Escrow to HUD:	0.00
Number of Months Applied:	
Expiration Date of Recapture Agreement:	12/20/2002

IRP

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

Capital Recovery Payment (CRP) Terms

CRP Monthly Payments:	327.38
Number of Months Applied:	120

First Mortgage (Take Out or Modified Loan)

	Restructuring Plan Terms	Final Closing Terms
Originator:	The Hunter Company	Great Lakes Financial Group
Loan Type:	FHA Insured	FHA Insured
FHA Program Type:	221(a)7	221(a)7
Original Loan Amount:	500,000.00	250,000.00
Annual Debt Service (Without MIP):	39,910.00	18,902.04
Annual Debt Service (With MIP):	42,903.00	20,203.05
Loan Terms		
Interest Rate (%):	7.0000	6.5000
Original Term (Months):	360	360
Remaining Amortization Period (Months):	362	360
Maturity Date:	08/01/2034	11/01/2034
Appraised LTV (%):	51.33	25.61

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	715,000.00	3,428,229.71
Annual Debt Service (Without MIP):	27,507.00	132,310.79
Loan Terms		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2034

Third Mortgage (Contingent Repayment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	114,976.00	3,179,237.29
Annual Debt Service (Without MIP):	4,430.00	122,700.10
Loan Terms		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):		360
Maturity Date:		11/01/2034

Sources

	Restructuring Plan Terms	Final Closing Terms
Restructured 1st Mortgage Principal:	500,000.00	250,000.00
Mortgage Restructuring Payment:	828,976.39	6,607,837.00
Reserve for Replacement:	4,509.84	321,774.74
Residual Receipts:		
Existing Tax Escrow:	12,849.68	67,863.23
Existing Hazard Insurance:	9,001.28	9,173.28
Surplus Cash Account/Other Escrow:		34,837.00
236 Rehab Grants:		
Rehabilitation Escrow:	7,250.28	
IDRR (If Greater Than Existing Reserve Balance):		
Other Transaction Costs:	17,920.00	27,296.76
Repair Loan or Grant:		
1. The Lender's UPB is $56.43:	1,206.33	16.43
2. Increase in title costs:		72.00
3.:		944.43
Other Fund Source 4:		
Other Source Needed to Balance:		
Total Source of Funds:	$1,382,713.76	$7,318,234.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (If Modifying):		
Payoff Existing 1st Mortgage Loan (If Refinancing):	1,071,172.69	6,659,156.03
Other OAHP Approved Transaction Costs *:	93,923.33	99,234.92
Owner's Share of Surplus Reserve:		
OAHP Approved Rehabilitation Costs:	33,651.00	
Initial Deposits to Replacement Reserve (IDRR):	164,900.00	494,131.01
Tax Escrow:	8,323.94	79,282.38
Hazard Insurance Escrow:	9,001.28	33,896.53
A. The Lender's UPB is $56.43:	3,823.66	16.43
with true costs in the amount:		
OHFAHP-Approved Transaction Cos:		72.00
C. Increase in title costs D:		944.43
Additional Recovery to HUD:		
Total Uses of Funds:	$1,389,397.42	$7,318,234.97

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

Lead Based Paint Evaluation

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

Rehab Escrow

Contingency Amount:

Rehabilitation Escrow Administrators:

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

Operating Deficit Escrow

Operating Deficit Escrow Amount: 5,500.00

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 OAHP and its business partners in the management of its M2M Program assets.

Generally, only active properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 9-1, Property and Report Selection Screen:

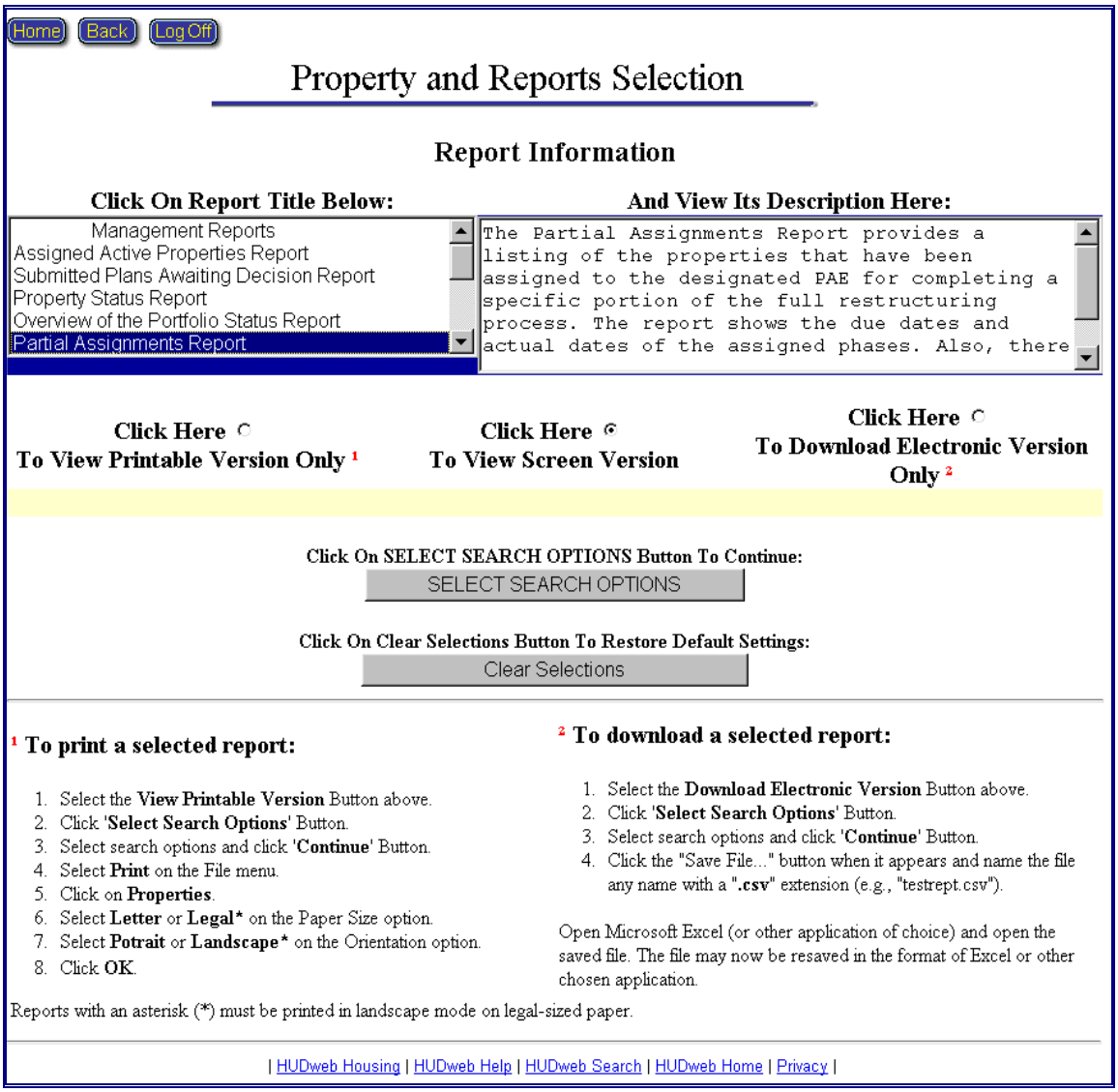


Figure 9-1, Property and Report Selection Screen

9.1 Property and Report Selection

The Reports module allows users to generate the following reports:

- Assigned Active Properties Report
- Submitted Plans Awaiting Decision Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Late Submissions Report
- 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

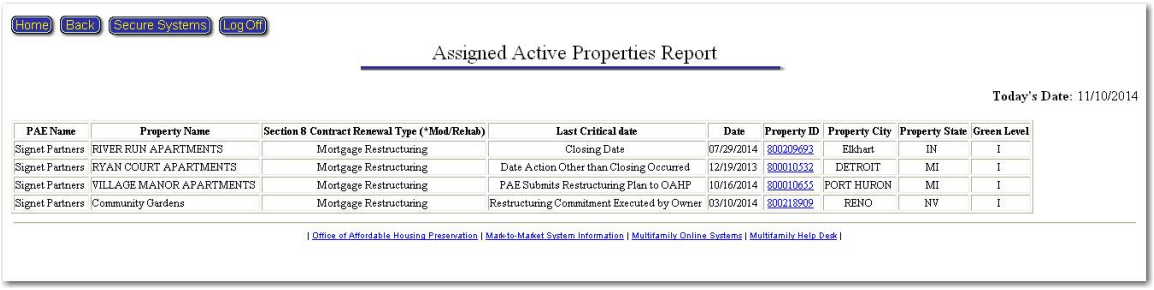
To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

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.


Home Back Secure Systems Log Off

Assigned Active Properties Report

Today's Date: 11/10/2014

PAE Name	Property Name	Section 8 Contract Renewal Type (*Mod/Rehab)	Last Critical date	Date	Property ID	Property City	Property State	Green Level
Signet Partners	RIVER RUN APARTMENTS	Mortgage Restructuring	Closing Date	07/29/2014	800209693	Elkhart	IN	I
Signet Partners	RYAN COURT APARTMENTS	Mortgage Restructuring	Date Action Other than Closing Occurred	12/19/2013	800010532	DETROIT	MI	I
Signet Partners	VILLAGE MANOR APARTMENTS	Mortgage Restructuring	PAE Submits Restructuring Plan to OAHP	10/16/2014	800010655	PORT HURON	MI	I
Signet Partners	Community Gardens	Mortgage Restructuring	Restructuring Commitment Executed by Owner	03/10/2014	800218909	RENO	NV	I

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

Figure 9-2, Assigned Active Properties Report

9.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an

"Approved" or "Returned for Revision" status and are awaiting a decision from OAHP.

