



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

for the

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



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**Mark-to-Market (M2M)
RELEASE 7.7.1
Online System
Recap 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 (PAEs) 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:

- ◆ Assigned assets to PAEs
- ◆ Critical dates tracking for M2M processes assigned to PAEs
- ◆ Deal restructure plan forms submission and closing data
- ◆ Reporting for PAE management
- ◆ Monitoring and auditing tools for Recap
- ◆ Other information relevant to the M2M Program
- ◆ Accommodate the progressive requirements of the M2M Program administrators

1.2 Business Functions

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

- ◆ Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes
- ◆ 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 support Recap and its business partners in documenting and reporting on M2M Properties
- ◆ Reporting on the progress and performance of PAEs and their assigned properties. Provide Recap with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.

Users of the M2M system include Recap (Headquarters (HQ) and Preservation Office 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. Netscape Navigator 3.x browser software or higher, or Internet Explorer 5.0 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. Recap staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

The following hardware and software is required to access and operate M2M RELEASE 7.7.1:

- ◆ Windows 2000 or XP
- ◆ Internet Explorer 7.0 or higher
- ◆ Compatibility mode should be off with IE 10 and above
- ◆ 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.

Recap staff may access the M2M System via either the **Intranet** (<http://hudapps.hud.gov/ssmaster>) or the **Internet** (https://hudapps.hud.gov/HUD_Systems/)

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 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):

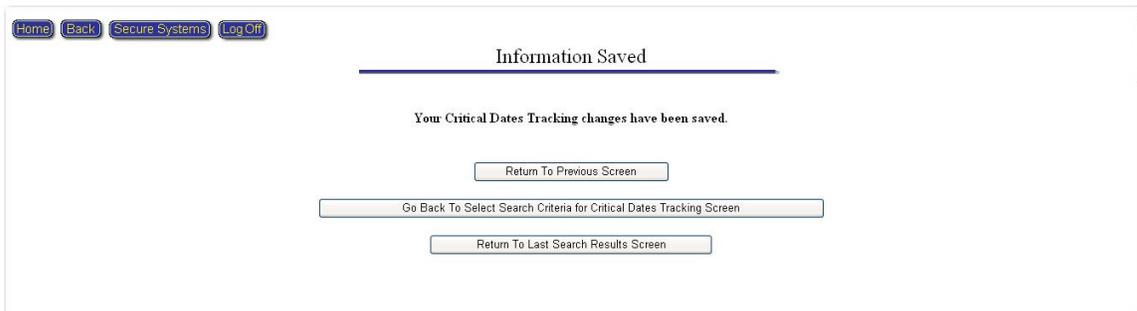


Figure 1-1, Confirmation Screen

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 resulting informational 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. Access to the system will be granted at the user level, restricted to selected Recap HQ, Preservation Offices, HUD Intranet Guests, and PAE;s using the Internet that are acting as agents for Recap. The M2M database contains confidential information on HUD's portfolios and program participants. To perform processing functions in the M2M system, a user must have a valid User ID and password with the necessary roles and security access. The HUD Intranet Guest user will have view-only access to the system (i.e., they will not be able to make any updates to M2M data).

2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

1. Recap HQ
2. Preservation Office
3. Guest
4. PAE

The Recap HQ and Preservation Office level users have a group property assignment function that associates them to all PAEs and properties referred to the M2M system.

The Preservation Offices have more restricted access to the M2M system than the Recap HQ user.

The Guest user has a "view only" access of the properties and the PAEs currently in the M2M system.

The PAE level has specific user property assignments for access to the system, the PAE user will be restricted to viewing and updating the properties to which they have been specifically assigned.

The M2M system reads the user's property assignments and their secured system group to provide additional security in the M2M system.

There are different levels of user access defined for the M2M system based on the user's group affiliation and property assignment is what they have access to view, make data entries or update information in the M2M system. There is an **M2M Administrator** responsible for the access permissions for the Recap (HUD) user ids and the coordination of the PAE registration for user and coordinator ids and their permission levels.

Recap users must fill out a form to obtain a HUD user id, then gain approval for a user id and M2M access from their supervisor and the M2M system administrator. ADP Security assigns a unique user id to all HUD staff requesting.

For PAEs, there are two roles: **Coordinator** and **User**.

For Recap, there are two roles: **HQ** and **Preservation Office** roles.

PAE coordinators are responsible for permission levels for the users registered under their Tax ID for the M2M system access. Property assignment maintenance is the primary responsibility of the PAE Coordinator.

Recap HQ has asset allocation rights, approval rights, and other data entry responsibilities

Recap Preservation Office users have similar rights as the Recap HQ users. The primary difference is the edit rights are restricted to HQ only.

The six M2M Recap Preservation Offices (**San Francisco; New York; Chicago; Washington, DC; Recap Transaction Center; and Centralized Closing**) have Recap HQ as their system administrator for the M2M program. The Preservation Offices will be responsible to notify Recap HQ of any changes in staff working on the M2M program in order to manage the access to the M2M system.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by authorized system users through HUD's Intranet. Users must have a Secure System user ID and password. **Reminder: both the user ID and password are case-sensitive.**

3.1 Login Procedures

Recap staff may access the M2M system through HUD's Intranet home Screen in Secure Systems or via the Internet. Access through the **Intranet** is by typing the following Intranet address: <http://hudapps.hud.gov/ssmaster>.

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 its 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 **Secure 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 Asset Allocation Module Button

The **Asset Allocation** button provides access for a Recap HQ user to add or update PAEs to the M2M system, after which, the PAE may be assigned properties by a HQ user.

4.2 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties. Within this module, 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)**, and **Rent Comparability Review (Comp Review)** properties.

4.3 Restructuring Plans Module Button

The **Restructuring Plans** button provides Users with access to restructuring plan forms for assigned M2M properties. Online forms are for PAEs with properties going through the **Mortgage Restructuring** (Form 5.2, Part II.B Case Memorandum Term Sheet) and the **Rent Reduction Only** (Form 10.2 Recap

Reduction of Rent and Section 8 Contract Renewal Justification) renewal options and must be submitted by the PAEs via the M2M system to Recap.

4.4 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.

4.5 Reports Module Button

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

4.6 Green Retrofit Button

The **Green Retrofit** button facilitates users in retrieving properties assigned to them under the Green Retrofit portfolio and in entering critical date information relative to the retrofit process.

4.7 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 image shows a 'User Feedback' popup screen. At the top, the title 'User Feedback' is centered. Below the title, there are three input fields: 'Your Email Address:', 'Subject:', and 'Comments:'. The 'Your Email Address:' and 'Subject:' fields are single-line text boxes. The 'Comments:' field is a larger multi-line text area with a vertical scrollbar on the right side. At the bottom of the form, there are two buttons: 'Cancel' and 'Send Email'.

Figure 4-2, User Feedback Screen

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

4.8 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 HUD web 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**—Renewal with mortgage restructuring
2. **Rent Reduction Only**—Renewal with rent reduction and no debt restructuring (also referred to as Recap Life)
3. **Comp Review**—An owner declares its rents are below market and HUD's field office has requested a third party rent comparability review to determine market rents
4. **Post M2M Comp Review**—Mark-Up-To-Market Comp Review, A Comp Review performed after a Rent Reduction Only or Mortgage Restructuring has been completed

It is imperative that attention to detail be paid when entering data in the **Critical Dates Tracking** and the **Restructuring Plans** modules. Reports use this data to determine the progress and performance of the PAEs, Preservation Offices, and Recap.

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

Additional detailed information concerning the **Critical Dates Tracking** and **Restructuring Plans** modules may be found in **Section 7, Critical Dates Tracking Module** and in **Section 8, Restructuring Plans Module**, respectively.

6 ASSET ALLOCATION MODULE

The Asset Allocation module is accessible to Recap and Guest Account users by selecting the **Asset Allocation** button on M2M's home screen. Recap RO and Guest Account users will see a limited set of the functions as view only.

6.1 Asset Allocation Screen

The following screen (Figure 6-1, Asset Allocation Screen) will be returned when the Asset Allocation module button is clicked:



Figure 6-1, Asset Allocation Screen

The **Asset Allocation** screen allows access to the following functions:

- ◆ Add New PAEs
- ◆ View Existing PAEs and Assigned Portfolios
- ◆ Retrieve New Contracts from REMS
- ◆ Retrieve Contracts Referred to Recap, but not through REMS
- ◆ Retrieve Mod/rehab Properties
- ◆ Review Assets Referred to Recap via REMS, but not yet received
- ◆ Review Assets Received at Recap waiting PAE Assignment

- ◆ Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
- ◆ Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment
- ◆ Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- ◆ Assign/Update Portfolio Manager
- ◆ Update Rehab Escrow Account Closed Date
- ◆ Change Preservation Office
- ◆ Ineligible Properties

The buttons appear in this order to logically instruct the user to complete the addition of a PAE (if not previously added to the M2M system) before attempting to assign properties.

The left side of this page provides access to the Critical Dates Tracking, Restructuring Plans, Closing, and Reports modules by clicking the respective buttons.

6.2 Add New PAEs Screen

This is the first step in adding new PAEs into M2M. When the **Add New PAEs** button is clicked, the screen below (Figure 6-2, Select a New PAE Screen), will appear:

The screenshot shows the 'Select A New PAE' screen. At the top left is the M2M logo. Below it is the date 'September 14, 2001'. The sidebar contains four buttons: 'Critical Dates Tracking', 'Restructuring Plans', 'Closing', and 'Reports'. At the bottom of the sidebar is a mailbox icon and the text 'Click on the mailbox to E-mail your comments and suggestions.' and 'User ID: C12259'. The main content area has a title 'Select A New PAE' and a text prompt: 'To add a PAE to the Mark-to-Market system, enter the **Tax Identification Number** of the PAE below.' Below this is a text input field labeled 'PAE TIN #:' and two buttons: 'Continue' and 'Clear'. At the bottom of the main area are links: '| [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |'.

Figure 6-2, Select a New PAE Screen

The Recap HQ user must have the **Tax ID Number (TIN)** of each PAE that will be added. The M2M administrator notifies the REMS' administrator of new PAEs and their Tax ID numbers. The PAE and its TIN must exist in the REMS' Participant table **before** the PAE can be added to the M2M system. If an error message is returned, please recheck the TIN entered and, if necessary, contact the Recap security administrator. Do not use a dash when entering a TIN.

When a valid REMS PAE TIN is entered, the following **Add a PAE** screen will appear (shown on the next page as Figure 6-3, Add a PAE Screen). Where applicable, existing data from the REMS system is used to populate fields. Some fields will appear blank if the information is not found in REMS. The Recap HQ user is encouraged to complete, update and correct the M2M PAE data, whenever possible. The data used in the M2M system is what will be retained for M2M reporting and later submitted back to HUD.

The screenshot shows a web browser window with the title "Add a PAE". At the top left, there are navigation links: "Home", "Back", "Secure Systems", and "Log Off". Below the title, a note reads: "Note: Remember to save your changes before proceeding to the next screen." The form itself is divided into several sections. On the left, there are fields for "PAE Name" (populated with "Jeffrey F. Francoeur, Jr./DBA Francoeur Realty"), "Address" (306 High St), "City" (Somersworth), "State" (NEW HAMPSHIRE), "Zip" (03878), "PAE Type" (with a dropdown arrow and "required" text), "HFA Type" (with a dropdown arrow), "Jurisdiction", and contact information for two contacts (Name, Phone, E-mail). On the right, there are fields for "Telephone" (603) 692-2385, "Fax", "Director", "Project Manager", "Proj. Mgr. Email", "PAE Start Date" (with a date format "mm/dd/yyyy" and a dropdown arrow), "Assigned Preservation Offices" (with a dropdown arrow), "PAE Active Status" (Active), "Cap" (0), "Current Active Property Assignment" (0), "Cumulative Property Assignment Number" (0), "Comment Box" (with a "C" icon), and "GRP PAE" (with a dropdown arrow). At the bottom center, there is a "Save Changes" button and a link "View Existing PAEs".

Figure 6-3, Add a PAE Screen

After entering or updating PAE-related data, click the **Save Changes** button to save entered data.

6.2.1 Data Entry

The PAE Name field should have been automatically filled in. **Do not** change the spelling of the PAE Name.

It is mandatory that a value be chosen for the **PAE Type** field when adding a new PAE to the M2M system. The user must indicate by selecting from a drop-down box whether the entity is a **Public** or **Non-Public** PAE. If no value is chosen when an attempt is made to save data, an error message will be displayed.

6.2.2 Successful Record Addition

M2M displays a confirmation message after a new PAE is successfully added to the system. After a PAE has been added into the M2M system, it is now available to receive property assignments by Recap HQ.

Clicking the [View Existing PAEs](#) link will take the user to the PAEs screen, where all of the PAEs in the system may be viewed and/or updated. The PAEs screen is further explained in [Section 6.3, View/Update PAEs Screen](#).

6.3 View/Update PAEs Screen

After a PAE has been entered into the M2M system, the Recap HQ user may view or update PAE-related data, as necessary.

When the [View/Update PAEs](#) button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:

