



**MARK-TO-MARKET (M2M)
RELEASE 7. 2
ONLINE SYSTEM
PAE USERS GUIDE**

for the

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



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**Mark-to-Market (M2M)
RELEASE 7. 2
Online System
PAE Users Guide
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1	M2M SYSTEM RELEASE 7. 2 INTRODUCTION	

Mark-to-Market (M2M) RELEASE 7. 2 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. 2 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. 2 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. 2 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. 2 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. 2 and do business with OAHP:

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

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

1.4 Tips for Using the System (Before Getting Started)

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

1.4.1 Case-Sensitivity Sign-On

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

1.4.2 Set Browser to Accept “Cookies”

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

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

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

1.4.3 Saving Changes

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

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



Figure 1-1, Confirmation Screen

1.4.4 Date Format

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

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

Figure 1-2, Date Format

1.4.5 Error Messages

If an error message is encountered anywhere in the M2M system when navigating from one screen to the next, follow the instructions presented in the M2M Information/Error screen. If that does not resolve the problem, click the “Reload” button on Netscape’s toolbar to reload the page (as shown below in Figure 1-3, Netscape Reload Button), or review the information last entered on the screen for accuracy.



Figure 1-3, Netscape Reload Button

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

2 M2M SYSTEM SECURITY

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

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

2.1 PAE Coordinator

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

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

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

2.2 PAE User

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

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

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

3 ACCESS TO THE M2M LOGIN SCREEN

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

♪ **Note:** M2M RELEASE 7. 2 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. 2 contains sensitive financial data, Users are requested to use the Log Off button  feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is not used, another User may be able to reopen your web browser and access system pages.

3.3 Time Out Feature

M2M RELEASE 7. 2 has a “time-out” feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the **Secured Systems** log-in page to sign-in again.

4 M2M SYSTEM HOME SCREEN

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



Figure 4-1, M2M Home Screen

4.1 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties assigned to a PAE User. Within this module, PAEs and OAHP Users enter critical dates data in accordance with the predetermined M2M Program timeline for Mortgage Restructuring, Rent Reduction Only without Mortgage Restructuring (Rent Reduction Only), Rent Comparability Review (Comp Review) and Mark-Up-To-Market Comp Review properties.

4.2 Restructuring Plans Module Button

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

4.3 Closing Module Button

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

4.4 Reports Module Button

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

4.5 Green Retrofit Program Button

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

4.6 E-Mail Link

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

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

Figure 4-2, User Feedback Screen

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

4.7 Other HUDweb sites

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

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

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M RELEASE 7. 2 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

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

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

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

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

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

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

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

6 CRITICAL DATES TRACKING MODULE

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

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

Home Back Secure Systems Log Off

Select Search Criteria for Critical Dates Tracking

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

Property:

Status:

Renewal Type:

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

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

Figure 6-1, Select Search Criteria

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

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

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

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

6.1 Assigned Properties Screen

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

The screenshot shows a web interface for 'Assigned Properties'. At the top, there are buttons for 'Home', 'Back', and 'Log Off'. Below these is the title 'Assigned Properties' and a message: 'The following 2 out of 2 properties met your Active, Mortgage Restructuring search criteria.' A note says: 'To view/update a contract's critical dates, click its underlined Contract Number.' Below this is a table with the following data:

Status	Property Name	Sec 8 Contract Number	Sec 8 Contract Renewal Type	Expiration Date	Property City	State
A	MT VERNON PLAZA II	OH160001001	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
A	SKYLINE TERRACE	OH12M000095	Mortgage Restructuring	06/30/1999	CANTON	OH

At the bottom of the screen, there are links: | [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

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 OAHF Preservation Office or OAHF 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.

Home | Help | Return System | Logout
Critical Dates Tracking

REEMIS Property ID: 00002075
 Primary FBA Number: 1241005
 Contract Number: 0210701001
 Presentation Office: Chicago
 REB Project Manager: MELISSA A SCHAFTE
 Date Restructuring Specialist: JESSI KRIBBIE
 OAMP/FAE Underwriter:

Property Name: FISHCROPP MANOR I
 FAE Name: Sigrid Paterson
 Renewal Type: Mortgage Restructuring
 Portfolio Manager:
 Date Assigned:
 Re-assessed:

Owner Eligible	Short Term Contract Renewal	Assignment to FAE	Data Collection	Underwriting	Loan Approval	Closing	Post-Closing	
-30	-15	0	15	30	45	60	75	
		Assignment to FAE						Days

There are **70** days left until the Section 8 contract expires.
 The contract is currently in the **Data Collection/Due Diligence** phase.

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

Original Section 8 Restructuring Date (Post M2M/FAE)

Client Section 8 Restructuring Date: 09/23/2011

Field Office Restructuring Intent to Renew Date (Owner): 12/16/2010

Field Office Refuse to OAMP:

OAMP Renewal Refused from Field Office: 01/09/2011

Phase: Anticipated Assessment

OAMP Send List of Potential Assets: 02/09/2011

OAMP Approve OCE Form 2.2: 02/11/2011

FAE Accepts Assignment: 02/16/2011

FAE's enhanced Restructuring Plan (Form 5.2) Submission Date: 02/14/2011

Amended FBA Submission Date (Form 2.15) (Owner):

OAMP Plans Property On Hold:

Anticipated On Hold Renewal Date:

OAMP Renewal Property From On Hold:

Phase: Data Collection/Due Diligence

Data Collection:

FAE and Owner/Store Kickoff Meeting: 02/19/2011

PCA Assigned by FAE: 02/25/2011

FAE Sends Documents to Borrower:

OAMP Review Documents for FAE:

FAE Provides Documents:

OAMP Approves SPCA:

Approved Assigned by FAE: 02/25/2011

Trust Meeting #1: 03/01/2011

Owner Submits Data Collection Report: 03/20/2011

Due Diligence:

FAE's PCA Complete: 04/01/2011

FAE's Approval Complete: 03/22/2011

FAE Complete Due Diligence: 04/01/2011

Title Being Done/Order: 03/27/2011

Title Being Done/Received: 03/28/2011

Phase: Underwriting/Restructuring Plan

Trust Meeting #2:

Initial FAE Restructuring Plan Submission to OAMP:

FAE Submits Restructuring Plan to OAMP:

OAMP Reviewer Complete Restructuring Plan and Form 5.2:

Date Assigned to Underwriter:

Reviewers:

FA Staff:

Phase: Loan Packaging/Approved Process

OAMP Approves Restructuring Plan:

OAMP Returns Restructuring Plan to FAE for Review:

OAMP Reviews FAE submission:

Number of Borrowers/Accounts:

Restructuring Plan Entered by OAMP:

Restructuring Commitment Entered by Owner:

M2M Gross Indicators:

Declined Offers:

Level 1 Offers:

Level 2 Offers:

Closing Issues:

Additional Funds:

Block Financing Starting Loan:

28GFP:

TVA:

Co-op:

OHP Debt Relief:

Other Issues:

Mock Rebids:

Backlogging:

Awaiting OAMP Policy:

Other:

Phase: Closing and Post Closing

Closing:

OAMP approved 411 or 412:

Schedule Closing Date:

Closing Date:

New Section 8 Contract Effective Date:

Section 8 Contract Type:

Post Closing:

Closing Documents Distributed by FAE:

Transmission Memo submitted to Multifamily Housing:

Multifamily indicated no meeting was necessary:

Rebids Enter Account: No

Data Actions Other than Closing Occurred (On the REB web site organization view limited to per (RF) Chapter 5)

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

Owner Provides FBA's Section 8 Loan (FAE must make sure market rents into Form 5.2)

Ineligible for OAMP "Bad Owner" Determination

Ineligible for OAMP "Borrower on Hold" Status

Ineligible for OAMP - Credit Review/State/Local Financing Documents and Restructuring Plan

Ineligible for OAMP or Other (Include description of other issue)

Determined Owner is Uncooperative - FAE Does Not Issue Restructuring Commitment

Restructuring Commitment Entered But Not Entered by Owner (FAE must make sure market rents into Form 5.2)

Owner Opted Out of Critical Dates Program

The blocked options, if selected, will automatically update the Workflow in REEMIS once the "Bad M2M Process" button is selected.

OAMP Comment Text:

FAE Comment Text:

Click here to go to Restructuring Plan for Form 5.2

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

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

Critical Dates Tracking (Partial)

HEREMS Property ID: 80009221
 Primary FHA Number: 0523385
 Contract Number: MD068022014
 Preservation Office: Centralized Closing
 HUD Project Manager: DEBRA A WALKER
 Debt Restructuring Specialist: PHILLIP B STALLER
 OAHF/PAE Underwriter:

Property Name: FOXWELL MEMORIAL APTS
 PAE Name: Heshun Signet Partnership
 Renewal Type: Mortgage Restructuring
 Portfollio Manager:
 Date Assigned:
 Re-entered:

Owner Eligibility	Short-Term Contract Renewal	Assignment to PAE	Data Collection	Underwriting	Loan Approval	Closing	Post-Closing
-90	-45	Assignment to PAE	45	65	105	150	210
Days							

There are **6468** days left until this Section 8 contract expires.
 This contract is currently in the **Closing and Post Closing** phase.

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

Original Section 8 Expiration Date (Post MAHRA): 12/21/2002
 Current Section 8 Expiration Date: 04/30/2006

Field Office Receives Intent to Renew from Owner: 09/06/2002
 Field Office Refers to OAHF: 04/27/2001
 OAHF Receives Referral from Field Office: 04/27/2001

Phase: Assignment/Assessment

OAHF Sends List of Potential Assets: 01/13/2006
 OAHF Approves COI Form 2.2: 01/13/2006
 PAE Accepts Assignment: 01/13/2006
 PAE's estimated Restructuring Plan (Form 5.2) Submission Date:
 Amended PRA Milestone Date Per 2.15 Waiver: Reason:
 OAHF Places Property On Hold:
 Anticipated On Hold Removal Date:
 OAHF Removes Property From On Hold:

Phase: Loan Funding/Approval Process

	Due	Actual
M2M Green Initiative:		
Declined Green:	<input type="checkbox"/>	
Level I Green:	<input type="checkbox"/>	
Level II Green:	<input type="checkbox"/>	
Closing Issues:		
Additional Funds:	<input checked="" type="checkbox"/>	
Bond Financing Existing Loan:	<input checked="" type="checkbox"/>	
236/IRP:	<input type="checkbox"/>	
TFA:	<input checked="" type="checkbox"/>	
Co-op:	<input type="checkbox"/>	
QNP Debt Relief:	<input checked="" type="checkbox"/>	
Other Issues:		
Mod Rehab:	<input type="checkbox"/>	
Bankruptcy:	<input type="checkbox"/>	
Awaiting OAHF Policy:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="text"/> <input type="button" value="C"/>

Phase: Closing and Post Closing

	Due	Actual
Closing:		
OAHF approved 4.11 or 4.12:		<input type="text"/> <input type="button" value="C"/>
Scheduled Closing Date:		<input type="text"/> <input type="button" value="C"/>
Closing Date:	03/13/2006	04/13/2006 <input type="text"/> <input type="button" value="C"/>
New Section 8 Contract Effective Date:		05/01/2006 <input type="text"/> <input type="button" value="C"/>
Section 8 Contract Type:		Full
Post Closing:		
Closing Documents Distributed by PAE:		<input type="text"/> <input type="button" value="C"/>
Transmission Memo submitted to Multifamily Housing:		05/04/2006 <input type="text"/> <input type="button" value="C"/>
Rehab Escrow Account:		No
Date Action Other than Closing Occurred: <input type="text"/> <input type="button" value="C"/> <small>(Use date HUD and other required parties uses outlined in per O'P' Chapter 6)</small>		

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

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

OAHF Comment Text:

PAE Comment Text:

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

Home
Back
Secure Systems
Log Off

Critical Dates Tracking (Partial)

HEREMS Property ID: 800006288
Primary FHA Number: 07135436
Contract Number: IL06A001002
Preservation Office: Chicago
HUD Project Manager: KEN JONES
Debt Restructuring Specialist: F. DENNISON SHAW, JR.
OAHP/PAE Underwriter:

Property Name: ROOSEVELT INDEPENDENCE
PAE Name: Heskin Signet Partnership
Renewal Type: Rent Reduction Only

There are **-591** 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: 12/31/2006

Field Office Receives Request for Rent Reduction from Owner: 08/30/2006

Field Office Refers to OAHP:

OAHP Receives Referral from Field Office:

Phase: Assignment/Assessment

OAHP Sends List of Potential Assets: 12/13/2005

OAHP Approves COI Form 2.2:

PAE Accepts Assignment:

PAE's estimated Recommendation (Form 10.2) Submission Date:

OAHP Places Property On Hold: 01/17/2006

Anticipated On Hold Removal Date: 02/01/2006

OAHP Removes Property From On Hold:

Phase: Rent Reduction Determination	Due	Actual
Tenant Notice Sent:		<input type="text" value="04/01/2006"/> <input type="text" value="C*"/>
PCA Assigned by PAE:		<input type="text"/> <input type="text" value="C*"/>
Appraisal Assigned by PAE:		<input type="text"/> <input type="text" value="C*"/>
PAE's PCA Complete:		<input type="text"/> <input type="text" value="C*"/>
PAE's Appraisal Complete:		<input type="text"/> <input type="text" value="C*"/>

OAHP Comment Text:

PAE Comment Text:

[Click here to go to Restructuring Plan for Form 10.2.](#)

[Go Back To Select Search Criteria for Critical Dates Tracking Screen](#)

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

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[Log On](#)

Critical Dates Tracking

HEREMS Property ID: 800016403

Primary FHA Number: 04635447

Contract Number: OH160011076

Preservation Office: Chicago

HUD Project Manager: DONNA ROBBINS

Debt Restructuring Specialist:

Property Name: Chaucer Square Apts

PAE Name: Ohio Housing Finance Agency

Renewal Type: Comp Review

There are **-1922** days left until this Section 8 contract expires.
 This contract is currently in the **Comparability Review** phase.