Home Back Secure Systems Log Off

Submitted Plans Awaiting Decision Report

Today's Date: 08/09/2013

Preservation Office: Chicago

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

Preservation Office: Washington

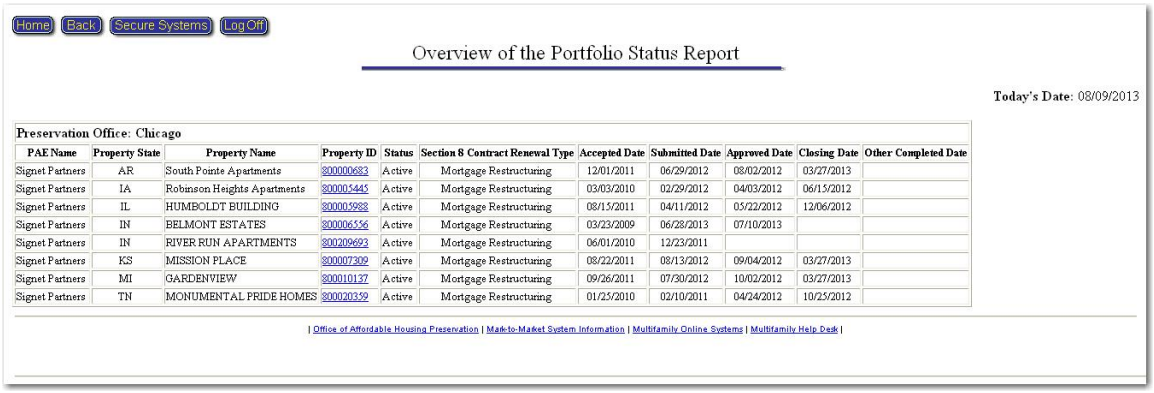
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013

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

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.



Home Back Secure Systems LogOff

Overview of the Portfolio Status Report

Today's Date: 08/09/2013

Preservation Office: Chicago

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

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

Figure 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.

Home Back Secure Systems LogOff

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	OAHP Executed Restructuring Plan Due Date	OAHP Executed Restructuring Plan Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date	Closing Actual Date	Action Other Than Closing Date
Signet Partners	IA	Steller 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	800006068	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	800006464	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	800016419	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	

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

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.

Home Back Secure Systems LogOff

OAHP Report of Late Submissions

As of 7/20/2011

Comp Reviews	
Rent Reductions	
Mortgage Restructurings*	8
Total	8

*Based on 8 month submissions.

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

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

Home Back Secure Systems Log Off

OAHP Report of Late Submissions

Type: Mortgage Restructuring — As of 7/14/2011

Preservation Office: Chicago — Total: 8

Signet Partners — Total: 8

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

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.

Home Back Secure Systems Log Off

Green Initiative Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
800000683	South Pointe Apartments	AR	Active	08211068	03/27/2013	80	I
800005445	Robinson Heights Apartments	IA	Active	07435125	06/15/2012	100	I
800005988	HUMBOLDT BUILDING	IL	Active	07194040	12/06/2012	29	I
800006146	MILAN MANOR	IL	Active	07135411	07/23/2013	72	I
800006556	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	04435500	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
800020419	PARKVIEW MANOR APARTMENTS	TN	Active	08111052		50	I
800209693	RIVER RUN APARTMENTS	IN	Active	07335531		120	I
800213296	COLONY AND FISHER ARMS APARTMENTS	MI	Active	04411075		160	I

Total Active Green Initiative Projects: 15

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

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.

Home Back Secure Systems Log Off

Completed Projects Report

Today's Date: 10/11/2012

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

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

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.

Home Back Secure Systems Log Off

Rehab Escrow Account Closed Report

Today's Date: 08/09/2013

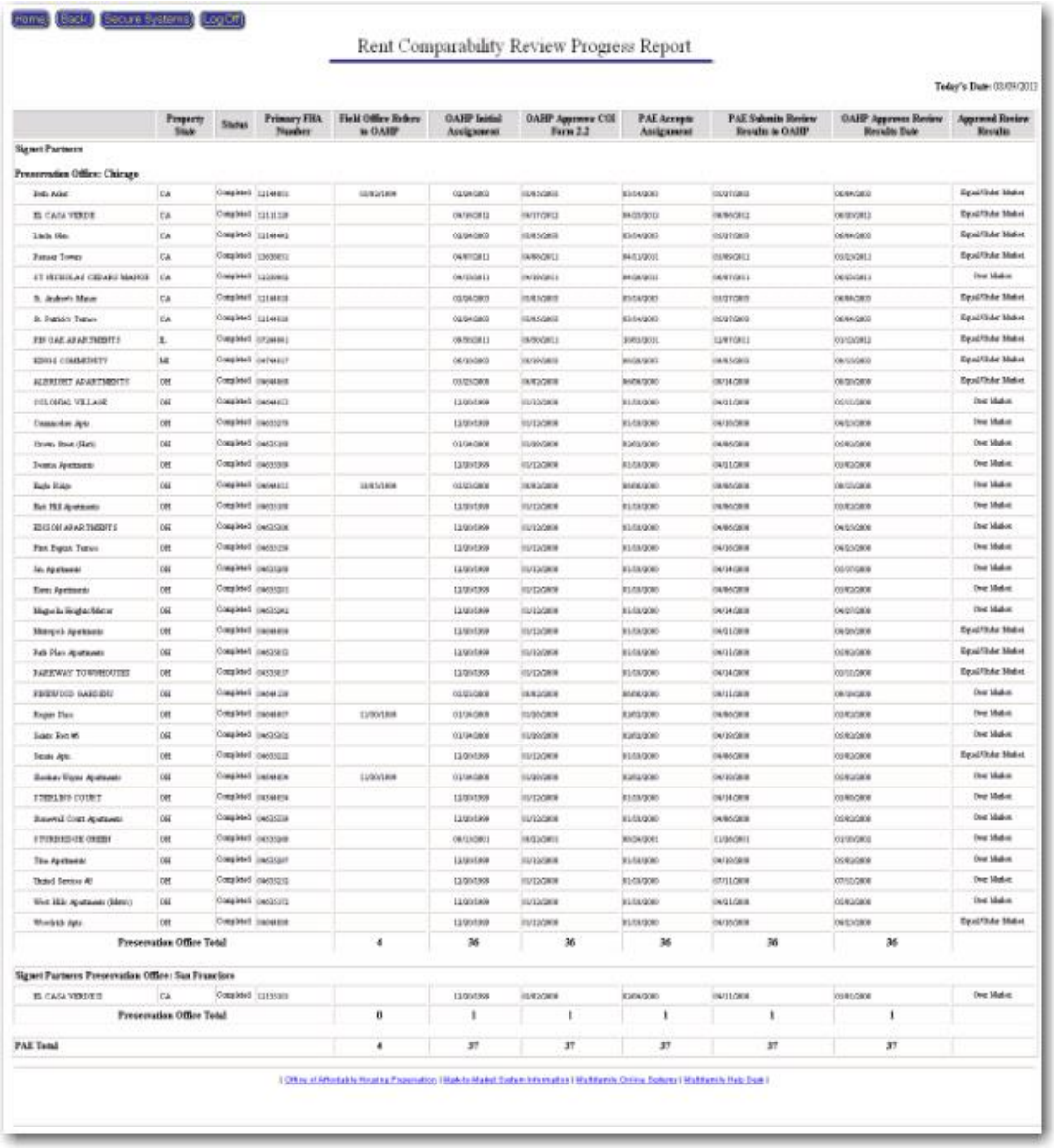
Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800000683	South Pointe Apartments	AR	Active	08211068		80	I	
800005445	Robinson Heights Apartments	IA	Active	07435125		100	I	
800005988	HUMBOLDT BUILDING	IL	Active	07194040		29	I	
800006146	MILAN MANOR	IL	Active	07135411		72	I	
800007193	CYPRESS GLEN	KS	Active	10235240		20	I	
800010019	CLINTON PLACE	MI	Active	04435500		283	I	
800010137	GARDENVIEW	MI	Active	04835097		118	I	
800011578	FORUM MANOR APTS.	MO	Active	08535495		44	I	

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

Figure 9-9, Rehab Escrow Account Closed Report

9.10 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 9-10 on the next page) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHP and the date OAHP approves the results.



Rent Comparability Review Progress Report

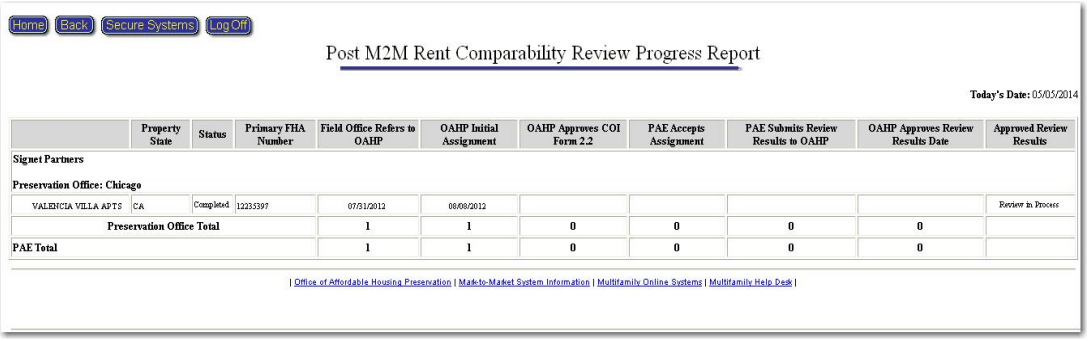
Today's Date: 03/09/2012

	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										
[illegible]	CA	Completed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
EL CASA VERDE	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible]	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible]	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
ST NICHOLAS GERARD MANOR	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
St. Andrew's Manor	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
St. Patrick's Terrace	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible] APARTMENTS	IL	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible] COMMUNITY	MI	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
ALBERTINE APARTMENTS	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
COLONIAL VILLAGE	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apts	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Street (Hub)	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
Eagle Ridge	OH	Completed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
Bar Hill Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] APARTMENTS	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Terrace	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible] Place Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible] TOWNHOUSES	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible]	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Place	OH	Completed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible]	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apts	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
[illegible] Apartments	OH	Completed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] COURT	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Court Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] GREEN	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
The Apartments	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Service 40	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
West Hills Apartments (Mem)	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
[illegible] Apts	OH	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Equal/Under Market
Preservation Office Total				**4**	**36**	**36**	**36**	**36**	**36**	
Signet Partners Preservation Office: San Francisco										
EL CASA VERDE II	CA	Completed	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Over Market
Preservation Office Total				**0**	**1**	**1**	**1**	**1**	**1**	
PAE Total				**4**	**37**	**37**	**37**	**37**	**37**	

Figure 9-10, Rent Comparability Review Progress 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.