PAE Name	PAE Type (Public / Non-Public)	Jurisdiction	PAE Status (Active / Inactive)	Cumulative Property Assignment	Active Total Full Life Comp	Cap Assigned Preservation Offices
City of Chicago Department of Housing	P	Chicago, IL	A	10	0 0 0 0	0 Chicago
City of Indianapolis	P	Indianapolis, IN	A	5	0 0 0 0	0 Chicago
Colorado Housing & Finance Authority	P	Colorado	A	15	0 0 0 0	0 San Francisco
Connecticut Housing Finance Authority	P	Connecticut	I	9	0 0 0 0	0 New York
CFC Recorders, Inc.	H	NJ, PA, DE, NY	I	76	0 0 0 0	0 New York
CreditVest, Inc.	H	NY, PA, OH, DC, MD, WI	A	551	19 11 8 0	0 Multiple Assigned Preservation Office
DC Housing Finance Agency	P	DC	I	7	0 0 0 0	9 Washington
First Housing Development Corporation	H	AL, AR, FL, MS, OK, SC	A	263	0 0 0 0	0 Washington
Florida Housing Finance Corporation	P	Florida	I	22	0 0 0 0	25 Washington
Foley and Adell, LLP	H	LA, MS, TN, TX, WV, FL, AL, SC	A	221	0 0 0 0	0 Washington
Housing Authority of the City of Atlanta	P	Atlanta, GA	A	26	0 0 0 0	0 Washington
Housing Dep. Commission of Montgomery Co.	P	Montgomery Co. MD	I	0	0 0 0 0	0 Washington
Iaho Housing & Finance Association	P	Iaho	A	3	0 0 0 0	4 San Francisco
Illinois Housing Development Authority	P	Illinois	A	18	0 0 0 0	0 Chicago
Indiana Housing Finance Authority	P	Indiana	A	51	0 0 0 0	0 Chicago
Iowa Finance Authority	P	Iowa	A	17	0 0 0 0	0 Chicago
Kentucky Housing Corporation	P	Kentucky	I	30	0 0 0 0	0 Washington
Kings Co. CapitalMarket Housing Authority	P	Kings Co, WA, OR	A	55	0 0 0 0	0 San Francisco
Louisiana Housing Finance Agency	P	Louisiana	I	56	0 0 0 0	0 Washington
Macon Housing Authority	P	Georgia (Eto-Atlanta)	A	13	0 0 0 0	0 Washington
Maine State Housing Authority	P	Maine	I	1	0 0 0 0	0 New York
Massachusetts Housing Finance Agency	P	Massachusetts	I	8	0 0 0 0	0 New York
Michigan State Housing Dev. Authority	P	Michigan	I	0	0 0 0 0	4 Chicago
Minnesota Housing Finance Agency	P	Minnesota	I	6	0 0 0 0	0 Chicago
Missouri Housing Dev. Commission	P	Missouri	I	12	0 0 0 0	19 Chicago
Housing Authority of the City of New York	P	Albany	A	69	0 0 0 0	22 Washington
New Hampshire Housing Finance Authority	P	New Hampshire	I	2	0 0 0 0	0 New York
New Jersey Housing & Mortgage FA	P	New Jersey	I	3	0 0 0 0	0 New York
New Mexico Mortgage Finance Authority	P	New Mexico	A	11	0 0 0 0	0 Washington
New York State Housing Finance Agency	P	New York	A	19	0 0 0 0	10 New York
North Carolina Housing Finance Agency	P	North Carolina	A	27	0 0 0 0	0 Washington
North Dakota Housing Finance Agency	P	North Dakota	A	12	0 0 0 0	7 San Francisco
NYH Financial Group	H	Northwest US	A	247	0 0 0 0	0 New York
Ohio Housing Finance Agency	P	Ohio	I	18	0 0 0 0	43 Chicago
Oklahoma Housing Finance Agency	P	Oklahoma	I	2	0 0 0 0	18 Washington
ONTREA, Inc.	H	AK, AZ, CA, HI, KS, MI, MD, MT, NE, NY, OH, TX, VA, WI, WV	A	478	0 0 0 0	0 Multiple Assigned Preservation Office
Puerto Rico Housing Finance Corporation	H	Puerto Rico	A	0	0 0 0 0	0 Washington
Recap Chicago - Smart	H	Chicago	A	1	0 0 0 0	0 Chicago
Recap Transaction Center PAE	H		I	17	0 0 0 0	0
Recap WFO - CreditVest	H		A	2	0 0 0 0	0 Washington
Recap WFO - ONTRA	H		A	5	0 0 0 0	0 Washington
ERP Solutions, Inc.	H	multiple states	A	365	0 0 0 0	0 Multiple Assigned Preservation Office
Rhode Island Housing & Mortgage FC	P	Rhode Island	I	4	0 0 0 0	0 New York
Slovak Partners	H	Midwest/West	A	623	21 12 9 0	0 Multiple Assigned Preservation Office
South Carolina State HFD's	P	South Carolina	A	10	0 0 0 0	0 Washington
South Dakota Development Authority	P	South Dakota	A	19	0 0 0 0	0 San Francisco
Southeast Texas Housing Finance Corp.	P	SE Texas	I	3	0 0 0 0	0 Washington
Tennessee Housing Development Agency	P	Tennessee	I	8	0 0 0 0	32 Washington
The Shared Group, Inc.	H	TX, OK, SC,	A	162	0 0 0 0	0 Multiple Assigned Preservation Office
Utah Housing Corporation	P	Utah	A	11	0 0 0 0	0 San Francisco
Vermont Housing Finance Agency	P	Vermont	I	0	0 0 0 0	0 New York
Washington State Housing Finance Comm.	P	Washington	I	15	0 0 0 0	0 San Francisco
West Virginia Housing Development Fund	I	West Virginia	I	2	0 0 0 0	0 Washington
Wisconsin Housing & Econ. Dev. Authority	P	Wisconsin	I	23	0 0 0 0	0 Chicago

Figure 6-4, PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the Recap HQ user either through the [PAE View/Update PAE Details](#) screen or the [Add PAE](#) screen.

6.3.1 View/Update PAE Data

To view or update a PAE's existing data, click its underlined link and the following View/Update PAE Details screen will be returned, Figure 6-5, View/Update PAE Details Screen:

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

View/Update PAE Details

To view this PAE's assigned properties, click [Assigned Properties](#).

PAE Name: City of Chicago Department of Housing ID: 13762
 Address: 318 South Michigan Ave.
 City: Chicago
 State: ILLINOIS
 Zip: 60604-

PAE Name:
 Address:

 City:
 State:
 Zip: -
 PAE Type: required
 HFA Type:
 Jurisdiction:

Contact 1 Name:
 Contact 1 Phone:
 Contact 1 E-mail:
 Contact 2 Name:
 Contact 2 Phone:
 Contact 2 E-mail:

Telephone:
 Fax:
 Director:
 Project Manager:
 Proj. Mgr. Email:
 PAE Start Date:
 Assigned Preservation Offices:
 PAE Active Status:
 Cap:
 Current Active Property Assignment: 0
 Cumulative Property Assignment Number: 10
 Comment Box:
 GRP PAE:

Assigned Properties

To view/update a contract's critical dates, click its underlined contract number.

Property ID	Contract Status	Property Name	Contract Number	Contract Renewal Type	Expiration Date	Property City	Property State	Unassign Property
800005993	C	HYDE PARK APARTMENTS	IL060024001	Full	03/07/2018	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800040051	C	LAKESIDE TERRACES	IL011MR0001	Lta	12/30/2001	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006139	C	McBUI Parc	IL051000145	Lta	10/31/2000	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006144	C	MICHIGAN TOWERS	IL060000061	Lta	03/31/2013	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006225	C	PAUL G STEWART APTS III	IL060024006	Full	10/31/2015	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006234	C	PETERSON PLAZA	IL060052016	Lta	07/05/2022	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006260	C	PULLMAN WHEELWORKS	IL061R000113	Full	11/30/2031	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006335	C	SOUTH APTS	IL060048011	Lta	05/12/2032	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006401	C	THORNDALE MAHOR	IL060032013	Lta	10/31/2020	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800040044	C	WEST END FERRIS	IL011MR0001	Full	05/28/2002	CHICAGO	ILLINOIS	<input type="button" value="C"/>

Figure 6-5, View/Update PAE Details Screen

This screen closely resembles the [Add New PAE](#) screen. Its purpose is to allow the Recap HQ user the ability to update or add PAE data, as necessary. For

example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

6.3.2 Assigned Properties Section

At the bottom of the View/Update PAEs screen, all of the current properties assigned to the PAE are listed in the **Assigned Properties** section. Clicking an underlined **contract number** link will take the user directly to the Critical Dates Tracking data entry screen for that property. No properties will appear unless they have been assigned (refer to **Section 6.8.3, Review Asset Received at Recap waiting PAE Assignment**). This module is further discussed in detail in **Section 7, Critical Dates Tracking Module**. A Comment field is also available for each property.

6.3.3 Unassign Property

Recap HQ users may unassign a property from a PAE by putting a check mark () in the **Unassigned Property** box next to each property that is to be unassigned. Once the **Save Changes** button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Assets module. This action will reduce the PAE's **Current Active Property Assignment** and the **Cumulative Property Assignment Number** counts by one for each property unassigned as well as create a history record of the action. The Recap Receives Referral from Field Office' date is retained in the current critical dates to allow reassignment of the property.

6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M RELEASE 7.7.1 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

At least once a day, a Recap HQ user should retrieve new Section 8 contracts that qualify for the M2M Program from the REMS database by clicking the **Retrieve New Contracts from REMS** link (located on the **Asset Allocation** page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear.

From the **Retrieve New Contracts** confirmation screen, the Recap HQ user may select the **Review Assets** button to continue. The **Review Assets Referred to Recap via REMS, but not yet received** link (located on the **Asset Allocation** screen) will also take the User to the selection criteria for the Review Assets Referred to Recap via REMS, but not yet received section (as illustrated in

Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to Recap have been retrieved.

Note: To ensure that M2M-related properties are available for assignment on a timely basis, the Retrieve New Contracts button should be clicked at least once a day.

Home Back Secure Systems Log Off

Select Search Criteria for Reviewing Assets Referred to Recap via REMS But Not Received

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

Or click [HERE](#) to get ALL the properties Referred to Recap via REMS But Not Received.

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Figure 6-6, Select Search Criteria

Select one of the following criteria available to search for properties to be received:

- ◆ 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 search for properties to be received:

- ◆ Enter a Property's Name for a specific property
- ◆ Select a state from the drop-down list
- ◆ Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

6.5 Retrieve Contracts Referred to Recap, but not through REMS Screen

Clicking this link from the Asset Allocation screen will display the screen shown below, Figure 6-7, Retrieve Contract Referred to Recap, but not through REMS. This function is for retrieving properties into M2M that have been referred to Recap, but have not had the proper renewal option code updated in REMS. The properties may be requested by property ID number or contract number.

Home | Back | Secure Systems | Log Off

August 27, 2015

Critical Dates Tracking
Restructuring Plans
Closing
Reports
Green Retrofit

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

News Box (2015)

Compile List Of Contracts Referred to Recap, but not through REMS

Enter Up To 10 Property IDs And/Or Contract Numbers In The Boxes Below:

Enter Up To Ten Property IDs Below:

1	2
3	4
5	6
7	8
9	10

Enter Up To Ten Contract Numbers Below:

11	12
13	14
15	16
17	18
19	20

Continue Clear

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Figure 6-7, Retrieve Contract Referred to Recap, but not through REMS

6.6 Retrieve Mod/Rehab Properties Screen

This function allows Recap HQ users to retrieve designated Mod/Rehab properties into M2M. The property may be selected by entering the Property Number or the FHA Number. Since these properties do not have renewal contracts, the user must enter a Contract Number and Expiration Date for tracking purposes within M2M. All currently saved mod/rehab contract numbers should be in the new format according to user defined specifications (For Example: FL001MR0001). The entry screen is shown below in Figure 6-8, Mod/Rehab Properties Screen.

Home | Back | Secure Systems | Log Off

August 27, 2015

Critical Dates Tracking
Restructuring Plans
Closing
Reports
Green Retrofit

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

News Box (2015)

Select A Mod/Rehab Property

To add a Mod/Rehab Property to the Mark-to-Market system, enter the **Property Number** or the **FHA Number** and the **Contract Number** and its **expiration date** below.

Property #:

OR

FHA #:

AND

Contract #:

AND

Expiration Date:

Continue Clear

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Figure 6-8, Mod/Rehab Properties Screen

6.7 Review Assets Referred to Recap via REMS, but not yet received

The Review Asset Referred to Recap via REMS, but not yet received function allows Recap HQ users to review and assign receive dates to the selected

properties. The search screen is described and shown in [Section 6.4 Review New Contracts from REMS Screen](#) and [Figure 6-6, Select Search Criteria screen](#). The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

1. Click the Add check box next to the Property ID to indicate the property is have a Referral Receipt Date
2. If desired, click the Comment Box to enter any comments
3. Enter the desired Referral Receipt Date (defaulted to current date)
4. Repeat steps 1-3 for each additional property
5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
6. After all property selections have been made, enter your first name, middle initial, and last name in the [Enter Your Name](#) field
7. Click the Submit button to save the Referral Receipt Dates and/or Ineligible designations for your selections

The Referral Receipt Date for a property will not be saved by M2M unless there is a check mark in the [Add](#) box in addition to the Recap HQ approver's name in the [Enter Your Name](#) field.

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the [Retrieve Asset Referred to Recap via REMS, but not yet received](#) page is retrieved (depending upon the selection criteria used). Shown below in [Figure 6-9, Review Asset Referred to Recap via REMS, but not yet received Screen](#), is a sample screen of selected properties.

Review Assets Referred to Recap via REMS But Not Received

The following 3 out of 3 properties met your AR state search criteria.

- Check the Add box () next to each property that you are adding a referral receipt date.
- Click the popup box next to each property ID to add any comments.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Effective Date	Project Manager	Referral Date	Sec 8 Contract Renewal Type	Referral Receipt Date	Ineligible
<input type="checkbox"/>	Carroll House Apartments	Berryville	AR	AR37M00021	07/01/2014	WILLIAM HALLAHAN		Like	08/27/2015	<input type="checkbox"/>
<input type="checkbox"/>	HERITAGE HEIGHTS APARTMENTS	HARRISON	AR	AR37M00064	05/01/2010	JOELLA VENTERS		Like	08/27/2015	<input type="checkbox"/>
<input type="checkbox"/>	Park Place Apartments	Hot Springs	AR	AR37002064	10/18/2012	OWEN CASSON		Pull	08/27/2015	<input type="checkbox"/>

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-9, Review Asset Referred to Recap via REMS, but not yet received Screen

6.8 Review Assets Received at Recap waiting PAE Assignment

The **Review Asset Received at Recap waiting PAE Assignment** screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the Recap HQ user the ability to:

- ◆ See the geographically recommended PAE for a property
- ◆ Choose another PAE for the property
- ◆ Review a summary of the PAE that is being considered for selection
- ◆ Review a listing of all the properties awaiting assignment in the M2M system
- ◆ Review the M2M renewal type currently entered in REMS and the option of changing it in M2M
- ◆ Utilize comment boxes to add information/comments, as needed, for each assignment
- ◆ Indicate that the property is to be Ineligible
- ◆ Indicate that the property is to be a partial assignment for a Mortgage Restructuring Plan and Rent Reduction Only.
- ◆ Selecting one of the 3 Recap PAE (Recap WPO – Creditvest, Recap WPO – ONTRA, Inc., or Recap Chicago – Heskin) shall

require the property to be selected as a partial if it's a Full or Lite renewal type.

The screen is depicted below as Figure 6-10, Review/Assign Assets Screen:

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

Review / Assign Assets

The following 3 out of 3 properties met your All search criteria.

- Check the Assign box () next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- Click the pop-up box next to each property ID to add any comments.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Partial	Sec 8 Contract Renewal Type	Preservation Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap
<input type="checkbox"/> <input type="text" value="C"/>	SENIOR HERITAGE PLAZA	COLORADO SPRINGS	CO	C099T8S1004	10/29/2027	<input type="checkbox"/>	Full		Colorado Housing & Finance Authority	15	0
<input type="checkbox"/> <input type="text" value="C"/>	BRITTANY COURT	Gardner	KS	KS16H156001	07/31/2008	<input type="checkbox"/>	Lite		No Assigned PAE	0	0
<input type="checkbox"/> <input type="text" value="C"/>	PINE TERRACE APTS	LAWTON	OK	OK560013006	06/30/2010	<input type="checkbox"/>	Full		No Assigned PAE	0	0

Enter Your Name: (First name, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

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

Review / Assign Assets

The following 3 out of 3 properties met your All search criteria.

- next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- box next to each property ID to add any comments.
- Click the Submit button below to save your assignments.