Enter all dates in **mm/dd/yyyy** format.

Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):		
Current Section 8 Expiration Date:	08/09/1999	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:	03/02/1999	
Field Office Refers to OAHF:	09/24/1999	
OAHF Receives Referral from Field Office:	07/11/1999	

Phase: Assignment/Assessment

OAHF Sends List of Potential Assets:	07/07/1999	
OAHF Approves COI Form 2.2:	07/06/2000	
PAE Accepts Assignment:	07/07/2000	
PAE's estimated Comp Review submission Date:	<input type="text" value="12/12/2000"/>	<input type="button" value="C"/>
Complete Comp Review Due (per PRA):	09/20/2000	
Amended Due Date (Per Ret. Mgr.):	10/31/2000	<input type="button" value="C"/>

Phase: Comparability Review

PAE Submits Review Results to OAHF:	<input type="text" value="12/25/2000"/>	<input type="button" value="C"/>
OAHF Approves Review Results:		<input type="button" value="C"/>
OAHF Returns Review Results to PAE for Revisions:		<input type="button" value="C"/>
PAE Notifies HUD Field Office:	<input type="text"/>	<input type="button" value="C"/>
OAHF Receives Complete Comp Review:		<input type="button" value="C"/>
OAHF Receives PAE Resubmission:		<input type="button" value="C"/>
Number of Resubmissions:	<input type="text" value="0"/>	

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

Click to enter / update comp review results.

OAHF Comment Text:

PAE Comment Text:

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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.

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

Figure 6-4, Comment Fields

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

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

6.3.2 Critical Dates Reporting

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

- ◆ Assigned Active Property Report
- ◆ Submitted Plans Awaiting Decision
- ◆ Property Status Report
- ◆ Overview of the Portfolio Status Report

- ◆ Partial Assignments Report
- ◆ Rent Comparability Review Progress Report
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report

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

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

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

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

Date Action Other than Closing Occurred:

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

6.3.3 As Is Rents Screen

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

Click here to enter/update the As Is Rents.

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Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000139

Primary FHA Number: 06235027

Contract Number: AL09M000031

Property Name: ALEXANDER COURT APTS

PAE Name: Jefferson County Assisted Housing Corp.

PAE Recommendation: Tenant Based Assistance Required

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

Cancel Clear Save

Figure 6-5, As Is Rents Screen

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

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

6.3.4 Comp Review Results Screen

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

Approved Review Results:

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

Comp Review Results

Click to enter / update comp review results.

Home
Back
Log Off

Comp Review Results

HEREMS Property ID: 800001447

Primary FHA Number: 12135056

Contract Number: CA39M000158

Property Name: EL CASA VERDE I

PAE Name: Heskin Signet Partnership

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

Figure 6-6, Comp Review Results Screen

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

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

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

Approved Review Results:

Review in Process

Section 8 Contract Rent Over Market

Section 8 Contract Rent Equal/Under Market

Comp Review Results

Click to enter / update comp review results.

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

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

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

Figure 6-7, Comp Review Results Screen

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

7 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the **Restructuring Plans** button from M2M's home screen. There are also links at the bottom of the **Mortgage Restructuring** and **Rent Reduction Only Critical Dates Tracking** screens to the associated property's restructuring plan form. These restructuring plan forms are only one part of the final Restructuring Plan that must be submitted to OAHP.

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

Each type of restructuring plan form (**Form 5.2** and **Form 10.2**) has its own menu selections, specific to the data that must be collected to generate a form.

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



Figure 7-1, Restructuring Plans Screen

PAE Users may search for Restructuring Plans by clicking the Search for Property Plans link or retrieve submitted plans by clicking the Review Submitted Plans Awaiting Decision link. Clicking the Search for Property Plans link retrieves a search selection criteria page, as shown below in Figure 7-2, Restructuring Plans Search Criteria Screen.

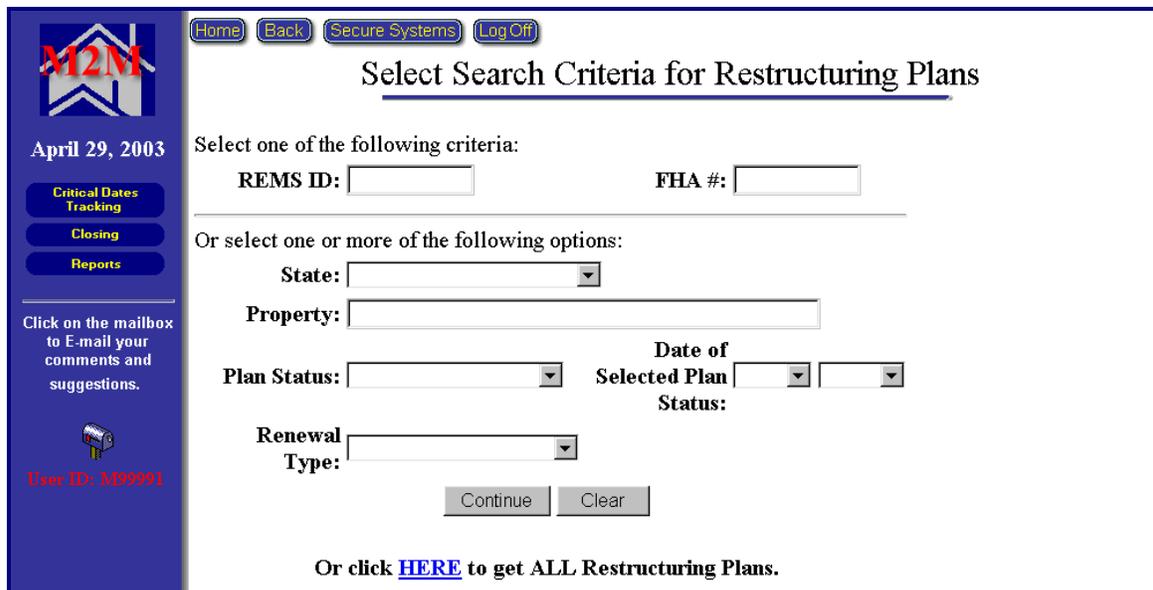


Figure 7-2 Restructuring Plans Search Criteria Screen

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

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

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

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

7.1 Restructuring Plans General Information

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

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Assigned Properties

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

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

Note:
 * You will only be able to update or save data for plans with a **Not Submitted** or **Returned for Revision** Approval Status.
 * Properties that have **Comp Review** or **Opt Out** as a renewal option are not displayed, since there are no restructuring plans for these renewal types.

PAE Name	Status	Approval Status	Property Name	Model Uploaded	Sec 8 Contract Number	Sec 8 Contract Renewal Type	Expiration Date	Property City	State
Ohio Housing Finance Agency	A	Not Submitted	Greenfield Meadows	<input type="radio"/>	OH160003025	Rent Reduction Only	09/09/1999	GREENFIELD	OH
Ohio Housing Finance Agency	A	Pending	JEFFREY PLACE	<input checked="" type="radio"/>	OH160014012	Mortgage Restructuring	09/07/1999	SPRINGFIELD	OH
Ohio Housing Finance Agency	A	Returned for Revision	MT VERNON PLAZA II	<input type="radio"/>	OH160001001	Mortgage Restructuring	09/13/1999	COLUMBUS	OH
Ohio Housing Finance Agency	A	Not Submitted	SKYLINE TERRACE	<input type="radio"/>	OH12M000095	Rent Reduction Only	06/30/1999	CANTON	OH

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Figure 7-3, Restructuring Plans Property Selection Screen

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

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

7.1.1 Data Entry/PAE Corrections

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

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

Figure 7-4, Data Entry/ PAE Corrections Fields

7.1.2 Negative Data Entry Fields

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

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

Figure 7-5, Negative Field Indicators

7.1.3 Navigating the Restructuring Plans Sections

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

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Restructuring Plans

Form 5.2 Mortgage Restructuring

Property ID: 800000000 FHA Number: 17635014

Property Name: OMHAR Property

PAE Name: Test PAE

Excel Underwriting Model v4

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

Online Form 5.2

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

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Figure 7-7, Form 5.2 Mortgage Restructuring

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

7.2.1 Excel Underwriting Model v4

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

- ◆ [Instructions for uploading the Model v4 and the Model data](#)
- ◆ [Upload extracted data into the online Form 5.2](#)
- ◆ [Upload a copy of the Model for centralized storage](#)
- ◆ [Open or Download Model](#)

7.2.1.1 Instructions for uploading the Model v4 and the Model data

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

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

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 OAHHP, click on Submit after uploading the model and extracted data to the M2M system.

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

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

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

7.2.1.2 Upload extracted data into the online Form 5.2

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

Figure 7-9, Form 5.2 Upload Screen

7.2.1.3 Upload a copy of the Model for centralized storage

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

Figure 7-10, Excel Underwriting Model Upload Screen

7.2.1.4 Open or Download Model

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

7.2.2 Online Form 5.2

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

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

7.2.2.1 Property & Loan Information Term Sheet

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

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

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Form 5.2 Property & Loan Information

General Information

Property ID: 80000000
 FHA Number: 17644015
 FHA Program Type: 236(j)(1)
 Property Name: OMHAR Property
 Property Address: 127 S FRANKLIN ST
 City: JUNEAU
 State: ALASKA

PAE Name: Test PAE
 HUD Project Manager: KATHY CLAIBORNE
 Owner: Gastineau Limited Partnership
 Owner Contact: Ann Parrish
 Management Company: Strategic Services

Identity of Interest: Yes If incorrect, please correct here:

Year Built:

Year of Last Rehab:

Pre-Restructuring Loan Information

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

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Non-Revenue Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Sect. 8 Assisted Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Unassisted Units:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Physical Vacancy (%) (Apts Only):	<input type="text"/>		
Rural, Suburban or Urban:	<input type="text"/>	<input type="text"/>	
Elderly/Family:	Family	<input type="text"/>	
Appraisal Date:	<input type="text"/>		
Appraised Value:	<input type="text"/>		
New Assisted:	No		

Section 8 Contract Information

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

Mark-to-Market Rents Approved Rent Appeal?

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

Use of Exception Rents? *

PAE Recommendation:

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

Bedroom Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrected)	Pre Restructuring Average Monthly Contract Rents	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rents
0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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Figure 7-11, Property & Loan Information Term Sheet

7.2.2.2 Property Operating Statement

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

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

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

Form 5.2
Property Operating Statement

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

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

Annual Expenses	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base									
Real Estate Taxes	10,053.00	218.54	18.21	10,882.00	236.57	19.71	-829.00	-18.03	-1.50
Insurance	10,043.00	218.33	18.19	13,500.00	293.48	24.46	-3,457.00	-75.15	-6.26
Utilities	17,870.00	388.48	32.37	20,000.00	434.78	36.23	-2,130.00	-46.30	-3.86
Base Total	37,966.00	825.35	68.78	44,382.00	964.83	80.40	-6,416.00	-139.48	-11.62
Controllable									
Management Fees									
Pre (7.9)% Post (9.6)%	19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	-1.4
Salaries and Benefits	44,767.00	973.20	81.10	48,626.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative	13,320.00	289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Section 8 Administrative									
Repairs and Maintenance	23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable									
Controllable Total	101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other									
Security									
Neighborhood Network									
Capital Recovery Payment (CRP)				13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total	0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses	139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

Net Income	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Reserve for Replacement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Annual Debt Payments									
1 st Mortgage Annual Debt Service	\$117,955.00	\$2,564.24	\$213.69	\$18,226.00	\$396.22	\$33.02	\$99,729.00	\$2,168.02	\$180.67
IRP Applied to Debt Service									
Total Amount of 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 2 nd Mortgage	Post-Restructuring Project Total	
	Amount	%
Enter the Post Restructuring 2 nd Mortgage Surplus Cash Flow Split Percentage	100.0	%
System Generated Post Restructuring 2 nd Mortgage Surplus Cash Flow Payment	22,437.00	\$

Debt Service Coverage Ratio (1st Mortgage Debt)

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

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Figure 7-12, Form 5.2 Property Operating Statement

7.2.2.3 Debt Restructuring

The **Debt Restructuring** screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the **First Mortgage** (Figure 7-13, Debt Restructuring).