Home Back Secure Systems Log Off

Post M2M Rent Comparability Review Progress Report

Today's Date: 05/05/2014

	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	12235397	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	

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

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.

Home Back Secure Systems Log Off

Rent Reduction Only Progress Report -- Part I

Today's Date: 08/09/2013

	Property State	Status (*Partial)	Primary FHA Number	OAHP Initial Assignment	OAHP Approves COI Form 2.2	PAE Accepts Assignment	Tier 1 Due Date	Amended Tier 2 Due Date (Per Rel. Mgr.)	Tenant Notice Sent	PCA Assigned by PAE	Appraisal Assigned by PAE	PAE's PCA Complete	PAE's Appraisal Complete	PAE Submits Justification for Recommendation (Form 10.2)	OAHP Receives Complete PAE Justification (Form 10.2) Submission	OAHP Approves PAE Lite Recommendation
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	02/01/2013	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	08/20/2012	08/20/2012	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	08/20/2012	08/20/2012	09/19/2012	09/23/2012	10/19/2012	10/23/2012	11/30/2012
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
Morningside Courts	IL	Active	07111243	04/18/2013	04/23/2013	04/29/2013	07/28/2013		05/16/2013	05/03/2013	05/03/2013	05/31/2013	06/03/2013	07/01/2013	07/15/2013	
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	10/30/2012	10/31/2012	12/12/2012
WINDRIDGE APARTMENTS	IN	Completed	07335586	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**

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

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

Home Back Secure Systems Log Off

Rent Reduction Only Progress Report -- Part II

Today's Date: 08/09/2013

	Property State	Status (*Partial)	Primary FHA Number	OAHP Approves PAE Lite Recommendation	OAHP Notifies Sec. 8 Contract Administrator	PAE Notifies Sec. 8 Contract Administrator	PAE Receives Sec. 8 Contract Administrator's Confirmation of Receipt	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	OAHP Approves Tier 2 Conversion (Form 2.16)	OAHP Returns to PAE for Revision	OAHP Receives PAE Resubmission
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	11/28/2012							
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	11/30/2012						
VILLA SAN DIMAS	CA	Completed	12235663	04/26/2013	04/29/2013						
Morningside Courts	IL	Active	07111243								
SCOTLAND YARD II	IL	Completed	07111214	12/12/2012	12/12/2012	01/18/2013					
WINDRIDGE APARTMENTS	IN	Completed	07335586	03/21/2013							
Preservation Office Total				**9**	**7**	**2**	**0**	**0**	**0**	**0**	**0**
PAE Total				**9**	**7**	**2**	**0**	**0**	**0**	**0**	**0**

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

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.

Home | Back | Secure Systems | Log Off

Mortgage Restructuring Progress Report

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

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	OAHP Initial Assign.	OAHP Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	OAHP Returns Documents for Fixes	PAE Resubmits Documents	OAHP Approves GPCA	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Title Bring Down Order	Title Bring Down Received	T Me
Signet Partners																						
Preservation Office: Washington																						
Meadowbrook Park & Tower Apartments	CA	Active	14511003	06/06/2012	06/07/2012	02/28/2013	06/14/2012	06/14/2012	06/20/2012	07/23/2012				06/20/2012	07/19/2012	07/13/2012	08/15/2012	07/27/2012	08/23/2012	07/23/2012	07/27/2012	01/0
51ST & KING DRIVE APARTMENTS	IL	Active	07135705	10/25/2012	10/26/2012		10/31/2012	05/31/2013	11/07/2012					11/07/2012	06/26/2013		12/07/2012	12/07/2012		06/14/2013	06/21/2013	
MILAN MANOR	IL	Active	07135411	10/19/2011	10/21/2011	12/31/2012	10/26/2011	04/17/2012	11/04/2011	03/16/2012				11/04/2011	06/06/2012	05/09/2012	11/30/2011	11/16/2011	06/06/2012	03/15/2012	03/24/2012	10/1
STRATFORD COMMONS	IN	Active	07535688	10/25/2012	10/26/2012		10/31/2012	11/09/2012	11/12/2012	12/18/2012			01/29/2013	11/07/2012	12/12/2012	11/26/2012	01/28/2013	12/07/2012	01/29/2013	11/26/2012	12/14/2012	
CYPRESS GLEN	KS	Active	10235240	12/21/2011	12/23/2011	03/31/2013	12/29/2011	04/16/2012	01/09/2012	03/22/2012				01/09/2012	03/30/2012	05/17/2012	02/07/2012	02/07/2012	06/11/2012	03/17/2012	03/24/2012	09/0
CLINTON PLACE	ME	Active*	04433500	04/24/2009	04/28/2009	03/31/2013	05/04/2009															10/1
COLONY AND FISHER ARMS APARTMENTS	ME	Active	04411075	09/19/2011	09/21/2011	02/28/2013	09/26/2011	10/03/2011	10/04/2011	11/07/2011				10/04/2011	11/10/2011	10/28/2011	11/04/2011	11/08/2011	11/08/2011	10/07/2011	10/12/2011	
RYAN COURT APARTMENTS	ME	Active	04494035	03/08/2013	03/08/2013		03/13/2013	03/21/2013	03/26/2013				06/03/2013	03/21/2013	04/25/2013	04/17/2013	05/08/2013	04/19/2013	03/31/2013	04/22/2013	05/31/2013	
VILLAGE MANOR APARTMENTS	ME	Active	04411079	03/08/2013	03/08/2013		03/13/2013	03/21/2013	03/26/2013				06/03/2013	03/21/2013	04/25/2013	04/17/2013	04/30/2013	04/19/2013	04/17/2013	04/22/2013	05/31/2013	
FORUM MANOR APTS.	MO	Active	08533495	12/06/2011	12/07/2011	11/30/2012	12/13/2011	04/16/2012	01/09/2012	03/21/2012				01/10/2012	06/06/2012	06/05/2012	02/06/2012	02/09/2012	06/14/2012	06/05/2012	06/07/2012	10/0
Community Gardens	NV	Active	12511062	04/18/2013	04/23/2013		04/29/2013	05/01/2013	05/03/2013	06/03/2013			06/21/2013	05/03/2013	06/12/2013	06/12/2013	06/21/2013	06/13/2013	06/21/2013	06/13/2013	06/19/2013	
PARKVIEW MANOR APARTMENTS	TN	Active	08111032	02/10/2012	02/11/2012		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	03/29/2012	04/09/2012	08/2
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**	

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

Back | Secure Systems | Log Off

Mortgage Restructuring Progress Report

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

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	OAHP Initial Assign.	OAHP Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	OAHP Returns Documents for Fixes	PAE Resubmits Documents	OAHP Approves GPCA	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Title Bring Down Order	Title Bring Down Received	Tenant Meeting - #2
rvation Office: Chicago																						
t Partners																						
uth Pointe nts	AR	Active	08211068	11/22/2011	11/23/2011	03/29/2013	12/01/2011	12/08/2012	12/13/2011	01/12/2012		01/19/2012		12/13/2011	01/12/2012	01/20/2012	01/31/2012	01/13/2012	02/06/2012	01/20/2012	02/06/2012	05/10/2012
Nilson Apartments	IA	Active	07435125	02/26/2010	03/02/2010	06/30/2012	03/03/2010	03/05/2010	03/25/2010	08/22/2011				03/25/2010	05/06/2010	04/14/2010	04/22/2010	04/13/2010	04/22/2010	03/11/2010	03/19/2010	02/17/2012
UMBOLDT HO	IL	Active	07194040	08/10/2011	08/10/2011	01/31/2013	08/15/2011	08/17/2011	08/23/2011	10/03/2011		10/11/2011		08/22/2011	09/19/2011	10/07/2011	10/03/2011	10/07/2011	10/25/2011	08/31/2011	09/07/2011	03/08/2012
ELMONT ES	IN	Active	07335635	03/11/2009	03/17/2009	05/31/2013	03/23/2009	03/25/2009	03/31/2009					03/31/2009	04/23/2009	04/21/2009	06/01/2009	05/04/2009	06/01/2009	04/10/2009	05/01/2009	12/16/2009
IVER RUN MENTS	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	04/30/2013	08/22/2011	03/13/2012	08/25/2011	04/17/2012				08/25/2011	04/19/2012	03/28/2012	09/26/2011	10/06/2011	04/25/2012	03/20/2012	03/30/2012	08/02/2012
ARDENVIEW	MI	Active	04835097	09/19/2011	09/21/2011	03/31/2013	09/26/2011	10/03/2011	10/04/2011	11/07/2011				10/04/2011	11/09/2011	10/21/2011	11/03/2011	11/14/2011	11/14/2011	10/24/2011	10/31/2011	03/14/2012
ONUMENTAL HOMES	TN	Active	08135072	01/12/2010	01/19/2010	12/31/2012	01/25/2010	02/01/2010	02/10/2010	03/11/2011				02/10/2010	03/17/2010	03/12/2010	03/12/2010	03/05/2010	03/12/2010	02/25/2010	03/08/2010	10/21/2011
PAE Total				**8**	**8**	**8**	**8**	**8**	**8**	**6**	**0**	**2**	**0**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**
rvation Office Total				**8**	**8**	**8**	**8**	**8**	**8**	**6**	**0**	**2**	**0**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**	**8**

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

Figure 9-13-1, Mortgage Restructuring Progress Report (Part I)

Home | Back | Secure Systems | Log Off

Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to OAHP	OAHP Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	OAHP Approves Restr. Plan	OAHP Returns Restr. Plan for Revision	OAHP Receives PAE Resub	Restructuring Plan Executed by OAHP	RC Executed by Owner	OAHP Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Signet Partners																		
Preservation Office: Washington																		
Meadowbrook Park & Tower Apartments	CA	Active	14311083	02/28/2013	03/01/2013	03/08/2013	03/23/2013			06/05/2013	06/21/2013		09/30/2013					
51ST & KING DRIVE APARTMENTS	IL	Active	07135705															
MILAN 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				
STRATFORD COMMONS	IN	Active	07335688	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*	04435500	11/29/2012	11/30/2012	12/03/2012	01/22/2013			01/30/2013	02/26/2013		05/31/2013	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	04494055															
VILLAGE MANOR APARTMENTS	MI	Active	04411079															
FORUM MANOR APTS.	MO	Active	08535495	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 Gardens	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.