Property City	State	Sec 8 Contract Number	Expiration Date	Partial	Sec 8 Contract Renewal Type	Preservation Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment	Indigible
COLORADO SPRINGS	CO	C099T8S1004	10/29/2027	<input type="checkbox"/>	Full		Colorado Housing & Finance Authority	15	0	2	<input type="checkbox"/> <input type="text" value="C"/>
Gardner	KS	KS16H156001	07/31/2008	<input type="checkbox"/>	Lite		No Assigned PAE	0	0	0	<input type="checkbox"/> <input type="text" value="C"/>
LAWTON	OK	OK560013006	06/30/2010	<input type="checkbox"/>	Full		No Assigned PAE	0	0	0	<input type="checkbox"/> <input type="text" value="C"/>

Enter Your Name: (First name, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

Figure 6-10, Review/Assign Assets Screen

The following steps direct users in making property assignments in the M2M system (for each property that will be assigned to a PAE):

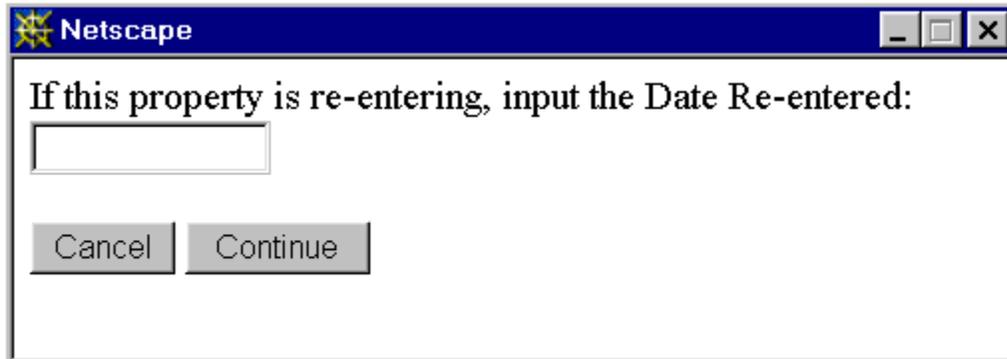
1. Review property data to ensure that it is accurate and complete

♪ **Note:** Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.

2. Review the Contract Renewal Type field for the property to ensure that it is accurate. If necessary, click the drop-down box to change the renewal option (This change should only be made with the documentation from the HUD Field Office or owner verifying the renewal option).

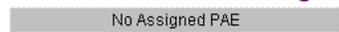


3. A pop-up window with the text 'If this property is re-entered, input the Data Re-entered:', and an input field shall be displayed if previously approved rent reduction only (lite) is changed to a mortgage restructuring (full).



♪ **Note:** This change is only effective within the M2M system and it may be necessary to contact other representatives of other systems to correct or update data.

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have "No Assigned PAE" as its Recommended PAE Name



If there is no recommended PAE or to select a different PAE than what was recommended, click the **Recommended PAE Name** drop down list to select one from a list of PAEs. Click the **Continue** button to save the PAE selected from the list.

5. Click the Assign check box next to the Property ID to indicate assignment approval
6. If desired, click the Comment Box to enter any comments about the property assignment
7. If desired, click the Partial check box next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only)
8. If there is no selected Preservation Office or to select a different Preservation Office than what was selected, click the Preservation Office drop down list to select one from a list of Preservation Office.



The image shows a dropdown menu titled "Preservation Office". It contains five options, each with a small downward arrow on the right side: Chicago, New York, San Francisco, Washington, and Centralized Closing.

9. Repeat steps 1-8 for each additional property assignment
10. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
11. After all property assignments have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field

Enter Your Name:

12. The system date is populated in the Enter Today's Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data that populates the critical dates field for the initial assignment

Enter Today's Date:

13. Click the Submit button to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button) to make additional property assignments

The property-to-PAE assignment will not be created by M2M unless there is a check mark in the **Assign** box, values in the **Contract Renewal Type** and **Recommended PAE Name** fields (for each assigned property), in addition to the Recap HQ approver's name in the **Enter Your Name** field.

Any property that is not assigned when the assignments are made will be available the next time the **Review/Assign Assets** page is retrieved (depending upon the selection criteria used). Assets that were accurately assigned will not be retrieved on the page (unless they are later unassigned from the PAE and consequently returned to the pool).

The system will return a confirmation screen upon a successful assignment.

6.8.2 Assignment Dated Fields

The date the property is assigned automatically populates **Recap Initial Assignment Date** field in the **Critical Dates Tracking** module for the specific asset. The PAE must submit Conflict of Interest Form 2.2 for clearance before the Asset is Accepted by the PAE date is filled in.

The PAE has three days after the assignment by Recap HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the Recap

HQ user must unassign the property by going into the **View/Update PAEs** module, selecting the PAE, and entering a check mark in each **Unassigned Property** box under the **Assigned Properties** section, and saving the changes. This will make the property available for reassignment to another PAE in the **Review/Assign Assets** screen. More detail on this PAE/property unassignment may be found in **Section 6.3, View/Update PAEs Screen**.

For each property assignment, Recap HQ should review the **Critical Dates Tracking** screen to confirm the dates and data entered for the contracts assigned to the PAEs have complete and accurate data pulled from REMS.

6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received

This function allows Recap HQ users to enter the Referral Receipt Date and Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting ALL Properties Potentially Eligible for Mark-Up-To-Market, But Not Yet Received. The screen is depicted below in Figure 6-11, Review M2M Asset Potentially Eligible for Mark-Up-To-Market But Not Received Screen.

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Review M2M Assets Potentially Eligible for Mark-Up-To-Market, but not yet received

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

- Check the Add box () next to each property that you are adding a referral receipt date.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type	Completed As	Referral Receipt Date	Referral Date
<input type="checkbox"/>	Magnolia Village	AMERICUS	GA	GA06L000006	05/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	CARMICHAELS ARBORS	CARMICHAELS	PA	PA280015017	08/12/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	MON VIEW HEIGHTS	WEST MIFFLIN	PA	PA28L000026	08/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	LAKEVIEW TERRACE APTS	CHAMBERLAIN	SD	SD99M000026	04/30/2000	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>

Enter Your Name: (First name, middle initial, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-11, Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Received Screen

To add or change the information for a property, check the Add box, enter the Referral Receipt Date and the Referral Date, your name, and click the SUBMIT button.

6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment

This function allows Recap HQ users to assign properties requesting Mark-up-to-Market Comp Reviews to a PAE. The search screen allows selecting ALL Properties Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment. The screen is depicted below in Figure 6-12, Review M2M Asset Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment Screen.

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Review / Assign Assets

The following 1 out of 1 properties met your All search criteria.

• Check the Assign box () next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
 • Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type Completed As	Regional Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment
<input type="checkbox"/>	OXFORD PLACE	PROVIDENCE	RI	RI43H023013	01/24/2000	Lite	New York	Rhode Island Housing & Mortgage FC	4	20	3

Enter Your Name: (First name, middle initial, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-12, Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment Screen

To assign a property, check the **Assign Box**, select a **Preservation Office** and a **PAE**, enter **your name** and a **date**, and click the **SUBMIT** button.

6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt

This function allows Recap HQ users to enter the COI Approval Date and/or Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting properties by PAE Name or ALL Properties Pending C.O.I. Approval and/or Referral Receipt. Only assigned properties that do not already have both a COI Approval Date and Referral Date are selected. The screen is depicted below in Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen.

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Assigned Properties Pending C.O.I. Approval and/or Referral Receipt

The following 10 out of 10 properties met your All search criteria.

Property ID	Property Name	City	State	Renewal Type	Recap Initial Assignment Date	Recap Receives Referral from Field Office	Recap Approves C.O.I. Form 2.2
CREDITVEST, INC.							
00012466	ANDREWS GARDENS APARTMENTS	ANDREWS	NC	Lite	10/22/2009	12/29/2011	
00000263	FOUR WINDS WEST	BIRMINGHAM	AL	Full	09/07/2011	07/26/2002	
00014090	MARSHALL PLAZA I	LORAIN	OH	Lite	07/01/2009		
00002822	WILLOW BROOK VILLA	LOS ANGELES	CA	Lite	08/16/2012	07/23/1999	
M & M ASSOCIATES							
00016327	BYRNESPORT APARTMENTS II LIMITED PARTNERSHIP	TOLEDO	OH	Comp	12/28/2011	12/28/2011	
MACON HOUSING AUTHORITY							
00004017	Jefferson Apartments	MACON	GA		08/08/2012	02/15/2005	
ONTRA, INC.							
00011581	FRIENDSHIP MANOR	BLUE SPRINGS	MO	Full	09/07/2011	11/03/2010	
RER SOLUTIONS, INC.							
00004431	William H. Bell Apartments	GULFPORT	MS	MU2M Comp	12/28/2011	12/28/2011	
SIGNET PARTNERS							
00014662	CARVILLE PARK APARTMENTS	RENO	NV	Lite	10/19/2011	10/19/2011	
00001396	DESERT VIEW APTS	PALMDALE	CA	Lite	04/15/2009		

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen

To add or change the information for a property, enter the Referral Receipt Date and/or COI Approval Date, your name, and click the Save Changes button.

6.12 Assign/Update Portfolio Manager

This function allows Recap HQ users to assign or update the Portfolio Manager for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, Portfolio Manager, Closing Date, Assignment Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen. The Portfolio Manager screen is depicted below in Figure 6-14-2, Assign/Update Portfolio Manager Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

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Select Search Criteria for Assign/Update Portfolio Manager

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

Portfolio Manager:

Closing Date:

Assignment Status:

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

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Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen

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Assign/Update Portfolio Manager Of Assigned Properties

The following is the result of your 800000093 property search.

Enter all dates in mm/dd/yyyy format.
 Enter Date Unassigned before you reassign a new portfolio manager.
 To assign/reassign Portfolio Manager, enter manager's name first. Then enter Date Assigned.
 Click the Save Changes button to save all updates/changes.

PAEName	Status	Property			Portfolio			New Portfolio		
		ID	Property Name	City	State	Manager Name	Date Assigned	Date Unassigned	Manager Name	Date Assigned
ONTRA, Inc.	C	800000093	EXECUTIVE ESTATES	FAIRBANKS	AK	R.E.R., Inc.	11/19/2003	<input type="text"/>	<input type="text"/>	<input type="text"/>

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-14-2, Assign/Update Portfolio Manager Screen

To assign/change the Portfolio Manager for a property, select from the drop down options.

6.13 Update Rehab Escrow Account Closed Date

This function allows Recap HQ users to update the Rehab Escrow Account Closed Date for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, Closing Date, Rehab Escrow Account Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen. The Update Rehab Escrow Account Closed Date Screen is depicted below in Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen

PAE Name	Status	Property ID	Property Name	City	State	Rehab Escrow Account Closed Date
ONTRA, Inc.	C	800000083	AYALPK APARTMENTS	BETHEL	AK	<input type="text"/>

Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen

To Update Rehab Escrow Account Closed Date for a property, enter the Rehab Escrow Account Closed Date in mm/dd/yyyy format, and click the **Save Changes** button.

6.14 Change Preservation Office Screen

This function allows Recap HQ users to change the assigned Preservation Office for the selected properties. The search screen allows selecting properties by State, PAE Name, Property ID, or ALL Assigned Properties. The screen is depicted below in Figure 6-16, Change Preservation Office Screen. Changing the Preservation Office of a property will generate a history record of the action.

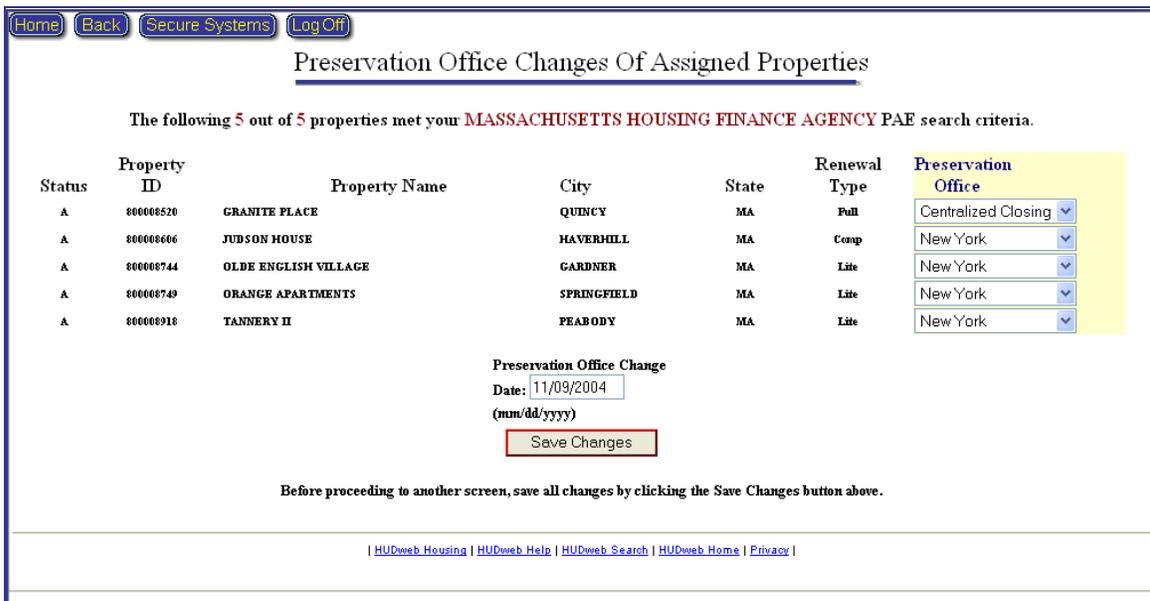


Figure 6-16, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



enter the **Change Date** (defaulted to current date), and click the **Save Changes** button.

6.15 Ineligible Properties Screen

This function allows Recap HQ users to reactivate properties that have been designated as Ineligible. The search screen allows selecting properties by State, Property ID, or ALL Ineligible Properties. The screen is depicted below in Figure 6-17, Ineligible Properties Screen.

Ineligible Properties

The following **5** out of **5** properties met your **KS** state search criteria.

Property ID	Property Name	City	State	Date Selected As Ineligible	Comments	Reactivate Ineligible Property
800007194	DALE APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan bird Property	<input type="checkbox"/>
800007254	HILLSIDE TERRACE APTS	PRATT	KS	04/25/2001	Mark Up to Market - according to REIMS	<input type="checkbox"/>
800007262	JESSE COUP APTS	HOPE	KS	11/08/2000	demo	<input type="checkbox"/>
800007329	Ozage Trails/Westgate Homes	PARSONS	KS	11/15/2000	Alan Bird property, HUD Hub performing the RCS	<input type="checkbox"/>
800007356	PLAZA APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan Bird Property	<input type="checkbox"/>

Enter Your Name: (First name, middle initial, last name)

Enter Eligibility Date:

Before proceeding to another screen, save all changes by clicking the Save Changes button.

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Figure 6-17, Ineligible Properties Screen

To reactivate a property, click the **checkbox** for the desired properties, enter your **name**, the **Eligibility Date** (defaulted to current date), and click the **Save Changes** button.

7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the **Critical Dates Tracking** button on M2M's home screen. Within the Critical Dates Tracking module, OHAP users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.

Clicking **Critical Dates Tracking** button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria for Critical Dates Tracking Screen.

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Select Search Criteria for Critical Dates Tracking

Select one of the following criteria:

REMS ID: FHA #: Contract #:

Or select one or more of the following options:

State:

PAE:

Debt Restructuring Specialist:

Property:

Status:

Renewal Type:

Green Initiative Level:

Continue Clear

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

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Figure 7-1, Search Criteria for Critical Dates Tracking Screen

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
- ◆ Select a **PAE** from the drop-down list
- ◆ Select a **Debt Restructuring Specialist** from the drop-down list
- ◆ Enter a Property's Name for a specific property
- ◆ 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

7.1 Assigned Properties Screen

The **Assigned Properties** screen (shown below as Figure 7-2, 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 Signet Partners, Active, Mortgage Restructuring search criteria. To view/update a contract's critical dates, click its underlined Contract Number.

