



**MARK-TO-MARKET (M2M)
RELEASE 7.7.1
ONLINE SYSTEM
PAE USERS GUIDE**

for the

U.S. Department of Housing and Urban Development
Office of Recapitalization
(Recap)



October 9, 2015

**Mark-to-Market (M2M)
RELEASE 7.7.1
Online System
PAE Users Guide
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1 M2M SYSTEM RELEASE 7.7.1 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.7.1 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Recapitalization (Recap) to support Recap 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 7.7.1 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

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

1.2 Business Functions

RELEASE 7.7.1 is designed to support M2M Program objectives by performing and centralizing the following functions:

- ◆ Tracking of assigned properties through the process or "pipeline" (tracking properties, assessment, due diligence, dates, etc.);
- ◆ Providing PAEs an online system to submit restructuring plan forms to Recap; and
- ◆ Reporting on the progress and performance of PAEs and their assigned properties.

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

1.3 System Requirements

RELEASE 7.7.1 uses browser-based technology to provide access via the World Wide Web. To access the system, a user must have access to the Internet

using an Internet Service Provider (ISP) and advanced browser software. Internet Explorer 6.0 or higher is recommended.

As M2M RELEASE 7.7.1 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. Only after a user is successfully registered, added to the system, has received a User ID, assigned to a system group, and assigned property, can they access the system as a user. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

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

Recap requires the following hardware and software to access and operate M2M RELEASE 7.7.1 and do business with Recap:

- ◆ Windows 2000 or Window XP
- ◆ Internet Explorer 7.0 or higher
- ◆ Compatibility mode should be off with IE 10 and above
- ◆ MS Word, MS Excel
- ◆ Adobe Acrobat Reader
- ◆ 486 processor or higher
- ◆ 16 megabyte memory or higher
- ◆ Hard Drive: 60MB Recommended;
- ◆ Video/Screen Resolution of 480x640 with 16 colors Display: SVGA;
- ◆ Internet Service Provider (ISP) connection with minimum modem speed of 28.8K bps (bits per second)

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

1.4 Tips for Using the System (Before Getting Started)

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

1.4.1 Case-Sensitivity Sign-On

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

1.4.2 Set Browser to Accept “Cookies”

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

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

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

1.4.3 Saving Changes

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

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

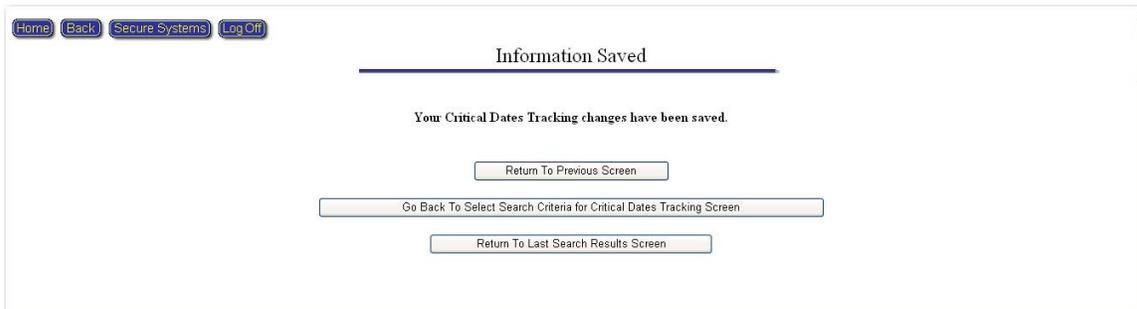


Figure 1-1, Confirmation Screen

1.4.4 Date Format

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

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

Figure 1-2, Date Format

When clicking on an input date field you will be presented with a popup calendar that you could optionally use to select the desired input date (as shown below in Figure 1-3, Popup Calendar).



Figure 1-3, Popup Calendar

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 1-4, Netscape Reload Button), or review the information last entered on the screen for accuracy.



Figure 1-4, 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 Recap 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 Recap.

♪ **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 7.7.1 utilizes a secured connection within HUD.

3.1 Login Procedures

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

Any User that is unsuccessful in signing onto the system after several attempts may need to have their password reset. Send a password reset request to the System Administrator via e-mail at: m2minfo@hud.gov. **This is not an immediate process, but will be addressed as soon as possible.** Remember to include contact information (name, User ID, e-mail address (if different than sender's) and a brief explanation of the problem.

3.2 Log Off Procedure

Because M2M RELEASE 7.7.1 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 7.7.1 has a “time-out” feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the **Secured Systems** log-in page to sign-in again.

4 M2M SYSTEM HOME SCREEN

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



Figure 4-1, M2M Home Screen

4.1 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties assigned to a PAE User. Within this module, PAEs and Recap 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 Recap.

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

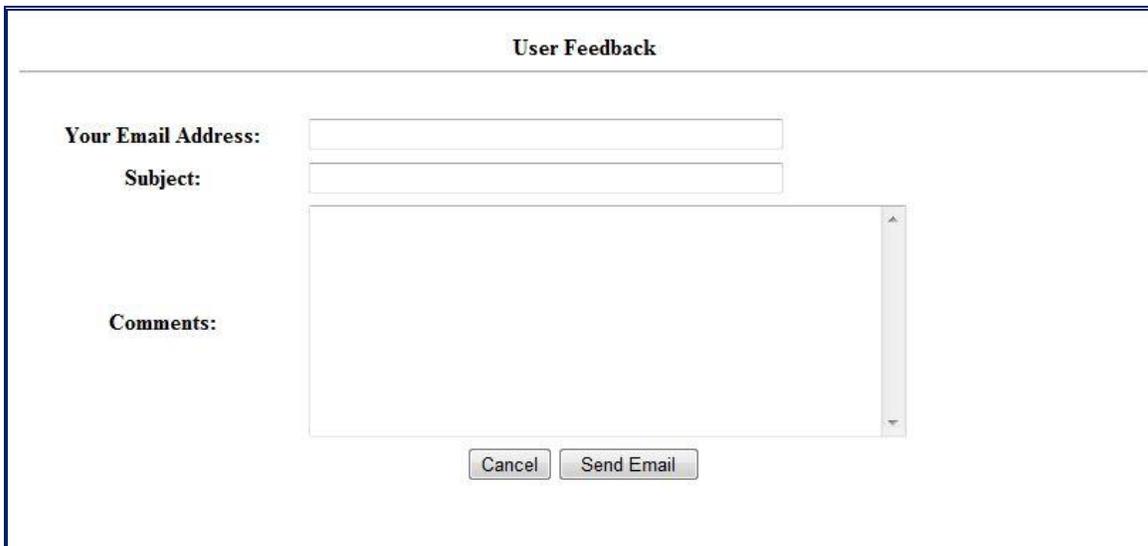
The **Reports** button gives Users access to the **Property Status** and **Management Tracking Reports** generated from the data entered in the Critical Dates Tracking module.

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 web form 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 form 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 7.7.1 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

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

1. **Mortgage Restructuring**—Mortgage restructuring with rent reduction
2. **Rent Reduction Only**—Rent reduction without debt restructuring (also referred to as Recap 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 Recap**) please contact your Recap Preservation Office to have them enter or update these data fields.

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

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

6 CRITICAL DATES TRACKING MODULE

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

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

Figure 6-1, Select Search Criteria

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

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

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

- ◆ Select a **State** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **Property's Status** (Active or Completed)
- ◆ Select a **Renewal Type** (Mortgage Restructuring, Rent Reduction Only, Comp Review or Post M2M Comp Review)
- ◆ Select a **Green Initiative Level** (Level I, Level II or Level I & Level II)
- ◆ Click the underlined **HERE** link to retrieve all properties in the system (assigned to your ID).

6.1 Assigned Properties Screen

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

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

Status	Property Name	Property ID	FHA Number	Sec F Contract Number	Sec F Contract Renewal Type	GI Level	Expiration Date	Property City	State
A	South Pointe Apartments	800000903	08211669	<u>AL323800021</u>	Mortgage Restructuring	I	09/30/2012	MAZDAHIA	AR
A	HACIENDA DEL RIO	800000905	12355160	<u>AL233800201</u>	Mortgage Restructuring	I		Phoenix	AZ
A	Meadowbrook Park 4 Towne Apartments	800010146	14311083	<u>CA180000269</u>	Mortgage Restructuring	I	06/30/2013	SAN BERNARDINO	CA
A	PARKSIDE VILLA	800002158	12135904	<u>CA380002021</u>	Mortgage Restructuring	I	04/30/2013	FAIRFIELD	CA
A	Robison Heights Apartments	800005445	07435125	<u>IA620030004</u>	Mortgage Restructuring	I	06/30/2032	BURLINGTON	IA
A	The Meadows Apartments - Cedar Rapids	800005493	07435147	<u>IA620034021</u>	Mortgage Restructuring	I	10/31/2012	Cedar Rapids	IA
A	17TH PLACE APARTMENTS	800006516	07255067	<u>IL600430004</u>	Mortgage Restructuring	I	08/31/2032	MATTIION	IL
A	AUBURN MANOR APARTMENTS	800039733	07111122	<u>IL603800029</u>	Mortgage Restructuring	I	12/31/2009	ROCKFORD	IL
A	HUMBOLDT BUILDING	800005988	07194040	<u>IL603800059</u>	Mortgage Restructuring	I	10/30/2012	CHICAGO	IL
A	MILAN MANOR	800006146	07135411	<u>IL60044017</u>	Mortgage Restructuring	I	12/09/2012	MILAN	IL
A	BELMONT ESTATES	800006556	07335635	<u>IN600260001</u>	Mortgage Restructuring	I	10/31/2012	DECATUR	IN
A	CARRIAGE HOUSE NEW ALBANY	800006632	07335592	<u>IN60058014</u>	Mortgage Restructuring	I	06/30/2032	NEW ALBANY	IN
A	RIVER RUN APARTMENTS	800209693	07335531	<u>IN603800001</u>	Mortgage Restructuring	I	11/30/2012	Ellet	IN
A	CYPRESS OLIN	800007193	10235240	<u>KS160024024</u>	Mortgage Restructuring	I	10/31/2012	HOLTON	KS
A	MOONSHINE PLACE APARTMENTS	800007309	10235228	<u>KS160150021</u>	Mortgage Restructuring	I	09/30/2012	BUTCHERSHON	KS
A	CLINTON PLACE	800010019	04435500	<u>ME160010019</u>	Mortgage Restructuring	I	10/31/2012	MOUNT CLEMENS	ME
A	COLONY AND FISHER ARMS APARTMENTS	800123206		<u>MI011800002</u>	Mortgage Restructuring	I	01/31/2011	DETROIT	MI
A	FOX RIDGE	800009872	04735218	<u>MI311000017</u>	Mortgage Restructuring	I	10/31/2012	KALAMAZOO	MI
A	GARDENVIEW	800010137	04835097	<u>MI400100111</u>	Mortgage Restructuring	I	08/31/2012	FLINT	MI
A	AFTON VIEW APARTMENTS	800010743	09244008	<u>MI400000120</u>	Mortgage Restructuring	I	09/30/2012	SADNT PAUL	MI
A	YORK MANOR aka Franciscan Elderly	800011406	09235342	<u>MI600000003</u>	Mortgage Restructuring	I	10/31/2012	BRECKENRIDGE	MI
A	FORUM MANOR APTS	800011578	08255495	<u>MI603800001</u>	Mortgage Restructuring	I	03/31/2013	ROLLA	MO
A	MAPLE MANOR APARTMENTS	800042939	08411069	<u>MO163800153</u>	Mortgage Restructuring	I	10/31/2012	DEPENDENCE	MO
A	FRENCH VILLAGE	800045426	10311017	<u>NE600000041</u>	Mortgage Restructuring	I	08/31/2012	GRAND ISLAND	NE
A	Homestead Village	800013607	10338021	<u>NE600045002</u>	Mortgage Restructuring	I	08/31/2012	BEATRICE	NE
A	Coteauid Park Arms Apartments	800214069	12511057	<u>NV261000006</u>	Mortgage Restructuring	I	05/31/2032	NORTH LAS VEGAS	NV
A	ROSE GARDEN TOWNHOUSES	800014710	12544001	<u>NV261000008</u>	Mortgage Restructuring	I	12/31/2012	NORTH LAS VEGAS	NV
A	MONUMENTAL PRIDE HOMES	800020359	08135072	<u>TN438000076</u>	Mortgage Restructuring	I	03/31/2013	MEMPHIS	TN
A	PARKVIEW MANOR APARTMENTS	800020419	08144026	<u>TN403800014</u>	Mortgage Restructuring	I	01/31/2013	ORION CITY	TN

Figure 6-2, Assigned Properties

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

6.2 Contract Number Link

The Assigned Properties screen displays all assigned properties and associated contracts. It also contains the highlighted contract number FL29M000113 as a link to access the Critical Dates Tracking module.