Home Back Log Off

Focus on Production Report

As of 9/13/2001

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

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

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

Home Back Secure Systems Log Off

Focus on Production Report

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

Preservation Office: Washington Total: 3

NW Financial Group Total: 1

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

Comment:

RER Solutions, Inc. Total: 2

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

Comment:

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

Comment:

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

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.

Home Back Secure Systems Log Off

Properties On Hold Report

Today's Date: 08/09/2013

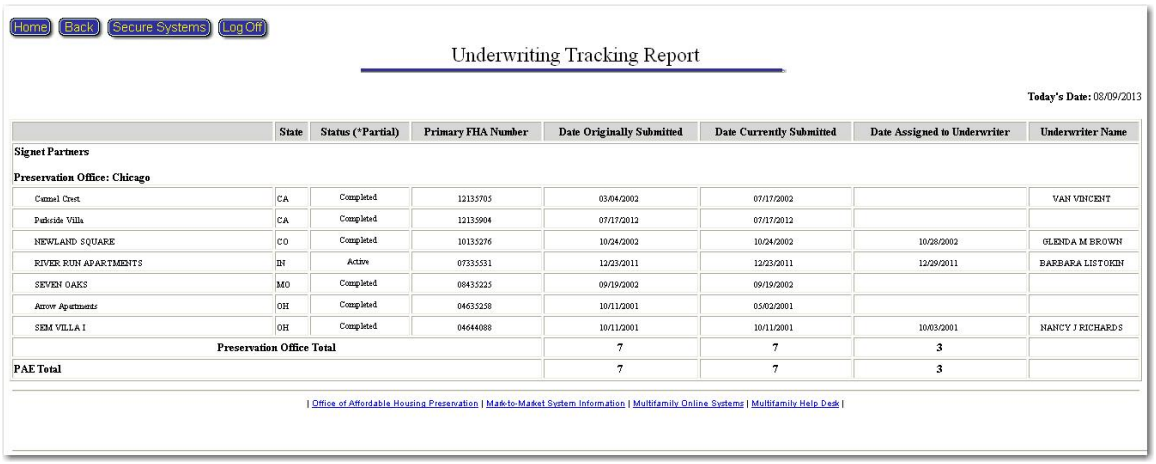
	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Signet Partners						
Preservation Office: Washington						
RYAN COURT APARTMENTS	MI	Active	04494055	Mortgage Restructuring	06/24/2013	11/30/2013
Preservation Office Total				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

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

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.



Home Back Secure Systems Log Off

Underwriting Tracking Report

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Signet Partners							
Preservation Office: Chicago							
Carmel 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	GLENDA M BROWN
RIVER RUN APARTMENTS	IN	Active	07335531	12/23/2011	12/23/2011	12/29/2011	BARBARA LISTOKIN
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**	

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

Figure 9-16, Underwriting Tracking Report

10 GREEN RETROFIT PROGRAM MODULE

The Green Retrofit Program module is accessible to OAHP, RO, PAE and Guest Account users by selecting the Green Retrofit button on M2M's home screen to

open the Green Retrofit Program Screen. Guest Account users will see a limited set of the functions as view only.

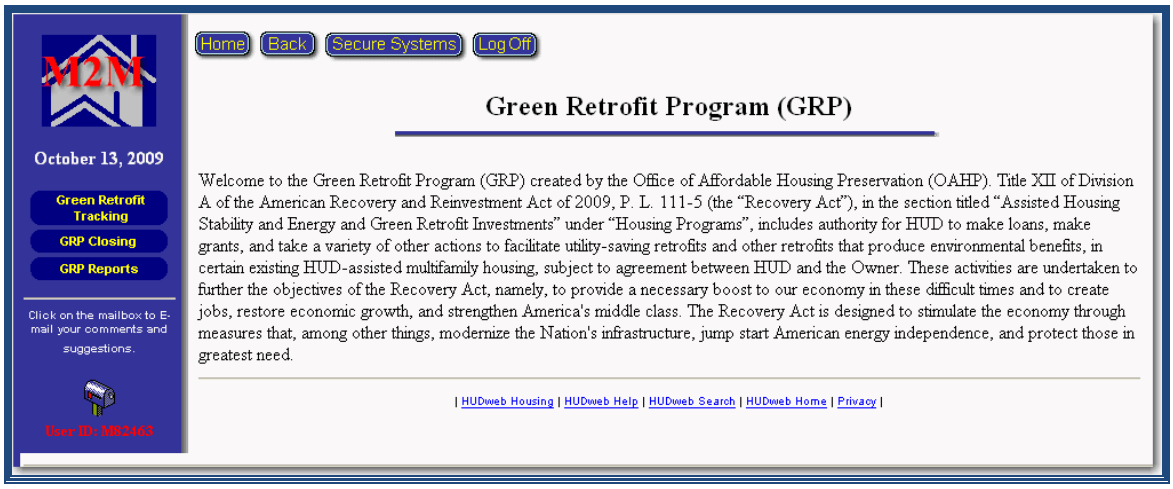


Figure 10, Green Retrofit Program Screen

10.1 Green Retrofit Tracking Module Button

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

10.2 GRP Closing Module Button

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

10.3 GRP Reports Module Button

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

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE

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

Clicking Green Retrofit Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 10-1, Search Criteria for Critical Dates Tracking Screen.

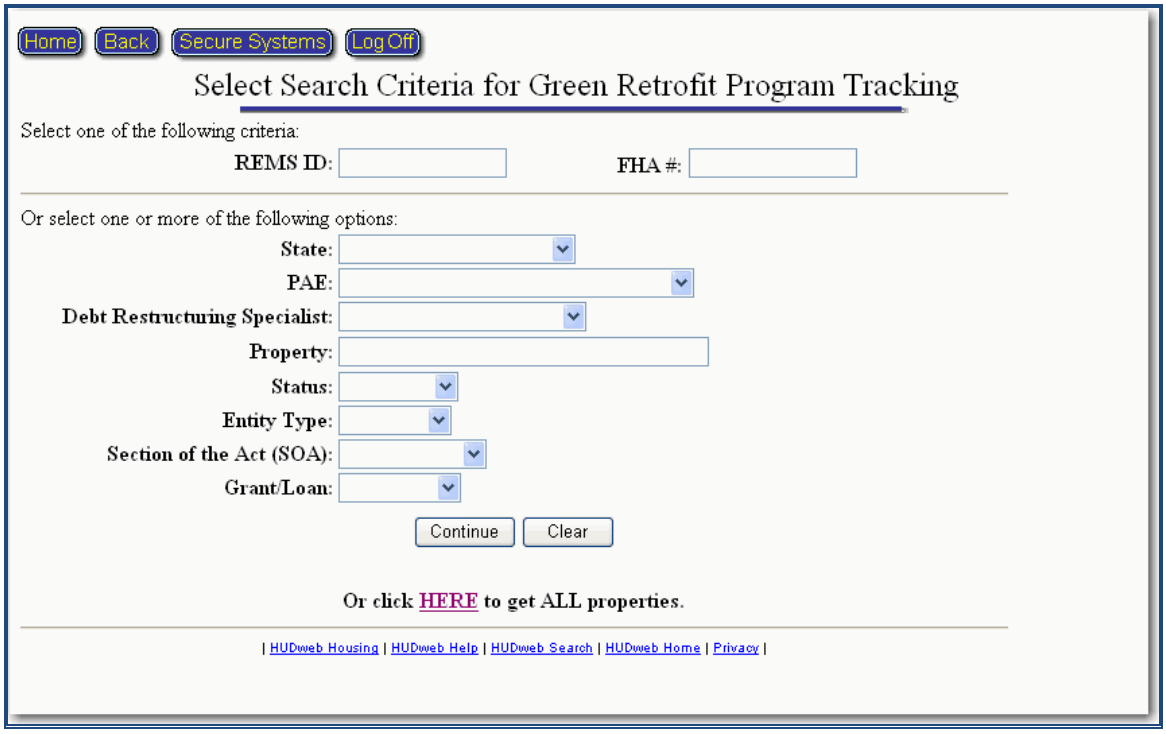


Figure 10-1, Select Search Criteria for Green Retrofit Program Tracking

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

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

Or select one or more of the following options available to retrieve properties for the Green Retrofit Program Tracking module:

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

10.4.1 Assigned Properties Screen

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

Figure 10-2, Assigned Green Retrofit Program Properties

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

10.4.2 Contract Number Link

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

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

10.4.3 Green Retrofit Program Tracking Screen

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

Home | Back | Secure Systems | Log Off

Green Retrofit Program Tracking

HEREMS Property ID: 800211718
Primary FHA Number: 176EE016
Contract Number: AK06S991002
Preservation Office: Washington
HUD Project Manager: LEONA L BLANKENSHIP
Region: Seattle
Debt Restructuring Specialist: NORMAN DAILEY
OAHP/PAE Underwriter: NANCY J RICHARDS