Status	Property Name	Property ID	PHA Number	Sec 8 Contract Number	Sec 8 Contract Renewal Type	GI Level	Expiration Date	Property City	State
A	South Pointe Apartments	80000683	08211068	AR37M00031	Mortgage Restructuring	I	08/06/2012	MARIANNA	AR
A	HACIENDA DEL RIO	80000905	12335160	AZ20M02014	Mortgage Restructuring			Phoenix	AZ
A	Meadowbrook Park & Tower Apartments	80001946	14311083	CA16M00029	Mortgage Restructuring	I	06/06/2013	SAN BERNARDINO	CA
A	PARKSIDE VILLA	80002158	12153904	CA30002301	Mortgage Restructuring		04/06/2013	FAIRFIELD	CA
A	Robison Heights Apartments	80000545	07435125	IA62003004	Mortgage Restructuring	I	06/06/2032	BURLINGTON	IA
A	The Meadows Apartments - Cedar Rapids	80000493	07435147	IA62003004	Mortgage Restructuring	I	10/13/2012	Cedar Rapids	IA
A	17TH PLACE APARTMENTS	80000616	07235067	IL06004504	Mortgage Restructuring		08/13/2033	MATTTOON	IL
A	AUBURN MANOR APARTMENTS	800039733	07111122	IL06000000	Mortgage Restructuring	I	12/13/2009	ROCKFORD	IL
A	HUMBOLDT BUILDING	80005988	07194040	IL06000066	Mortgage Restructuring	I	10/16/2012	CHICAGO	IL
A	MILAN MANOR	800006146	07135411	IL06004417	Mortgage Restructuring	I	12/09/2012	MILAN	IL
A	BELMONT ESTATES	800006356	07335635	IN06002600	Mortgage Restructuring	I	10/31/2012	DECATUR	IN
A	CARRIAGE HOUSE NEW ALBANY	800006632	07335592	IN06002614	Mortgage Restructuring		06/06/2032	NEW ALBANY	IN
A	RYKER RUN APARTMENTS	80000969	07335531	IN06000001	Mortgage Restructuring	I	11/09/2012	Zionsville	IN
A	CYPRESS OLENY	800007193	10235240	KS160025024	Mortgage Restructuring	I	10/13/2012	HOLTTON	KS
A	MISSION PLACE	800007309	10235228	KS400150021	Mortgage Restructuring		08/06/2012	HUTCHINSON	KS
A	CLINTON PLACE	800010019	04435500	MI20011030	Mortgage Restructuring	I	10/31/2012	MOUNT CLEMENS	MI
A	COLONY AND FISHER ARMS APARTMENTS	800213296		MI011MR0002	Mortgage Restructuring	I	01/31/2011	DETROIT	MI
A	FOX RIDGE	800009872	04735218	MI31400037	Mortgage Restructuring	I	10/31/2012	KALAMAZOO	MI
A	GARDENVIEW	800010137	04835097	MI20011011	Mortgage Restructuring	I	08/31/2012	FLINT	MI
A	AFTON VIEW APARTMENTS	800010743	09244000	MI16M00110	Mortgage Restructuring	I	09/06/2012	SAYT PAUL	MI
A	YOPEK MANOR aka Princeton Elderly	800011406	09235242	MO16000000	Mortgage Restructuring	I	10/13/2012	BERKELEYSHIRE	MO
A	FORUM MANOR APTS.	800011578	08355495	MO160010562	Mortgage Restructuring	I	03/31/2013	ROLLA	MO
A	MAPLE MANOR APARTMENTS	800042939	08411069	MO16M00165	Mortgage Restructuring	I	10/31/2012	INDEPENDENCE	MO
A	FRENCH VILLAGE	800045426	10311017	NE06M00041	Mortgage Restructuring	I	08/31/2012	ORAND ISLAND	NE
A	Homesited Village	800013607	10338021	NE060045002	Mortgage Restructuring	I	08/31/2012	BEATRICE	NE
A	Centennial Park Plaza Apartments	800214069	12511037	NV21000002	Mortgage Restructuring	I	05/31/2032	NORTH LAS VEGAS	NV
A	ROSE GARDEN TOWNHOUSES	800014730	12544001	NV21000008	Mortgage Restructuring	I	12/31/2012	NORTH LAS VEGAS	NV
A	MONUMENTAL FRED HOMES	800020339	08135072	TN16M000076	Mortgage Restructuring	I	03/31/2013	MEMPHIS	TN
A	PARKVIEW MANOR APARTMENTS	800020419	08144026	TN40M000014	Mortgage Restructuring	I	01/31/2013	UNION CITY	TN

Figure 7-2, Assigned Properties

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a **Critical Dates Tracking** form.

7.2 Contract Number Link

The **Assigned Properties** screen displays all assigned properties and pertinent information. It also contains the highlighted **contract number** [FL29M000113](#) as a link to access the **Critical Dates Tracking** form to enter or view the critical dates. 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).

7.3 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 7-3, 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. The **Critical Dates Tracking** screens vary depending upon the M2M renewal type.

Figure 7-3-1, 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. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-2, Rent Reduction only Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Rent Reduction only renewal option.

Figure 7-3-3, 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 Comp Review assignment.

Figure 7-3-4, 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 Post Mark-Up-To-Market Comp Review assignment.

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HERMES Property ID: 00000238
Primary FBA Number: 0023000
Customer Number: AL00000003
Preservation Office: Washington
HEM Project Manager: LAURA WOVEN

Critical Dates Tracking

Property Name: REF120-0432
FAB Name: Citicorp, Inc.
Revised Type: Mortgage Restructuring
Portfolio Manager: Dan Anderson
Revised:

Debt Restructuring Specialist:

Bring FAE Underwriter:

To view or update the Recap consent form, click on the Recap Consent Log tab below.

Bring Consent Log:

There are **119** days left until this Section 8 contract expires. This contract is currently in the **Data Collection Due Diligence** phase.

If there was a successful appeal from the owner, click here to [Update the Results](#).

Original Section 8 Expiration Date (Post MANDAs): 10/20/09

Current Section 8 Expiration Date: 04/30/2013

Field Office Review Intend to Renew from Owner: 12/30/2014

Bring Reviewer Path from Field Office: 05/05/2015

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 03/08/2015

Recap Approves OCE Form 2.2: 05/08/2015

FAE Accepts Assignment: 05/12/2015

FAE's retained Restructuring Plan (Form 3.2) Submission Date: 07/15/2015

Amended FBA Mitigation Date (Per 2.13 Waiver):

Recap Receives Property Out Hold:

Approved on Hold Renewal Date:

Recap Removes Property from Out Hold:

Phase: Data Collection/Due Diligence

Data Collection:

FAE and Owner Items Submitted/Working: 05/10/2015

FAE assigned by FAE: 05/15/2015

FAE Sends Documents to Reviewer:

Recap Returns Documents for FAE:

FAE Returns Documents:

Recap Approves OFCA:

Approval response by FAE: 05/14/2015

Team Meeting #1: 07/01/2015

Owner Submits Data Collection Report: 06/05/2015

Due Diligence:

FAE-FCIA Complete:

FAE-Appraisal Complete:

FAE Complete Due Diligence:

Title Being Done Order: 06/05/2015

Title Being Done Received:

Phase: Underwriting/Restructuring Plan

Team Meeting #2:

Initial FAE Restructuring Plan Submission to Recap:

FAE Submits Restructuring Plan to Recap:

Recap Reviews Complete Restructuring Plan and Form 5.2:

Date Assigned to Underwriter:

FA Staff:

Phase: Loan Pending/Approved Process

Recap Approves Restructuring Plan:

Recap Returns Restructuring Plan to FAE for Revision:

Recap Reviews FAE resubmission:

Number of Resubmissions: 0

Restructuring Plan Re-rated by Recap:

Restructuring Commitment Exercised by Owner:

M2M Gross Indicators:

Default Check:

Level 1 Check:

Level 2 Check:

Closing Issues:

Additional Funds:

Bond Financing Starting Date:

2500PP:

TPA:

Co-op:

QRP Debt Relief:

Other Issues:

Mod Rehab:

Bankruptcy:

Awaiting Recap Policy:

Other:

Phase: Closing and Post-Closing

Closing:

Recap approved 4.11 or 4.12:

Disbursed Closing Date:

Closing Date:

New Section 8 Contract Effective Date:

Section 8 Contract Type:

Post-Closing:

Closing Documents Distributed by FAE:

Transmission Means submitted to Mail/Handy/Printing:

Multifamily indicated on meeting new currency:

Refund Error Account:

Date Action Other than Closing Created (in the M2M and other report pages was added a per 3.91 Chapter 6):

Clear Option Selected Below

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

Owner Proposed FBA-Increase Loan (FAE must enter new market rate into item 3.2)

Ineligible for Recap - "Bad Owner" Determination

Ineligible for Recap - Rates below or equal to Market

Ineligible for Recap - Conflict Between State/Local Financing Documents and Restructuring Plan

Ineligible for Recap or Other (Include date entered on your daily)

Unrecovered Owner in Controversy - FAE Does Not have Restructuring Commitment

Restructuring Commitment Issued But Not Exercised by Owner (FAE must enter new market rate into item 3.2)

Owner Opted Out of Section 8 Program

The Ineligible options, if selected, will automatically update the Waitlist in 82362 once the "Bad M2M Process" button is selected.

Recap Consent Text:

FAE Consent Text:

Click here to go to Restructuring Plan for Form 5.2

Click here if completed the M2M program.

Click here to change the M2M Renewal Type (Approved Form 2.16 Required)

Figure 7-3, Mortgage Restructuring Critical Dates Screen

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Critical Dates Tracking (Partial)

HEKMS Property ID: 08011056
Primary FHA Number: 0845142
Customer Number: 4214930032
Preparation Office: Chicago
HEK Project Manager:

Property Name: VICTORIA ARJEE
FAE Name: Onell,Ver, Inc
Revised Type: Mortgage Restructuring
Portfolio Manager: REB Solutions, Inc
Date Assigned: 07/29/2011
Re: account

Delit Restructuring Specialist: LARRY D FACK
Reorg/FAE Underwriter:
To view previous FAE or Critical Dates for previous assignment type or previous Portfolio Manager, click on Historical Data link below.
Historical Data

To view or update the Reorg committed log, click on the Reorg Comment Log link below.
Reorg Comment Log

Previously Assigned FAE: Maximal Housing Dev - Commission

-30 -15 0 15 30 45 60 75 90 Days

There are 2407 days left until the Section 8 contract expires.
This contract is currently in the Closing and Post Closing phase.

If there was a successful approval from the system, click here to [View the Details](#).

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

<p>Original Section 8 Expiration Date (Post MARRSA): 08/31/1999</p> <p>Current Section 8 Expiration Date: 03/31/2022 <input type="button" value="C"/></p> <p>Field Office Revenue Interest to Reorg From Owner: <input type="checkbox"/></p> <p>Field Office Return to Reorg: <input type="checkbox"/></p> <p>Reorg Revenue Interest From Field Office: 10/31/1999</p>	<p>Phase: Assignments/Assignment</p> <p>Reorg Needs List of Potential Assets: 05/04/2011</p> <p>Reorg Approves OCC Form 22: 06/01/2011</p> <p>FAE Accepts Assignment: 06/06/2011</p> <p>FAE's extended Restructuring Plan (Form 3.2) Submission Date: 10/06/2011 <input type="button" value="C"/></p> <p>Amended FFAA Mitigation Date Per 2.13 Waiver: <input type="checkbox"/></p> <p>Reorg Plans Property On Hold: <input type="checkbox"/></p> <p>Anticipated On Hold Expiry Date: <input type="checkbox"/></p> <p>Reorg Reserves Property From On Hold: <input type="checkbox"/></p>
---	---

	Due/Select	Actual	
Phase: Data Collection/Over Diligence			
Data Collection:			
FAE and Owner Have Kickoff Meeting	<input checked="" type="checkbox"/>	06/07/2011	<input type="button" value="C"/>
PCA Assigned by FAE	<input checked="" type="checkbox"/>	06/06/2011	<input type="button" value="C"/>
FAE Sends Documents to Reviewer	<input type="checkbox"/>		<input type="button" value="C"/> Reviewer
Reorg Reviews Documents for Fees	<input type="checkbox"/>		<input type="button" value="C"/>
FAE Resubmits Documents	<input type="checkbox"/>		<input type="button" value="C"/>
Reorg Approves OPCA	<input type="checkbox"/>		<input type="button" value="C"/>
Approval Assigned by FAE	<input checked="" type="checkbox"/>	06/23/2011	<input type="button" value="C"/>
Trouble Meeting - #1	<input type="checkbox"/>		<input type="button" value="C"/>
Over Diligence:			
Owner Submits Data Collection Report	<input checked="" type="checkbox"/>	07/29/2011	<input type="button" value="C"/>
FAE's PCA Complete	<input type="checkbox"/>	08/06/2011	<input type="button" value="C"/>
FAE's Appraisal Complete	<input type="checkbox"/>	08/06/2011	<input type="button" value="C"/>
FAE Complete Data Diligence	<input type="checkbox"/>	07/26/2011	<input type="button" value="C"/>
Title Bring Downs Order	<input type="checkbox"/>		<input type="button" value="C"/>
Title Bring Downs Received	<input type="checkbox"/>		<input type="button" value="C"/>

	Due/Select	Actual	
Phase: Underwriting/Restructuring Plan			
Trouble Meeting - #2	<input checked="" type="checkbox"/>	10/13/2011	<input type="button" value="C"/>
Initial FAE Restructuring Plan Submission to Reorg	<input type="checkbox"/>	11/12/2011	<input type="button" value="C"/>
FAE Submits Restructuring Plan to Reorg	<input type="checkbox"/>	08/06/2011	<input type="button" value="C"/>
Reorg Reviews Complete Restructuring Plan and Form 3.2	<input checked="" type="checkbox"/>	11/06/2011	<input type="button" value="C"/>
Date Assigned to Underwriter	<input type="checkbox"/>	11/06/2011	<input type="button" value="C"/>
Reviewers: OLEBDA M BROWN			FA Staff #1

	Due/Select	Actual	
Phase: Loan Pricing/Approval Process			
Reorg Approves Restructuring Plan	<input checked="" type="checkbox"/>	12/09/2011	<input type="button" value="C"/>
Reorg Returns Restructuring Plan to FAE for Revisions	<input type="checkbox"/>		<input type="button" value="C"/>
Reorg Reviews FAE Revisions	<input type="checkbox"/>		<input type="button" value="C"/>
Number of Revisions/Revisions		9	<input type="button" value="C"/>
Restructuring Plan Revisited by Reorg	<input type="checkbox"/>		<input type="button" value="C"/>
Restructuring Commitment Exceeded by Owner	<input type="checkbox"/>	09/06/2011	<input type="button" value="C"/>
M2M Green Indicator:			
Default Green	<input type="checkbox"/>		
Level I Green	<input type="checkbox"/>		
Level II Green	<input type="checkbox"/>		
Closing Issues:			
Additional Pacific	<input type="checkbox"/>		
Brand Financing Starting Soon	<input type="checkbox"/>		
246SEP	<input type="checkbox"/>		
TFA	<input type="checkbox"/>		
Co-op	<input type="checkbox"/>		
QRP Data Sheet	<input type="checkbox"/>		
Other Issues:			
Mid Rehab	<input type="checkbox"/>		
Bankruptcy	<input type="checkbox"/>		
Awaiting Reorg Policy	<input type="checkbox"/>		
Other	<input type="checkbox"/>		<input type="button" value="C"/>

	Due/Select	Actual	
Phase: Closing and Post Closing			
Closing:			
Reorg approved 411 or 412	<input type="checkbox"/>		<input type="button" value="C"/>
Scheduled Closing Date	<input checked="" type="checkbox"/>	03/30/2012	<input type="button" value="C"/>
Closing Date	<input type="checkbox"/>	11/06/2011	<input type="button" value="C"/>
New Section 8 Contract Effective Date	<input checked="" type="checkbox"/>	04/01/2012	<input type="button" value="C"/>
Section 8 Contract Type	<input type="checkbox"/>		
Post Closing:			
Closing Documents Collected by FAE	<input checked="" type="checkbox"/>	05/23/2012	<input type="button" value="C"/>
Transaction Memo submitted to Multifamily Housing	<input type="checkbox"/>	04/23/2012	<input type="button" value="C"/>
Multifamily indicated no meeting was necessary	<input type="checkbox"/>	No	
Rehab Escrow Account	<input type="checkbox"/>	Yes	
Rehab Escrow Account Closed	<input type="checkbox"/>	10/26/2011	<input type="button" value="C"/>

Date Action Other than Closing Occurs:
(Use this field and add appropriate remarks to the 310 Report.)