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

6.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property's M2M renewal option type). Figure 6-3-1, Mortgage Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Mortgage Restructuring renewal option.

Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment.

Figure 6-3-3, Rent Reduction Only Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment.

Figure 6-3-4, MU2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

Figure 6-3-5, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Post M2M Comp Review assignment.

Critical Dates Tracking

HEBMS Property ID: 00000000
Primary PIA Number: 0020000
Contract Number: AR7000000
Permitted Officer: Washington
HEB Project Manager: JANSOE R ATY
Data Restructuring Specialist:
Recap/PAE Administrator:

Property Name: Residential Apartments
PAE Name: Dupont Parkside
Revised Type: Mortgage Restructuring
Permitted Manager:
Date Assigned: 00-00-00

Event Eligibility	Start Term Contract Termination	Assignment to PAE	Data Collection	Underwriting	Loan Approval	Closing	Post-Closing
-90	-45	0	45	90	135	180	225

Days

There are -119 days left until the Section 8 contract expires. This contract is currently in the Data Collection/Over Diligence phase.

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

Original Section 8 Expiration Date (Post MAHRA): 04/30/2013

Current Section 8 Expiration Date: 03/09/2014

Field Office Reviews Sent to Recap/Rec Owner: 03/09/2014

Field Office Return to Recap: 03/09/2014

Recap Reviews Returned from Field Office: 03/09/2014

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 09/10/2014

Recap Approves CCI Form 2.2: 09/17/2014

PAE Accepts Assignment: 09/24/2014

PAE's released Restructuring Plan (Form 3.2) Submission Date:

Amended PIA Submission Date Per 2.15 Waiver:

Recap Receives Property On Hold:

Assignment On Hold Renewal Date:

Recap Removes Property From On Hold:

Phase: Data Collection/Over Diligence

Data Collection:

PAE and Owner Have Existing ID Number:

PCA Assigned for PAE: 10/09/2014

PAE Sends Documents to Recap/Rec Owner:

Recap Returns Documents for PAE:

PAE Reviews Documents:

Recap Approves PCA:

Approved Assigned by PAE: 10/09/2014

Trust Meeting - #1:

Owner Submits Data Collection Report:

Over Diligence:

PAE's PCA Complete: 10/31/2014

PAE's Approval Complete: 11/13/2014

PAE Complete Over Diligence:

Title Being Done Order: 06/18/2015

Title Being Done Received: 06/30/2015

Phase: Underwriting/Restructuring Plan

Trust Meeting - #2:

Initial PAE Restructuring Plan Submission to Recap:

PAE Submits Restructuring Plan to Recap:

Recap Reviews Complete Restructuring Plan and Form 3.2:

Data Assigned to Underwrite:

Review:

PA SHUF: No

Phase: Loan Pricing/Approval Process

Recap Approves Restructuring Plan:

Recap Returns Restructuring Plan to PAE for Revision:

Recap Reviews PAE modification:

Number of Resubmissions: 0

Restructuring Plan Resubmitted by Recap:

Restructuring Commitment Executed by Owner:

M2M Gross Initiator:

Declined Offer:

Level I Offer:

Level II Offer:

Closing Issues:

Additional Funds:

Bond Financing Existing Loan:

ZSRBP:

TFA:

Co-op:

QRP Data Relief:

Other Issues:

Mod Relief:

Insolvency:

Awaiting Recap Policy:

Other:

Phase: Closing and Post-Closing

Closing:

Recap approved 411 or 412:

Scheduled Closing Date:

Closing Date:

New Section 8 Contract Effective Date:

Section 8 Contract Type:

Post Closing:

Closing Documents Distributed by PAE:

Transmission Mover submitted to MultiFamily Housing:

MultiFamily indicated no meeting was necessary:

Relief Review Approved: No

Data Action Other than Closing Command:

(Use the M2M and other required action menu under a per 3.19 (Share 6))

Recap Determines Restructuring Plan is Not Feasible Due to Financially Not Viable
 Owner Paid PIA's Section 8 Loan (PAE must enter owner market credit into Form 3.2)
 Ineligible for Recap - That Owner Determined
 Ineligible for Recap - State's below or equal to Market
 Ineligible for Recap - Conflict Between State's Local Financing Instruments and Restructuring Plan
 Ineligible for Recap or Other (Exclude discontinued outyear deals)
 Determined Owner is Ineligible - PAE Does Not Issue Restructuring Commitment
 Restructuring Commitment Issued but Not Executed by Owner (PAE must enter owner market credit into Form 3.2)
 Owner Open Out of Section 8 Program
The bolded options, if selected, will automatically update the "Waitlist on REMS" once the "End M2M Process" button is selected.

Recap Comment Text:

PAE Comment Text:

Click here to go to Restructuring Plan for Form 3.2.

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

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Critical Dates Tracking (Partial)

HEREMS Property ID: 800005472
 Primary FHA Number: 07435133
 Contract Number: IA030039008
 Preservation Office: Chicago
 HUD Project Manager: JANET S CURTIS
 Debt Restructuring Specialist: LARRY D PACK
 Recap/PAE Underwriter:

Property Name: Steller Woods Village
 PAE Name: Signet Partners
 Renewal Type: Mortgage Restructuring
 Portfolio Manager: RER Solutions, Inc.
 Date Assigned: 03/31/2003
 Re-entered:

Owner Eligibility	Short-Term Contract Renewal	Assignment to PAE	Data Collection	Underwriting	Loan Approval	Closing	Post-Closing	Days
-50	-45	Assignment to PAE	45	65	95	150	210	

There are **2456** days left until this Section 8 contract expires.
 This contract is currently in the **Closing and Post Closing** phase.

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

Original Section 8 Expiration Date (Post MAHRA):

Current Section 8 Expiration Date: 05/31/2022

Field Office Receives Intent to Renew from Owner:

Field Office Refers to Recap:

Recap Receives Referral from Field Office: 06/26/2001

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 03/05/2002

Recap Approves COI Form 2.2: 04/04/2002

PAE Accepts Assignment: 04/08/2002

PAE's estimated Restructuring Plan (Form 5.2) Submission Date:

Amended PRA Milestone Date Per 2.15 Waiver: Reason:

Recap Places Property On Hold:

Anticipated On Hold Removal Date:

Recap Removes Property From On Hold:

Phase: Underwriting/Restructuring Plan

	Due	Actual
Reviewer: GLENDA M BROWN	FA Staff	No

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 type="checkbox"/>	
Bond Financing Existing Loan:	<input type="checkbox"/>	
236/IRP:	<input type="checkbox"/>	
TPA:	<input type="checkbox"/>	
Co-op:	<input type="checkbox"/>	
QNP Debt Relief:	<input type="checkbox"/>	
Other Issues:		
Mod Rehab:	<input type="checkbox"/>	
Bankruptcy:	<input type="checkbox"/>	
Awaiting Recap Policy:	<input type="checkbox"/>	
Other:	<input type="text"/>	<input type="text"/>

Phase: Closing and Post Closing

	Due	Actual
Closing:		
Scheduled Closing Date:		05/16/2002 <input type="text"/>
New Section 8 Contract Effective Date:		06/01/2002 <input type="text"/>
Section 8 Contract Type:		Full
Post Closing:		
Closing Documents Distributed by PAE:		11/19/2002 <input type="text"/>
Multifamily indicated no meeting was necessary:	Yes	
Rehab Escrow Account:	Yes	
Rehab Escrow Account Closed:		09/11/2003

Date Action Other than Closing Occurred:
 (Use date HUD and other required parties were notified as per OIG Chapter 6)

- Recap 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 Recap - "Bad Owner" Determination
- Ineligible for Recap - Rents below or equal to Market
- Ineligible for Recap - Conflict Between State/Local Financing Documents and Restructuring Plan
- Ineligible for Recap or Other (Include discontinued outlays details)
- 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.

Recap Comment Text:

PAE Comment Text:

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

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Critical Dates Tracking

HEREMS Property ID: 800003206
Primary FHA Number: 07435285
Contract Number: IA050003010
Preservation Office: Washington
HUD Project Manager:
Debt Restructuring Specialist: WINIFRED J DUBECK
Recap/PAE Underwriter:

Property Name: Auburn Park Apartments - Iowa City
PAE Name: Sigmet Partners
Renewal Type: Rent Reduction Only

There are **-58** 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 up-dates/changes.

Original Section 8 Expiration Date (Post MAHRA): 06/30/1999 Current Section 8 Expiration Date: 06/30/2015 <input type="button" value="C"/> Field Office Receives Request for Rent Reduction from Owner: Field Office Refers to Recap: Recap Receives Referral from Field Office: 02/11/2015	
Phase: Assignment/Assessment	
Recap Sends List of Potential Assets: 02/17/2015 Recap Approves COI Form 2.2: 02/18/2015 PAE Accepts Assignment: 02/23/2015 <input type="button" value="C"/> PAE's estimated Recommendation (Form 10.2) Submission Date: 05/24/2015 <input type="button" value="C"/> Tier 1 Incentive Due Date (Per PRA): 05/09/2015 Amended Tier 1 Incentive Due Date: <input type="button" value="C"/> Amended Tier 1 Due Date (Per Rel Mgr.): <input type="button" value="C"/> Tier 2 Incentive Due Date (Per PRA): 05/24/2015 Amended Tier 2 Incentive Due Date: <input type="button" value="C"/> Amended Tier 2 Due Date (Per Rel Mgr.): <input type="button" value="C"/> Recap Places Property On Hold: <input type="button" value="C"/> Anticipated On Hold Removal Date: <input type="button" value="C"/> Recap Removes Property From On Hold: <input type="button" value="C"/>	<input type="button" value="Save and Continue"/>
Phase: Rent Reduction Determination	
Tenant Notice Sent: 03/23/2015 <input type="button" value="C"/> PCA Assigned by PAE: 03/02/2015 <input type="button" value="C"/> Appraisal Assigned by PAE: 03/02/2015 <input type="button" value="C"/> PAE's PCA Complete: 03/26/2015 <input type="button" value="C"/> PAE's Appraisal Complete: 03/30/2015 <input type="button" value="C"/> Initial PAE Restructuring Plan Submission to Recap: 04/24/2015 PAE Submits Justification for Recommendation (Form 10.2): 04/24/2015 <input type="button" value="C"/> Recap Receives Complete PAE Justification (Form 10.2) Submission: <input type="button" value="C"/> Recap Approves PAE 'Lite' Recommendation: <input type="button" value="C"/> Recap Notifies HUD Project Manager: <input type="button" value="C"/> PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager: <input type="button" value="C"/> PAE Receives Copy of Owner's Signed Sec. 8 Contract: <input type="button" value="C"/>	<input type="button" value="Save and Continue"/>
Status of Miscellaneous Items	
PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring: <input type="button" value="C"/> Recap Approves Tier 2 Conversion (Form 2.16): <input type="button" value="C"/> Recap Returns Submission to PAE for Revision: <input type="button" value="C"/> Recap Receives PAE Resubmission: <input type="button" value="C"/> Number of Resubmissions: 0 New Section 8 Contract Effective Date: <input type="button" value="C"/> Section 8 Contract Type:	<ul style="list-style-type: none"> <input type="radio"/> Clear Option Selected Below <input type="radio"/> Renew as Tier 1 <input type="radio"/> Renew as Tier 2 <input checked="" type="radio"/> Watchlist - Ineligible, Recommended Conversion to Full <input type="radio"/> Not to Renew <input type="radio"/> Ineligible for Mark-to-Market - Rents below or equal to Market <input type="radio"/> Ineligible for Mark-to-Market - Other <input type="button" value="C"/> <input type="radio"/> Owner Opt's Out of Section 8 Program
Recap Comment Text: <input type="button" value="C"/> PAE Comment Text: <input type="button" value="C"/>	<input type="button" value="Save"/>
<input type="button" value="Restructuring Plan"/> Click here to go to Restructuring Plan for Form 10.2	
<input type="button" value="Go Back To Select Search Criteria for Critical Dates Tracking Screen"/>	
<input type="button" value="Return To Last Search Results Screen"/>	
<input type="button" value="Clear"/>	