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Form 5.2

Debt Restructuring (Annual)

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

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

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

	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	[Dropdown]	[Dropdown]
FHA Program Type	223(a)(7)/221(d)(4)M	223(a)7 [Dropdown]
Original Loan Amount	3,168,400.00	1,865,498.00
UPB as of 04/19/2001	3,114,688.00	
Annual Debt Service (Without MIP)	253,260.00	151,468.00
Annual Debt Service (With MIP)	269,102.00	160,795.00
Loan Terms:		
Interest Rate (%)	7.6250	8.2500
Original Term (Months)	348	480
Remaining Amortization Period (Months)	356	
Maturity Date	10/01/2030	
Prepayment Penalty (%)		
Lockout Date		
Appraised LTV (%)		50.76

Figure 7-13, Debt Restructuring

7.2.2.4 Sources and Uses

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

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Form 5.2 Sources and Uses

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

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

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

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Figure 7-14, Sources and Uses

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

7.3 Rent Reduction Only Plan Forms

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

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



Figure 7-15, Form 10.2 Rent Reduction Only

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

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

7.3.1 Property & Loan Information Term Sheet

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

7.3.2 Property Operating Statement

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

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

Form 10.2
Property Operating Statement

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

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

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

Net Income	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	461,827.00	3,694.62	307.88	432,482.00	3,459.86	288.32	29,345.00	234.76	19.56
Reserve for Replacement Contributions	-24,828.00	-198.62	-16.55	-24,828.00	-198.62	-16.55	0.00	0.00	0.00
Adjusted Net Operating Income	436,999.00	3,495.99	291.33	407,654.00	3,261.23	271.77	29,345.00	234.76	19.56
1st Mortgage Annual Debt Service *	\$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

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

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Figure 7-16, Form 10.2 Property Operating Statement

7.3.3 Refinancing

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

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

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Form 10.2 Refinancing

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

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

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

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Figure 7-17, Refinancing Sheet

7.3.4 Print the Entire Form 10.2

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

7.4 Submit Restructuring Plan to OAHP

PAE Users have the capability to submit their Restructuring Plan Forms to OAHP HQ for review and approval. Plans that are returned for revision will receive a request to resubmit with the required edits.

PAE Users will click the **Submit Restructuring Plan to OAHP** link [Submit Restructuring Plan to OMHAR](#) on the Restructuring Plans menu to submit a Restructuring Plan for one of its assigned properties (as illustrated in Figure 7-18, Restructuring Plan Form Submissions).

The screenshot shows a web form titled "PAE Form Submission to OMHAR". At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. Below the title, there is a table with the following content:

For	HALE HOALOHA	Property: 800005094
Mortgage Restructuring		

Below the table, there is a text prompt: "Please select the Relationship Manager to be notified." followed by a dropdown menu.

Below the dropdown menu, there is a paragraph of text: "By selecting the Submit button below, the PAE is confirming Form 5.2 has been reviewed for completeness and accuracy. The form data will be sent to OMHAR for Review and Approval."

Below the paragraph, there is another paragraph: "Please print the form and include with the package being submitted to OMHAR. To continue, enter the following information and then click the Submit button."

Below the paragraph, there are three input fields:

Your first and last name:

Your complete e-mail address:

PAE submission date:

Below the input fields, there are two buttons:

Figure 7-18, Restructuring Plan Form Submissions

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

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

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

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

To continue, enter your first and last name:

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

Enter your complete e-mail address:

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

Enter Today's Date: 07/11/1999

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

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

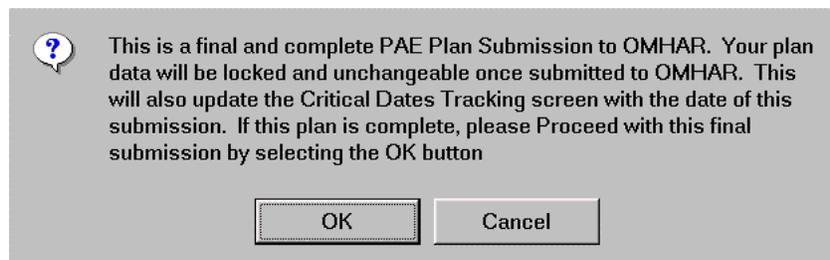


Figure 7-19, Confirmation Message Window

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

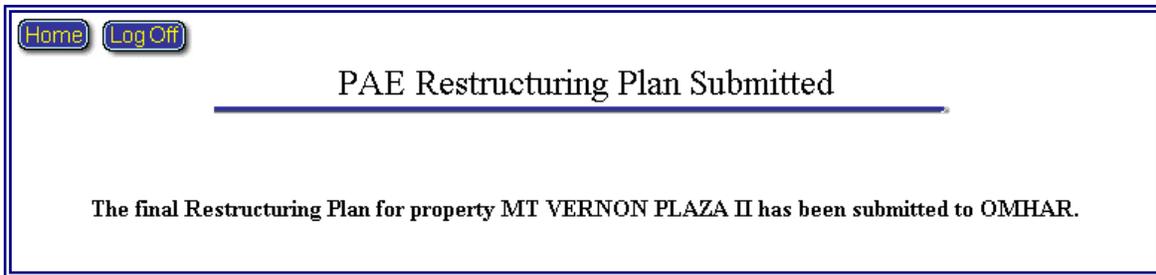


Figure 7-20, Successful Restructuring Plan Form Submission

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

7.5 Reviewing Submitted Restructuring Plans and Decisions

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

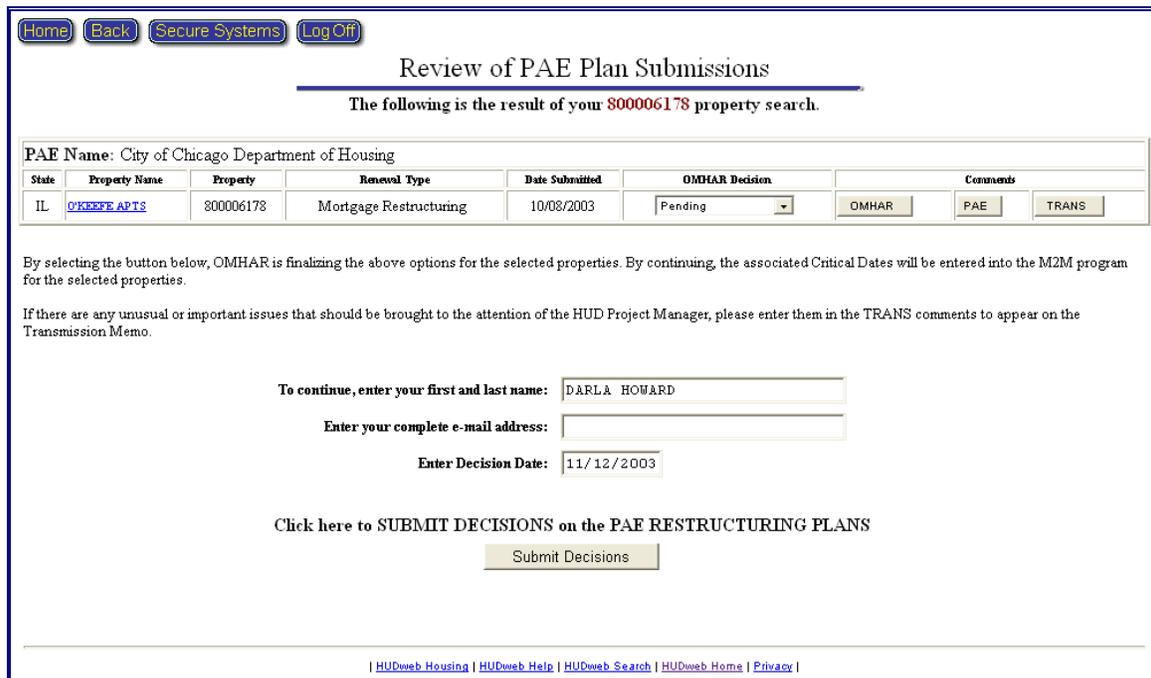


Figure 7-21, Review of PAE Submissions

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

8 CLOSING MODULE

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

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

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

Home Back Secure Systems Log Off

Select Search Criteria for Closing

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

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

Property:

Closing Date:

Continue Clear

April 29, 2003

Critical Dates Tracking

Restructuring Plans

Reports

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

User ID: M99991

Figure 8-1; Select Search Criteria for Closing

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

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

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

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

8.1 Closed Properties

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

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

Figure 8-2; Closed Properties

8.2 Mortgage Restructuring Closing Screen

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



Figure 8-3, Mortgage Restructuring Closing Screen

8.2.1 Excel Underwriting Model v4

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

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

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

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

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

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

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

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

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

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

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

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

8.2.1.2 Upload extracted data into the online Closing Module

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

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

Mortgage Restructuring Properties Upload (Closing)

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

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

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

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

File to Upload:

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

Figure 8.5, Upload (Closing) Screen

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

Mortgage Restructuring Properties Upload (Closing)

Property ID: 800000000 Property Name: OHHAH PROPERTY FHA Number: 06233379
 PAE Name: TEST PAE

You updated the following data:

Field	Old	New
New FHA Number(s)	07723377	07723379
UPI as of	07/27/2003	11/18/07

Mark-to-Market Entry

Use of Exception Report? Yes

FAR Recommendation: [RESTRUCTURE]

Section Type	# of Post Restructuring Contract Items	Start Month and Year of Closing	End Month and Year of Closing	PHH
0	0			133
1	0	4/03	4/03	437
2	14	5/10	5/10	506
3	5	5/00	5/00	749
4				853
5				867
6				1093
7				1218

Section 8 Recapture Agreement

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

IDP

Amount of IDP Available: []
 Amount of IDP Applied to Debt Service: []
 Amount of IDP Applied to Recapture for Replacement (EAR): []
 Number of Months Applied: []

Capital Recovery Payment (CRP) Terms

Number of Months Applied: [10]

Annual Revenues

	Pre Restructuring As of Closing (07/27/03)	Post Restructuring As of Closing (07/27/07)
Gross Residential Income (Sum Sec 8)	500104	500100
Gross Residential Income (Sec 8)		
Commercial		
Other	4561	4764
Residential Vacancy	5733	11408
Residential Bad Debt	150	6169
Commercial Vacancy		
Commercial Bad Debt		

Annual Expenses

Real Estate Taxes	57430	60124
Insurance	2532	2626
Utilities	46170	50911
Management Fees %	612	610
Management Fees \$	15843	16160
Salaries and Benefits	51827	57247
Other Administrative	51266	54444
Section 8 Administrative		
Repairs and Maintenance	52844	18892
Other Controllable		
Security		
Neighborhood Network		
Capital Recovery Payment(CRP)		5131

Net Income

Reserve for Replacement Contributions	18144	64000
IDP Applied to Debt Service		
Incentive Performance Fee (IPF)		6130
2nd Mortgage Simple Cash Flow Split %		74.30

First Mortgage

Originator	Home Funding Company
Loan Type	FHA Forward
FHA Program Type	611 (M) V
Original Loan Amount	625000
Annual Debt Service (Without MIP)	15412
Annual Debt Service (With MIP)	15729
Interest Rate %	6.125
Original Term (Months)	360
Remaining Amortization Period (Months)	352
Maturity Date	07/2/2009
Lockout Date	

Second Mortgage

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

Third Mortgage

Original Loan Amount	200000
Annual Debt Service	10000
Interest Rate %	1.000
Original Term (Months)	360
Maturity Date	07/2/2009

Sources

Restructured 1st Mortgage Principal	625000.00
Mortgage Restructuring Payment	113683.00
Revenue for Replacement	114000.47
Rehabilitate Receipts	
Raising Tax Revenue	21764.30
Existing Hazard Insurance	
Simple Cash Account/Other Revenue	
2M Rehab Grants	
Rehabilitation Expense	13337.63
Other Transaction Costs	1640.00
Repair Loan to Grant	
50% Service Reserve	
PI	
SI	
Other Sources Needed to Balance	

Fund Uses

Partial Payment of Existing Loan	
Payoff Existing 1st Mortgage Loan	113683.00
Other OHHAH Approved Transaction Costs	11307.12
Owner's Share of Simple Reserves	
OHHAH Approved Rehabilitation Costs	2486.17
Initial Deposits to Replacement Reserves (IDR)	215500.00
Tax Expense	21792.40
Hazard Insurance Expense	2131.00
50% Reserve Expense	2021.22
Emergency Reserve DEF	2131.00
Simple Cash to New PA	
PI	
SI	
Additional Recovery to HUD	

Rehab Review

Contingency Amount: [0.00]

Cash Management Organization and Contact Name: [REHAB/SIGNAL PARTNERS]
 Address: [7400 E. CENTINIA CIRCLE]
 City: [GREENWOOD VILLAGE]
 State: [CO] Zip: [80111]
 Phone Number: [3037733330]

Repair Oversight Organization and Contact Name: [REHAB/SIGNAL PARTNERS]
 Address: [7400 E. CENTINIA CIRCLE]
 City: [GREENWOOD VILLAGE]
 State: [CO] Zip: [80111]
 Phone Number: [3037733330]

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

Figure 8.6, Mortgage Restructuring Upload (Closing) Screen

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

Home Back Secure Systems Log Off

Information Saved

The data was saved successfully.