Reorg Devalues Restructuring Plan is Not Feasible Due to Financially Not Viable
 Owner Provided FFAA Document Local FAE must review owner market events with Form 3.2
 Ineligible for Reorg - "Bad Owner" Determination
 Ineligible for Reorg - Needs Inflow or equal to Market
 Ineligible for Reorg - Conflict Between State/Local Financing Documents and Restructuring Plan
 Ineligible for Reorg or Other (Exclude discontinued program details)
 Discontinued Owner to Reorganize - FAE Does Not Issue Restructuring Commitment
 Restructuring Commitment Issued But Not Exceeded by Owner (FAE must enter new market rates into Item 4.2)
 Owner Opted Out of Section 8 Program
The bolded options, if selected, will automatically update the "Waived in HEKMS" value in the "Track M2M Process" button is selected.

Reorg Comment Text:
 FAE Comment Text:
 Click here to go to Restructuring Plan for Form 3.2

Office of Reevaluation | Mark-to-Market System Information | Multifamily Online System | Multifamily Data Base

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)

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Critical Dates Tracking

Property Name: Jackson Hills Apartments
PAE Name: CreditVest, Inc.
Renewal Type: Rent Reduction Only

HEREMS Property ID: 800004816
Primary FHA Number: 06111155
Contract Number: GA06R000017
Preservation Office: Washington
HUD Project Manager: CHINH V DAO
Debt Restructuring Specialist:

Recap/PAE Underwriter:

To view or update the Recap comments log, click on the Recap Comment Log link below:
[Recap Comment Log](#)

There are **125** days left until this Section 8 contract expires.
 This contract is currently in the **Rent Reduction Determination** phase.

If there was a successful appeal from the owner, click here to: [Update the Rents](#)

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

Original Section 8 Expiration Date (Post MAHRA): 12/31/2015

Current Section 8 Expiration Date: 12/31/2015

Field Office Receives Request for Rent Reduction from Owner:

Field Office Refers to Recap:

Recap Receives Referral from Field Office: 12/17/2014

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 12/18/2014

Recap Approves COI Form 2.2: 12/18/2014

PAE Accepts Assignment: 12/22/2014

PAE's estimated Recommendation (Form 10.2) Submission Date: 03/07/2015

Tier 1 Incentive Due Date (Per PRA): 03/07/2015

Amended Tier 1 Incentive Due Date:

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

Tier 2 Incentive Due Date (Per PRA):

Amended Tier 2 Incentive Due Date:

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

Recap Places Property On Hold:

Anticipated On Hold Removal Date:

Recap Removes Property From On Hold:

Phase: Rent Reduction Determination

Tenant Notice Sent: 01/14/2015

PCA Assigned by PAE: 12/23/2014

Appraisal Assigned by PAE: 12/23/2014

PAE's PCA Complete:

PAE's Appraisal Complete: 02/03/2015

Initial PAE Restructuring Plan Submission to Recap: 03/05/2015

PAE Submits Justification for Recommendation (Form 10.2): 03/05/2015

Recap Receives Complete PAE Justification (Form 10.2) Submission:

Recap Approves PAE 'Lite' Recommendation: 04/06/2015

Recap Notifies HUD Project Manager:

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

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

Status of Miscellaneous Items

PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring: 04/09/2015

Recap Approves Tier 2 Conversion (Form 2.16):

Recap Returns Submission to PAE for Revision:

Recap Receives PAE Resubmission:

Number of Resubmissions: 0

New Section 8 Contract Effective Date:

Section 8 Contract Type:

PAE Final Section 8 Renewal Recommendation:

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

Recap Comment Text:

PAE Comment Text:

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

[End M2M Process](#) Click here if completed the M2M program.

[Change Renewal Type](#) Click here to change the M2M Renewal Type. (Approved Form 2.16 Required)

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

[Return To Last Search Results Screen](#)

| [Office of Re-capitalization](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#) |

Figure 7-3-2, Rent Reduction Only Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800000760
 Primary FHA Number: 08235110
 Contract Number: AR37M000038
 Preservation Office: Washington
 HUD Project Manager: JOELLA VENTERS
 Debt Restructuring Specialist: WINIFRED J DUBECK
 Recap/PAE Underwriter:

Property Name: Ross Apartments
 PAE Name: ONTRA, Inc.
 Renewal Type: Comp Review

Completed 10/05/2010 by H19569

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:

Historical Data Previous Renewal Type: Rent Reduction

To view or update the Recap comments log, click on the Recap Comment Log link below:

Recap Comment Log

There are **94** 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:	11/30/2015	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:		
Field Office Refers to Recap:		
Recap Receives Referral from Field Office:	01/06/2010	
Phase: Assignment/Assessment		
Recap Sends List of Potential Assets:	01/12/2010	
Recap Approves COI Form 2.2:	01/13/2010	
PAE Accepts Assignment:	01/18/2010	
PAE's estimated Comp Review submission Date:		<input type="button" value="C"/>
Complete Comp Review Due (per PRA):	04/03/2010	
Amended Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>
Phase: Comparability Review		
PAE Submits Review Results to Recap:	06/01/2010	<input type="button" value="C"/>
Recap Approves Review Results:	07/19/2010	<input type="button" value="C"/>
Recap Returns Review Results to PAE for Revision:		<input type="button" value="C"/>
PAE Notifies HUD Field Office:		<input type="button" value="C"/>
Recap Receives Complete Comp Review:	06/01/2010	<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 7-3-3, M2M Comp Review Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800001992
 Primary FHA Number: 1233454
 Contract Number: CA168023035
 Preservation Office: San Francisco
 HUD Project Manager: RICK T LOMBARDI
 Debt Restructuring Specialist: CHARRON ALFONSO
 Recap/PAE Underwriter:

Property Name: MIYAKO GARDEN APTS
 PAE Name: ONTRA, Inc
 Renewal Type: Post M2M Comp Review
 Completed 03/27/2003 by Unknown

To view or update the Recap comments log, click on the Recap Comment Log link below:
[Recap Comment Log](#)

There are **915** days left until this Section 8 contract expires.
 This contract is currently in the **Comparability Review** phase.

Original Section 8 Expiration Date (Post MAHRA):			
Current Section 8 Expiration Date:	02/28/2018		<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:	12/05/2014		
Field Office Refers to Recap:			
Recap Receives Referral from Field Office:	11/19/2002		

Phase: Assignment/Assessment

Recap Sends List of Potential Assets:	12/02/2002		
Recap Approves COI Form 2.2:	12/06/2002		
PAE Accepts Assignment:	12/09/2002		
PAE's estimated Comp Review submission Date:	02/20/2003		<input type="button" value="C"/>
Complete Comp Review Due (per PRA):	02/23/2003		
Amended Due Date (Per Rel. Mgr.):			<input type="button" value="C"/>

Phase: Comparability Review

PAE Submits Review Results to Recap:	02/20/2003		<input type="button" value="C"/>
Recap Approves Review Results:	03/20/2003		<input type="button" value="C"/>
Recap Returns Review Results to PAE for Revision:			<input type="button" value="C"/>
PAE Notifies HUD Field Office:			<input type="button" value="C"/>
Recap Receives Complete Comp Review:			<input type="button" value="C"/>
Recap Receives PAE Resubmission:			<input type="button" value="C"/>
Number of Resubmissions:	0		

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

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:

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

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen

7.3.1 Historical Data Display

If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-4, History Notice.

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

Critical Dates Tracking

HEREMS Property ID: 800000170 Primary FHA Number: 06235213 Contract Number: AL090015023 Preservation Office: Washington HUD Project Manager: SARAH RICHEY Debt Restructuring Specialist: <input type="text"/>	Property Name: BRADLEY PARK PAE Name: Jefferson County Assisted Housing Corp. Renewal Type: Mortgage Restructuring Portfolio Manager: Date Assigned: Re-entered: <input type="text"/>
--	--

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:

[Historical Data](#)

Previous Renewal Type: Mortgage Restructuring

Figure 7-4, History Notice

To see a summary of the historical actions, click the **Historical Data** link to display the Historical Data screen as shown in Figure 7-5, Historical Data Summary Screen.

Historical Data for Property # 800000000
EXECUTIVE ESTATES

To view previous critical date detail, click on [Renewal Type](#) or [PAE unassignment](#) or [Reactivation](#) or [Portfolio Manager](#) link(s) below:

Changed Information	From	To	On	By
Regional Office	San Francisco	OMHAR Transaction Center	05/09/2001	H14141
Regional Office	OMHAR Transaction Center	Washington	03/12/2003	C19725
Portfolio Manager	R.E.R., Inc.		11/18/2003	C12258

Figure 7-5, Historical Data Summary Screen

The Critical Date Detail, saved at the time the action was performed, can be viewed by clicking the **Renewal Type** or **PAE unassignment** or **Reactivation** links. Shown below, in Figure 7-6, Historical Critical Date Detail Screen, is a sample display. Clicking the **Portfolio Manager** link will display a popup window showing the date the indicated portfolio manager was assigned.

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Saved Critical Dates

HEREMS Property ID: 800011581	Property Name: FRIENDSHIP MANOR
Primary FHA Number: 08435183	PAE Name: CreditWest, Inc.
Contract Number: MO160007005	Renewal Type: Mortgage Restructuring
Preservation Office: Washington	
Debt Restructuring Specialist:	Re-entered:
Recap/PAE Underwriter:	

Original Section 8 Expiration Date (Post MAHRA) : 06/24/1999
 Current Section 8 Expiration Date : 10/31/2006
 Field Office Receives Intent to Renew from Owner : 06/17/2006
 Field Office Refers to Recap :
 Recap Receives Referral from Field Office : 11/03/2010

Assignment/Assessment

Recap Sends List of Potential Assets: 11/09/2010
 Recap Approves COI Form 2.2: 11/17/2010
 PAE Accepts Assignment: 11/19/2010
 PAE's estimated Restructuring Plan (Form 5.2) Submission Date: 06/19/2011
 Amended FRA Milestone Date Per 2.15 Waiver:
 Reason:
 Recap Places Property On Hold:
 Anticipated On Hold Removal Date:
 Recap Removes Property From On Hold:

Data Collection/Due Diligence

PAE and Owner Have Kickoff Meeting: 12/08/2010
 PCA Assigned by PAE: 12/09/2010
 PAE Sends Documents to Reviewer: 12/10/2010
 GPCA Reviewer: ELAINE YAKALOPOULOS

Recap Returns Documents for Fixes:
 PAE Resubmits Documents:
 Recap Approves GPCA:
 Appraisal Assigned by PAE: 12/01/2010
 Tenant Meeting - #1: 01/27/2011
 Owner Submits Data Collection Report: 01/31/2011
 PAE's PCA Complete: 01/21/2011
 PAE's Appraisal Complete: 01/17/2011
 PAE Completes Due Diligence:
 Title Bring Down Order: 12/14/2010
 Title Bring Down Received: 01/05/2011

Underwriting/Restructuring Plan

Tenant Meeting - #2:
 PAE Submits Restructuring Plan to Recap:
 Recap Receives Complete Restructuring Plan and Form 5.2:
 Date Assigned to Underwriter:
 Reviewer: FA Staff

Loan Funding/Approval Process

Recap Approves Restructuring Plan:
 Recap Returns Restructuring Plan to PAE for Revision:
 Recap Receives PAE resubmission:
 Number of Resubmissions: 0
 Restructuring Plan Executed by Recap:
 Restructuring Commitment Executed by Owner:
 M2M Green Initiative:
 Closing Issues:
 Other Issues:
 Other Comment:

Closing and Post Closing

Recap approved 4.11 or 4.12:
 Scheduled Closing Date:
 Closing Date:
 New Section 8 Contract Effective Date:
 Section 8 Contract Type:
 Closing Documents Distributed by PAE:
 Transmission Memo submitted to Multifamily Housing:
 Rehab Escrow Account Closed:
 Multifamily indicated no meeting was necessary:
 Date Action Other than Closing Occurred:

Recap Comment:

Figure 7-6, Historical Critical Date Detail Screen

7.3.2 Recap Comment Log

If there is any Recap Comment Log for a property, a link will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-5, Recap Comment Log Notice.

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Critical Dates Tracking

HEREMS Property ID: 800011381
Primary FHA Number: 08435355
Contract Number: MC160007005
Preservation Office: Chicago
HUD Project Manager: CORNELIUS P WEAVER

Property Name: FRIENDSHIP MANOR
PAE Name: ONTRA, Inc.
Renewal Type: Mortgage Restructuring

Portfolio Manager:
Date Assigned:
Re-entered:

Debt Restructuring Specialist: [dropdown]
Recap/PAE Underwriter: [dropdown]

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:
[Historical Data](#)

Previously Assigned PAE: CreditVest, Inc.
Previous Preservation Office: Washington

To view or update the Recap comments log, click on the Recap Comment Log link below:
[Recap Comment Log](#)

Figure 7-7, Recap Comment Log Notice

To see a list of the Recap Comments Log, click the [Recap Comment Log](#) link to display the Recap Comment Log screen as shown in Figure 7-8, Recap Comment Log Screen.

Home Back Secure Systems Log Off

Comment Log for Property # 800005020
Trinity Towers

There are currently no Recap Comments for this property.
To add a new comment, enter comments in Comment box below and save.
Comments will be saved with a timestamp.