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

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Critical Dates Tracking

HEREMS Property ID: 800001103
 Primary FHA Number: 12144801
 Contract Number: CA39M000193
 Preservation Office: Chicago
 HUD Project Manager: RITA L LEE
 Debt Restructuring Specialist: VAN VINCENT
 Recap/PAE Underwriter:

Property Name: Beth Asher
 PAE Name: Signet Partners
 Renewal Type: Comp Review

There are **-5201** 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):	05/31/1999	
Current Section 8 Expiration Date:	05/31/2001	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:	03/02/1999	
Field Office Refers to Recap:	03/02/1999	
Recap Receives Referral from Field Office:	03/10/1999	
Phase: Assignment/Assessment		
Recap Sends List of Potential Assets:	02/24/2003	
Recap Approves COI Form 2.2:	03/03/2003	
PAE Accepts Assignment:	03/14/2003	
PAE's estimated Comp Review submission Date:	05/28/2003	<input type="button" value="C"/>
Complete Comp Review Due (per PRA):	05/28/2003	
Amended Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>
Phase: Comparability Review		
PAE Submits Review Results to Recap:	05/27/2003	<input type="button" value="C"/>
Recap Approves Review Results:	06/04/2003	<input type="button" value="C"/>
Recap Returns Review Results to PAE for Revision:		<input type="button" value="C"/>
PAE Notifies HUD Field Office:	06/06/2003	<input type="button" value="C"/>
Recap Receives Complete Comp Review:	05/28/2003	<input type="button" value="C"/>
Recap Receives PAE Resubmission:		<input type="button" value="C"/>
Number of Resubmissions:	0	

Approved Review Results:

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

Click to review comp review results.

Recap Comment Text:

PAE Comment Text:

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

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Critical Dates Tracking

HEREMS Property ID: 800002651
 Primary FHA Number: 12235397
 Contract Number: CA160007004
 Preservation Office: Chicago
 HUD Project Manager: RICK T LOMBARDI
 Debt Restructuring Specialist:
 Recap/PAE Underwriter:

Property Name: VALENCIA VILLA APTS
 PAE Name: Signet Partners
 Renewal Type: Post M2M Comp Review

There are **1311** days left until this Section 8 contract expires.
 This contract is currently in the **Assignment/Assessment** 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):		C
Current Section 8 Expiration Date:	03/31/2019	C
Field Office Receives Intent to Renew from Owner:		
Field Office Refers to Recap:	07/31/2012	
Recap Receives Referral from Field Office:	07/31/2012	
Phase: Assignment/Assessment		
Recap Sends List of Potential Assets:	08/08/2012	
Recap Approves COI Form 2.2:		
PAE Accepts Assignment:		
PAE's estimated Comp Review submission Date:		C
Complete Comp Review Due (per PRA):		C
Amended Due Date (Per Rel. Mgr.):		C
Phase: Comparability Review		
PAE Submits Review Results to Recap:		C
Recap Approves Review Results:		C
Recap Returns Review Results to PAE for Revision:		C
PAE Notifies HUD Field Office:		C
Recap Receives Complete Comp Review:		C
Recap Receives PAE Resubmission:		C
Number of Resubmissions:	0	

Approved Review Results:

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

Comp Review Results

Click to review comp review results.

Recap Comment Text:

PAE Comment Text:

Figure 6-3-5, Post M2M 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 Recap 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**. Recap 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** Recap 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:	<input type="text" value="11/11/2000"/>	<input type="button" value="C*"/>
PCA Assigned by PAE:	<input type="text" value="05/04/2000"/>	<input type="button" value="C*"/>
Appraisal Assigned by PAE:	<input type="text" value="05/05/2000"/>	<input type="button" value="C*"/>
Tenant Meeting - #1:	<input type="text" value="05/05/2000"/>	<input type="button" value="C*"/>
Owner Submits Data Collection Report:	<input type="text" value="06/03/2000"/>	<input type="button" value="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 Recap 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.](#)

Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000139 Property Name: ALEXANDER COURT APTS
Primary FHA Number: 06235027 PAE Name: Jefferson County Assisted Housing Corp.
Contract Number: AL09M000031

PAE Recommendation: Required

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

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 Property Name: EL CASA VERDE I
 Primary FHA Number: 12135056 PAE Name: Heskin Signet Partnership
 Contract Number: CA39M000158

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

Click to enter / update comp review results.

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

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

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

Figure 6-7, Comp Review Results Screen

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

6.3.6 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed.

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



Figure 6-8, Information Saved Screen

7 RESTRUCTURING PLANS MODULE

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

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 Recap for review and approval.

Each type of restructuring plan form (**Form 5.2** and **Form 10.2**) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in **Section 7.2 Mortgage Restructuring Plan Forms** and **Section 7.3 Rent Reduction Only Plan Forms**, respectively. Figure 7-1, Restructuring Plans Screen, provides an example of the screen that will be retrieved when the Restructuring Plans module button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.



Figure 7-1, Restructuring Plans Screen

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

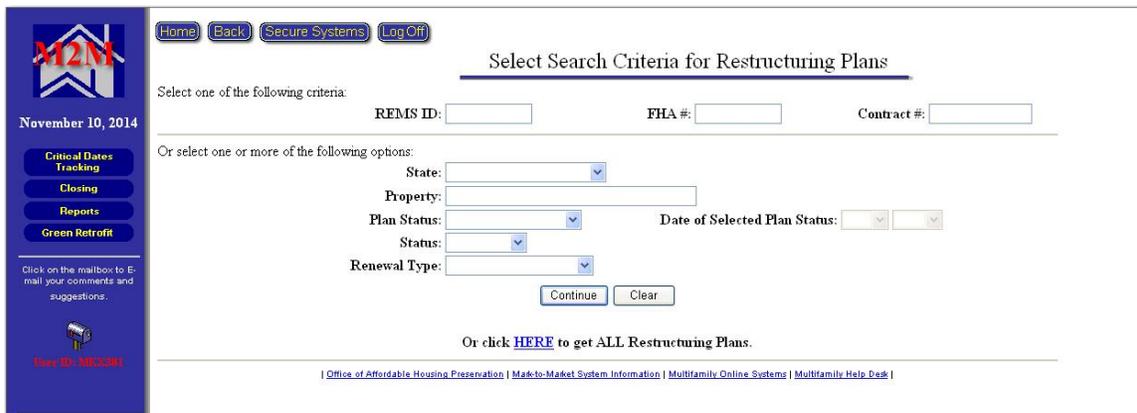


Figure 7-2 Restructuring Plans Search Criteria Screen

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

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

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

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

7.1 Restructuring Plans General Information

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

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

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Figure 7-3, Restructuring Plans Property Selection Screen

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

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

Approved, the User will only be allowed to view or print the restructuring plan form.

7.1.1 Data Entry/PAE Corrections

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

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

Figure 7-4, Data Entry/ PAE Corrections Fields

7.1.2 Negative Data Entry Fields

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

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

Figure 7-5, Negative Field Indicators

7.1.3 Navigating the Restructuring Plans Sections

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

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



Figure 7-6, Restructuring Plan Menu Bar

7.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 7-7, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

The screenshot displays the M2M online system interface. At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. The main heading is "Restructuring Plans" with the subtitle "Form 5.2 Mortgage Restructuring". The property details are as follows: Property ID: 800000745, FHA Number: 08235328, Property Name: POWDER MILL MANOR, PAE Name: Signet Partners, and Date Model Uploaded: 03/30/2015. The interface is divided into two main sections: "Excel Underwriting Model v4" and "Online Form 5.2". The "Excel Underwriting Model v4" section contains two links: "Instructions for uploading the Model v4 and the Model data" and "Open or Download Model". The "Online Form 5.2" section contains four links: "Property & Loan Information Term Sheet", "Property Operating Statement", "Debt Restructuring", "Sources and Uses", and "Print the Entire Form 5.2". On the left side, there is a sidebar with a date "September 8, 2015" and several menu items: "Critical Dates Tracking", "Closing", "Reports", and "Green Retrofit". Below these items, there is a note: "Click on the mailbox to E-mail your comments and suggestions." and a "New Mail" icon. At the bottom of the page, there is a footer with the text: "Office of Recapitalization | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk".

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 Recap 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. Recap 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:

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

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

Steps to Perform the Two Tasks:

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

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

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

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

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

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

For the PAE or Recap 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"/>		
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() % Post() %								
Residential Bad Debt	Pre() % Post() %								
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() % Post() %								
Salaries and Benefits	44,767.00	973.20	81.10	48,626.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative	13,320.00	289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Section 8 Administrative									
Repairs and Maintenance	23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable									
Controllable Total	101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other									
Security									
Neighborhood Network									
Capital Recovery Payment(CRP)				13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total	0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses	139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

Net Income	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Reserve for Replacement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Net Operating Income	113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Annual Debt Payments									
1 st Mortgage Annual Debt Service	\$117,955.00	\$2,564.24	\$213.69	\$18,226.00	\$396.22	\$33.02	\$99,729.00	\$2,168.02	\$180.67
IRP Applied to Debt Service									
Total Amount of 1 st Mortgage Debt Service Less IRP	117,955.00	2,564.24	213.69	18,226.00	396.22	33.02	99,729.00	2,168.02	180.67
Gross Cash Flow (After Debt Service)	-4,756.00	-103.39	-8.62	28,921.00	628.72	52.39	-33,677.00	-732.11	-61.01
Incentive Performance Fee (IPF)				-6,484.00	-140.96	-11.75	-6,484.00	-140.96	-11.75
Surplus Cash	-4,756.00	-103.39	-8.62	22,437.00	487.76	40.65	-27,193.00	-591.15	-49.26
Post Restructuring 2 nd Mortgage									
Enter the Post Restructuring 2 nd Mortgage Surplus Cash Flow Split Percentage				100.0	%				
System Generated Post Restructuring 2 nd Mortgage Surplus Cash Flow Payment				22,437.00	\$				
Debt Service Coverage Ratio (1 st Mortgage Debt)				2.59					

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

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Figure 7-12, Form 5.2 Property Operating Statement

7.2.2.3 Debt Restructuring

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

Home
Back
Log Off

Form 5.2 Debt Restructuring (Annual)

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

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

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

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

Figure 7-13, Debt Restructuring

7.2.2.4 Sources and Uses

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

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

Form 5.2 Sources and Uses

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

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

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

Figure 7-14, Sources and Uses

♪ **Note:** Restructuring Plan Forms data may be entered and edited as often as necessary up until the plan is submitted for review and approval. PAE Users may view, but not update plan data after it has been submitted to Recap. Returned for Revision restructuring plan forms will be “unlocked” and available for updating by PAE Users. Once a plan form has been approved by Recap, 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 Recap 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 Recap

The screenshot shows the M2M Restructuring Plans main screen. On the left is a dark blue sidebar with the M2M logo, the date September 10, 2001, and buttons for Critical Dates Tracking, Closing, and Reports. Below these is a mailbox icon and the text 'Click on the mailbox to E-mail your comments and suggestions.' At the bottom of the sidebar is the user ID: MR9990. The main content area has a white background with a blue header containing 'Home', 'Back', and 'Log Off' buttons. The title is 'Restructuring Plans' with the subtitle 'Form 10.2 Rent Reduction Only'. Below the title, the following information is displayed: Property ID: 800016640, FHA Number: 04635442, Property Name: Greenfield Meadows, and PAE Name: Ohio Housing Finance Agency. A list of links is provided: Property & Loan Information Term Sheet, Property Operating Statement, Refinancing Sheet, Print the Entire Form 10.2, and Submit Restructuring Plan to OMHAR. At the bottom of the main content area is a footer with links: HUDweb Housing, HUDweb Help, HUDweb Search, HUDweb Home, and Privacy.