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

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

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

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

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in this comment box to appear on the Transmission Memo.

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

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:

Home Back Secure Systems Log Off

Excel Underwriting Model Upload

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

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

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

File to Upload:

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

Figure 8-8, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

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

8.2.2 Online Closing

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

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

8.2.2.1 Closing Module Screen

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

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

8.2.2.2 Print the Transmission Memo

The **Print the Transmission Memo** (an example of which is on the next page as Figure, 8-10, Closing Memo for Mortgage Restructuring Properties) contains all the Closed property's information for printing:

8.2.2.3 Printable View of Closing Module Screen

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

Closing Module Screen For Mortgage Restructuring Properties

Property ID: 80003991
Previous FHA Number: 06635031
New FHA Number(s): 1st: 04253374, 2nd: 04253380F, 3rd: 04253384W
Property Name: CENTRAL ARMA APTS
PAE Name: Florida Trusting Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/26/2000
Debt Service Coverage: Plan Terms: Closing Terms: 2.75 2.64

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 Basis Surviving Section 8 Contract Number:

Revolvers Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Basis	Final Market Basis Terms at Closing	Final Monthly Escrowment Basis	Final Escrowment Basis Terms at Closing
1	200	239.00	410.00		211.00
2		410.00			
3		222.00			
4					
5					
6					
7					

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:
 Amount Applied to Repayment of First Mortgage:
 Amount Applied to Repayment of Second & Third Mortgage:
 Amount Applied to Payment for Escrowment (DRE):
 Amount Applied to Other Approved Uses:
 Total Section 8 Program Amount Applied: 8.00
 Amount Section 8 Return to HUD: 8.00
 Number of Months Applied:
 Repayment Date of Recapture Agreement: 12/31/2002

IRP

Amount of IRP Available:
 Amount of IRP Applied to Debt Service:
 Amount of IRP Applied to Payment for Escrowment (DRE):
 Amount Recaptured to HUD:
 Number of Months Applied: 8.00

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment: 127.20
 Number of Months Applied: 120

First Mortgage (Take Out or Modified Lease)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	150,000.00	150,000.00
Annual Debt Service (Without MIP)	19,210.00	18,242.04
Annual Debt Service (With MIP)	12,800.00	20,210.00
Line Term	1.0000	4.0000
Interest Rate (%)	3.00	3.00
Original Term (Months)	360	360
Remaining Amortization Period (Months)	360	360
Maturity Date	06/01/2004	11/01/2004
Approved LTV (%)	31.23	25.61

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	712,000.00	3,478,200.71
Annual Debt Service (Without MIP)	27,207.00	132,000.76
Line Term	1.0000	1.0000
Original Term (Months)	360	360
Maturity Date		11/01/2004

Third Mortgage (Contingent Repayment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	134,270.00	3,179,207.20
Annual Debt Service (Without MIP)	4,000.00	132,000.10
Line Term	1.0000	1.0000
Original Term (Months)	360	360
Maturity Date		11/01/2004

Securities

	Restructuring Plan Terms	Final Closing Terms
Remortgage Loan Mortgage Structure	288,000.00	200,000.00
Mortgage Restructuring Payment	622,870.24	4,697,817.00
Escrow for Payment	4,209.94	321,274.74
Escrow for Escrowment		
Escrow for Debt Service	12,249.40	67,843.20
Escrow for Other Services	1,901.28	9,271.28
Debt Cash Advances/Other Services		34,837.00
2nd Rank Basis:		
Subordination Service	7,230.28	
DPSP (if Owner Then Escrow Payment (DRE))	17,200.00	27,200.76
Other Escrowment Costs:		
Right of First Refusal	1,300.00	34.41
1. The Lender 10% to 30% A:		
2. Between to Mark note:		72.00
Other Paid Service:		344.41
Other Service Related to Balance:		
Total Source of Funds:	\$1,262,273.76	\$7,218,234.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (if MIP/DPSP)		
Payoff Existing Loan (Mortgage Cash (if Balance Paid))	1,071,272.89	6,055,200.00
Other DREAP Approved Transaction Cost:	19,210.00	99,234.92
Owner's Share of Single Payment:		
CRP Payment Subordination Costs:	12,810.00	468,231.01
Initial Deposits to Escrowment Payment (DRE):	264,200.00	17,242.28
Debt Service:	6,233.94	32,698.00
Board Escrowment Service:	9,000.00	39,432.00
A. The Lender 10% to 30% A:	2,823.46	39.43
CRP Note cost with MIP:		
CRPAP Approved Transaction Cost:		72.00
C. Between to Mark note:		344.41
Additional Recovery to HUD:		
Total Use of Funds:	\$1,268,297.42	\$7,218,234.97

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

Lead Based Paint Evaluation

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

Rehab Escrow

Contingency Amount:
 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 Debt/Net Escrow

Operating Debt/Net Escrow Amount: 1,000.00
 Confirmation Name:
 Confirmation Date:

Figure 8-11, Printable View of Closing Screen

9 REPORTS MODULE

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

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

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

Property and Reports Selection

Report Information

Click On Report Title Below:

- Management Reports
- Assigned Active Properties Report
- Submitted Plans Awaiting Decision Report
- Property Status Report
- Overview of the Portfolio Status Report
- Partial Assignments Report

And View Its Description Here:

The Partial Assignments Report provides a listing of the properties that have been assigned to the designated PAE for completing a specific portion of the full restructuring process. The report shows the due dates and actual dates of the assigned phases. Also, there

Click Here
To View Printable Version Only ¹

Click Here
To View Screen Version

Click Here
To Download Electronic Version Only ²

Click On SELECT SEARCH OPTIONS Button To Continue:

SELECT SEARCH OPTIONS

Click On Clear Selections Button To Restore Default Settings:

Clear Selections

¹ To print a selected report:

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

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

² To download a selected report:

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

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

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Figure 9-1, Property and Report Selection Screen

9.1 Property and Report Selection

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

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

<p> Home Back Secure Systems Log Off </p> <p style="text-align: center;">Assigned Active Properties Report</p> <p style="text-align: right;">Today's Date: 11/12/2004</p>							
Preservation Office: Washington							
PAE Name	Property Name	Section 8 Contract Renewal Type	Last Critical date	Date	Property ID	Property City	Property State
Florida Housing Finance Corporation	CARAVAN APTS	Mortgage Restructuring	Closing Documents Distributed by PAE	12/12/2000	800003971	JACKSONVILLE	FL
Florida Housing Finance Corporation	CARVER GARDENS	Mortgage Restructuring	OAHP Receives PAE resubmission	11/11/1999	800003978	GAINESVILLE	FL
Florida Housing Finance Corporation	CENTRAL AREA APTS	Mortgage Restructuring	Closing Date	07/28/2000	800003991	MIAMI	FL
Florida Housing Finance Corporation	EMERSON ARMS	Rent Reduction Only	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	05/01/2000	800004066	JACKSONVILLE	FL
Florida Housing Finance Corporation	OAKLAND TERRACE	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	11/15/1999	800004329	JACKSONVILLE	FL
Florida Housing Finance Corporation	OAKWOOD TERRACE I	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	11/17/2000	800004331	PENSACOLA	FL
Florida Housing Finance Corporation	TIDEWATER APARTMENTS	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	10/09/2003	800004510	PERRY	FL
Florida Housing Finance Corporation	TROPICAL MANOR APARTMENTS	Rent Reduction Only	OAHP Returns Submission to PAE for Revision	10/09/2003	800004524	MERRITT ISLAND	FL
Marion County Housing Authority	CLEVELAND ARMS APARTMENTS	Rent Reduction Only	OAHP Receives Referral from Field Office	06/30/1999	800004008	JACKSONVILLE	FL
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Figure 9-2, Assigned Active Properties Report

9.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an “Approved” or “Returned for Revision” status and are awaiting a decision from OAHF.

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Submitted Plans Awaiting Decision Report

Today's Date: 11/12/2004

Preservation Office: Washington

PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Florida Housing Finance Corporation	CARVER GARDENS	FL	Mortgage Restructuring	800003978	05/31/2001

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Figure 9-3, Submitted Plans Awaiting Decision Report

9.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 9-4, Overview of the Portfolio Status Report) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and “Other Completed” Dates sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

Overview of the Portfolio Status Report

Today's Date: 11/12/2004

Preservation Office: Washington

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

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Figure 9-4, Overview of the Portfolio Status Report

9.5 Partial Assignments Report

The Partial Assignments Report (Figure 9-5, Partial Assignments Report) is a list of all the Properties that are designated as partial assignments, sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

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Partial Assignments Report

Today's Date: 08/13/2008

Preservation Office: New York

PAE Name	State	Property Name	Property ID	Status	Due Diligence Due Date	Due Diligence Actual Date	Title Bring Down Order Actual Date	Title Bring Down Received Actual Date	Submit Due Date	Submit Actual Date	OAHP Executed Restructuring Plan Due Date	OAHP Executed Restructuring Plan Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date
Heskin Signet Partnership	MA	OLDE ENGLISH VILLAGE	800008744	Completed						01/03/2003					03/31/2004

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Partial Assignments Report

Today's Date: 08/13/2008

Preservation Office: New York

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
OLDE ENGLISH VILLAGE	800008744	Completed						01/03/2003					03/31/2004	03/31/2004	

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Figure 9-5, Partial Assignments Report

9.6 Late Submissions Report

The **Late Submissions Report** (Figure 9-6-1, **Late Submissions Report part I**) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 9-6-2, **Late Submissions Report part II**) on which properties comprise the total number, sorted by Preservation Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is a direct link to the property's critical date's page to view the current dates and update, if necessary.