Add/Edit a comment

[Text Area]

Cancel Save

Go Back To Critical Dates Tracking Screen

Figure 7-8, Recap Comment Log screen

7.3.3 Critical Dates Data Entry

All **Critical Dates** data entry boxes applicable to the PAE or Recap User may be entered or updated by the Recap HQ users. The Recap RO Users may enter or update the critical date fields applicable to Recap, but 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 enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: **Original Section 8 Expiration Date (Post MAHRA)**, **Current Section 8 Expiration Date**, **Field Office Receives Intent to Renew from Owner**, **Field Office Receives Request for Rent Reduction from Owner**, **Field Office Refers to Recap**,

Recap Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

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. Figure 7-9, Comment Fields is an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

The screenshot shows a web interface for tracking critical dates. At the top, a yellow bar indicates the current phase: "Phase: Data Collection/Due Diligence". Below this, the section is titled "Data Collection:". There are five rows of data, each with a task description, a date input field, and a "C*" button. A red arrow points to the "C*" button for the first row. The tasks and dates are: "PAE and Owner Have Kickoff Meeting: 11/11/2000", "PCA Assigned by PAE: 05/04/2000", "Appraisal Assigned by PAE: 05/05/2000", "Tenant Meeting - #1: 05/05/2000", and "Owner Submits Data Collection Report: 06/03/2000".

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

Figure 7-9, 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.

7.3.4 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 Report
- ◆ 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 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.

7.3.5 Ending M2M Contract Process

After a contract has completed the M2M process, Recap may close it by clicking the End M2M Process button at the bottom of the screen. A confirmation window, as illustrated below as Figure 7-10, End M2M Process Confirmation Window, will be displayed. Select OK to end the contract or Cancel to return to the previous screen.

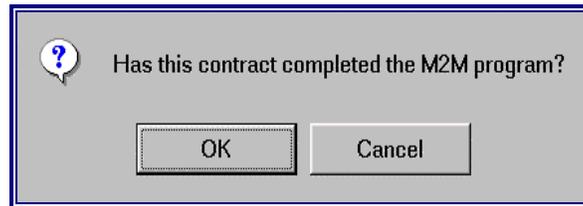


Figure 7-10, End M2M Process Confirmation Window

7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract's renewal type may be changed by selecting the Change Renewal Type button resulting in the Figure 7-11, Contract Renewal Type Change, screen (shown below).

Home Back Log Off

Change Contract's Renewal Type

HEREMS Property ID: 800004437 Property Name: SHULLMANOR APARTMENTS
Primary FHA Number: PAE Name: Florida Housing Finance Corporation
Contract Number: FL29M000150

The renewal type of this contract is changed from **Mortgage Restructuring** to **Rent Reduction Only** on **07/11/1999**
(mm/dd/yyyy).

Comments: (Only the first 255 characters will be saved)

Cancel Continue

Figure 7-11, Contract Renewal Type Change

The **current** renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract's renewal type changed. Comments relating to the contract's changed status may also be entered.

After the user clicks the **Continue** button, a confirmation screen is displayed to let the user know the change was accepted. Changing the renewal type for a contract will generate a history record of the action. Clicking the **Continue** button will return a Critical Dates Tracking screen, based on the **new** renewal type.

7.3.7 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 7-12, As Is Rents Screen.



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Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000455

Primary FHA Number: 06244054

Contract Number: AL09M000044

Property Name: TALLADEGA DOWNS

PAE Name: Jefferson County Assisted Housing Corp.

PAE Recommendation: Project Based Assistance Required

Bedroom Type	# of Units (REMS)	As Is Rents
0		<input style="width: 100%;" type="text"/>
1	16	<input style="width: 100%;" type="text" value="427.00"/>
2	38	<input style="width: 100%;" type="text" value="587.95"/>
3	46	<input style="width: 100%;" type="text" value="1,124.25"/>
4		<input style="width: 100%;" type="text"/>
5		<input style="width: 100%;" type="text"/>
6		<input style="width: 100%;" type="text"/>
7		<input style="width: 100%;" type="text"/>

Cancel Clear Save

Figure 7-12, 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.

7.3.8 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 7-13, Comp Review Results Screen.

Approved Review Results:

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

Comp Review Results

Click to enter / update comp review results.

Home
Back
Log Off

Comp Review Results

HEREMS Property ID: 800001447

Primary FHA Number: 12135056

Contract Number: CA39M000158

Property Name: EL CASA VERDE I

PAE Name: Heskin Signet Partnership

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

Figure 7-13, Comp Review Results Screen

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

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

Clicking the 'Comp Review Results' button that is displayed on a Post M2M 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 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen.

Approved Review Results:

Review in Process

Section 8 Contract Rent Over Market

Section 8 Contract Rent Equal/Under Market

Comp Review Results

Click to enter / update comp review results.

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 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen

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

7.3.10 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 7-13, Information Saved Screen):



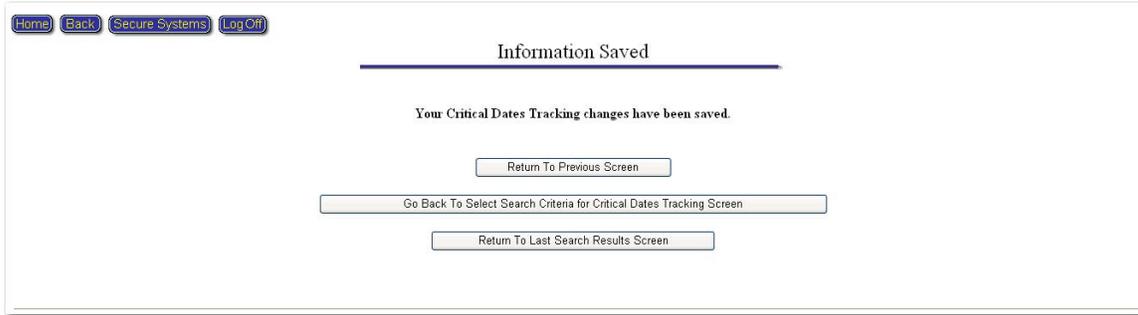


Figure 7-13, Information Saved Screen

8 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.

♪ **Note:** These restructuring plan forms are only one part of the **Draft Restructuring Plans and Subsidy Recommendations** that must be submitted to Recap for approval.

Within this module are **Restructuring Plan Forms** that must be submitted and approved via M2M. 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 8.2 Mortgage Restructuring Plan Forms** and **Section 8.3 Rent Reduction Only Plan Forms**, respectively.

Figure 8-1, Restructuring Plans Screen, represents the screen that will be retrieved when the Restructuring Plans button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.



Figure 8-1, Restructuring Plans Screen

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 8-2, Restructuring Plans Search Criteria Screen.

Home Back Secure Systems Log Off

Select Search Criteria for Restructuring Plans

Select one of the following criteria:

REMS ID: FHA #: Contract #:

Or select one or more of the following options:

Preservation Office:

State:

PAE:

Property:

Plan Status: Date of Selected Plan Status:

Status:

Renewal Type:

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

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Figure 8-2, 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 **Recap Region** from the drop-down list
- ◆ Select a **State** from the drop-down list
- ◆ Select a **PAE Name** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **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

8.1 Restructuring Plans General Information

Figure 8-3, Restructuring Plans Property Selection Screen, represents the results from the Restructuring Plans Search Criteria based on a state criterion search.

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

Assigned Properties

The following **50** out of 53 properties met your **Washington, Active, Mortgage Restructuring** search criteria.

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

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

PAE Name	Status	Approval Status	Property Name	Medal Updated	Set # Contract Number	Set # Contract Renewal Type	Expiration Date	Property City	State
ONTRA, Inc.	A	Returned for Revision	Park Lake Apartments		AR37002050	Mortgage Restructuring	09/30/2010	FAYETTEVILLE	AR
ONTRA, Inc.	A	Not Submitted	TANNER GARDENS		AZ20M00029	Mortgage Restructuring	06/30/2010	PHOENIX	AZ
CredVest, Inc.	A	Approved	HARVEY'S FELLOWSHIP HOMES		FL22M000136	Mortgage Restructuring	05/31/2009	OCALA	FL
CredVest, Inc.	A	Not Submitted	HOLLYBROOK HOMES		FL22M000138	Mortgage Restructuring	04/30/2014	JACKSONVILLE	FL
CredVest, Inc.	A	Approved	NEW HORIZONS APARTMENTS		FL20064003	Mortgage Restructuring	03/31/2007	MIAMI	FL
ONTRA, Inc.	A	Returned for Revision	Capital Veins Apartments		GA06M000194	Mortgage Restructuring	06/30/2007	ATLANTA	GA
CredVest, Inc.	A	Not Submitted	Indian Oaks Apts		GA060018013	Mortgage Restructuring	07/07/2006	FORT VALLEY	GA
ONTRA, Inc.	A	Pending	Oxford Village Townhouses		GA06M000174	Mortgage Restructuring	07/31/2009	ATLANTA	GA
ONTRA, Inc.	A	Pending	Oxford Village Townhouses		GA06M000175	Mortgage Restructuring	07/31/2009	ATLANTA	GA
CredVest, Inc.	A	Approved	The Cliff Apartments		GA060009093	Mortgage Restructuring	12/31/2006	DALTON	GA
CredVest, Inc.	A	Not Submitted	HIGH POINT		KY32H134264	Mortgage Restructuring	04/30/2007	LUDLOW	KY
CredVest, Inc.	A	Not Submitted	LIBERTY HEIGHTS HOUSING		KY32M000036	Mortgage Restructuring	07/31/2010	WEST LIBERTY	KY
ONTRA, Inc.	A	Approved	APOLLO PLAZA		LA44M000014	Mortgage Restructuring	08/31/2006	MAHAY	LA
Louisiana Housing Finance Agency	A	Approved	CENTRAL PARK WEST		LA620001019	Mortgage Restructuring	01/20/2010	VIVIAN	LA
CredVest, Inc.	A	Returned for Revision	WALNUT/WASHINGTON APTS		MA060300033	Mortgage Restructuring	01/07/2007	ROXBURY	MA
CredVest, Inc.	A	Approved	POPPLETON COOPERATIVE		MD05A001004	Mortgage Restructuring	05/31/2007	BALTIMORE	MD
CredVest, Inc.	A	Approved	BERGEN HOMES		ME23M000087	Mortgage Restructuring	04/30/2007	BENTON HARBOR	ME
CredVest, Inc.	A	Not Submitted	RYAN COURT APARTMENTS		MI20R000047	Mortgage Restructuring	09/18/2010	DETROIT	MI
CredVest, Inc.	A	Not Submitted	ST PAUL'S ELDERLY HOUSING		MI20R000032	Mortgage Restructuring	05/25/2007	DETROIT	MI
ONTRA, Inc.	A	Approved	WILDWOOD CREEK MANOR		MI330016007	Mortgage Restructuring	03/13/2007	HOLLAND	MI
CredVest, Inc.	A	Returned for Revision	WILLOW VISTA		MI001140011	Mortgage Restructuring	07/23/2009	LANSING	MI
CredVest, Inc.	A	Not Submitted	COTTONDALE APTS		NC120014029	Mortgage Restructuring	07/20/2009	DUNN	NC
ONTRA, Inc.	A	Returned for Revision	DURHAM VILLAGE APARTMENTS		NC190020012	Mortgage Restructuring	01/31/2007	BURGAW	NC
Recap WFO - CredVest	A	Approved	LAURENCE MANOR APARTMENTS		NC120017009	Mortgage Restructuring	05/02/2008	GREENSBORO	NC
ONTRA, Inc.	A	Not Submitted	ST. JAMES HOMES		NC12M000106	Mortgage Restructuring	07/31/2007	GREENSBORO	NC
CredVest, Inc.	A	Not Submitted	CITYSIDE APTS II		NJ21M000120	Mortgage Restructuring	12/03/2010	TRENTON	NJ
CredVest, Inc.	A	Not Submitted	CITYSIDE APTS I		NJ21M000090	Mortgage Restructuring	04/20/2011	TRENTON	NJ
NW Financial Group	A	Approved	MARIA ESTELA HOUSES I		NY26H100047	Mortgage Restructuring	09/30/2008	IRONDE	NY
CredVest, Inc.	A	Approved	STEINHORST APTS		NY04H100046	Mortgage Restructuring	11/11/2006	UTICA	NY
CredVest, Inc.	A	Approved	The BROOK APARTMENTS		NY05H100048	Mortgage Restructuring	11/14/2006	UTICA	NY
CredVest, Inc.	A	Not Submitted	ARSONNE ARMS APARTMENTS		OH120001030	Mortgage Restructuring	11/30/2009	PAINESVILLE	OH
CredVest, Inc.	A	Not Submitted	CEDAR PARK		OH120007025	Mortgage Restructuring	05/31/2007	BOWLING GREEN	OH
CredVest, Inc.	A	Not Submitted	COVINGTON GARDENS		OH120008025	Mortgage Restructuring	02/04/2010	EAST CLEVELAND	OH
CredVest, Inc.	A	Returned for Revision	IVYWOOD APARTMENTS		OH161000018	Mortgage Restructuring	05/31/2007	COLUMBUS	OH
CredVest, Inc.	A	Approved	MELANIE MANOR		OH160028032	Mortgage Restructuring	06/19/2009	GROVE CITY	OH
ONTRA, Inc.	A	Approved	Montage Apartments		OH160014018	Mortgage Restructuring	04/16/2009	MARZETTA	OH
CredVest, Inc.	A	Pending	NANTUCKET CIRCLE APARTMENTS aka UNION SQUARE		OH11M000097	Mortgage Restructuring	06/30/2006	ALLIANCE	OH
CredVest, Inc.	A	Not Submitted	Prise Apartments		OH10M000328	Mortgage Restructuring	04/30/2009	LOCKLAND	OH
CredVest, Inc.	A	Approved	UNION SQUARE APARTMENTS		OH120000268	Mortgage Restructuring	03/14/2010	MEDINA	OH
CredVest, Inc.	A	Approved	WED-OWOOD VILLAGE APARTMENTS		OH161000040	Mortgage Restructuring	11/30/2006	COLUMBUS	OH
CredVest, Inc.	A	Approved	WILMINGTON GREEN		OH16H101032	Mortgage Restructuring	02/26/2007	WILMINGTON	OH
ONTRA, Inc.	A	Approved	Apple Run Apartments		OK560015001	Mortgage Restructuring	09/30/2006	LAWTON	OK
ONTRA, Inc.	A	Approved	Dust Park Apartments		OK560021001	Mortgage Restructuring	09/30/2006	LAWTON	OK
CredVest, Inc.	A	Approved	FRUDEFICIO RIVERA MTNEZ		PR045M000037	Mortgage Restructuring	08/31/2009	SAN JUAN	PR
ONTRA, Inc.	A	Approved	NORTHWOOD PARK APARTMENTS		TN1810007027	Mortgage Restructuring	03/10/2007	LEBANON	TN
ONTRA, Inc.	A	Not Submitted	CASA ORLANDO		TX061000346	Mortgage Restructuring	08/31/2009	LUEBCK	TX
ONTRA, Inc.	A	Not Submitted	CHEROKEE VILLAGE II APARTMENTS		TX24M000166	Mortgage Restructuring	07/31/2009	DALLAS	TX
ONTRA, Inc.	A	Approved	Sea Draf Villa		TX290008002	Mortgage Restructuring	07/19/2009	Copas Christi	TX
ONTRA, Inc.	A	Approved	SUNSET HILLS APARTMENTS		TX24M000023	Mortgage Restructuring	05/31/2009	San Augustine	TX
ONTRA, Inc.	A	Approved	Beverly Manor		WV120010022	Mortgage Restructuring	08/20/2007	BEVERLY	WV

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Figure 8-3, Restructuring Plans Property Selection Screen

Recap users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the

Restructuring Plans section. If a property has completed the M2M process, it is “completed” (as indicated by a “C” in the **Contract Status** column) and the User will only be allowed to **view** or **print** the restructuring plan form.