Figure 7-15, Form 10.2 Rent Reduction Only

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

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

7.3.1 Property & Loan Information Term Sheet

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

7.3.2 Property Operating Statement

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

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

Form 10.2
Property Operating Statement

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

Annual Revenue	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income									
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.

Home
Back
Log Off

Form 10.2 Refinancing

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

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

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

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

Figure 7-17, Refinancing Sheet

7.3.4 Print the Entire Form 10.2

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

7.4 Submit Restructuring Plan to Recap

PAE Users have the capability to submit their Restructuring Plan Forms to Recap 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 Recap** 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 Recap". At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. The main heading is "PAE Form Submission to Recap". Below this, there is a table with the following content:

For	Bierwood Apartments	Property: 800000537
Mortgage Restructuring		

Below the table, the text reads: "You must select your recommendation." This is followed by "PAE Final Section 8 Renewal Recommendation:" with two radio button options: "Tenant Based Assistance" and "Project Based Assistance".

Next, it says "Please select the Debt Restructuring Specialist to be notified." followed by a dropdown menu.

Below that, there is a paragraph: "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 Recap for Review and Approval." This is followed by another paragraph: "Please print the form and include with the package being submitted to Recap. To continue, enter the following information and then click the Submit button."

There are three input fields: "Your first and last name:" with the value "BRUCE KLAAS", "Your complete e-mail address:" with the value "lingjane_x_lin@hud.gov", and "PAE submission date:" with the value "09/08/2015".

Below these fields is a button labeled "Restructuring Comments" and a larger button labeled "Click here to SUBMIT FORM to Recap".

Figure 7-18, Restructuring Plan Form Submissions

The following steps direct PAE Users in submitting a **Final Restructuring Plan Form** to Recap 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 Recap, an email message will be sent to the designated Debt Restructuring Specialist, notifying him/her that the plan has been submitted.

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

To continue, enter your first and last name:

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

Enter your complete e-mail address:

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

Enter Today's Date: 07/11/1999

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

7. Click the [Click here to SUBMIT FINAL RESTRUCTURING PLAN to Recap](#) 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:

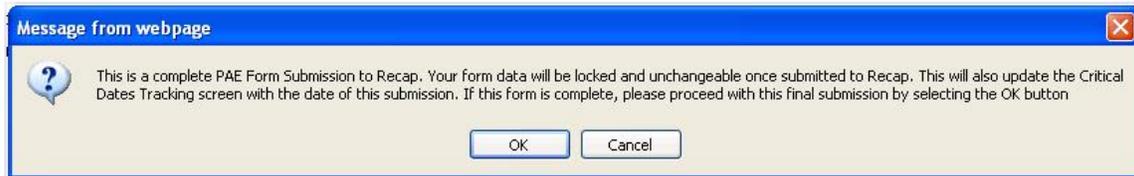


Figure 7-19, Confirmation Message Window

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).

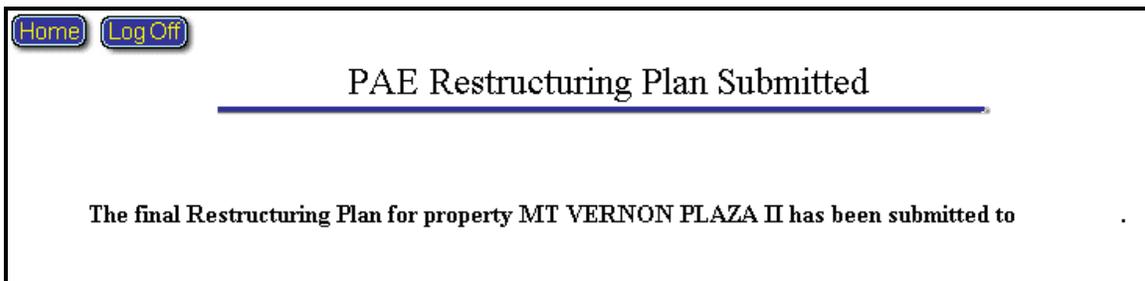


Figure 7-20, Successful Restructuring Plan Form Submission

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

7.5 Reviewing Submitted Restructuring Plans and Decisions

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

State	Property Name	Property	Renewal Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
IA	Autumn Park Apartments - Iowa City	800005206	Rent Reduction Only	04/24/2015	Decision Pending	04/24/2015	
IN	FOWLER APARTMENTS	800006706	Mortgage Restructuring	04/30/2015	Decision Pending	04/30/2015	
IN	LASALLE PARK HOMES	800040949	Mortgage Restructuring	05/18/2015	Decision Pending	05/18/2015	
TX	Southville Decline Area	800021348	Mortgage Restructuring	02/27/2015	Decision Pending	02/27/2015	

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

November 10, 2014

Critical Dates Tracking

Restructuring Plans

Reports

Green Retrofit

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

View ID: 8022001

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 #: Contract #:

Or select one or more of the following options:

State:

Property:

Closing Date:

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

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Figure 8-1; Select Search Criteria for Closing

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

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

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

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

8.1 Closed Properties

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

Closed Properties
The following 9 out of 9 properties met your CALIFORNIA search criteria.

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

PAE Name	Status	Property Name	Model Uploaded	Sec 8 Contract Number	Closing Date	Expiration Date	Property City	State
Signet Partners	C	COUNTRY CLUB APTS		CA390024016	04/27/2001	03/31/2021	LINDA	CA
Signet Partners	C	Berks Central Residence		CA39H113030	09/24/2004	09/30/2024	EUREKA	CA
Signet Partners	C	HAMLIN ESTATES		CA160088009	12/29/2005	03/31/2033	NORTH HOLLYWOOD	CA
Signet Partners	C	MARYMEAD PARK APARTMENTS		CA390006003	04/23/2007	04/30/2027	Mayeville	CA
Signet Partners	C	Meadowbrook Park & Tower Apartments		CA16M000269	08/29/2013	08/31/2033	SAN BERNARDINO	CA
Signet Partners	C	MERCED GARDENS		CA390024004	01/23/2001	12/31/2025	MERCED	CA
Signet Partners	C	TEHAMA VILLAGE APTS		CA390033001	08/22/2001	09/30/2021	CORNING	CA
Signet Partners	C	VALLEY HEIGHTS APTS		CA390089001	09/03/2003	08/31/2023	QUINCY	CA
Signet Partners	C	VIRGINIA TERRACE		CA160093001	04/30/2003	04/30/2023	BARSTOW	CA

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Figure 8-2; Closed Properties

8.2 Mortgage Restructuring Closing Screen

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

Mortgage Restructuring Closing

Property ID: 800006192 FHA Number: 07235066
 Property Name: ORLANDO NORTHBROOK ESTATES
 PAE Name: Signet Partners
 Date Model Uploaded: 03/10/2011

Excel Underwriting Model v4

- [Instructions for uploading the Model v4 and the Model data \(Closing\)](#)
- [Open or Download Model](#)

Online Closing

- [Closing Module Screen](#)
- [Print the Transmission Memo](#)
- [Open or Save the Transmission Memo as a Word document](#)
- [Printable View of Closing Module Screen](#)

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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

- upload data from the M2M Excel Underwriting Model v4 automatically into the Closing, (without having to perform data entry into the Closing Module). This new feature only works with the **version 4** of the model. Also,
- the final post-closing M2M 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:

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

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

- Log into the M2M system and go to the Closing Module.
- Search for the property associated with the model to be uploaded.
- Select the property.
- From the Mortgage Restructuring Closing screen, select the option: Upload extracted data into the online Closing Module
- 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)
- 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.
- First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" and the "Closing and Post Closing Data" worksheets.
- Click on Save if the data is valid.
- Click on Continue to make any addition updates to the Closing Module or click on Menu to return to the Mortgage Restructuring Closing screen.
- 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.
- 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 from the Closing Module:

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

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

- Go to the Closing Module screen.
- Select the Property.
- From the Mortgage Restructuring Closing screen select the option: Open or Download Model
- 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.
- 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 Secure Systems Log Off

**Mortgage Restructuring Properties
Upload (Closing)**

Property ID: 800050850 FHA Number: 12394013
Property Name: CORONADO COURTS
PAE Name: Signet Partners

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:

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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: 06235379
 PAE Name: TEST PAE

You updated the following data:

Field	Old	New
New FHA Number(s)	07272437	07272437, 07272438
UPI as of	07/27/2003	11/18/07

Mark-to-Market Entry

Use of Exception Reason: Yes

FAR Recommendation: [RESTRUCTURE]

Section Type	# of Post Restructuring Contract Items	Head Month and Year of Closing	Head Exception Year Value of Closing	PHH
0	0			133
1	0	4/03	432	437
2	14	5/10	519	509
3	5	5/00	550	749
4				553
5				567
6				1093
7				1218

Section 8 Recapture Agreement

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

IDP

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

Capital Recovery Payment (CRP) Terms

Number of Months Applied: [10]

Annual Revenues

	Pre Restructuring As of Closing (07/27/03)	Post Restructuring As of Closing (11/18/07)
Gross Residential Income (Sum Sec 8)	508104	508100
Gross Residential Income (Sec 8)		
Commercial		
Other	4561	4764
Residential Vacancy	5733	11408
Residential Bad Debt	190	6169
Commercial Vacancy		
Commercial Bad Debt		

Annual Expenses

Real Estate Taxes	57430	60124
Insurance	2532	2628
Utilities	46170	50911
Management Fees %	612	610
Management Fees \$	12843	16160
Salaries and Benefits	51827	57247
Other Administrative	51296	54444
Section 8 Administrative		
Repairs and Maintenance	52944	18892
Other Controllable		
Security		
Neighborhood Network		
Capital Recovery Payment(CRP)		5131

Net Income

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

First Mortgage

Originatee	Loans 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
Reserve for Replacement	114000.47
Rehabilitate Receipts	
Raising Tax Receipts	21764.38
Existing Hazard Insurance	
Surplus Cash Account/Other Receipts	
2M Rehab Grants	
Rehabilitation Receipts	13337.63
Other Transaction Costs	6840.00
Repair Loan to Grant	
502K Service Reserve	
IP	
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 Surplus Reserves	
OHHAH Approved Rehabilitation Costs	2486.19
Initial Deposits to Replacement Reserves (IDRs)	23500.00
Tax Receipts	21764.38
Hazard Insurance Receipts	6131.00
2M Rehab Grants	6021.22
Emergency Reserve DEF	6131.00
Emergency Loan from PAE	
IP	
SI	
Additional Recovery to HUD	

Rehab Receipt

Contingency Amount: [0.00]

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

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

If they are correct, click "Save" to save them to the database. [Save](#)

Figure 8.6, Mortgage Restructuring Upload (Closing) Screen

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

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: 800050850 FHA Number: 12394013
Property Name: CORONADO COURTS
PAE Name: Signet Partners

Note: The filename of the model to be uploaded must match the property id and have a .xls or .xlsx 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:

Office of Recapitalization | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk

Figure 8-8, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

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

8.2.2 Navigating the Closing Sections

Users may quickly “jump” to another section within the Closing module by clicking one of the buttons on the menu bar located on the left side of the screen. Clicking the **Critical Dates Tracking** button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may Upload extracted Data, Upload the Model, View the Model, Print the Transmission Memo, Go to the Printable View or Return to the Last Search results by clicking the buttons on the left menu at any time. Figure 8-9, Closing Menu Bar, shows an example of a Closing Menu Bar.