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

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

Original Section 8 Expiration Date (Post MAHRA):			
Current Section 8 Expiration Date:	04/25/2007	C	
OAHP Receives Green Retrofit Package:	04/24/2009	C *	
Complete Application ☐ Yes ☐ No:		C	
Duplicate Application ☐ Yes ☐ No:		C	
OAHP Returns Green Retrofit Package ☑ Yes ☐ No:	04/24/2009	C *	
Phase: Assignment/Assessment			
OAHP Sends List of Potential Assets:	04/21/2009	C	
PAE Clears and OAHP Approves COI:	04/19/2009	C	
PAE Accepts Assignment:	04/20/2009		Save and Continue
PAE IFA Validation Feasibility Test Completed ☑ Pass ☐ Fail:	04/21/2009	C	
OAHP Approved PAE's IFA Analysis	04/22/2009	C	
Phase: Waivers/Holds			
Waiver:	05/01/2009	C	Reason: Due Diligence
Waiver No. of Days:	123	C	
OAHP Places Property On Hold:	05/02/2009	C	Reason: Closing
Anticipated On Hold Removal Date:	05/03/2009	C	
OAHP Removes Property From On Hold:	05/04/2009	C	
Phase: Due Diligence			
3rd Party Reports Ordered:	06/01/2009	C	
Tenant Meeting:	06/02/2009	C	
3rd Party Reports Accepted as Approvable:	06/03/2009	C	
Title Bring-Down Received:	06/04/2009	C	
Due Diligence Completed:	06/05/2009	C	
Phase: Underwriting			
PAE Submits Green Retrofit Plan Submission to OAHP:	07/01/2009	C	
OAHP Receives PAE's Green Retrofit Plan Submission:	07/02/2009	C	
Date Proposed GR Plan Assigned to Underwriter:	07/03/2009	C	
Date Underwriter Review of GR Plan Complete:	07/04/2009	C	
GFCA Reviewer ELAINE VAKALOPOULOS			
Exhibit A Review Approval Date:	07/05/2009	C	
PO/HQ Loan Committee Date:	07/06/2009	C	
Green Retrofit Plan Approved by OAHP:	07/07/2009	C	
Phase: Commitment Stage			
Green Retrofit Plan Commitment Received by OAHP:	08/01/2009	C	
Green Retrofit Plan Commitment Reviewed by OAHP:	08/02/2009	C	
718-Package Completed and Delivered by OAHP:	08/03/2009	C	
718 Approved:	08/04/2009	C	Reason: Commitment
718-Approved Grant Amount:		C	
718-Approved Loan Amount:		C	
Green Retrofit Plan Commitment Sent to Owner:	08/05/2009	C	
Green Retrofit Plan Commitment Executed by Owner:	08/06/2009	C	
Green Retrofit Plan Commitment Executed by OAHP:	08/07/2009	C	
Expiration Date of Green Retrofit Plan Commitment:	08/08/2009	C	
Phase: Closing			
Scheduled Closing Date:	09/01/2009	C	
PAE Counsel Ready to Close Date:	09/02/2009	C	
Closing Date:	09/03/2009	C	
Amount of Closed Grant:	12,345.00	C	
Amount of Closed Loan:	54,321.00	C	
Phase: Post Closing			
Critical Documents Received by OAHP:	10/01/2009	C	
Closing Documents Distributed by PAE:	10/02/2009	C	
GRP Pre-Development Incentive Paid (Date):	10/03/2009	C	
GRP Pre-Development Incentive Paid (Amount):	35,000.00	C	
Retrofit/Repair Completion Date:	10/04/2009	C	
GRP Efficiency Incentive Paid (Date):	10/05/2009	C	
GRP Efficiency Incentive Paid (Amount):	2,468.00	C	
Job Creation Incentive Paid (Date):	10/06/2009	C	
Job Creation Incentive Paid (Amount):	345,678.00	C	
Number of Jobs Created/Saved:	2,468	C	
Expected Utility Savings per Project:	123,456.00	C	

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

Save

Figure 10-3, Green Retrofit Program Tracking Screen

10.5 GREEN RETROFIT PROGRAM CLOSING MODULE

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

There is a search screen when this module is selected as shown below in Figure 10-4, Select Search Criteria for GRP Closing Screen.

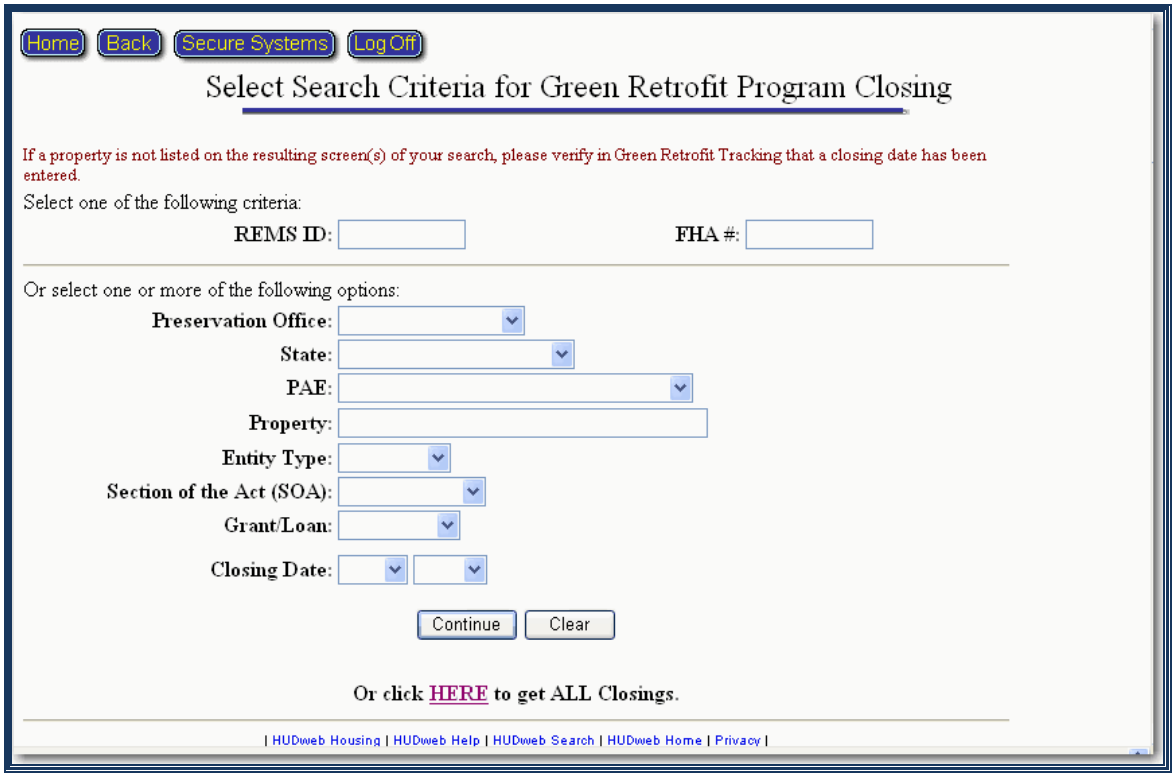


Figure 10-4, Select Search Criteria for GRP Closing Screen

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

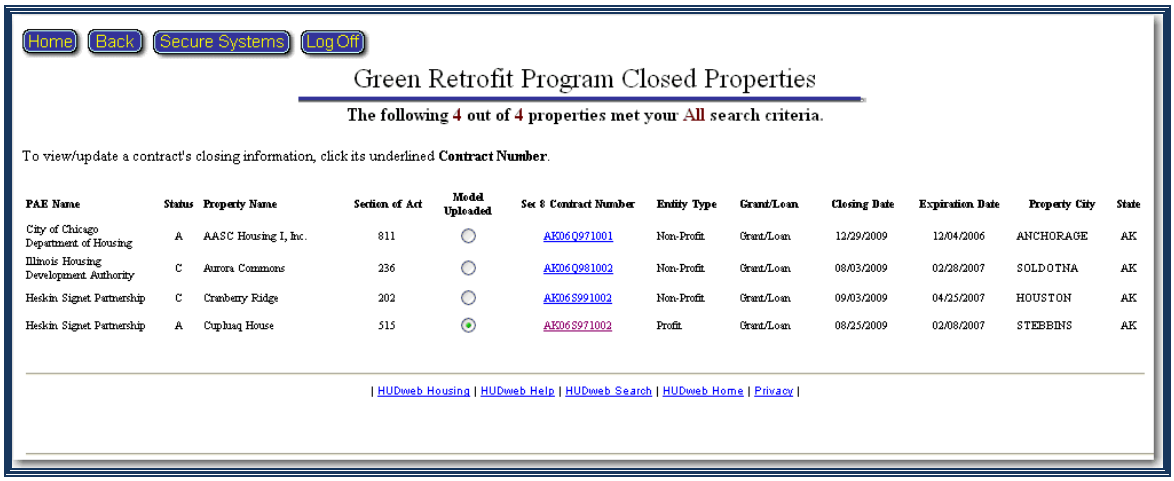
- Enter a REMS ID for a specify property
- Enter a FHA Number for a specific property

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

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

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

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 10-5, GRP Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Green Retrofit Program Closing screen for that property as shown below in Figure 10-5, Green Retrofit Program Closed properties Screen.



Home Back Secure Systems Log Off

Green Retrofit Program Closed Properties

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

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

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

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

Figure 10-5, GRP Closed Properties Screen

10.5.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 10-6, Green Retrofit Program Closing Screen, provides an example of the Green Retrofit Program Closing main screen with subdivisions for the model functions and the online Closing screen.