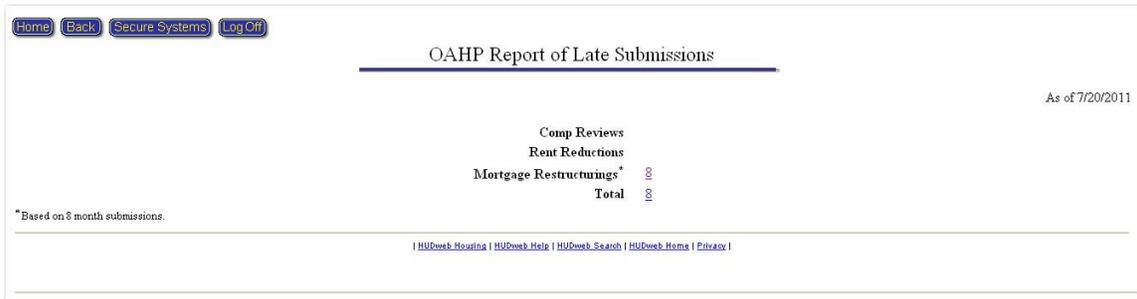


Figure 9-6-1, Late Submissions Report part I

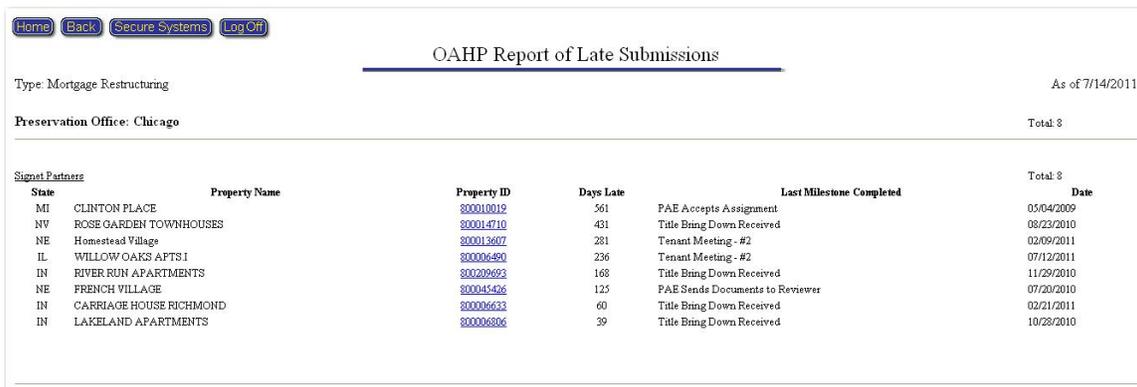


Figure 9-6-2, Late Submissions Report part II

9.7 Rent Comparability Review Progress Report

The Rent Comparability Review Progress Report (illustrated as Figure 9-7 on the next page) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAH and the date OAH approves the results.

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Rent Comparability Review Progress Report

Today's Date: 11/12/2004

	Property State	Status	Primary FHA Number	Field Office Refers to OAHF	OAHF Initial Assignment	OAHF Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OAHF	OAHF Approves Review Results Date	Approved Review Results
Indiana Housing Finance Authority										
Preservation Office: New York										
	ANTILEAN MANOR COOPERATIVE	CT	Completed	09/24/1999	07/20/1999		03/03/2000			Review in Process
Preservation Office Total				1	1	0	1	0	0	
MASSACHUSETTS HOUSING FINANCE AGENCY										
	JUDSON HOUSE	MA	Active	02335147	09/24/1999	09/02/1999		12/11/2000		Review in Process
Preservation Office Total				1	1	0	1	0	0	
PAE Total				2	2	0	2	0	0	

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Figure 9-7, Rent Comparability Review Progress Report

9.8 Rent Comparability Review Progress Report - MU2M

The **Rent Comparability Review Progress Report** (illustrated as Figure 9-8 on the next page) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to OAHF and the date OAHF approves the results.

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Post M2M Rent Comparability Review Progress Report

Today's Date: 11/12/2004

	Property State	Status	Primary FHA Number	Field Office Refers to OAHF	OAHF Initial Assignment	OAHF Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to OAHF	OAHF Approves Review Results Date	Approved Review Results
Marion County Housing Authority										
Preservation Office: Centralized Closing										
	BETH ASHER	CA	Active	12144801	02/20/2002	11/20/2002				Review in Process
Preservation Office Total				1	1	0	0	0	0	
PAE Total				1	1	0	0	0	0	

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

9.9 Rent Reduction Only Progress Report

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

Figure 9-9, Rent Reduction Only Progress Report (Part I) and Figure 9-10, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

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

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Rent Reduction Only Progress Report -- Part I														
Today's Date: 08/13/2008														
Property State	Status (*Partial)	Primary FHA Number	OAHP Initial Assignment	OAHP Approves COI Form 2.2	PAE Accepts Assignment	Tier 1 Due Date	Amended Tier 2 Due Date (Per Rel. Mgr.)	Tenant Notice Sent	PCA Assigned by PAE	Appraisal Assigned by PAE	PAE's PCA Complete	PAE's Appraisal Complete	PAE Submits Justification for Recommendation (Form 10.2)	O Rec Cor F Justi (Form Subr
Heskin Signet Partnership														
Preservation Office: Chicago														
Mablelef Apartments	IA	Active	07435115	05/18/2006	05/22/2006	05/25/2006	08/23/2006	05/29/2006	05/23/2006	05/23/2006			07/25/2006	07/26/06
ROOSEVELT INDEPENDENCE	IL	Active*	07135436	12/13/2005		01/02/2006	04/02/2006	04/01/2006						
FRANKLIN COURT	OH	Active	04635501	03/28/2006	03/29/2006	04/03/2006	07/02/2006	05/15/2006	04/24/2006	04/24/2006			06/15/2006	06/16/06
PAE Total				3	2	3	3	0	3	2	2	0	0	2
Illinois Housing Development Authority														
CLIFTON APTS	IL	Active	07135499	07/01/2005	07/19/2005	08/01/2005	10/30/2005	08/26/2005	08/24/2005	08/24/2005			10/14/2005	10/17/05
FOREST APARTMENTS	IL	Active	07135678	07/11/2006	07/19/2006	07/26/2006	10/24/2006	07/28/2006						
HUMBOLDT BUILDING	IL	Active	07194040	04/07/2006	04/25/2006	05/02/2006	07/31/2006	05/30/2006	05/16/2006	05/16/2006			07/12/2006	07/12/06
PAE Total				3	3	3	3	0	3	2	2	0	0	2
Indiana Housing Finance Authority														
COUNTRY WOOD APARTMENTS VERSAILLES	IN	Active	07335404	05/18/2006	05/22/2006	05/23/2006	08/21/2006	06/16/2006	06/06/2006	06/06/2006			07/27/2006	07/28/06
ELGIN MANOR APARTMENTS	IN	Active	07311230	03/28/2006	03/31/2006	04/04/2006	07/03/2006	04/25/2006	04/10/2006	04/10/2006			06/15/2006	06/16/06
RICHFIELD APARTMENTS FORT WAYNE	IN	Active	07335641	05/09/2006	05/12/2006	05/19/2006	08/17/2006	05/22/2006	05/15/2006	05/15/2006			07/13/2006	07/14/06
SPRING HILL APARTMENTS II	IN	Active	07335425	07/11/2006	07/14/2006	07/17/2006	10/15/2006	07/25/2006						
PAE Total				4	4	4	4	0	4	3	3	0	0	3
OAHP Chicago - Heskin														
PLUM TREE WEST	CA	Active*	12135563	07/10/2008										
PAE Total				1	0	0	0	0	0	0	0	0	0	0
Utah Housing Corporation														
COUNTRYSIDE COURT	UT	Active	10535135	02/22/2006	02/22/2006	03/02/2006	05/31/2006	04/11/2006	03/10/2006	03/10/2006			05/11/2006	05/12/06
Preservation Office Total				12	10	11	11	0	11	8	8	0	0	8

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Rent Reduction Only Progress Report -- Part I

Today's Date: 08/13/2008

Property	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
Chicago															
	Active	07435115	05/18/2006	05/22/2006	05/25/2006	08/23/2006		05/29/2006	05/23/2006	05/23/2006			07/25/2006	07/26/2006	08/02/2006
	Active*	07135436	12/13/2005		01/02/2006	04/02/2006		04/01/2006							
	Active	04633501	03/28/2006	03/29/2006	04/03/2006	07/02/2006		05/15/2006	04/24/2006	04/24/2006			06/15/2006	06/16/2006	06/23/2006
			3	2	3	3	0	3	2	2	0	0	2	2	2
Management Authority															
	Active	07135499	07/01/2005	07/19/2005	08/01/2005	10/30/2005		08/26/2005	08/24/2005	08/24/2005			10/14/2005	10/17/2005	11/30/2005
	Active	07135678	07/11/2006	07/19/2006	07/26/2006	10/24/2006		07/28/2006							
	Active	07194040	04/07/2006	04/25/2006	05/02/2006	07/31/2006		05/30/2006	05/16/2006	05/16/2006			07/12/2006	07/12/2006	07/27/2006
			3	3	3	3	0	3	2	2	0	0	2	2	2
Management Authority															
	Active	07335404	05/18/2006	05/22/2006	05/23/2006	08/21/2006		06/16/2006	06/06/2006	06/06/2006			07/27/2006	07/28/2006	08/04/2006
	Active	07311230	03/28/2006	03/31/2006	04/04/2006	07/03/2006		04/25/2006	04/10/2006	04/10/2006			06/15/2006	06/16/2006	06/26/2006
	Active	07335641	05/09/2006	05/12/2006	05/19/2006	08/17/2006		05/22/2006	05/15/2006	05/15/2006			07/13/2006	07/14/2006	07/28/2006
	Active	07335425	07/11/2006	07/14/2006	07/17/2006	10/15/2006		07/25/2006							
			4	4	4	4	0	4	3	3	0	0	3	3	3
Management Authority															
	Active*	12135563	07/10/2008												
			1	0	0	0	0	0	0	0	0	0	0	0	0
Management Authority															
	Active	10535135	02/22/2006	02/22/2006	03/02/2006	05/31/2006		04/11/2006	03/10/2006	03/10/2006			05/11/2006	05/12/2006	05/24/2006
Office Total			12	10	11	11	0	11	8	8	0	0	8	8	8

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

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Rent Reduction Only Progress Report -- Part II

Today's Date: 08/13/2008

	Property State	Status (+Partial)	Primary FHA Number	OAHP Approves PAE Lite Recommendation	OAHP Notifies Sec. 8 Contract Administrator	PAE Notifies Sec. 8 Contract Administrator	PAE Receives Sec. 8 Contract Administrator's Confirmation of Receipt	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	OAHP Approves Tier 2 Conversion (Form 2.16)	OAHP Returns to PAE for Revision	OAHP Receives PAE Resubmission
Heskin Signet Partnership											
Preservation Office: Chicago											
	Mapleleaf Apartments	IA	Active	07435115	08/02/2006						
	ROOSEVELT INDEPENDENCE	IL	Active*	07135436							
	FRANKLIN COURT	OH	Active	04635301	06/23/2006						
PAE Total				2	0	0	0	0	0	0	0
Illinois Housing Development Authority											
	CLIFTON APTS	IL	Active	07135499	11/30/2005	11/30/2005	01/31/2006				
	FOREST APARTMENTS	IL	Active	07135678							
	HUMBOLDT BUILDING	IL	Active	07194040	07/27/2006						
PAE Total				2	1	1	0	0	0	0	0
Indiana Housing Finance Authority											
	COUNTRY WOOD APARTMENTS VERSAILLES	IN	Active	07335404	08/04/2006						
	ELGIN MANOR APARTMENTS	IN	Active	07311230	06/26/2006						
	RICHFIELD APARTMENTS FORT WAYNE	IN	Active	07335641	07/28/2006						
	SPRING HILL APARTMENTS II	IN	Active	07335425							
PAE Total				3	0	0	0	0	0	0	0
OAHP Chicago - Heskin											
	PLUM TREE WEST	CA	Active*	12135563							
PAE Total				0	0	0	0	0	0	0	0
Utah Housing Corporation											
	COUNTRYSIDE COURT	UT	Active	10535135	05/24/2006						
Preservation Office Total				8	1	1	0	0	0	0	0

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

9.10 Mortgage Restructuring Progress Report

The **Mortgage Restructuring Progress Report** details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 9-11, Mortgage Restructuring Progress Report (Part I) and Figure 9-12, Mortgage Restructuring Progress Report (Part II).