Figure 8-9, Closing Menu Bar

8.2.2.1 Online Closing

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

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

8.2.2.2 Closing Module Screen

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

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

Closing Module Screen
For Mortgage Restructuring Properties

PAE user enters the data that is used in closing in the Online User Defined Field Closing Terms. If closing did not come with the data entered, please contact the PAE Support Center for assistance.

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

Property ID: 000000001
Property FIA Number: 000000001
From FIA Number: 000000001
Property Name: CAPITAL AGILA APFD
Project Name: Florida Housing Finance Corporation
Project ID: 000000001
Debt Restructuring Agency: 000000001
Closing Date: 00/00/00
Debt Service Coverage: 2.00
Plan Terms: 30
Closing Terms: 30

If this property was a TPA (Transfer of Partial Asset) to a QRP (Qualified Non-Profit), has the QRP completed a QRP Agreement/Qualification of the Mortgage Restructuring Plan? (Y/N) Yes No. The Compliance Requirement Email? Yes No. If there was an amendment to the Restructuring Commitment that affected the Operating Statement agreement, click here to update these fields: [Operating Statement](#)

If there is any other FIA or FIAID that you restructuring roll-over from, click here to enter other Restructuring, please enter the loan terms in the constant box: [Subordinate Data](#)

If there are any manual or system errors that should be brought to the attention of the M2M Project Manager, please enter them in the comment box: [Report Comments](#)

Mark-to-Market Rates

Mark-to-Market Type	Rate	Rate	Rate	Rate	Rate
1	200	310.00	265.00		317.00
2		480.00			
3		920.00			
4					
5					
6					
7					

Section B Restructuring Agreement

Total Section B Receivable Amount Available:
 Amount Applied to Repayment of First Mortgage:
 Amount Applied to Repayment of Second & Third Mortgage:
 Amount Applied to Reserve for Repayment (SAR):
 Amount Applied to Other Agreement Uses:
 Total Section B Receivable Amount Applied:
 Amount Section B Reserve to M2M:
 Number of Months Applied:
 Expiration Date of Restructuring Agreement: 1/22/2008

DEP

Amount of DEP Available:
 Amount of DEP Applied to Debt Service:
 Amount of DEP Applied to Reserve for Repayment (SAR):
 Amount Applied to M2M:
 Number of Months Applied:

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment: 307.50
 Number of Months Applied: 120

First Mortgage (Plan A Loan - Fully Amortized Loan)

Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	500,000.00
Annual Debt Service (Without M2M)	36,918.00
Annual Debt Service (With M2M)	42,485.00
Loan Term	30
Interest Rate (%)	5.0000
Original Term (Months)	360
Remaining Amortization Period (Months)	362
Maturity Date	08/01/2034
Approved LTV (%)	51.22

Second Mortgage (Restructuring Plan)

Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	713,000.00
Annual Debt Service (Without M2M)	27,597.00
Loan Term	30
Interest Rate (%)	1.0000
Original Term (Months)	360
Maturity Date	11/01/2034

Third Mortgage (Restructuring Plan)

Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	114,976.00
Annual Debt Service (Without M2M)	4,438.00
Loan Term	30
Interest Rate (%)	1.0000
Original Term (Months)	360
Maturity Date	11/01/2034

RESERVE

Restructuring Plan Terms	Final Closing Terms
Reserve for 1st Mortgage Principal	500,000.00
Mortgage Restructuring Payment	828,976.39
EXISTING ACCOUNT BALANCES:	
Reserve for Repayment	4,509.84
Reserve for Mortgage	10,849.60
Existing Home Insurance	9,001.20
Single Cash Account/Other Reserve	238,837.66
OWNER'S CONTRIBUTION FORWARD:	
Subordinate Reserve	9,100.00
DEP (if Greater Than Existing Reserve Balance)	17,920.00
Other Transaction Costs	
Payoff Loan on Grant	
OTHER FUNDS SOURCES:	
1. The Lender's TRB in \$10.45	1,386.53
2. Reserve in the case	75.00
3. Other Fund Sources	344.42
Other Source Directed to Balance	
Total Reserve of Funds:	1,282,773.76
Final Closing Terms:	1,282,773.76

Fund Uses

Restructuring Plan Terms	Final Closing Terms
DEP	
Payoff Existing 1st Mortgage Loan of M2M/2nd Payoff Existing 1st Mortgage Loan of Refinancing	1,071,172.09
EXISTING ACCOUNT BALANCES:	
Other QARP Approved Transaction Costs	95,923.53
Owner's Share of Single Reserve	
RESERVE:	
QARP Approved Rehabilitation Costs	35,651.00
Total Deposits to Repayment Reserve (DEP)	164,500.00
Pay Reserve	4,509.84
Home Insurance Reserve	9,001.20
OTHER FUNDS SOURCES:	
1. The Lender's TRB in \$10.45 with zero costs in the account	5,823.66
QARP Approved Transaction Cost	75.00
3. Success in M2M costs	344.42
Additional Reserve to M2M	
Total Uses of Funds:	1,365,397.42
Final Closing Terms:	1,365,397.42

*Statement of all transactions can be found in the final closing report. This report contains the income items, as they will already be reflected in the PAE and M2M interest reports in the site.

Local Based Fund Evaluation

Bank Assessment/Property Completed:
 Date Owner Received:
 Local Based Fund Status:
 Local Based Fund Name:

Rehab Reserve

Contractor Amount:
 Cash Management Organization and Owner Name:
 Address:
 City:
 State: Zip:
 Phone Number:
 Repair Overlap Organization and Owner Name:
 Address:
 City:
 State: Zip:
 Phone Number:

Operating Deficit Reserve

Operating Deficit Reserve Amount: \$,500.00

Confirmation Pages:
Confirmation Date:

© 2008 System - Online User Defined Field Closing Terms - Release 7.7.1

Figure 8-10, Closing Module Screen

8.2.2.3 Print the Transmission Memo

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

Memo

To: Project Manager Chicago
From: Portfolio Office Director
Date: September 8, 2015
Subject: Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

Project Name: ORLANDO NORTHEROOK ESTATES
Project Address: 710-1 W ORLANDO ST
 NORMAL, ILLINOIS 61761

Date Closed: 01/24/2002
Date Model Updated: 03/10/2011

Restructured Loans

Loan Position*	Lender	Type of Loan	Post Closing PIA No.	Principal Amount
1st	Cambridge Realty Capital of Illinois	PIA-backed	07235650	2,065,200.00
2nd	HUD	M2M Mortgage Restructuring Note	07235666*	1,231,600.00
3rd	HUD	M2M Contingency Payment Note	07235666*	509,967.00

*Loan position and mortgage on vary. Bidders should be modified to fit the terms of the transaction.

Terms of 1st Mortgage

Interest Rate	Term	Monthly Date	Monthly P&I Payment (incl. MIP)
6.7000%	372 Mos.	02/01/2003	13,393.30

Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Monthly Date	Payment Terms
3.0000%	372 Mos.	02/01/2003	75.0% of Stipula Cash

Terms of Contingent Repayment Note (CRN)

Interest Rate	Term	Monthly Date	Payment Terms
3.0000%	372 Mos.	02/01/2003	Due at Maturity of MRN or Other 75.0% of Stipula Cash after Payoff of MRN

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

DE Gross Income (Assisted and unassisted rents + Comm & other income - vacancy/void debt)	700,237.00
Less: Expenses	393,971.00
Reserve for Prepayment	61,000.00
CRP (assisted funds returned to owner, amount anticipated per underwriting)	6,976.00
Equals: AHOI	247,310.00
Less: 1st Mortgage Debt Service (includes MIP)	169,648.00
Plus: IFF	78,662.00
Equals: Gross Cash Flow	21,224.00
Less: IFF (owner incentive fee, calculated 1st year, available thereafter if cash flow and performance allow; amount anticipated per underwriting)	21,224.00
Equals: Surplus Cash Available for MRN (or CRN) and Owner Split	57,411.00
Amount to MRN (or CRN)	43,208.25
Amount to Owner	14,202.75

CRP and IFF

CRP - Monthly Payments	981.33
CRP - Number of Months	64
IFF - Percentage of Effective Gross Income	3.00

R4R

Initial Post-M2M R4R Account Balance	456,288.00
R4R Minimum Annual Amount (includes OY receipts or IFF)	61,000.00
R4R Monthly Deposit (includes OY receipts or IFF)	5,063.33

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	
Date Order Received	
Lead Based Paint Order	
Lead Based Paint Hazard	

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

Total Amount Escrowed	57,217.00
Contingency Amount	
Rehabilitation Escrow Administrators:	
Cash Management	Organization and Contact Name: Haskin / Siguel Partners - Leslie Lott Address: 7400 E. Greenlee Ct., Ste. 150 Oremwood Village, CO 80111 Phone Number: 303.773.3330
Repair Oversight	Organization and Contact Name: Haskin / Siguel Partners - Leslie Lott Address: 7400 E. Greenlee Ct., Ste. 150 Oremwood Village, CO 80111 Phone Number: 303.773.3330

Other Escrow

Taxes Received at Closing	
Handled Income Received at Closing	
Operating Deficit Escrow Amount	

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

IRP Available:

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

Section 8 Out-Year Recapture Funds Available

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

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

0 Bedrooms	0.00
1 Bedroom	472.00
2 Bedrooms	512.00
3 Bedrooms	612.00
4 Bedrooms	0.00
5 Bedrooms	0.00
6 Bedrooms	0.00

Other Special Conditions or Issues:

Direct questions to - Direct post-closing cash management questions to Beverly Rudman, Recap Closing Technical Manager at (202) 402-8395.

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

Figure 8-11, Closing Memo

8.2.2.4 Printable View of Closing Module Screen

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

Closing Module Screen For Mortgage Restructuring Properties

Property ID: 80006192
 Previous FHA Number: 0721066
 New FHA Number(s): 1st 07210630 2nd 07210667 3rd 07210669
 Property Name: ORLANDO NORTHBROOK ESTATES
 FAE Name: Sigmet 2 (auto)
 Preservation Office: Centralized Closing
 Debt Restructuring Specialist:
 Closing Date: 01/24/2012 Plan Terms Closing Terms
 Debt Service Coverage: 1.47 1.47

If this property was a TPA (Transfer of Physical Assets) to a QNP (Qualified New Pledge), has the QNP requested forgiveness/assignment/modification of the Mortgage Restructuring New? No No
 The Contingency Requirement Term?