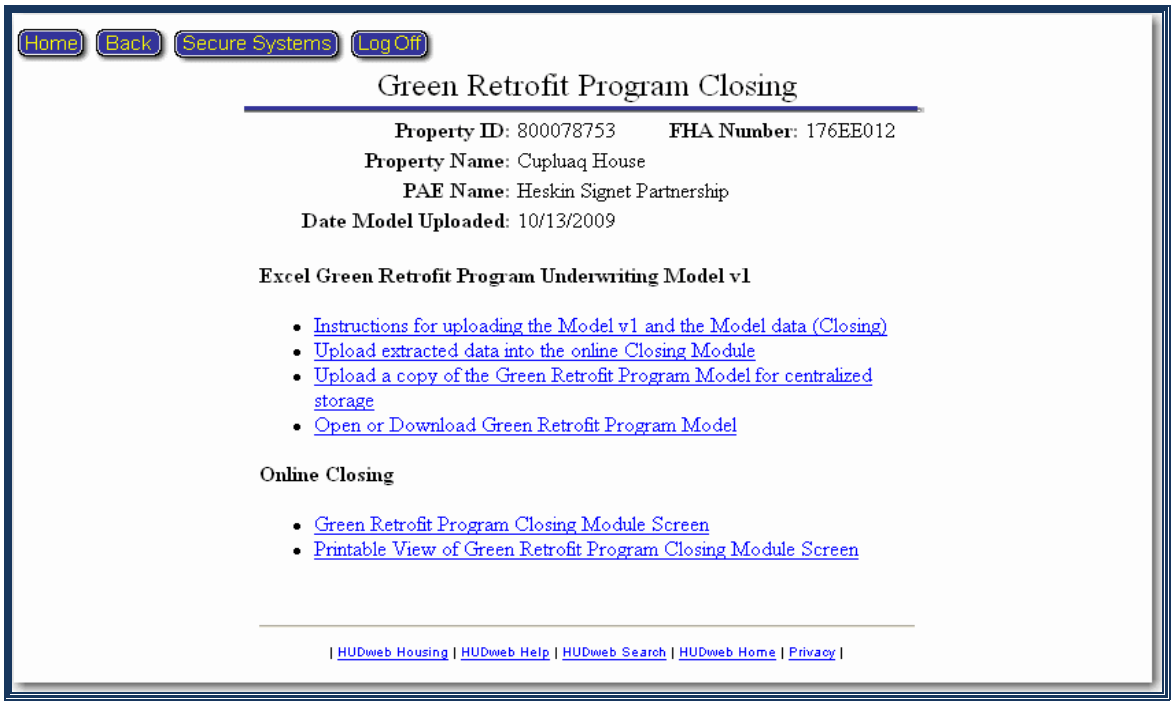


Figure 10-6, Green Retrofit Program Closing Screen

10.5.2 Excel Green Retrofit Program Underwriting Model v1

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

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

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

The Instructions for uploading the Model v1 and the Model data (Closing) (shown on the next page as Figure, 10-7, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the Green Retrofit Program for closing:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

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

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

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

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

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

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

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

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

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

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

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

10.5.2.2 Upload extracted data into the online Closing Module

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

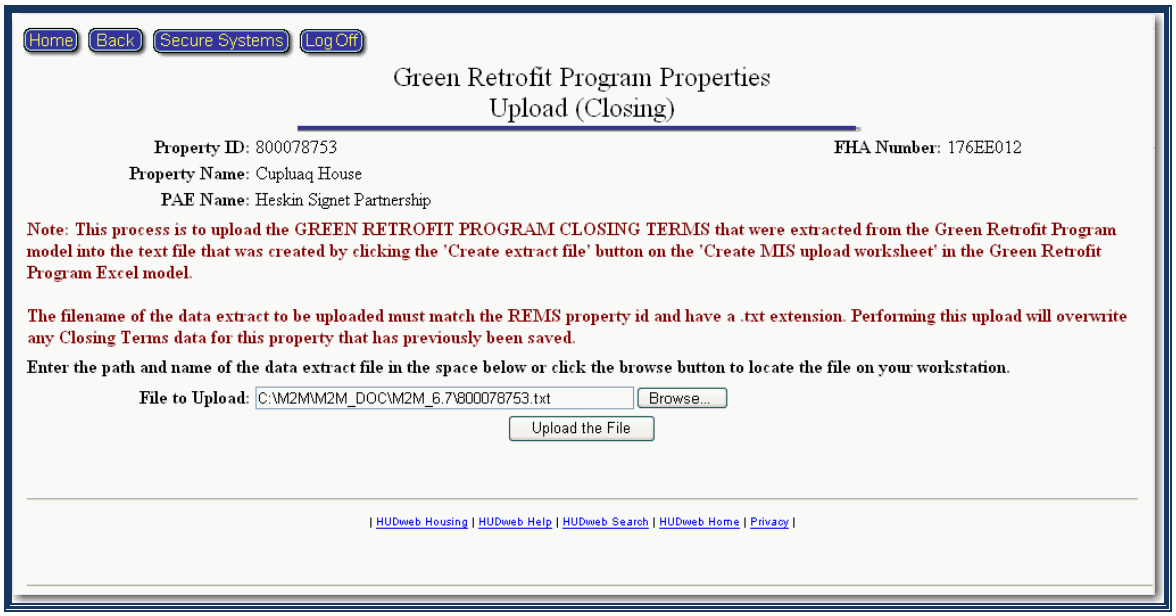
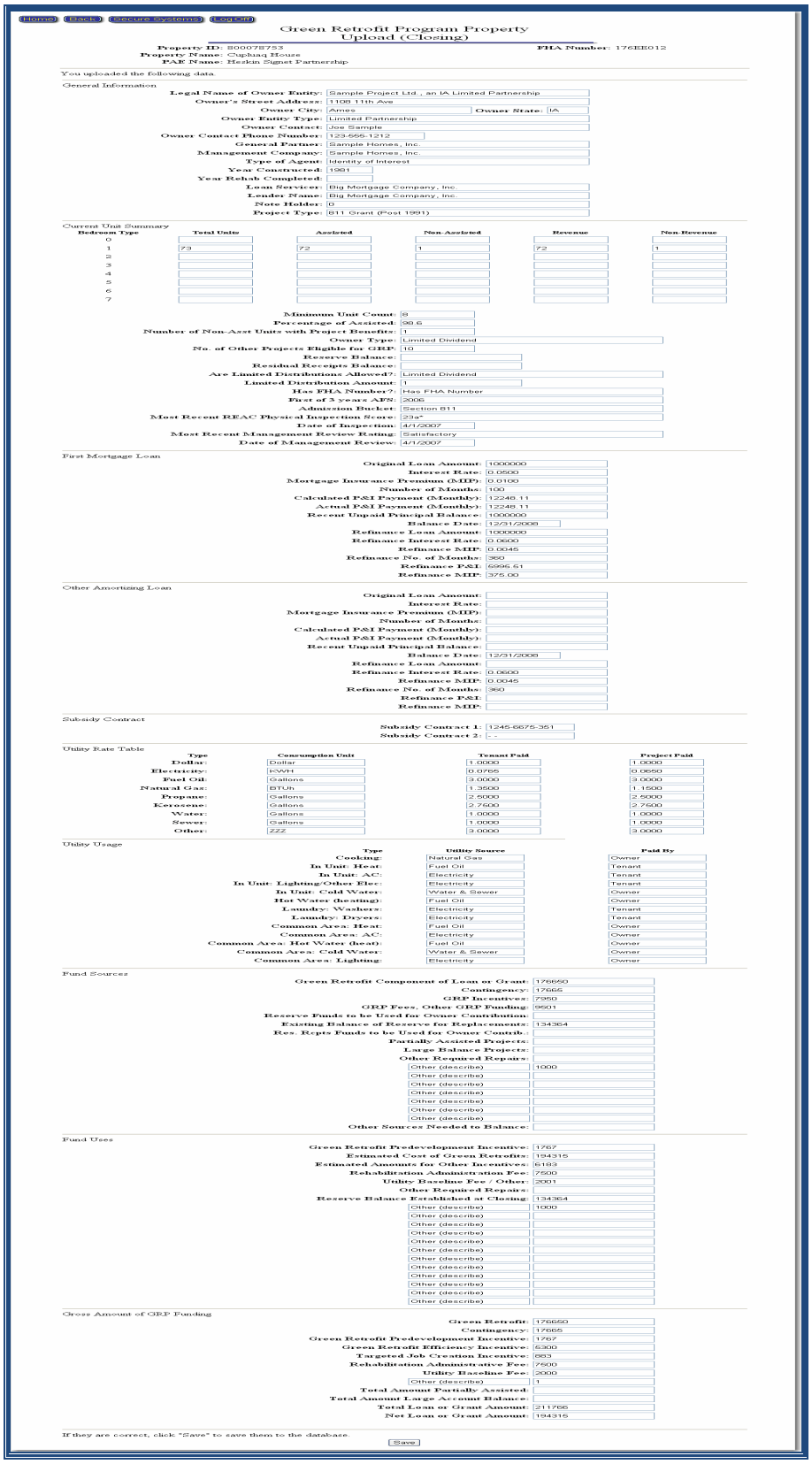


Figure 10-8, Green Retrofit Program Properties Upload (Closing) Screen

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



(Home) (Back) (Secure System) (Logout)

Green Retrofit Program Property
Upload (Closing)

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

You uploaded the following data.