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

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Mortgage Restructuring Progress Report

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

Today's Date: 07/14/2011

	State	Status (*Partial)	Primary FHA Number	OAHF Initial Assign.	OAHF Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	OAHF Returns Documents for Fixes	PAE Resubmits Documents	OAHF Approves GPCA	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Title Bring Down Order	Title Bring Down Received	Tenant Meeting - #2
Signet Partners																						
Preservation Office: Chicago																						
	AZ	Active	1233160	12/14/2010	12/16/2010	08/21/2011	12/22/2010	05/03/2011	01/06/2011					01/06/2011	07/21/2011		02/08/2011	02/07/2011		06/21/2011	06/28/2011	
	CO	Active	1013512	07/01/2010	07/09/2010	03/31/2011	07/14/2010	07/15/2010	07/20/2010					07/20/2010	08/11/2010	08/30/2010	08/19/2010	08/19/2010	08/20/2010	07/19/2010	07/26/2010	02/16/2011
	IA	Active	0745125	02/26/2010	03/02/2010	01/31/2011	03/03/2010	03/05/2010	03/25/2010					03/25/2010	03/06/2010	04/14/2010	04/22/2010	04/13/2010	04/22/2010	03/11/2010	03/19/2010	
	ID	Active	1241005	03/09/2011	03/11/2011		03/16/2011	03/18/2011	02/25/2011					02/25/2011	03/31/2011	03/29/2011	04/01/2011	03/22/2011	04/01/2011	03/07/2011	03/09/2011	
	IL	Active	0711122	06/04/2010	06/11/2010		06/17/2010	06/21/2010	07/08/2010					07/08/2010	07/21/2010	08/07/2010	08/16/2010	07/30/2010	08/16/2010	07/08/2010	07/15/2010	04/20/2011
	IL	Active	0713547	02/13/2009	02/18/2009	08/31/2011	02/26/2009	02/27/2009	03/11/2009					03/11/2009	11/12/2009	10/21/2009	04/30/2009	04/09/2009	10/30/2009	09/17/2009	10/30/2009	06/08/2010
	IL	Active	0721100	12/19/2009	01/06/2009	08/31/2011	01/12/2009	01/16/2009	01/20/2009					01/20/2009	02/24/2009	03/13/2009	03/26/2009	03/04/2009	03/26/2009	02/26/2009	03/03/2009	09/01/2009
	IL	Active	0713374	05/26/2009	05/28/2009	07/29/2011	05/30/2009	06/07/2009	06/19/2009					06/19/2009	01/27/2010	02/09/2010	07/24/2009	07/13/2009	02/09/2010	01/13/2010	01/15/2010	11/17/2010
	IL	Active	0723562	03/17/2010	03/19/2010	07/29/2011	03/23/2010	04/01/2010	04/07/2010					04/07/2010	10/20/2010	11/01/2010	05/04/2010	04/30/2010	11/11/2010	11/02/2010	11/11/2010	07/12/2010
	IN	Active	0733563	03/11/2009	03/17/2009	07/31/2011	03/23/2009	03/25/2009	03/31/2009					03/31/2009	04/23/2009	04/21/2009	06/01/2009	05/04/2009	06/01/2009	04/10/2009	05/01/2009	12/16/2009
	IN	Active	0733592	02/18/2011	02/23/2011		02/28/2011	07/08/2011	03/04/2011					03/04/2011			03/31/2011	04/06/2011				
	IN	Active	0731125	09/07/2010	09/14/2010	09/30/2011	09/17/2010	02/15/2011	09/30/2010					09/30/2010	03/24/2011	03/03/2011	11/04/2010	11/04/2010	03/24/2011	02/15/2011	02/21/2011	
	IN	Active	0731120	10/15/2009	10/20/2009	04/29/2011	10/23/2009	10/24/2009	11/11/2009					11/11/2009	12/16/2009	12/09/2009	12/11/2009	12/14/2009	01/13/2010	11/11/2009	01/13/2010	07/13/2010
	IN	Active	0733569	09/30/2010	10/05/2010	08/31/2011	10/08/2010	10/21/2010	10/21/2010					10/21/2010	12/08/2010	11/08/2010	11/22/2010	11/23/2010	11/23/2010	10/21/2010	10/28/2010	
	IN	Active	0733531	05/18/2010	05/25/2010	07/29/2011	06/01/2010	06/03/2010	06/21/2010					06/21/2010	12/08/2010	09/12/2010	07/22/2010	07/21/2010	12/08/2010	11/15/2010	11/29/2010	
	MI	Active*	0443500	04/24/2009	04/28/2009	12/31/2010	05/04/2009															
	MI	Active	0473218	06/27/2011	06/28/2011		07/05/2011	07/11/2011														
	MI	Active	0441107	05/05/2010	05/07/2010	09/30/2011	05/12/2010	05/14/2010	06/01/2010					06/01/2010	07/15/2010	07/04/2010	07/06/2010	07/06/2010	07/15/2010	06/24/2010	06/30/2010	04/21/2011
	MN	Active	0923599	10/09/2009	10/14/2009	09/30/2011	10/19/2009	10/23/2010	11/11/2009					11/11/2009	06/23/2010	08/23/2010	01/21/2010	12/16/2009	06/23/2010	05/14/2010	06/02/2010	03/17/2011
	MN	Active	0923538	10/23/2009	10/27/2009	06/30/2011	11/02/2009	03/22/2010	11/20/2009					11/17/2009	05/05/2010	04/20/2010	12/21/2009	12/14/2009	03/24/2010	03/15/2010	03/24/2010	12/15/2010
	MN	Active	0921119	07/21/2009	07/23/2009	09/30/2011	07/28/2009	03/22/2010	08/12/2009					08/12/2009	05/06/2010	03/05/2010	09/14/2009	09/17/2009	04/21/2010	04/13/2010	04/21/2010	12/16/2010
	MT	Active	0933513	12/14/2010	12/16/2010	08/14/2011	12/22/2010	05/02/2011	01/06/2011					01/06/2011	07/06/2011	06/28/2011	02/07/2011	02/09/2011	07/06/2011	06/07/2011	06/14/2011	
	ND	Active	0944401	06/17/2011	06/22/2011		06/27/2011	07/01/2011	07/11/2011					07/11/2011								
	ND	Active	0944407	06/17/2011	06/22/2011		06/27/2011	07/01/2011						07/11/2011								
	NE	Active	1031101	07/01/2010	07/09/2010	07/31/2011	07/14/2010	07/15/2010	07/20/2010	07/20/2010												
	NE	Active	1033802	01/29/2010	02/02/2010	07/31/2011	02/08/2010	02/11/2010	02/26/2010					02/26/2010	05/05/2010	03/08/2010	03/01/2010	03/01/2010	03/31/2010	02/25/2010	03/08/2010	02/09/2011
	NE	Active	1031106	01/29/2010	02/02/2010	08/31/2011	02/08/2010	07/28/2010	02/26/2010					02/26/2010	08/31/2010	08/31/2010	03/29/2010	04/05/2010	08/31/2010	08/04/2010	08/11/2010	02/10/2011
	NV	Active	1251057	12/14/2010	12/16/2010		12/22/2010	12/28/2010	01/06/2011					01/06/2011	02/08/2011	01/14/2011	02/07/2011	02/07/2011	02/07/2011	03/18/2011	01/25/2011	
	NV	Active	1251062	12/14/2010	12/16/2010		12/22/2010	12/28/2010	01/06/2011					01/06/2011	02/09/2011	01/14/2011	02/09/2011	02/09/2011	02/09/2011	01/18/2011	01/21/2011	
	NV	Active	1254401	09/03/2009	09/09/2009	08/31/2011	09/11/2009	10/14/2010	10/05/2009					10/05/2009	11/30/2010	09/12/2010	01/13/2010	11/06/2009	11/30/2010	08/04/2010	08/23/2010	
	OH	Active	0433270	11/25/2008	12/02/2008	07/29/2011	12/05/2008	12/17/2008	12/17/2008					12/17/2008	01/20/2009	01/05/2009	03/11/2009	01/05/2009	03/11/2009	12/19/2008	01/06/2009	09/22/2009
	TN	Active	0813072	01/12/2010	01/19/2010	06/30/2011	01/23/2010	02/01/2010	02/10/2010					02/10/2010	03/17/2010	03/12/2010	03/12/2010	03/05/2010	03/12/2010	02/25/2010	03/08/2010	
	Preservation Office Total			32	32	25	32	31	29	1	0	0	0	28	26	25	27	25	26	26	15	
	PAE Total			32	32	25	32	31	29	1	0	0	0	28	26	25	27	25	26	26	15	

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

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Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/13/2008

State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to OAHF	OAHF Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	OAHF Approves Restr. Plan	OAHF Returns Restr. Plan for Revision	OAHF Receives PAE Resub	Restructuring Plan Executed by OAHF	RC Executed by Owner	OAHF Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Heskin Signet Partnership																	
Preservation Office: New York																	
OLDE ENGLISH VILLAGE	MA	Completed*	02344191	01/03/2003		01/21/2003							03/31/2004		07/14/2004		05/18/2004
Preservation Office Total			1	0	0	1	0	0	0	0	0	0	1	0	1	1	0
PAE Total			1	0	0	1	0	0	0	0	0	0	1	0	1	1	0

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Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 08/13/2008

Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to OAHF	OAHF Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	OAHF Approves Restr. Plan	OAHF Returns Restr. Plan for Revision	OAHF Receives PAE Resub	Restructuring Plan Executed by OAHF	RC Executed by Owner	OAHF Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Partnership																
Office: New York																
Completed*	02344191	01/03/2003		01/21/2003								03/31/2004		07/14/2004		05/18/2004
Preservation Office Total		1	0	0	1	0	0	0	0	0	0	1	0	1	1	0
PAE Total		1	0	0	1	0	0	0	0	0	0	1	0	1	1	0

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

9.11 Focus on Production Report

The Focus on Production Report (Figure 9-13, Focus on Production Report Part I) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 9-14, Focus on Production Report Part II) by Preservation Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

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

As of 9/13/2001

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Focus on Production Report

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Figure 9-13, Focus on Production Report Part I

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
Preservation Office: Washington Total: 3				
NW Financial Group Total: 1				
NY	BURNIE C MCCARLEY GARDENS	800053705	04/23/2004	11/19/2004
Comment:				
RFR Solutions, Inc. Total: 2				
MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004
MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004
Comment:				

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

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Focus on Production Report

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Figure 9-14 Focus on Production Report Part II

9.12 Properties On Hold Report

The **Properties On Hold Report** (Figure 9-15, Properties On Hold Report) lists all assets currently On Hold. A property is placed on hold when impediments to the restructuring process are completely outside of the PAE's control. The 'OAHP Places Property On Hold' date freezes the property for all OAHP PRA required dates.

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Florida Housing Finance Corporation						
Preservation Office: Washington						
TIDEWATER APARTMENTS	FL	Active	06330043	Rent Reduction Only	12/25/2000	12/31/2000
Preservation Office Total					1	1
PAE Total					1	1

Figure 9-15, Properties On Hold Report

9.13 Underwriting Tracking Report

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

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

Figure 9-16, Underwriting Tracking Report

10 GREEN RETROFIT PROGRAM MODULE

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

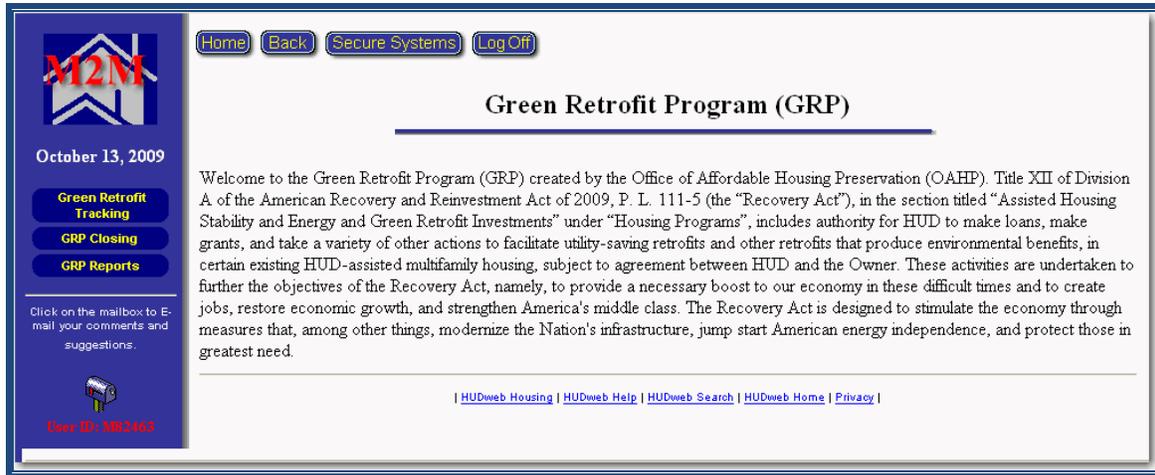


Figure 10, Green Retrofit Program Screen

10.1 Green Retrofit Tracking Module Button

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

10.2 GRP Closing Module Button

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

10.3 GRP Reports Module Button

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

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE

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

Retrofit Tracking module, PAE users may enter and modify critical date fields and their associated comments, and end the Green Retrofit process.

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

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Select Search Criteria for Green Retrofit Program Tracking

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

PAE:

Debt Restructuring Specialist:

Property:

Status:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

Continue Clear

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

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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 OAH Preservation Office or OAH 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 AE06S921002 as a link to access the Green Retrofit Program Tracking module.

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

10.4.3 Green Retrofit Program Tracking Screen

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

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Green Retrofit Program Tracking

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

Property Name: Cranberry Ridge
 PAE Name: Heskin Sigmet 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.