Mark-to-Market Items Surviving Section 8 Contract Number: 1120034901

Business Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rate	Final Market Rate Term at Closing
1	39	472.00	472.00
2	39	512.00	512.00
3	12	412.00	412.00
4			0.00
5			0.00
6			0.00
7			0.00

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available	
Amount Applied to Requirement of Final Mortgage	
Amount Applied to Requirement of Final 8 Third Mortgage	
Amount Applied to Requirement for Requirement (PMS)	
Amount Applied to Other Agreement Due	
Total Section 8 Recapture Amount Applied	0.00
Amount Section 8 Excess to BEC	0.00
Number of Months Applied	
Expense Due at Recapture Agreement	

BEF

Amount of BEF Available	
Amount of BEF Applied to Debt Service	
Amount of BEF Applied to Requirement (PMS)	
Amount of BEF Applied to Requirement to BEC	0.00
Number of Months Applied	

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment	261.33
Number of Months Applied	96

First Mortgage (Take Out or Modified Loan)

Original	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	FSA Interest	Contingency Pledge Liquidation
Original Loan Type	FSA Interest	FSA Interest
Original Loan Program	2/28/07	2/28/07
Original Loan Amount	2,045,000.00	2,045,000.00
Annual Debt Service (PMS) MIP	136,232.00	136,232.00
Annual Debt Service (PMS) MIP	149,494.00	149,494.00
Loan Term	6.000	6.000
Interest Rate (%)	372	372
Original Term (Months)		
Remaining Amortization Period (Months)	12/10/2012	02/15/2013
Maturity Date		
Approved LTV (%)	38.01	38.41

Second Mortgage (Mortgage Restructuring Note)

Original	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	1,221,691.00	1,221,691.00
Annual Debt Service (PMS) MIP	60,289.00	60,289.00
Loan Term		
Interest Rate (%)	3.000	3.000
Original Term (Months)		
Maturity Date		02/15/2013

Third Mortgage (Contingency Requirement Note)

Original	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	309,397.00	309,397.00
Annual Debt Service (PMS) MIP	15,269.00	15,269.00
Loan Term		
Interest Rate (%)	3.000	3.000
Original Term (Months)		
Maturity Date		02/15/2013

Sources

Original	Restructuring Plan Terms	Final Closing Terms
Restructured 1st Mortgage Principal	1,205,200.00	1,205,200.00
Mortgage Restructuring Proceeds	1,736,634.00	1,731,667.00
Reverse Mortgage Proceeds	96,200.00	96,222.00
Residual Escrow	0.00	
Existing Tax Refund		
Existing Escrow Balance		
Debit Cash Advances/Other Escrow	0.00	
201 Escrow Short	0.00	
Substitution Escrow	12,243.00	12,243.00
BEF (if Over Due Existing System Balance)	0.00	
Other Escrow Cash	22,200.00	24,357.00
Payoff Loan or Note	0.00	
Other Paid Source 1		
Other Paid Source 2		
Other Paid Source 3		
Other Paid Source 4		
Other Source Applied to Balance		
Total Source of Funds:	\$2,223,267.00	\$2,223,267.00

Fund Uses

Original	Restructuring Plan Terms	Final Closing Terms
Payoff Payment of Existing Loan (if Modified)	0.00	
Payoff Existing 1st Mortgage Loan (if Refinance)	1,205,200.00	1,204,200.00
Other Source Approved Transaction Costs	139,607.00	122,953.00
Owner's Share of Single Escrow	0.00	
Range Appraised Substitution Costs	37,717.00	37,717.00
Initial Property to Requirement Reserve (BEF)	436,200.00	436,200.00
Tax Refund		
Escrow Balance Escrow		
Other Paid Use 1		
Other Paid Use 2		
Other Paid Use 3		
Other Paid Use 4		
Additional Economy to BEC		
Total Use of Funds:	\$2,223,267.00	\$2,223,267.00

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

Local Board Paid Evaluation

Risk Assessment/Reg-Com Completed	
Due Order Reviewed	
Local Board Paid Review	
Local Board Paid Report	

Rehab Escrow

Rehabilitation Escrow Administrators:

Case Management Organization and Contact Name: Sigmet / Sigmet Partners - Leslie Lott
Address: 7400 E. Drexler Dr., Ste. 110
City: Greenwood Village
State: COLORADO Zip: 80111
Phone Number: 303.775.2100
Signal Oversight Organization and Contact Name: Sigmet / Sigmet Partners - Leslie Lott
Address: 7400 E. Drexler Dr., Ste. 110
City: Greenwood Village
State: COLORADO Zip: 80111
Phone Number: 303.775.2100

Operating Deficit Escrow

Operating Deficit Escrow Amount:	
Confirmation Name: Das Young	
Confirmation Date: 09/23/2011	

Figure 8-12, Printable View of Closing Screen

9 REPORTS MODULE

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

And View Its Description Here:

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

Click Here

To View Printable Version Only ¹

Click Here

To View Screen Version

Click Here

To Download Electronic Version Only ²

Click On SELECT SEARCH OPTIONS Button To Continue:

SELECT SEARCH OPTIONS

Click On Clear Selections Button To Restore Default Settings:

Clear Selections

¹ To print a selected report:

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

² To download a selected report:

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

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

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

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

Figure 9-1, Property and Report Selection Screen

9.1 Property and Report Selection

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

- ◆ Assigned Active Properties Report
- ◆ Submitted Plans Awaiting Decision Report
- ◆ Overview of the Portfolio Status Report
- ◆ Partial Assignments Report
- ◆ Late Submissions Report
- ◆ Green Initiative Projects Report
- ◆ Completed Projects Report

- ◆ Rehab Escrow Account Closed Report
- ◆ Rent Comparability Review Progress Report
- ◆ Rent Comparability Review Progress Report – MU2M
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report
- ◆ Focus on Production Report
- ◆ Properties On Hold Report
- ◆ Underwriting Tracking Report

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

To save a downloadable version of a report:

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

9.2 Assigned Active Properties Report

The **Assigned Active Properties Report** (Figure 9-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.

Home Back Secure Systems Log Off

Assigned Active Properties Report

Today's Date: 08/20/2015

Preservation Office: Washington

PAE Name	Property Name	Section 8 Contract Renewal Type (*Mod/Rehab)	Last Critical date	Date	Property ID	Property City	Property State	Green Level
Signet Partners	Briarwood Apartments	Mortgage Restructuring	Title Bring Down Received	06/30/2015	800006337	Greensher	AR	
Signet Partners	POWDER MILL MANOR	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	05/06/2015	800006745	ARKADELPHIA	AR	1
Signet Partners	Lemon Grove Apartments	Mortgage Restructuring	PAE's Appraisal Complete	09/08/2014	800006919	PHOENIX	AZ	
Signet Partners	Autumn Park Apartments - Iowa City	Rent Reduction Only	PAE Submits Justification for Recommendation (Form 10.2)	04/24/2015	800005206	Iowa City	IA	
Signet Partners	Colonial House Apartments	Mortgage Restructuring	PAE's Appraisal Complete	12/02/2014	800214248	DEKALB	IL	
Signet Partners	Golden Oaks Apartment	Rent Reduction Only	Recap Approves PAE Lte' Recommendation	02/02/2015	800006485	WOOD RIVER	IL	
Signet Partners	Lakeland Apartments	Rent Reduction Only	Recap Approves PAE Lte' Recommendation	04/06/2015	800214246	FOX LAKE	IL	
Signet Partners	MCCOLL TERRACE	Mortgage Restructuring*	Tenant Meeting - #2	05/13/2015	800040094	CHICAGO	IL	
Signet Partners	POWLER APARTMENTS	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	04/30/2015	800006706	LAFAYETTE	IN	
Signet Partners	ORENCROFT MANOR II	Rent Reduction Only	Recap Approves Tier 2 Conversion (Form 2.16)	12/08/2014	800006744	OCSHEN	IN	
Signet Partners	LASALLE PARK HOMES	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	05/18/2015	800040949	SOUTH BEND	IN	
Signet Partners	WILLOWS ON CLARK ROAD	Mortgage Restructuring	Date Action Other than Closing Occured	01/28/2015	800006300	GARY	IN	
Signet Partners	ROLLINWOOD MAHOR	Mortgage Restructuring	Recap Approves Restructuring Plan	03/12/2015	800016523	FLINT	MI	
Signet Partners	ROOSEVELT TOWNE APARTMENTS	Mortgage Restructuring	Recap Approves Restructuring Plan	06/29/2015	800011863	Saint Louis	MO	
Signet Partners	Gulf Mist Apartments	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	07/08/2015	800012133	GULFPORT	MS	1
Signet Partners	CEDAR RIDGE TOWNHOUSES	Rent Reduction Only	Recap Approves PAE Lte' Recommendation	03/11/2015	800019869	RAPID CITY	SD	
Signet Partners	Smithville Gardens Apts	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	02/27/2015	800021346	Smithville	TX	

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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 Recap.

Home Back Secure Systems Log Off

Submitted Plans Awaiting Decision Report

Today's Date: 08/09/2013

Preservation Office: Chicago

PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	RIVER RUN APARTMENTS	IN	Mortgage Restructuring	800209893	12/23/2011

Preservation Office: Washington

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

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Figure 9-3, Submitted Plans Awaiting Decision Report

9.4 Overview of the Portfolio Status Report

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

Home Back Secure Systems Log Off

Overview of the Portfolio Status Report

Today's Date: 08/09/2013

Preservation Office: Chicago

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

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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: 08/20/2015

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	Recap Executed Restructuring Plan Due Date	Recap Executed Restructuring Plan Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date	Closing Actual Date	Action Other Than Closing Date
Signet Partners	MA	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.

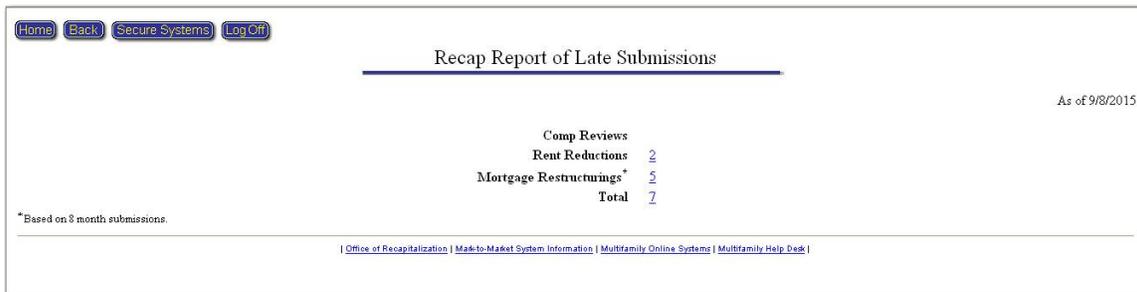


Figure 9-6-1, Late Submissions Report part I

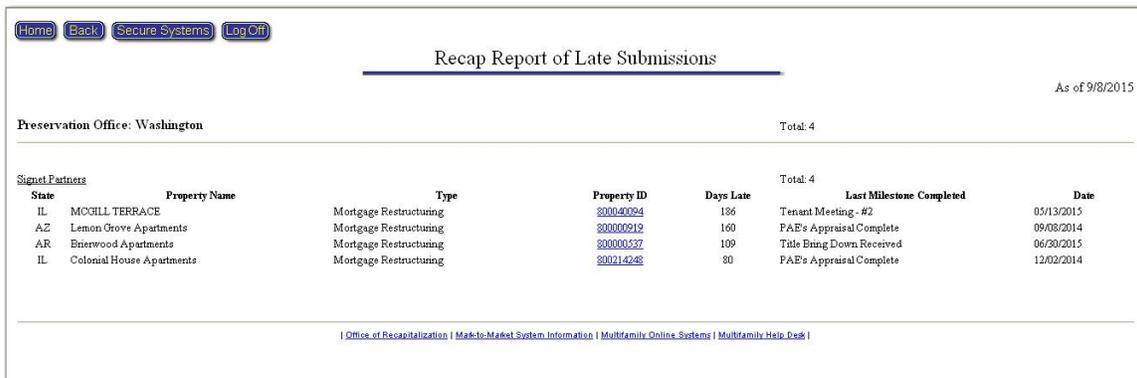


Figure 9-6-2, Late Submissions Report part II

9.7 Green Initiative Projects Report

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

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
80000683	South Pointe Apartments	AR	Active	08211068	03/27/2013	80	I
800005445	Robinson Heights Apartments	IA	Active	07435125	06/15/2012	100	I
800005988	HUMBOLDT BUILDING	IL	Active	07194040	12/06/2012	29	I
800006146	MILAN MANOR	IL	Active	07135411	07/23/2013	72	I
800006156	BELMONT ESTATES	IN	Active	07335635		56	I
800007012	STRATFORD COMMONS	IN	Active	07335688		159	I
800007193	CYPRESS GLEN	KS	Active	10235240	04/30/2013	20	I
800010019	CLINTON PLACE	MI	Active	04435500	05/21/2013	283	I
800010137	GARDENVIEW	MI	Active	04835097	03/27/2013	118	I
800010332	RYAN COURT APARTMENTS	MI	Active	04494055		215	I
800010655	WILLAGE MANOR APARTMENTS	MI	Active	04411079		123	I
800011578	PORUM MANOR APTS.	MO	Active	08535405	05/02/2013	44	I
800020419	PARKVIEW MANOR APARTMENTS	TN	Active	08111052		50	I
800209693	RIVER RUN APARTMENTS	IN	Active	07335531		120	I
800213296	COLONY AND FISHER ARMS APARTMENTS	MI	Active	04411075		160	I
Total Active Green Initiative Projects: 15							