General Information

Legal Name of Owner Entity:	Sample Project Ltd., an IA Limited Partnership
Owner's Street Address:	1108 11th Ave
Owner City:	Ames **Owner State:** IA
Owner Entity Type:	Limited Partnership
Owner Contact:	Joe Sample
Owner Contact Phone Number:	123-456-1212
General Partner:	Sample Homes, Inc.
Management Company:	Sample Homes, Inc.
Type of Agent:	Identity of Interest
Year Constructed:	1961
Year Rehab Completed:	
Loan Servicer:	Big Mortgage Company, Inc.
Lender Name:	Big Mortgage Company, Inc.
Note Holder:	0
Project Type:	811 Grant (Post 1991)

Current Unit Summary

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

Minimum Unit Count:	8
Percentage of Assisted:	98.6
Number of Non-Asst Units with Project Benefits:	1
Owner Type:	Limited Dividend
No. of Other Projects Eligible for GRP:	10
Reserve Balance:	
Residual Receipts Balance:	
Are Limited Distributions Allowed?:	Limited Dividend
Limited Distribution Amount:	1
Has FHA Number?:	Has FHA Number
Part of 3 years AFS:	2006
Admission Bucket:	Section 811
Most Recent REAC Physical Inspection Score:	23a7
Date of Inspection:	4/1/2007
Most Recent Management Review Rating:	Satisfactory
Date of Management Review:	4/1/2007

First Mortgage Loan

Original Loan Amount:	1000000
Interest Rate:	0.0500
Mortgage Insurance Premium (MIP):	0.0100
Number of Months:	180
Calculated P&I Payment (Monthly):	12248.11
Actual P&I Payment (Monthly):	12248.11
Recent Unpaid Principal Balance:	1000000
Balance Date:	12/31/2008
Refinance Loan Amount:	1000000
Refinance Interest Rate:	0.0600
Refinance MIP:	0.0045
Refinance No. of Months:	360
Refinance P&I:	6995.61
Refinance MIP:	375.00

Other Amortizing Loan

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

Subsidy Contract

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

Utility Rate Table

Type	Consumption Unit	Tenant Paid	Project Paid
Dollar:	Dollar	1.0000	1.0000
Electricity:	KWH	0.0765	0.0650
Fuel Oil:	Gallons	3.0000	3.0000
Natural Gas:	BTUh	1.3500	1.1500
Propane:	Gallons	2.5000	2.5000
Kerosene:	Gallons	2.7600	2.7600
Water:	Gallons	1.0000	1.0000
Sewer:	Gallons	1.0000	1.0000
Other:	ZZZ	3.0000	3.0000

Utility Usage

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

Fund Sources

Green Retrofit Component of Loan or Grant:	176660
Contingency:	17666
GRP Incentives:	7950
GRP Fees, Other GRP Funding:	9601
Reserve Funds to be Used for Owner Contribution:	
Existing Balance of Reserve for Replacements:	134364
Res. Rcpts Funds to be Used for Owner Contrib.:	
Partially Assisted Projects:	
Large Balance Projects:	
Other Required Repairs:	
Other (describe)	1000
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other Sources Needed to Balance:	

Fund Uses

Green Retrofit Predevelopment Incentive:	1767
Estimated Cost of Green Retrofits:	194315
Estimated Amounts for Other Incentives:	6193
Rehabilitation Administration Fee:	7500
Utility Baseline Fee / Other:	2001
Other Required Repairs:	
Reserve Balance Established at Closing:	134364
Other (describe)	1000
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	
Other (describe)	

Gross Amount of GRP Funding

Green Retrofit:	176660
Contingency:	17665
Green Retrofit Predevelopment Incentive:	1767
Green Retrofit Efficiency Incentive:	5300
Targeted Job Creation Incentive:	663
Rehabilitation Administrative Fee:	7500
Utility Baseline Fee:	2000
Other (describe)	1
Total Amount Partially Assisted:	
Total Amount Large Account Balance:	
Total Loan or Grant Amount:	211765
Net Loan or Grant Amount:	194315

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

Save

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

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

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

10.5.2.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 10-11, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

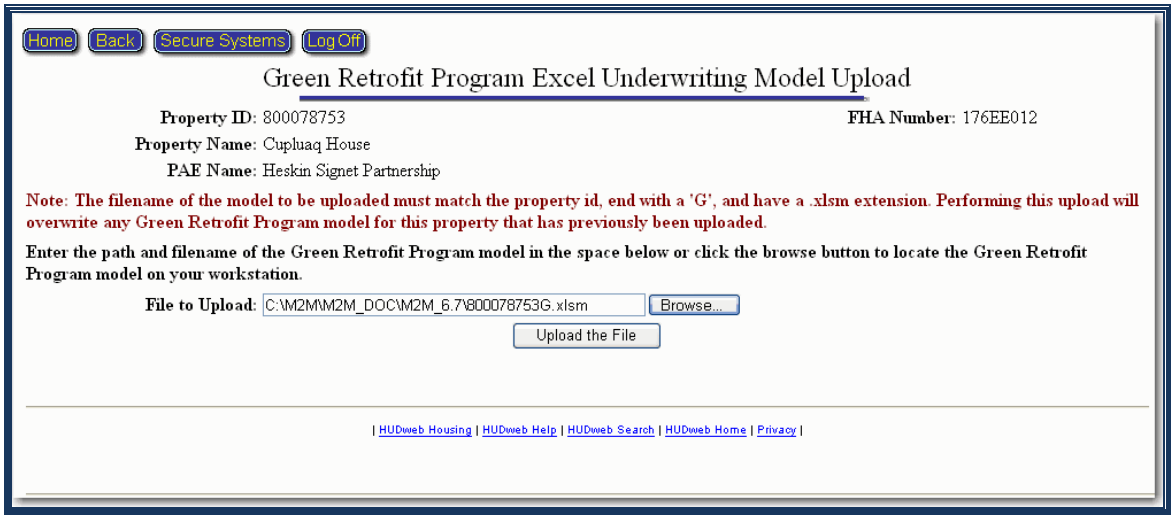


Figure 10-11, Excel Underwriting Model Screen

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

Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Scren.

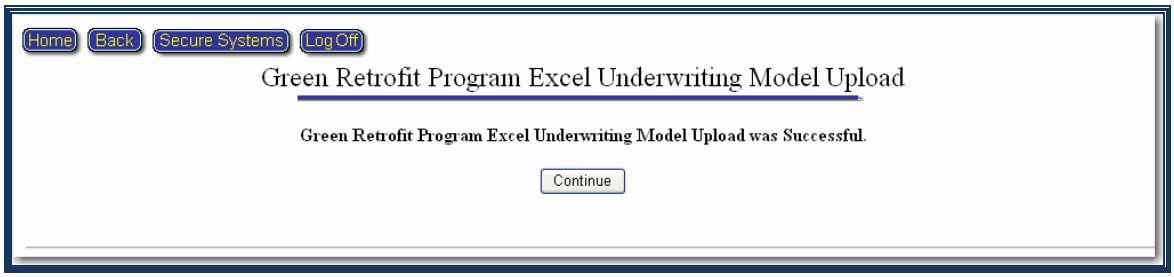


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

10.5.2.4 Open or Download Model

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

10.5.3 Online Closing

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

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

10.5.3.1 Green Retrofit Program Closing Module Screen

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

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

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Submit button on the left menu. Any data changes that may have been made will also be saved.

Closing Module Screen
For Green Retrofit Program Properties

General Information

Property ID: 800000087
Property Name:
Property Address:
Property City:
Property State:
FHA Number:
Contract Number:
HUD Region:
PAE Name:
Legal Name of Owner Entity:
Owner's Street Address:
Owner City:
Owner State:
Owner Entity Type:
Owner Contact:
Owner Contact Phone:
General Partner:
Management Company:
Type of Agent:
Year Constructed:
Year Rehab Completed:
Loan Servicer:
Lender Name:
Note Holder:
Closing Date: 09/25/2009
Project Type:

Current Unit Summary

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

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

First Mortgage Loan

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

Other Amortizing Loan

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

Subsidy Contract

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

Utility

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

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

Sources & Uses

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

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

Rehab Escrow Needs

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

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

Figure 10-13, GRP Closing Module Screen

10.5.3.2 Printable View of Green Retrofit Program Closing Module Screen

The Printable View of Green Retrofit Program Closing Module Screen (an example of which is on the next page as Figure, 10-14, Printable View of GRP Closing Module Screen) contains all the property's closing information for printing:

Closing Module Screen
For Green Retrofit Properties

General Information

Property ID:	500079733
Property Name:	Cuplaug Rosen
Property Address:	P O Box 101 Lot 13Blk 2 Hebbane Bhathway S/D
Property City:	STEBBINS
Property State:	ALASKA
FHA Number:	176009512
Contract Number:	AE26S071002
HUD Region:	Seattle
PAE Name:	Hestia Sigort Partnership
Legal Name of Owner Entity:	Sample Project Ltd., an Ab Limited Partnership
Owner's Street Address:	1188 11th Ave
Owner City:	Ln
Owner State:	Ln
Owner Entity Type:	Limited Partnership
Owner Contact:	Joe Sample
Owner Contact Phone Number:	123-555-1212
General Partner:	Sample Homes, Inc.
Management Company:	Sample Homes, Inc.
Year Acquired:	Company of Interest
Year Constructed:	1991
Year Rehab Completed:	
Loan Servicer:	Big Mortgage Company, Inc.
Lender Name:	Big Mortgage Company, Inc.
Sim Rehbr:	0
Closing Date:	05/23/2000
Project Type:	911 Grant (Post 1991)

Current Unit Summary

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

Minimum Unit Count:	0
Percentage of Assisted:	98.60
Number of Non-Asst Units with Project Benefits:	0
Are Limited Distributions Allowed?:	Limited Dividend
No. of Other Projects Eligible for GRP:	10
Reserve Balance:	0.00
Residual Receipts Balance:	0.00
Are Limited Distributions Allowed?:	Limited Dividend
Limited Distribution Amount:	1.00
Has FHA Number?:	Has FHA Number
First 3 digits:	176
Next 2 characters:	BR
Last 3 digits:	012
Project Type if Has FHA Number:	911 Grant (Post 1991)
First of 5 years AFS:	2006
Admission Factor:	Revision 011
Most Recent REAC Physical Inspection Score:	25a7
Date of Inspection:	04/01/2007
Most Recent Management Review Rating:	Satisfactory
Date of Management Review:	04/01/2007