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

Figure 10-3, Green Retrofit Program Tracking Screen

10.5 GREEN RETROFIT PROGRAM CLOSING MODULE

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

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

HERE to get ALL Closings.' At the very bottom, there is a footer with links: '| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |'"/>

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

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

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

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

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

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

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

PAE Name	Status	Property Name	Section of Act	Model Uploaded	Set & Contract Number	Entity Type	Grant/Loan	Closing Date	Expiration Date	Property City	State
City of Chicago Department of Housing	A	AASC Housing I, Inc.	811	<input type="radio"/>	AK06 Q971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK
Illinois Housing Development Authority	C	Aurora Commons	236	<input type="radio"/>	AK06 Q981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTNA	AK
Heskin Signet Partnership	C	Cranberry Ridge	202	<input type="radio"/>	AK06 S991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK
Heskin Signet Partnership	A	Cupisno House	515	<input checked="" type="radio"/>	AK06 S971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEEBINS	AK

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Figure 10-5, GRP Closed Properties Screen

10.5.1 Green Retrofit Program Closing Screen

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

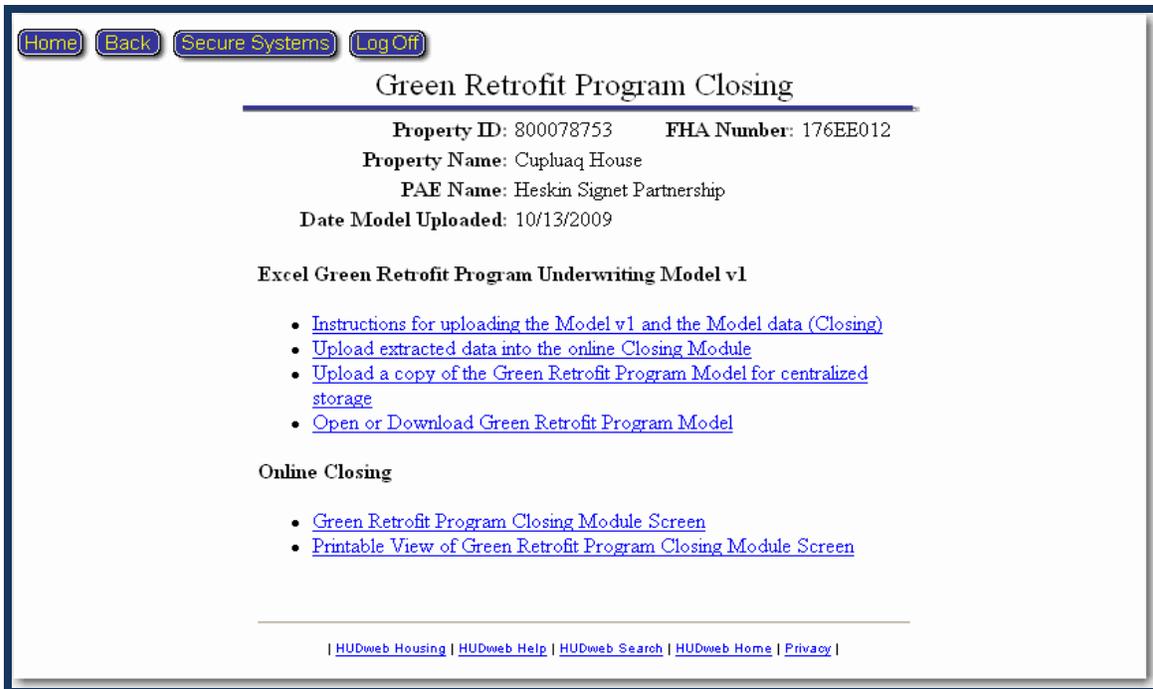


Figure 10-6, Green Retrofit Program Closing Screen

10.5.2 Excel Green Retrofit Program Underwriting Model v1

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

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

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

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

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

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

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

[To prepare the Model for uploading into the Closing Module online:](#)

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

[To Upload the Extracted Data in order to populate the Closing Module online:](#)

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

[To upload and save a copy of the GRP Excel Underwriting Model on the centralized server from the Closing Module:](#)

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

[For the PAE or OAHP to view or download to a workstation:](#)

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

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

10.5.2.2 Upload extracted data into the online Closing Module

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

Home Back Secure Systems Log Off

Green Retrofit Program Properties Upload (Closing)

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

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

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

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

File to Upload:

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

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

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

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



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

10.5.2.3 Upload a copy of the Model for centralized storage

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

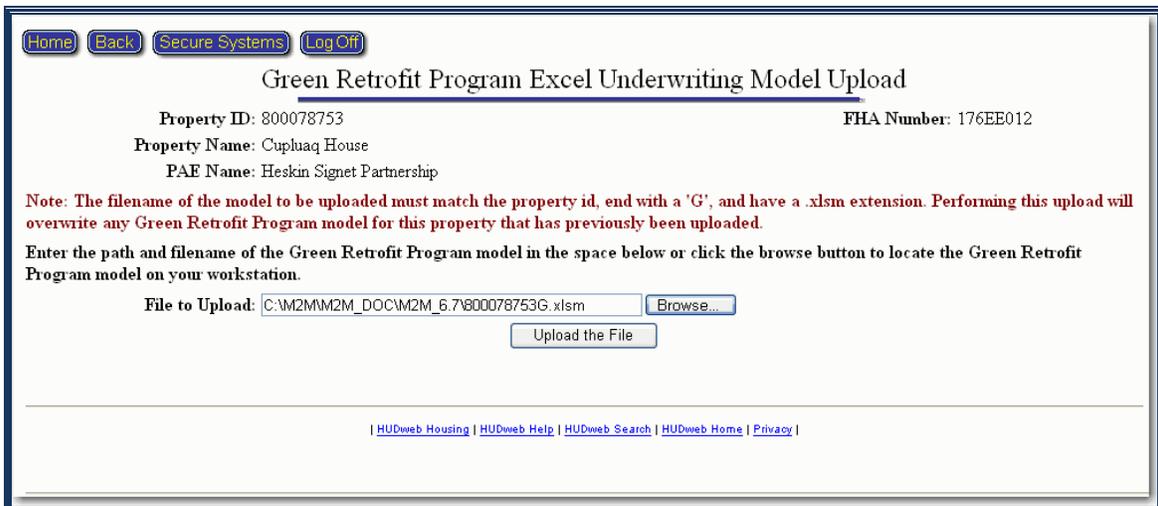


Figure 10-11, Excel Underwriting Model Screen

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

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

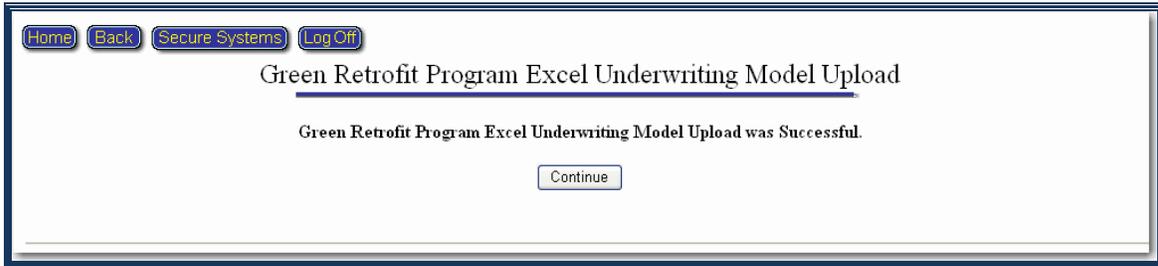


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

10.5.2.4 Open or Download Model

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

10.5.3 Online Closing

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

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

10.5.3.1 Green Retrofit Program Closing Module Screen

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

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

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

Closing Module Screen
For Green Retrofit Program Properties

Owner Information

Property ID: 000000007 Property Name: Property Address: Property City: Property State: ZIP Number: County Number: M2M Region:	PAR Number: Legal Name of Owner Entity: Owner's Street Address: Owner City: Owner State: Owner Entity Type: Owner Contact: Owner Number: Owner Fax: Type of Agent: Year Constructed: Year Rehab: (Single) Loan Structure: Loan Number: Closing Date: 08/25/2009 Project Type:
--	--

Current Year Summary:

Medium Type	Total Units	Assisted	Non Assisted	Revenue	Non Revenue
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

First Mortgage Loan

Original Loan Amount	0.00
Interest Rate	
Mortgage Insurance Premium (MIP)	0
Number of Months	0
Calculated PMI Payment (Monthly)	0.00
Actual PMI Payment (Monthly)	0.00
Revenue (unpaid Principal Balance)	0.00
Balance Date	
Performance Rate	0
Performance MIP	0
Performance MIP	0
Performance MIP	0
Performance MIP and MIP	0.00

Other Assisting Loan

Original Loan Amount	0.00
Interest Rate	
Mortgage Insurance Premium (MIP)	0
Number of Months	0
Calculated PMI Payment (Monthly)	0.00
Actual PMI Payment (Monthly)	0.00
Revenue (unpaid Principal Balance)	0.00
Balance Date	
Performance Rate	0
Performance MIP	0
Performance MIP	0
Performance MIP	0
Performance MIP and MIP	0.00

Subsidy Contract

Subsidy Contract 1	First 3 Months
Subsidy Contract 2	First 3 Months
Subsidy Contract 3	First 3 Months

Utility

Utility Rate Table	Consumption Unit	Amount Paid	Project Paid
Electric		0.0000	0.0000
Gas		0.0000	0.0000
Water		0.0000	0.0000
Waste		0.0000	0.0000
Other		0.0000	0.0000
Utility Usage	Unit Source		Paid By

Revenue & Uses

Green Retrofit Component of Loan or Grant	Amount	0.00
Green Retrofit Development Incentive	0.00	
Estimated Cost of Green Retrofit	0.00	
Estimated Amount for Other Incentives	0.00	
Rehabilitation Administrative Fee	0.00	
Utility Rebate Fee - Other	0.00	
Other Required Response	0.00	
Revenue Balance Established at Closing	0.00	
Total Revenue of Funds	0.00	

Market Revenue Needs

Green Amount of GEP Funding	Amount	0.00
Green Retrofit Development Incentive	0.00	
Estimated Cost of Green Retrofit	0.00	
Estimated Amount for Other Incentives	0.00	
Rehabilitation Administrative Fee	0.00	
Utility Rebate Fee - Other	0.00	
Other Required Response	0.00	
Revenue Balance Established at Closing	0.00	
Total Green Amount	0.00	
Total Amount Potentially Assisted	0.00	
Total Amount to be Assisted Balance	0.00	
Total Dis Adjustment	0.00	
Total Loan or Grant Amount	0.00	
New Loan or Grant Amount	0.00	