Figure 9-7, Green Initiative Projects Report

9.8 Completed Projects Report

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

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

Figure 9-8, Completed Projects Report

9.9 Rehab Escrow Account Closed Report

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

Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800000683	South Pointe Apartments	AR	Active	08211068		80	1	
800001544	Robinson Heights Apartments	IA	Active	07435125		100	1	
800002988	HUMBOLDT BUILDING	IL	Active	07194040		29	1	
800006146	MILAN MANOR	IL	Active	07135411		72	1	
800007193	CYPRESS GLEN	KS	Active	10233240		20	1	
800010019	CLINTON PLACE	MI	Active	04435200		283	1	
800010137	GARDENVIEW	MI	Active	04835097		118	1	
800011278	FORUM MANOR.APTS.	MO	Active	08535495		44	1	

Figure 9-9, Rehab Escrow Account Closed Report

9.10 Rent Comparability Review Progress Report

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

Property State	Status	Primary FHA Number	Field Office Refers to Recap	Recap Initial Assignment	Recap Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to Recap	Recap Approves Review Results Date	Approved Review Results
Signet Partners									
Preservation Office: San Francisco									
EL CASA VERDE II	CA	Completed	12135105	12/20/1999	02/02/2000	02/04/2000	04/11/2000	05/01/2000	Over Market
Preservation Office Total			0	1	1	1	1	1	
PAE Total			0	1	1	1	1	1	

Figure 9-10, Rent Comparability Review Progress Report

9.11 Rent Comparability Review Progress Report - MU2M

The Rent Comparability Review Progress Report (illustrated as Figure 9-11 on the next page) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the

referral and acceptance dates, the dates review results were submitted to Recap and the date Recap approves the results.

Property State	Status	Primary FHA Number	Field Office Refers to Recap	Recap Initial Assignment	Recap Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to Recap	Recap Approves Review Results Date	Approved Review Results
Signet Partners									
Preservation Office: Chicago									
VALENCIA VILLA APTS	CA	Completed	12235397	07/31/2012	08/08/2012				Review in Process
Preservation Office Total			1	1	0	0	0	0	
PAE Total			1	1	0	0	0	0	

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

9.12 Rent Reduction Only Progress Report

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

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

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

Property State	Status	Primary FHA Number	Recap Initial Assignment	Recap 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 Appraisal Complete	PAE's Appraisal Complete	PAE Submits Justification for Recommendation (Form 10.2)	Recap Receives Complete PAE Justification (Form 10.2) Submission	Recap Approves PAE Lite Recommendation
Signet Partners															
Preservation Office: Washington															
Aurum Park Apartments -- Iowa City	IA	Active	07435285	02/17/2015	02/18/2015	02/23/2015	05/04/2015	03/03/2015	03/02/2015	03/02/2015	03/06/2015	03/09/2015	04/24/2015		
Golden Oak Apartment	IL	Active	07235671	10/15/2014	10/17/2014	10/23/2014	01/21/2015	11/21/2014	11/03/2014	11/03/2014	12/03/2014	12/09/2014	12/18/2014		02/02/2015
Lakeland Apartments	IL	Active	07135631	11/14/2014	11/18/2014	11/24/2014	02/22/2015	12/09/2014	12/02/2014	12/02/2014	12/18/2014	12/31/2014	01/23/2015		04/06/2015
ORCHICROFT MANOR II	IN	Active	07338019	08/26/2014	09/02/2014	09/12/2014	12/11/2014	01/10/2015	10/01/2014	09/23/2014	09/23/2014	10/18/2014	10/24/2014	11/26/2014	02/10/2015
CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	11/14/2014	11/18/2014	11/24/2014	02/22/2015	12/11/2014	12/02/2014	12/02/2014	01/19/2015	01/14/2015	01/28/2015		03/11/2015
Preservation Office Total			5	5	5	5	1	5	5	5	5	5	5	0	4
PAE Total			5	5	5	5	1	5	5	5	5	5	5	0	4

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

Property State	Status (*Partial)	Primary FHA Number	Recap Approves PAE Lite Recommendation	Recap 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	Recap Approves Tier 2 Conversion (Form 2.16)	Recap Returns to PAE for Revision	Recap Receives PAE Resubmission
Signet Partners										
Preservation Office: Washington										
Aurman Park Apartments - Iowa City	IA	Active	07435285							
Golden Oaks Apartment	IL	Active	07235671	02/02/2015						
Lakeland Apartments	IL	Active	07135821	04/06/2015						
ORCHENROFT MAHOR II	IN	Active	07338019	02/10/2015				12/06/2014		
CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	03/11/2015						
Preservation Office Total			4	0	0	0	0	1	0	0
PAE Total			4	0	0	0	0	1	0	0

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

9.13 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to Recap and the date Recap issues a decision on submitted plans. An example of this report is presented as Figure 9-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 9-13-2, Mortgage Restructuring Progress Report (Part II).

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

State	Status (*Partial)	Primary FHA Number	Recap Initial Assign	Recap 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	Recap Returns Documents for Fixes	PAE Resubmits Documents	Recap 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: New York																					
01DE ENGLISH VILLAGE	MA	Completed*	02344191	02/05/2003	02/10/2003																
Preservation Office Total			1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAE Total			1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 09/03/2015

	State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to Recap	Recap Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	Recap Approves Restr. Plan	Recap Retains Restr. Plan for Revision	Recap Receives PAE Resub	Restructuring Plan Executed by Recap	RC Executed by Owner	Recap Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Signet Partners																		
Preservation Office: 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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Figure 9-13-2, Mortgage Restructuring Progress Report (Part II)

9.14 Focus on Production Report

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

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

As of 9/13/2001

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Focus on Production Report

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

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

Preservation Office	Total
Washington	3

NW Financial Group	Total										
<table border="1"> <thead> <tr> <th>State</th> <th>Property Name</th> <th>Property ID</th> <th>Date of Acceptance</th> <th>Estimated Submission Date</th> </tr> </thead> <tbody> <tr> <td>NY</td> <td>BURNIE C MCCARLEY GARDENS</td> <td>800035705</td> <td>04/23/2004</td> <td>11/19/2004</td> </tr> </tbody> </table>	State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date	NY	BURNIE C MCCARLEY GARDENS	800035705	04/23/2004	11/19/2004	1
State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date							
NY	BURNIE C MCCARLEY GARDENS	800035705	04/23/2004	11/19/2004							

Comment:

RER Solutions, Inc.	Total															
<table border="1"> <thead> <tr> <th>State</th> <th>Property Name</th> <th>Property ID</th> <th>Date of Acceptance</th> <th>Estimated Submission Date</th> </tr> </thead> <tbody> <tr> <td>MD</td> <td>FOXWELL MEMORIAL APTS</td> <td>800009221</td> <td>07/21/2004</td> <td>11/17/2004</td> </tr> <tr> <td>MD</td> <td>FRANKLIN SQUARE SCHOOL 100</td> <td>800009224</td> <td>07/21/2004</td> <td>11/17/2004</td> </tr> </tbody> </table>	State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date	MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004	MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004	2
State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date												
MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004												
MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004												

Comment:

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

9.15 Properties On Hold Report

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

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Signet Partners						
Preservation Office: Washington						
	MI	Active	04494055	Mortgage Restructuring	06/24/2013	11/20/2013
Preservation Office Total					1	1
PAE Total					1	1

Figure 9-15, Properties On Hold Report

9.16 Underwriting Tracking Report

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

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Signet Partners							
Preservation Office: Chicago							
	CA	Completed	12135705	03/04/2002	07/17/2002		VAN VICENT
	CA	Completed	12135904	07/17/2012	07/17/2012		
	CO	Completed	10135276	10/24/2002	10/24/2002	10/28/2002	GLINDA M BROWN
	IN	Active	07335531	12/23/2011	12/23/2011	12/29/2011	BARBARA LISTOEN
	MO	Completed	08435225	09/19/2002	09/19/2002		
	OH	Completed	04635258	10/11/2001	05/02/2001		
	OH	Completed	04644088	10/11/2001	10/11/2001	10/03/2001	NANCY J RICHARDS
Preservation Office Total				7	7	3	
PAE Total				7	7	3	

Figure 9-16, Underwriting Tracking Report

Note to Users: The Green Retrofit Program (GRP) was created under the American Recovery and Reinvestment Act, 2009 and ended on September 30, 2012 although the data will remain in the M2M System for statistical and reporting purposes. In addition, the references of “Office of Affordable Housing Preservation” and/or “OAHP” will remain in the Green Retrofit Program (GRP) sections of the user guide.

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.

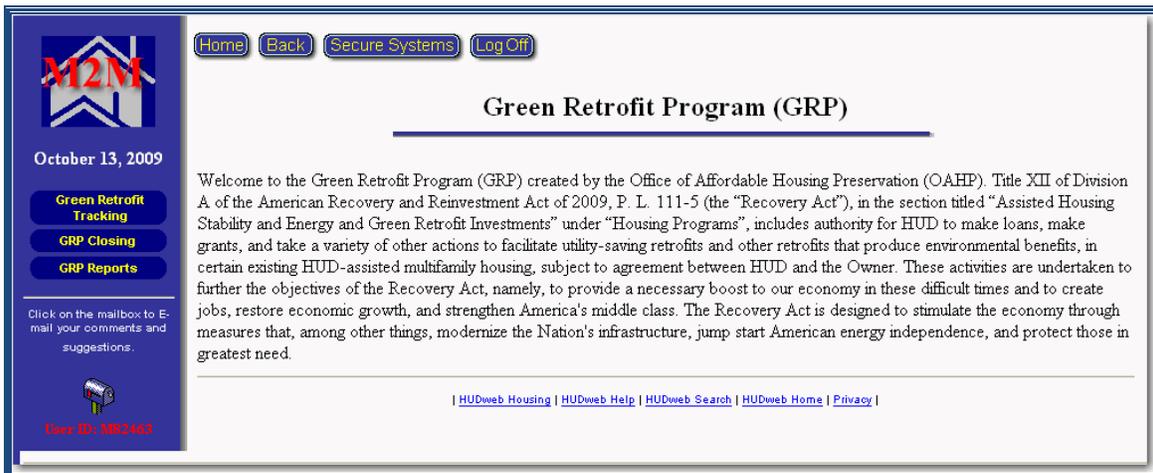


Figure 10, Green Retrofit Program Screen

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.

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

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

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

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

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

- * Select a State from the drop-down list
- * Enter a Property's Name
- * Select a Property's Status (Active or Completed)
- * Select an Entity Type (Profit or Non Profit)
- * Select a Section of the Act (SOA)
- * Select a 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).

Assigned Green Retrofit Program Properties

The following 1 out of 1 properties met your All search criteria.
To view/update a contract's critical dates, click its underlined Contract Number.

Status	Property Name	Section of Act	Sec 8 Contract Number	Entity Type	Grant/Loan	Expiration Date	Property City	State
C	Cranberry Ridge	202	<u>AK068991002</u>	Non-Profit	Grant/Loan	04/23/2007	HOUSTON	AK

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

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 [FL29M000113](#) as a link to access the Green Retrofit Program Tracking module.