8.1.1 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 8-4, Negative Field Indicators). Users are instructed to enter **positive** numbers in these fields, as the system is programmed to **subtract** these values in calculations, where applicable.



The image shows two data entry fields. The first field is labeled "Residential Bad Debt" with a minus sign "-" to its left. The second field is labeled "Residential Vacancy" with a minus sign "-" to its left. Both fields are empty text boxes.

Figure 8-4, Negative Field Indicators

8.1.2 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. It is important to know that the User should save before jumping to a different page in order to keep the data entered. Clicking the **Critical Dates Tracking** button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the **Printable Form** button at any time. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.



Figure 8-5, Restructuring Plan Menu Bar

8.2 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 8-6, 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". Below this, property information is listed: Property ID: 800000263, FHA Number: 06235157, Property Name: FOUR WINDS WEST, PAE Name: CreditVest, Inc., and Date Model Uploaded: 04/24/2003. The date "August 28, 2015" is shown in the top left. A sidebar on the left contains navigation links: Asset Allocation, Critical Dates Tracking, Closing, Reports, and Green Retrofit. Below these links is a mailbox icon and the text "Click on the mailbox to E-mail your comments and suggestions." and "New! (1/20/11)". The main content area is titled "Excel Underwriting Model v4" and contains a bulleted list of instructions: "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", and "Open or Download Model". Below this is the "Online Form 5.2" section with a bulleted list of links: "Property & Loan Information Term Sheet", "Property Operating Statement", "Debt Restructuring", "Sources and Uses", and "Print the Entire Form 5.2".

Figure 8-6, 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.

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
- ◆ Upload extracted data into the online Form 5.2
- ◆ 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

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 8-7, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

Print Close

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

- 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,
- 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:

- Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls or .xslm (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 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:

- Log into the M2M system and go to the Restructuring Plans Module.
- Search for the property associated with the model to be uploaded.
- Select the property.
- From the Restructuring Plans screen, select the option: Upload extracted data into the online Form 5.2
- 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."
 - 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.
- 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.
- Click on Save if the data is valid.
- 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:

- Go to the Restructuring Plans Module in M2M system.
- Select the property.
- From the Restructuring Plans 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.
- 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:

- Go to the Restructuring plans screen.
- Select the Property.
- 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 8-7, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Form 5.2

The Upload extracted data into the online Form 5.2 (shown as Figure, 8-8, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

Home Back Secure Systems Log Off

Form 5.2 Upload

Property ID: 800000263 FHA Number: 06235157
Property Name: FOUR WINDS WEST
PAE Name: CreditVest, Inc.

Note: This process is to upload the 5.2 PLAN DATA that was extracted from the underwriting 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 property id and have a .txt extension. Performing this upload will overwrite any 5.2 plan 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 8-8, Form 5.2 Upload 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, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Home Back Secure Systems Log On

Excel Underwriting Model Upload

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

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

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

Figure 8-9, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

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

8.2.2 Online 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
- ◆ Submit a Decision for Restructuring Plan (for Pending properties only)

8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The Property & Loan Information Term Sheet (an example of which is on the next page as Figure, 8-10, 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

Form 5.2
Property & Loan Information

General Information

Property ID: 80000220
 FHA Number: 06244018
 FHA Program Type: 236(1)
 Property Name: DANYA PARK GDNS
 Property Address: 113 DANYA COURT
 City: PRATTVILLE
 State: ALABAMA

PAE Name: Jefferson County Assisted Housing Corp.
 HUD Project Manager: PAT ALLEN FORREST PITTS
 Owner:
 Owner Contact: HUGH V. SMITH
 Management Company:

Identity of Interest: No If incorrect, please correct below.

Year Built:
 Year of Last Rehab:

Pre-Restructuring Loan Information

	REMS	PAE Entry or Corrections
Original Loan Amount:	471,400.00	<input type="text" value="1,590,000.00"/>
Annual Debt Service (Without MIP):	37,225.80	<input type="text" value="133,988.00"/>
Annual Debt Service (With MIP):		<input type="text" value="140,810.00"/>
Interest Rate (%):	7.5000	<input type="text" value="7.4000"/>
Original Term (In Years):	40.00	<input type="text"/>
Maturity Date:	09/01/2013	<input type="text" value="03/01/2022"/>
Prepayment Penalty (%):		<input type="text"/>
UPB as of 08/27/2003:	324,238.59	<input type="text" value="1,355,879.00"/>

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	40	<input type="text" value="50"/>	<input type="text" value="50"/>
# Non-Revenue Units:		<input type="text"/>	<input type="text"/>
# of Sect. 8 Assisted Units:	0	<input type="text" value="50"/>	<input type="text" value="50"/>
# of Unassisted Units:	40	<input type="text"/>	<input type="text"/>

Current Physical Vacancy (%) (Apts Only):

Rural, Suburban or Urban:

Elderly/Family: Family

Appraisal Date:
 Appraised Value:
 New Assisted: No

Section 8 Contract Information

Contract #	Expiration Date	Current Contract Status	Unit Type	# of Units	Contract Rents	Which Contract Is Being Renewed?	Is this Contract Being Combined?
AL120MR2345		Inactive			\$0.00	<input type="radio"/>	N/A

Mark-to-Market Rents Approved Rent Appeal?

Prior to Submission to OAHF, 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.

Rebates Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrected)	Pre Restructuring Average Monthly Contract Rent	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rent	Post Restructuring Monthly Exception Rent	PDR	System Generated Exception/PDR
0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	343.00	<input type="text"/>
1	0	8	565.00	8	425.00	432.00	457.00	0.9453
2	0	36	658.00	36	510.00	519.00	599.00	0.8664
3	0	6	704.00	6	580.00	590.00	749.00	0.7877
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	841.00	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	967.00	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,093.00	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,219.00	<input type="text"/>

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

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Figure 8-10, Property & Loan Information Term Sheet

8.2.2.2 Form 5.2 Property Operating Statement

The **Property Operating Statement** contains pre- and post-restructuring revenue and expense financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement (an example of which is on the next page as Figure, 8-11, Property Operating Statement) consists of the following subsections:

- ◆ **Annual Revenue**
- ◆ **Annual Expenses**
- ◆ **Net Operating Income** (including Adjusted NOI and DSCR)

Form 5.2
Property Operating Statement

General Information
 Property ID: 80000000
 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 <small>(Non-Section 8 Project Based Units)</small>									
Gross Residential Income <small>(Section 8 Project Based Units)</small>	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 Residential Vacancy	259,372.00	5,638.52	469.88	222,740.00	4,842.17	403.51	36,632.00	796.35	66.36
Pre()% Post()%	6,595.00			10,992.00			4,397.00		
Residential Bad Debt				4397.00					
Commercial Vacancy									
Commercial Bad Debt									
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	19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	-0.14
Salaries and Benefits	44,767.00	973.20	81.10	48,628.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative	13,320.00	289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Section 8 Administrative									
Repairs and Maintenance	23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable									
Controllable Total	101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other									
Security									
Neighborhood Network									
Capital Recovery Payment(CRP)				13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total	0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses	139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

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

Debt Service Coverage Ratio (1st Mortgage Debt)

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

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Figure, 8-11, Property Operating Statement

8.2.2.3 Form 5.2 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 8-12, Debt Restructuring).

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Back
Log Off

Form 5.2 Debt Restructuring (Annual)

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

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

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

	Debt Restructuring (Annual)	Pre Restructuring	Post Restructuring
First Mortgage			
(Take out or Modified Loan)			
<small>Note: Leave blank if no refinancing or no modification to existing debt.</small>			
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			
<hr/>			
Appraised LTV (%)			50.76

Figure 8-12, Debt Restructuring

8.2.2.4 Form 5.2 Sources and Uses

The **Sources and Uses** section is a data entry screen for Recap HQ, Recap RO, and PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 8-13, Sources and Uses, is an example of the Sources and Uses screen.

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

Form 5.2 Sources and Uses

Property ID: 800000220
Primary FHA Number: 06244018
Property Name: DANYA PARK GDNS
PAE Name: Jefferson County Assisted Housing Corp.

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="263,000.00"/>	Partial Payment of Existing Loan (if Modifying):	<input type="text"/>
Mortgage Restructuring Payment:	<input type="text" value="1,336,543.00"/>	Payoff Existing 1st Mortgage Loan (if Refinancing):	<input type="text" value="1,355,878.81"/>
EXISTING ACCOUNT BALANCES:			
Reserve for Replacement:	<input type="text" value="116,053.47"/>		
Residual Receipts:	<input type="text"/>	Other OAHF Approved Transaction Costs*:	<input type="text" value="40,363.90"/>
Existing Tax Escrow:	<input type="text" value="21,761.38"/>		
Existing Hazard Insurance:	<input type="text"/>		
Surplus Cash Account/Other Escrow:	<input type="text"/>	Owner's Share of Surplus Reserves:	<input type="text"/>
236 Rehab Grants:	<input type="text"/>		
OWNER'S CONTRIBUTION TOWARD:		ESCROWS:	
Rehabilitation Escrow:	<input type="text" value="13,337.63"/>	OAHF Approved Rehabilitation Costs:	<input type="text" value="66,688.17"/>
IDRR (If Greater Than Existing Reserve Balance):	<input type="text"/>	Initial Deposits to Replacement Reserves (IDRR):	<input type="text" value="263,500.00"/>
Other Transaction Costs:	<input type="text" value="8,640.00"/>	Tax Escrow:	<input type="text" value="23,793.60"/>
		Hazard Insurance Escrow:	<input type="text" value="9,111.00"/>
Repair Loan or Grant:	<input type="text"/>		
OTHER FUND SOURCES:		OTHER FUND USES:	
Debt Service Reserve:	<input type="text"/>	Tax Escrow Offset:	<input type="text" value="2,032.22"/>
2:	<input type="text"/>	Insurance Escrow Offse:	<input type="text" value="9,111.00"/>
3:	<input type="text"/>	Shortfall in Note Payoff:	<input type="text"/>
	<input type="text"/>	D:	<input type="text"/>
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="1,759,335.48"/>		<input type="text" value="1,770,478.70"/>
<input type="button" value="Sources Comments"/>		<input type="button" value="Uses Comments"/>	

Figure 8-13, Sources and Uses

8.2.2.5 Print Entire Form

The Print Entire Form option requires several steps to print each of the pages. Each screen is printed using the browser's print button, one screen at a time.

8.2.2.6 Submit a Decision for Restructuring Plan

The Submit a Decision for Restructuring Plan option will only be present for properties that are in the Pending Status. The user can select their decision from the drop down box and the name, e-mail address, and date must be entered. The PAE will be notified via e-mail of the decision. Figure 8-14, Review of PAE Plan Submissions, show below, is a sample of the screen.

Review of PAE Plan Submissions

The following 3 properties met your CreditVest, Inc. search criteria.

State	Property Name	Property	Revelent Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
KY	CARNARY SQUARE APARTMENTS	300007536	Rent Reduction Only	12/09/2010	Pending	09/08/2000	
MI	CLARK EAST TOWER	300010010	Rent Reduction Only	08/04/2010	Pending	01/19/2011	
OH	NANTUCKET CIRCLE APARTMENTS & UNION SQUARE	300016959	Mortgage Restructuring	11/19/2010	Pending	12/13/2010	DONALD C HUNT

By selecting the button below, Recap is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

To continue, enter your first and last name:

Enter your complete e-mail address:

Enter Decision Date:

Click here to **SUBMIT DECISIONS** on the PAE RESTRUCTURING PLANS

Figure 8-14, Review of PAE Plan Submissions

8.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data relative to **10.2 Rent Reduction Only Restructuring Plan Forms**. Figure 8-15, Form 10.2 Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following three major categories of data used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2 as well as a print option and a submit decision option.

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement
- ◆ Refinancing Sheet
- ◆ Print the Entire Form

- ◆ Submit a Decision for Restructuring Plan (Pending properties only)

The screenshot shows the M2M web application interface. On the left is a dark blue sidebar with the M2M logo, the date September 28, 2001, and navigation buttons for Asset Allocation, 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 'User ID: C12299'. The main content area has a top navigation bar with 'Home', 'Back', and 'Log Off' buttons. The title is 'Restructuring Plans' with the subtitle 'Form 10.2 Rent Reduction Only'. The main content displays property information: Property ID: 800016766, FHA Number: 04335192, Property Name: JEFFREY PLACE, and PAE Name: Ohio Housing Finance Agency. Below this is a bulleted list of links: Property & Loan Information Term Sheet, Property Operating Statement, Refinancing Sheet, Print the Entire Form 10.2, and Submit a Decision for Restructuring Plan. At the bottom of the main content area is a footer with links: HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 8-15, Form 10.2 Rent Reduction Only

8.3.1 Form 10.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet's** contents were covered in Section 8.2.2.1, Form 5.2 Property & Loan Information Term Sheet; however, it is important to note that there are some differences between the Form 5.2 and Form 10.2 Property & Loan Information Term Sheet.

8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, 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. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)

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		
	Comments	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income (Non-Section 5 Project Based Units)										
Gross Residential Income (Section 5 Project Based Units)										
		947,484.00	7,641.00	636.75	932,640.00	7,521.29	626.77	14,844.00	119.71	9.98
Commercial										
Other										
		4,881.00			4,739.00			142.00		
Gross Potential Income										
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		
	Comments	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base										
Real Estate Taxes										
		43,849.00	350.79	29.23	47,105.00	376.84	31.40	-3,256.00	-26.05	-2.17
Insurance										
		18,381.00	147.05	12.25	26,857.00	214.86	17.90	-8,476.00	-67.81	-5.65
Utilities										
		137,048.00	1,096.38	91.37	143,258.00	1,146.06	95.51	-6,210.00	-49.68	-4.14
Base Total										
		199,278.00	1,594.22	132.85	217,220.00	1,737.76	144.81	-17,942.00	-143.54	-11.96
Controllable										
Management Fees										
Pre	()%									
Post	()%	52,936.00	423.49	35.29	49,000.00	392.00	32.67	3,936.00	31.49	2.62
Section 8 Administrative										
Other Administrative										
		46,031.00	368.25	30.69	33,766.00	270.13	22.51	12,265.00	98.12	8.18
Salaries and Benefits										
		66,661.00	533.29	44.44	63,353.00	506.82	42.24	3,308.00	26.47	2.21
Repairs and Maintenance										
		76,772.00	614.18	51.18	76,273.00	610.18	50.85	499.00	4.00	.33
Other Controllable										
Controllable Total										
		242,400.00	1,939.20	161.60	222,392.00	1,779.14	148.26	20,008.00	160.06	13.34
Other										
Security										
Neighborhood Network										
Other Total										
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses		441,678.00	3,533.42	294.45	439,612.00	3,516.90	293.07	2,066.00	16.52	1.38
Net Income		Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
	Comments	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income										
		461,827.00	3,694.62	307.88	432,482.00	3,459.86	288.32	29,345.00	234.76	19.56
Reserve for Replacement Contributions										
		-24,828.00	198.62	16.55	-24,828.00	198.62	16.55	0.00	0.00	0.00
Adjusted Net Operating Income										
		436,999.00	3,495.99	291.33	407,654.00	3,261.23	271.77	29,345.00	234.76	19.56
1st Mortgage Annual Debt Service*										
		\$336,768.00	\$2,694.14	\$224.51	\$336,768.00	\$2,694.14	\$224.51	\$0.00	\$0.00	\$0.00
IRP Applied to Debt Service										
		-			-					
Total Amount of 1st Mortgage Debt Service Less IRP										
		336,768.00	2,694.14	224.51	336,768.00	2,694.14	224.51	0.00	0.00	0.00
Net Cash Flow (After Debt Service)										
		100,231.00	801.85	66.82	70,886.00	567.09	47.26	29,345.00	234.76	19.56
Debt Service Coverage Ratio										
		1.30			1.21			0.09		
Other Income		Comments								
* Value is from the Property and Loan Information Page's Annual Debt Service with MIP										

Figure 8-16, Form 10.2 Property Operating Statement

8.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, because it is a Tier 2, click the [Refinancing Sheet](#) button to go to the refinancing section, as represented in Figure 8-17, Refinancing Sheet.