To Confirm, Enter Your
First and Last Name
Confirmation Code: 10140000

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						
Program No.	00007023					
Property Name	Washington University					
Property Address	210 S. 11th St. 10th Fl. 63102-1000 St. Louis, MO					
Property Type	Academy					
Program	Academy					
PKA Number	1700001					
Contract Number	000001003					
PAE Name	MetLife Support Partnership					
Legal Name of Property	MetLife Support Partnership					
Owner's Street Address	1300 Olive Ave					
Owner City	St. Louis, MO					
Owner State	MO					
Owner Zip	63102					
Owner Contact Name	John J. Smith					
Owner Contact Phone	314.221.2111					
Owner Contact Email	j.smith@wustl.edu					
Management Company	Greystar Services, Inc.					
Type of Agency	Agency of Interest					
Year of Construction	1970					
Year of Renovation	2000					
Acute Structure	High-Rise/High-Rise/High-Rise					
Acute Structure	High-Rise/High-Rise/High-Rise					
Acute Structure	High-Rise/High-Rise/High-Rise					
Closing Date	03/15/2007					
Project Type	011 (Green Print 1001)					
Contract Data Summary						
Reference Type	Total Value	Assigned	Price Assigned	Reversion	Price Reversion	
1	0	0	0	0	0	
2	73	72	1	72	1	
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	
8	0	0	0	0	0	
9	0	0	0	0	0	
10	0	0	0	0	0	
11	0	0	0	0	0	
12	0	0	0	0	0	
13	0	0	0	0	0	
14	0	0	0	0	0	
15	0	0	0	0	0	
16	0	0	0	0	0	
17	0	0	0	0	0	
18	0	0	0	0	0	
19	0	0	0	0	0	
20	0	0	0	0	0	
21	0	0	0	0	0	
22	0	0	0	0	0	
23	0	0	0	0	0	
24	0	0	0	0	0	
25	0	0	0	0	0	
26	0	0	0	0	0	
27	0	0	0	0	0	
28	0	0	0	0	0	
29	0	0	0	0	0	
30	0	0	0	0	0	
31	0	0	0	0	0	
32	0	0	0	0	0	
33	0	0	0	0	0	
34	0	0	0	0	0	
35	0	0	0	0	0	
36	0	0	0	0	0	
37	0	0	0	0	0	
38	0	0	0	0	0	
39	0	0	0	0	0	
40	0	0	0	0	0	
41	0	0	0	0	0	
42	0	0	0	0	0	
43	0	0	0	0	0	
44	0	0	0	0	0	
45	0	0	0	0	0	
46	0	0	0	0	0	
47	0	0	0	0	0	
48	0	0	0	0	0	
49	0	0	0	0	0	
50	0	0	0	0	0	
51	0	0	0	0	0	
52	0	0	0	0	0	
53	0	0	0	0	0	
54	0	0	0	0	0	
55	0	0	0	0	0	
56	0	0	0	0	0	
57	0	0	0	0	0	
58	0	0	0	0	0	
59	0	0	0	0	0	
60	0	0	0	0	0	
61	0	0	0	0	0	
62	0	0	0	0	0	
63	0	0	0	0	0	
64	0	0	0	0	0	
65	0	0	0	0	0	
66	0	0	0	0	0	
67	0	0	0	0	0	
68	0	0	0	0	0	
69	0	0	0	0	0	
70	0	0	0	0	0	
71	0	0	0	0	0	
72	0	0	0	0	0	
73	0	0	0	0	0	
74	0	0	0	0	0	
75	0	0	0	0	0	
76	0	0	0	0	0	
77	0	0	0	0	0	
78	0	0	0	0	0	
79	0	0	0	0	0	
80	0	0	0	0	0	
81	0	0	0	0	0	
82	0	0	0	0	0	
83	0	0	0	0	0	
84	0	0	0	0	0	
85	0	0	0	0	0	
86	0	0	0	0	0	
87	0	0	0	0	0	
88	0	0	0	0	0	
89	0	0	0	0	0	
90	0	0	0	0	0	
91	0	0	0	0	0	
92	0	0	0	0	0	
93	0	0	0	0	0	
94	0	0	0	0	0	
95	0	0	0	0	0	
96	0	0	0	0	0	
97	0	0	0	0	0	
98	0	0	0	0	0	
99	0	0	0	0	0	
100	0	0	0	0	0	
101	0	0	0	0	0	
102	0	0	0	0	0	
103	0	0	0	0	0	
104	0	0	0	0	0	
105	0	0	0	0	0	
106	0	0	0	0	0	
107	0	0	0	0	0	
108	0	0	0	0	0	
109	0	0	0	0	0	
110	0	0	0	0	0	
111	0	0	0	0	0	
112	0	0	0	0	0	
113	0	0	0	0	0	
114	0	0	0	0	0	
115	0	0	0	0	0	
116	0	0	0	0	0	
117	0	0	0	0	0	
118	0	0	0	0	0	
119	0	0	0	0	0	
120	0	0	0	0	0	
121	0	0	0	0	0	
122	0	0	0	0	0	
123	0	0	0	0	0	
124	0	0	0	0	0	
125	0	0	0	0	0	
126	0	0	0	0	0	
127	0	0	0	0	0	
128	0	0	0	0	0	
129	0	0	0	0	0	
130	0	0	0	0	0	
131	0	0	0	0	0	
132	0	0	0	0	0	
133	0	0	0	0	0	
134	0	0	0	0	0	
135	0	0	0	0	0	
136	0	0	0	0	0	
137	0	0	0	0	0	
138	0	0	0	0	0	
139	0	0	0	0	0	
140	0	0	0	0	0	
141	0	0	0	0	0	
142	0	0	0	0	0	
143	0	0	0	0	0	
144	0	0	0	0	0	
145	0	0	0	0	0	
146	0	0	0	0	0	
147	0	0	0	0	0	
148	0	0	0	0	0	
149	0	0	0	0	0	
150	0	0	0	0	0	
151	0	0	0	0	0	
152	0	0	0	0	0	
153	0	0	0	0	0	
154	0	0	0	0	0	
155	0	0	0	0	0	
156	0	0	0	0	0	
157	0	0	0	0	0	
158	0	0	0	0	0	
159	0	0	0	0	0	
160	0	0	0	0	0	
161	0	0	0	0	0	
162	0	0	0	0	0	
163	0	0	0	0	0	
164	0	0	0	0	0	
165	0	0	0	0	0	
166	0	0	0	0	0	
167	0	0	0	0	0	
168	0	0	0	0	0	
169	0	0	0	0	0	
170	0	0	0	0	0	
171	0	0	0	0	0	
172	0	0	0	0	0	
173	0	0	0	0	0	
174	0	0	0	0	0	
175	0	0	0	0	0	
176	0	0	0	0	0	
177	0	0	0	0	0	
178	0	0	0	0	0	
179	0	0	0	0	0	
180	0	0	0	0	0	
181	0	0	0	0	0	
182	0	0	0	0	0	
183	0	0	0	0	0	
184	0	0	0	0	0	
185	0	0	0	0	0	
186	0	0	0	0	0	
187	0	0	0	0	0	
188	0	0	0	0	0	
189	0	0	0	0	0	
190	0	0	0	0	0	
191	0	0	0	0	0	
192	0	0	0	0	0	
193	0	0	0	0	0	
194	0	0	0	0	0	
195	0	0	0	0	0	
196	0	0	0	0	0	
197	0	0	0	0	0	
198	0	0	0	0	0	
199	0	0	0	0	0	
200	0	0	0	0	0	
201	0	0	0	0	0	
202	0	0	0	0	0	

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

10.6 GRP REPORTS MODULE

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

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

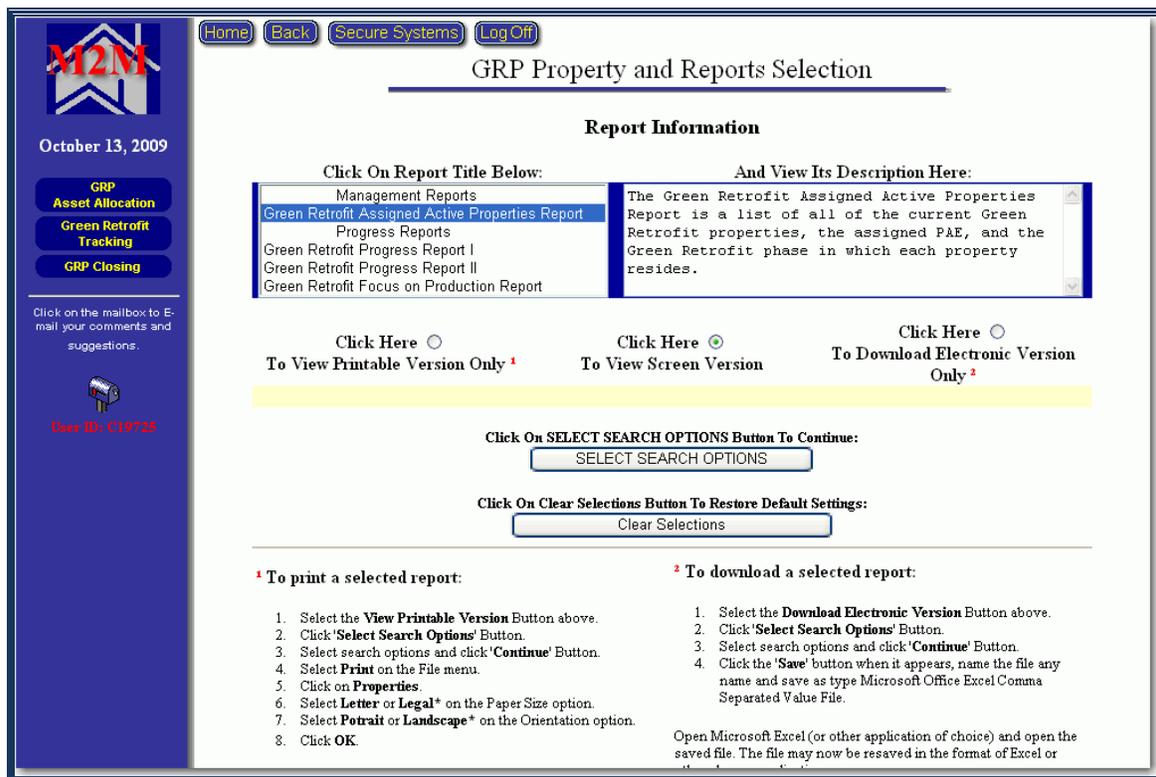


Figure 10-15, GRP Property and Report Selection Screen

10.6.1 GRP Property and Report Selection

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

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

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

To save a downloadable version of a report:

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

10.6.2 Green Retrofit Assigned Active Properties Report

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

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Green Retrofit Assigned Active Properties Report

Today's Date: 10/13/2009

Preservation Office: Chicago									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
City of Chicago Department of Housing	AASC Housing I, Inc.	Non-Profit	Grant/Loan	811	Closing Date	12/29/2009	800078767	ANCHORAGE	AK
CreditVest, Inc.	ALPINE ALTEN ZIMMER	Non-Profit	Grant	515	OAHP Sends List of Potential Assets	07/29/2009	800009877	GAYLORD	MI
Preservation Office: San Francisco									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Heskin Signet Partnership	Cupluaq House	Profit	Grant/Loan	515	Closing Date	08/25/2009	800078733	STEBBINS	AK
Foley and Judell, LLP	Access Anaheim	Profit	Grant/Loan	202	OAHP Sends List of Potential Assets	05/06/2009	800000996	ANAHEIM	CA
ONTRA, Inc.	BAY VISTA METHODIST HEIGHTS	Profit	Grant/Loan	223(c)/221(d)	OAHP Sends List of Potential Assets	08/05/2009	800052180	SAN DIEGO	CA
The Siegel Group, Inc.	MILWOOD APTS	Non-Profit	Grant/Loan	221(d)	OAHP Sends List of Potential Assets	04/29/2009	800001979	CANOGA PARK	CA
Preservation Office: Washington									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Jefferson County Assisted Housing Corp.	KNOLLWOOD RETIREMENT CENTER	Non-Profit	Grant	207/223(f)	OAHP Receives Green Retrofit Package	07/25/2009	800000405	ROANOKE	AL
CreditVest, Inc.	BOOTH TOWERS	Profit	Grant/Loan	Other	OAHP Sends List of Potential Assets	09/14/2009	800009125	CUMBERLAND	MD

Figure 10-16, Green Retrofit Assigned Active Properties Report

10.6.3 Green Retrofit Progress Report

The **Green Retrofit Progress Report** details the progress and status of the active GRP properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Green Retrofit Program was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 10-17, Green Retrofit Progress Report (Part I) and Figure 10-18, Green Retrofit Progress Report (Part II).

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

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[Back](#)
[Secure Systems](#)
[Log Off](#)

Green Retrofit Progress Report I

Today's Date: 03/24/2010

State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	OAHP Receives GRP	Complete Application	Duplicate Application	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAHP Places Property On Hold	
Heskin Signet Partnership																		
Preservation Office: Washington																		
Cranberry Ridge	AK	Active	176ED016	Non-Profit	Grant/Loan	800211718	202	04/24/2009		04/24/2009	04/21/2009	04/19/2009	04/20/2009	04/21/2009	04/22/2009	05/01/2009	05/02/2009	
Preservation Office Total							1	0	0	1	1	1	1	1	1	1	1	
PAE Total							1	0	0	1	1	1	1	1	1	1	1	1

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Date: 03/24/2010

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

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

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Green Retrofit Progress Report II

Today's Date: 03/24/2010

State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718- Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Schedule Closing Date	
Heskin Signet Partnership																
Preservation Office: Washington																
Cranbury Ridge	AK	Active	176ED016	Non-Profit	Grant/Loan	800211718	202	08/01/2009	08/02/2009	08/03/2009	08/04/2009	08/05/2009	08/06/2009	08/07/2009	08/08/2009	09/01/2009
Preservation Office Total							1	1	1	1	1	1	1	1	1	1
PAE Total							1	1	1	1	1	1	1	1	1	1

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Today's Date: 03/24/2010

GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date	Retrofit/Repair Completion Date	GRP Efficiency Incentive Paid Date	Job Creation Incentive Paid Date
08/07/2009	08/08/2009	09/01/2009	09/02/2009	09/03/2009	10/01/2009	10/02/2009	10/03/2009	10/04/2009	10/05/2009	10/06/2009
1	1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1	1

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

10.6.4 Green Retrofit Focus on Production Report

The **Focus on Production Report** (Figure 10-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.

Preservation Office	Total Received	202	207/223 (6)	220	221 (4)	221(0)(3) BMR	221(0)(4) MKT	223(6) (?)	223 (6)/221(4)	223 (6)	231	233(6) 236	236	241	241/221	241/223	241/236	515	524 (6)	611	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

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