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

10.4.3 Green Retrofit Program Tracking Screen

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

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Green Retrofit Program Tracking

HEREMS Property ID: 80221718
 Primary FHA Number: 1768816
 Contract Number: AK065991002
 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 Signet Partnership
 Entity Type: Non-Profit
 Grant/Loan: Grant/Loan
 Section of the Act (SOA): 202

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

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

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

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

Green Retrofit Program Closed Properties

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

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

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

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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.

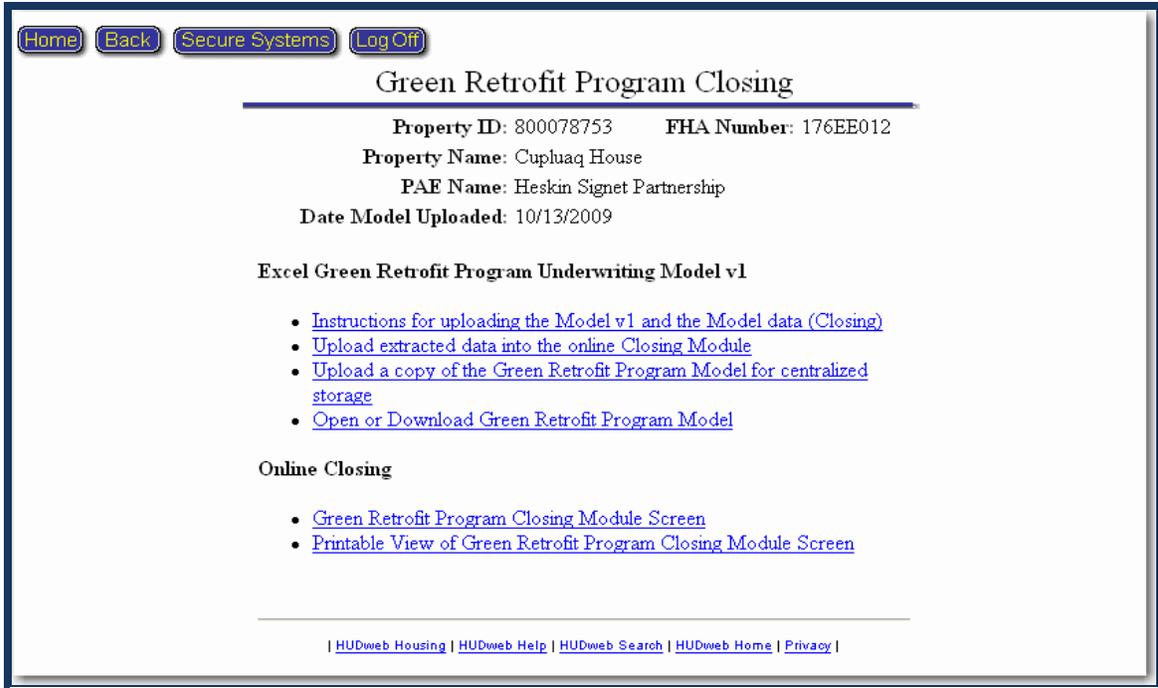


Figure 10-6, Green Retrofit Program Closing Screen

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:

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Green Retrofit Program Properties Upload (Closing)

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

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

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

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

File to Upload:

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

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

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

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



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

10.5.2.3 Upload a copy of the Model for centralized storage

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

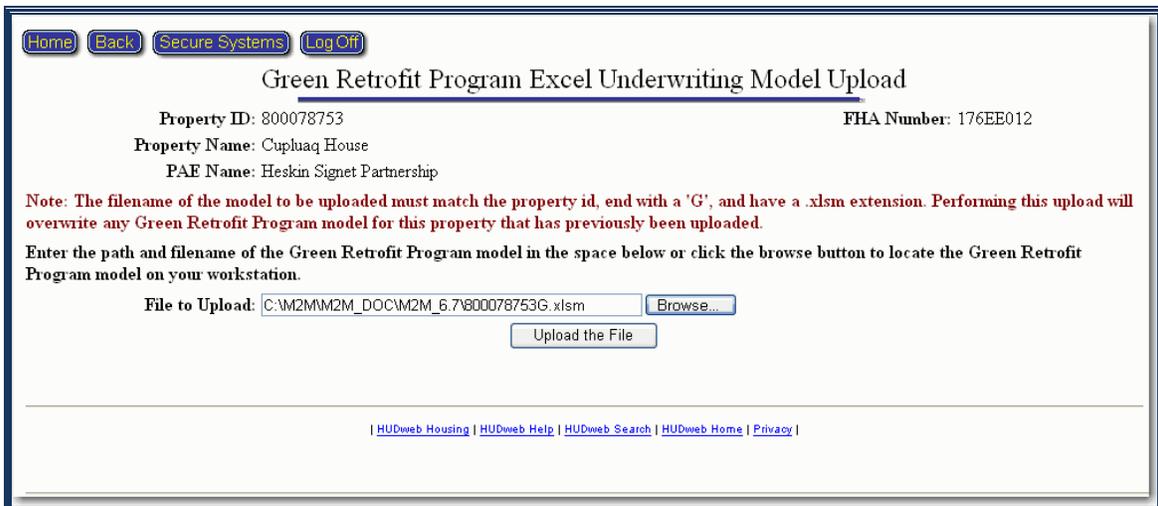


Figure 10-11, Excel Underwriting Model Screen

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

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

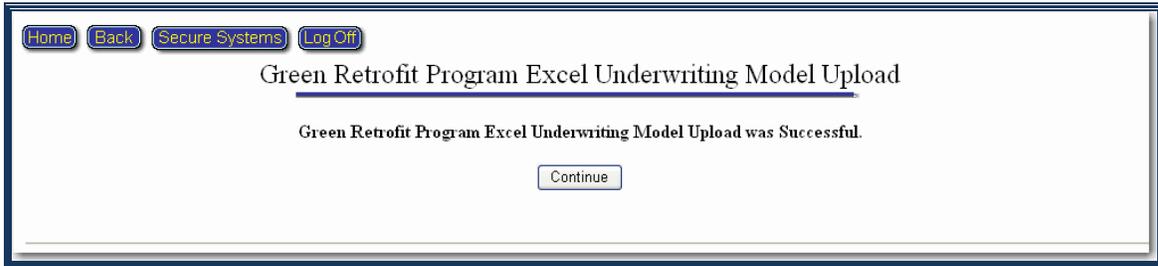


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

10.5.2.4 Open or Download Model

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

10.5.3 Online Closing

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

- * [Green Retrofit Program Closing Module Screen](#)
- * [Printable View of Green Retrofit Program Closing Module Screen](#)

10.5.3.1 Green Retrofit Program Closing Module Screen

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

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

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

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

10.6 GRP REPORTS MODULE

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

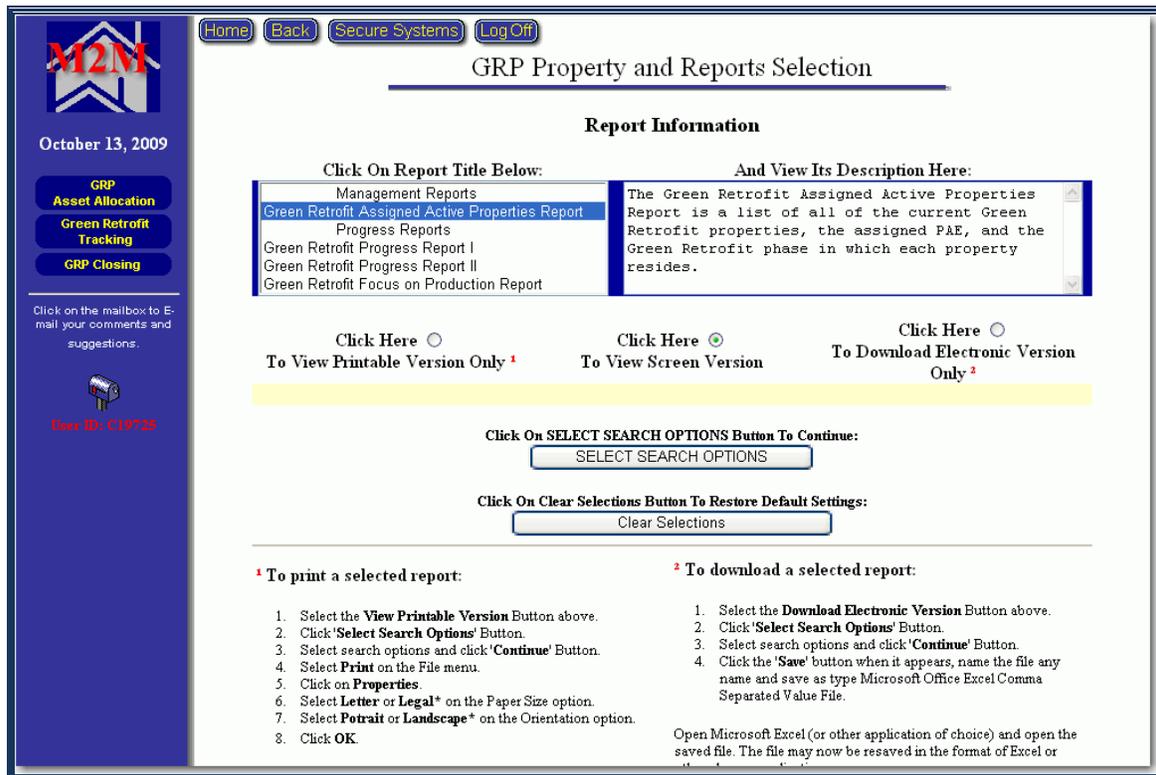


Figure 10-15, GRP Property and Report Selection Screen

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.

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 your printer to print in landscape mode for this progress report.

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Green Retrofit Progress Report I

Today's Date: 05/05/2014

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

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Retrofit Progress Report I

Today's Date: 05/05/2014

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

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

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Green Retrofit Progress Report II

Today's Date: 05/05/2014

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

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Green Retrofit Progress Report II

Today's Date: 05/05/2014

Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718 Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date	Retrofit/Repair Completion Date	GRP Efficiency Incentive Paid Date	Job Creation Incentive Paid Date
Grant/Loan	800000605	515																	
Grant	800013405	236																	
Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

10.6.4 Green Retrofit Focus on Production Report

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

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Green Retrofit Focus on Production Report

As of 10/13/2009

Preservation Office	Total Received	202	207/223 (0)	220	221 (0)	221(0)(0) BMIR	221(0)(0) MKT	223(0)	223 (0)	223 (0)221(0)	223 (0)	233(6) 236	236 241	241/221	241/223	241/236 615	524 (0)	611	Med Rehab	Other Profit	Non-Profit	Grant	Grand/Leas		
Chicago	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	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	1	0	1	1	0	2		
San Francisco	6	1	0	0	1	0	0	0	1	0	0	1	0	0	0	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	1	1	2	1	2		
Total	14	3	1	0	1	0	0	0	1	0	0	1	1	0	0	0	2	0	2	1	1	6	8	4	10

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Figure 10-19, Green Retrofit Focus on Production Report

11 GLOSSARY AND ACRONYMS

11.1 Glossary

The following are three terms used in the M2M Release 7.7.1. These terms are the three possible options that the PAE is contracted to perform on a property for Recap:

Comp Review (Rent Comparability Review)—One of the three scopes of work possible for assets that are sent to Recap 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 Recap 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 Recap 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 Recap-Full.

Rent Reduction Only (Rent Reduction Only without Debt Restructuring)—One of the three scopes of work possible for assets that are sent to Recap 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 Recap. This level of scope is also referred to as an Recap-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
Recap	Office of Recapitalization
PAE	Participating Administrative Entities
PNA	Physical Needs Assessment
URL	Uniform Resource Locator