First Mortgage Loan

Original Loan Amount:	1,000,000.00
Interest Rate:	0.0000
Mortgage Insurance Premium (MIP):	0
Number of Months:	180
Calculated P&I Payment (Monthly):	12,246.11
Actual P&I Payment (Monthly):	12,246.11
Recent Unpaid Principal Balance:	1,000,000.00
Balance Date:	12/31/2008
Refinance Loan Amount:	1,000,000.00
Refinance Interest Rate:	0.0000
Refinance MIP:	0
Refinance No. of Months:	360
Refinance P&I:	3,993.24
Refinance MIP:	373.00
Refinance P&I and MIP:	4,370.24

Other Amortizing Loan

Original Loan Amount:	0.00
Interest Rate:	
Mortgage Insurance Premium (MIP):	0
Number of Months:	0
Calculated P&I Payment (Monthly):	0.00
Actual P&I Payment (Monthly):	0.00
Recent Unpaid Principal Balance:	0.00
Balance Date:	10/31/2008
Refinance Loan Amount:	0.00
Refinance Interest Rate:	0.0000
Refinance MIP:	0
Refinance No. of Months:	360
Refinance P&I:	0.00
Refinance MIP:	0.00
Refinance P&I and MIP:	0.00

Subsidy Contract

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

Utility

Utility Rate Table	Consumption Unit	Tenant Paid	Project Paid
Dollar:	Dollar	1.0000	1.0000
Electricity:	KWH	0.0945	0.0630
Fuel Oil:	Gallons	3.0000	2.0000
Natural Gas:	BTUs	1.5000	1.1000
Propane:	Gallons	2.3000	2.3000
Kerosene:	Gallons	2.3000	2.3000
Water:	Gallons	1.0000	1.0000
Sewer:	Gallons	1.0000	1.0000
Other:	ZZZ	3.0000	3.0000

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

Sources & Uses

Fund Sources	Amount
Green Retrofit Component of Loan or Grant:	176,630.00
Contingency:	17,663.00
GRP Incentive:	7,930.00
GRP Fees, Other GRP Funding:	5,301.00
Reserve Funds to be Used for Owner Contribution:	0.00
Existing Reserve Funds to be Used for Owner Contrib.:	134,364.00
Rec. Rights Funds to be Used for Owner Contrib.:	0.00
Owner Cash for Owner Contribution:	
Partially Assisted Projects:	0.00
Large Balance Projects:	0.00
Other Required Repairs:	0.00
Other (describe):	1,000.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other Sources Needed to Balance:	0.00
Total Sources of Funds:	347,130.00

Fund Uses	Amount
Green Retrofit Predevelopment Incentive:	1,767.00
Estimated Cost of Green Retrofit:	194,31.00
Estimated Amounts for Other Incentives:	6,133.00
Rehabilitation Administration Fee:	7,300.00
Utility Baseline Fee / Other:	2,001.00
Other Required Repairs:	0.00
Reserve Balance Established at Closing:	134,364.00
Other (describe):	1,000.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Other (describe):	0.00
Total Uses of Funds:	347,130.00

Rehab Escrow Needs

Gross Amount of GRP Funding

	Amount
Green Retrofit:	176,630.00
Contingency:	17,663.00
Green Retrofit Predevelopment Incentive:	1,767.00
Green Retrofit Efficiency Incentive:	5,300.00
Targeted Job Creation Incentive:	833.00
Rehabilitation Administrative Fee:	7,300.00
Utility Baseline Fee:	2,000.00
Other (describe):	1.00
Total Gross Amount:	211,760.00
Total Amount Partially Assisted:	0.00
Total Amount Large Account Balance:	0.00
Total Net Adjustment:	211,760.00
Total Loan or Grant Amount:	211,760.00
Net Loan or Grant Amount:	194,31.00

Confirmation Name:
Confirmation Date:

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

10.6 GRP REPORTS MODULE

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

Generally, only active properties in the Green Retrofit Program that are assigned to and accepted by a PAE appear in GRP's Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the GRP Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 10-15, Property and Report Selection Screen:

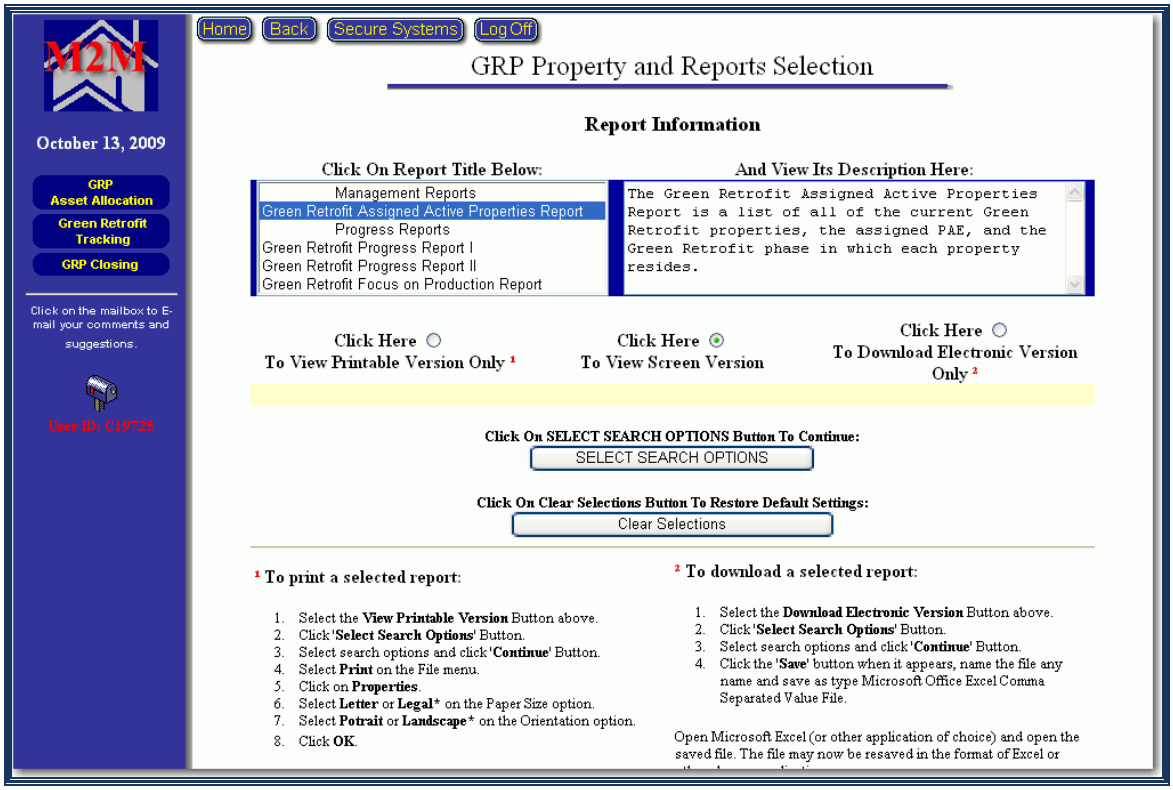


Figure 10-15, GRP Property and Report Selection Screen

10.6.1 GRP Property and Report Selection

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

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

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

To save a downloadable version of a report:

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

10.6.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit Assigned Active Properties Report (Figure 10-16, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.

Home Back Secure Systems Log Off

Green Retrofit Assigned Active Properties Report

Today's Date: 10/13/2009

Preservation Office: Chicago

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

Preservation Office: San Francisco

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

Preservation Office: Washington

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

Figure 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.

Home | Back | Secure Systems | Log Off

Green Retrofit Progress Report I

Today's Date: 05/05/2014

	State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	OAHP Receives GRP	Complete Application	Duplicate Application	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAHP Places Property On Hold	Anticipated On Hold Removal Date	OAHP Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Approvable
Signet Partners																							
Preservation Office: Chicago																							
Foster Collier Gordon Minor	AR	Completed		Non-Profit	Grant/Loan	800000605	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
CHERRY HEIGHTS-PHASE A	ND	Completed	09444017	Non-Profit	Grant	800013405	236	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**

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

Retrofit Progress Report I

Today's Date: 05/05/2014

te ion	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAHP Places Property On Hold	Anticipated On Hold Removal Date	OAHP Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Approvable	Title Bring-Down Received	Due Diligence Completed	PAE Submits GRP Submission to OAHP	OAHP Receives PAE's GRP Submission	Date Proposed GRP Assigned to Underwriter	Date Underwriter Review of GRP Complete	Exhibit A Review Approval Date	PO/HQ Loan Commitee Date	GRP Approved by OAHP
		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	**2**	**2**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**2**	**2**	**2**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

lark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

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

Home Back Secure Systems Log Off

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 OAHP	GRP Commitment Reviewed by OAHP	718-Package Completed and Delivered by OAHP	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHP	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHP	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date
Signet Partners																					
Preservation Office: Chicago																					
Forter Collier Gordon Manor	AR	Completed		Non-Profit	Grant/Loan	800000605	515														
CHERRY HEIGHTS-PHASE A	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

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

Log Off

Green Retrofit Progress Report II

Today's Date: 05/05/2014

Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHP	GRP Commitment Reviewed by OAHP	718-Package Completed and Delivered by OAHP	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHP	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHP	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date	Retrofit/Repair Completion Date	GRP Efficiency Incentive Paid Date	Job Creation Incentive Paid Date
Grant/Loan	800000605	515																	
Grant	800013405	236																	
e Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			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 (f)	220	221 (d)	221(d)(3) BMIR	221(d)(4) MKT	223(a) (7)	223 (e)/221(d)	223 (d)	231	233(c) 236	236	241	241/221	241/223	241/236	515	524 (c)	811	Med Rehab	Other	Profit	Non-Profit	Grant	Grant/Loan
Chicago	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	3	1	2
New York	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2
San Francisco	6	1	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	4	2	2	4
Washington	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	1	2
Total	**14**	**3**	**1**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**2**	**0**	**2**	**1**	**1**	**6**	**8**	**4**	**10**

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

Figure 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