♪ **Note:** A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.

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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 *"/>			

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Figure 8-17, Refinancing Sheet

8.4 Submitted Plans Awaiting Decisions

Recap users have the capability to review Restructuring Plan Forms prior to submission or plans submitted by PAEs. Those submitted require approval or return for revision decisions. Click the [Review Submitted Plans](#) link on the **Restructuring Plans** menu to select search criteria for generating a list of submitted Restructuring Plans (as illustrated in Figure 8-18, Select Search Criteria for Plan Submissions).

Figure 8-18, Select Search Criteria for Plan Submissions

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 **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 **Underwriter** from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all restructuring plans of Review of PAE Plan Submissions in the system

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

Review of PAE Plan Submissions
 The following 3 properties met your CreditVest, Inc. search criteria.

State	Property Name	Property	Revised Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
KY	CASBARY SQUARE APARTMENTS	800007336	Rent Reduction Only	12/09/2010	Pending	09/08/2000	
MI	CLARK EAST TOWER	800010010	Rent Reduction Only	08/04/2010	Pending	01/19/2011	
OH	NANTUCKET CIRCLE APARTMENTS @ UNION SQUARE	800016959	Mortgage Restructuring	11/19/2010	Pending	12/13/2010	DONALD C HUNT

By selecting the button below, Recap is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

To continue, enter your first and last name:
 Enter your complete e-mail address:
 Enter Decision Date:

[Click here to SUBMIT DECISIONS on the PAE RESTRUCTURING PLANS](#)

Figure 8-19, Review of PAE Plan Submissions

The following steps direct Recap users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

1. Click an underlined **Property Name** link to view property and loan data used to develop the Restructuring Plan
2. After reviewing Restructuring Plan data, select of the options in the Recap Decision field



3. Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans
4. After all decisions have been made on the Restructuring Plans, 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:

5. Enter your **e-mail address** in the **Enter your complete e-mail address** field

Enter your complete e-mail address:

6. The system date populates the Enter Today's Date field. If necessary, it may be overwritten by the end-user if a corrected approval/return date needs to be entered

7. Click the **Submit Decisions** button  to save the Restructuring Plan decisions in the system. An approval message window (shown as Figure 8-20, Approval Message Window, provides the user with additional detail information:

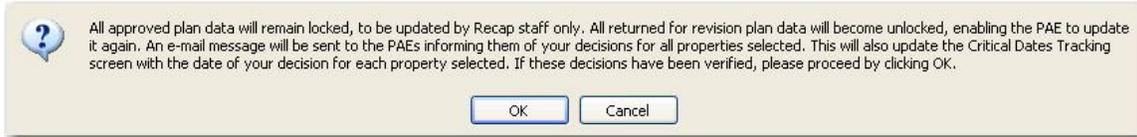


Figure 8-20, Approval Message Window

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

9 CLOSING MODULE

This module is designed to display, track, and update specific closing information from the Restructuring Plans information in the M2M system. This module should prove essential to Recap in collecting some of the data necessary to report total dollar savings from the M2M program.

There is a search screen when this module is selected as shown below in Figure 9-1, Select Search Criteria for Closing Screen.

Figure 9-1, Select Search Criteria for Closing Screen

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 **Recap Region** from the drop-down list
- * Select a **State** from the drop-down list
- * Select a **PAE Name** from the drop-down list
- * Enter a **Property's Name**
- * Select a **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 9-2, 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 Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen.

Closed Properties

The following 23 out of 23 properties met your Indiana Housing Finance Authority search criteria.

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

PAE Name	Status	Property Name	Model Uploaded	Sec # Contract Number	Closing Date	Expiration Date	Property City	State
Indiana Housing Finance Authority	C	EBREMEN VILLAGE		IN60061039	03/21/2004	01/31/2024	EBREMEN	IN
Indiana Housing Finance Authority	C	CAMELOT COURT OF LINTON		IN60043004	05/26/2006	03/31/2026	LINTON	IN
Indiana Housing Finance Authority	C	CAPRI MEADOWS II		IN60048052	04/22/2004	04/30/2024	Elletts	IN
Indiana Housing Finance Authority	C	COUNTRY APARTMENTS		IN60050029	08/29/2003	08/31/2023	EROWNSTOWN	IN
Indiana Housing Finance Authority	C	CROSSINGS I		IN60050081	07/29/2005	07/31/2025	EVANSVILLE	IN
Indiana Housing Finance Authority	C	CROSSINGS II		IN60072010	10/29/2004	10/31/2024	EVANSVILLE	IN
Indiana Housing Finance Authority	C	GARY MANOR		IN60021006	12/31/2003	12/31/2023	GARY	IN
Indiana Housing Finance Authority	C	GARY NSA I & II		IN64001014	02/02/2004	01/31/2024	GARY	IN
Indiana Housing Finance Authority	C	GARY NSA V		IN64001011	02/27/2006	02/28/2026	GARY	IN
Indiana Housing Finance Authority	C	GREENWOOD APARTMENTS		IN63M00029	03/30/2006	03/31/2026	RICHMOND	IN
Indiana Housing Finance Authority	C	HAMMOND ELDERLY APARTMENTS		IN60023005	02/23/2006	02/28/2026	HAMMOND	IN
Indiana Housing Finance Authority	C	JAMESTOWN SQUARE VINCENTES		IN60046118	03/25/2004	03/31/2024	VINCENNES	IN
Indiana Housing Finance Authority	C	LAKEVIEW APARTMENTS		IN60061051	10/16/2002	07/31/2022	Mishawaka	IN
Indiana Housing Finance Authority	C	LAUREL WOODS APARTMENTS		IN60061062	06/07/2006	06/30/2026	South Bend	IN
Indiana Housing Finance Authority	C	LAWRENCEBURG VILLAGE		IN60048017	03/31/2006	03/31/2026	LAWRENCEBURG	IN
Indiana Housing Finance Authority	C	MEADOWOOD APARTMENTS		IN60043005	06/27/2000	06/30/2019	JASPER	IN
Indiana Housing Finance Authority	C	MEADOWS - NORTH LIBERTY		IN60061035	09/04/2003	06/31/2023	NORTH LIBERTY	IN
Indiana Housing Finance Authority	C	PRINCETON CREEK APTS.		IN60050004	10/31/2002	10/31/2022	PRINCETON	IN
Indiana Housing Finance Authority	C	ROSEWOOD APARTMENTS		IN60061009	12/04/2003	11/29/2023	GARY	IN
Indiana Housing Finance Authority	C	RUSHVILLE COMMONS		IN60032003	09/27/2000	09/27/2006	RUSHVILLE	IN
Indiana Housing Finance Authority	C	SWISS MEADOWS OF BEEHE		IN60020013	01/25/2005	01/31/2025	BEEHE	IN
Indiana Housing Finance Authority	C	WOODLAND EAST APARTMENTS II		IN60053033	09/29/2003	09/30/2023	MICHIGAN CITY	IN
Indiana Housing Finance Authority	C	WOODLAND EAST APARTMENTS III		IN60063001	06/31/2005	06/31/2025	MICHIGAN CITY	IN

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Figure 9-2, Closed Properties Screen

9.1 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 9-3, 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.

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Mortgage Restructuring Closing

Property ID: 800050850 FHA Number: 12394013
Property Name: CORONADO COURTS
PAE Name: Signet Partners
Date Model Uploaded: 01/03/2012

Excel Underwriting Model v4

- [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](#)

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 9-3, Mortgage Restructuring Closing Screen

9.1.1 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](#)

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

The [Instructions for uploading the Model v4 and the Model data \(Closing\)](#) (shown on the next page as Figure, 9-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the M2M system for closing:

Print Close

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 .xsm (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."
 - If the filename or type of file is incorrect there will be an error displayed.
 - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically.
- 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 9-4, How to Upload Extract and Model Screen

9.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, 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 9.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):

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Mortgage Restructuring Properties Upload (Closing)

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

You updated the following data:

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

Mark-to-Market Entry

Use of Exception Reason? Yes

FAR Recommendation: [RESTRUCTURE]

Subsidy Type	# of Post Restructuring Contract Items	Head Start/Start Date of Closing	Head Start/Start Date of Closing	PHH
0	0			133
1	0	425	432	427
2	14	510	519	509
3	5	550	550	749
4				593
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 (RAR): _____
 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 (RAR): _____
 Number of Months Applied: _____

Capital Recovery Payment (CRP) Terms

Number of Months Applied: 110

Annual Revenues

	Pre Restructuring As of Closing (07/27/03)	Post Restructuring As of Closing (11/18/07)
Gross Residential Income (Sum Sec 8)	509104	509100
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	59124
Insurance	2532	2629
Utilities	42170	50911
Management Fees %	612	610
Management Fees \$	12823	12823
Salaries and Benefits	51827	57247
Other Administrative	51296	51444
Section 8 Administrative		
Repairs and Maintenance	52944	18992
Other Controllable		
Security		
Neighborhood Network		
Capital Recovery Payment(CRP)		5131

Net Income

Reserve for Replacement Contributions	18144	54000
IDP Applied to Debt Service		
Incentive Performance Fee (IPF)		6130
2nd Mortgage Surplus Cash Flow Split %		74.30

First Mortgage

	Originatee	Loan Position Corporate
Loan Type	FHA Interest	FHA Interest
FHA Program Type		211 (A) V
Original Loan Amount		120000
Annual Debt Service (Without MIP)		12412
Annual Debt Service (With MIP)		12729
Interest Rate %		6.125
Original Term (Months)		360
Remaining Amortization Period (Months)	222	350
Maturity Date		07/1/2009
Lockout Date		

Second Mortgage

Loan Type		
FHA Program Type		
Original Loan Amount		100000
UPI as of		
Annual Debt Service (Without MIP)		10000
Interest Rate %		1.000
Original Term (Months)		360
Remaining Amortization Period (Months)		07/1/2009
Maturity Date		

Third Mortgage

Original Loan Amount	100000
Annual Debt Service	11000
Interest Rate %	1.000
Original Term (Months)	360
Maturity Date	07/1/2009

Sources

Restructured 1st Mortgage Principal	120000.00
Mortgage Restructuring Payment	111683.00
Reserve for Replacement	114000.47
Rehabilitate Receipts	
Raising Tax Receipts	11764.39
Existing Housing Insurance	
Surplus Cash Account/Other Receipts	
2nd Rehab Grants	
Rehabilitation Receipts	11337.63
Other Transaction Costs	1840.00
Repair Loan to Grant	
502K Service Reserve	
501	
502	
Other Sources Needed to Balance	

Fund Uses

Partial Payment of Existing Loan	
Payoff Existing 1st Mortgage Loan	115879.48
Other OHHAH Approved Transaction Costs	11007.12
Owner's Share of Surplus Reserves	
OHHAH Approved Rehabilitation Costs	2486.19
Initial Deposits to Replacement Reserves (DRR)	123500.00
Tax Receipts	11792.40
Housing Insurance Receipts	1111.00
506 Receipts/50265	1092.22
Emergency Reserve DEF	1133.00
506/5011 in New PA	
501	
Additional Recovery to HUD	

Rehab Receipt

Contingency Amount: 1000

Cash Management Organization and Contact Name: [REDACTED]

Address: 7400 E. Central Ave
 City: Greenwood Village
 State: CO Zip: 80111
 Phone Number: 3037733330

Repair Oversight Organization and Contact Name: [REDACTED]

Address: 7400 E. Central Ave
 City: Greenwood Village
 State: CO Zip: 80111
 Phone Number: 3037733330

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

Figure 9.6, 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, 9-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

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Information Saved

The data was saved successfully.

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

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

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

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

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

Save

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

Continue

Figure 9.7, Upload (Closing) Information Saved Screen

9.1.1.3 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, 9-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Home Back Secure Systems Log Off

Excel Underwriting Model Upload

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

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: Browse...
Upload the File

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

Figure 9-8, Excel Underwriting Model Screen

9.1.1.4 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.

9.1.2 Online Closing

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

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

9.1.2.1 Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 9-10, Closing Module Screen, contains the following sections:

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

After reviewing the information, Recap users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the **Confirm** button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the **Save** button on the left menu. Also, 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 following buttons on the left menu (Figure 9-9).



Figure 9-9, Closing Module Menu

9.1.2.2 Print the Transmission Memo

The **Print the Transmission Memo** (an example of which is on the next page as Figure, 9-11, Closing Memo for Mortgage Restructuring Properties) contains all the property's closing information for printing:

Office of Recapitalization

Memo

To: LYNN M SERFLING, Project Manager Phoenix
From: Portfolio Office Director
Date: August 20, 2015
Subject: Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

Project Name: CORONADO COURTS
Project Address: 1830 BONITA AVENUE
 DOUGLAS, ARIZONA 85607-1721

Date Closed: 09/24/2010
Date Model Updated: 01/02/2012

Restructured Loans

Loan Portfolio**	Lender	Type of Loan	Post Closing PFM No.	Principal Amount
1st	First Mortgage Capital, Inc.	PM-Insured	12394014	2,802,800.00
2nd	HUD	MDM Mortgage Restructuring Note	12394013V	1,698,347.80
3rd	HUD	MDM Contingency Payment Note	12394013W	1,677,794.68

* Loan positions and mortgages on view. Boldface should be modified to fit the terms of the transaction.

Terms of 1st Mortgage

Interest Rate	Term	Maturity Date	Monthly P&I Payment (incl. MIP)
4.8250%	360 Mos.	10/01/2040	14,763.93

Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Maturity Date	Payment Terms
3.0000%	360 Mos.	10/01/2040	75.0% of Regular Cash

Terms of Contingent Payment Note (CRN)

Interest Rate	Term	Maturity Date	Payment Terms Due at Maturity of MRN or Other
3.0000%	360 Mos.	10/01/2040	75.0% of Regular Cash after Payoff of MRN

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

IR: Gross Income (insured and uninsured rents) + Comm. & other income - vacancy/ded. debt	873,239.00
Less: Expenses	562,830.00
Reserve for Depreciation	50,750.00
CRP (insured funds retained to owner; amount anticipated per underwriting)	
Equals: AIGI	260,659.00
Less: 1st Mortgage Debt Service (includes MIP)	189,844.54
Plus: IPF	
Equals: Gross Cash Flow	51,604.46
Less: IPF (owner incentive fee, calculated 1st year, available thereafter if cash flow and performance allow; amount anticipated per underwriting)	39,285.00
Equals: Regular Cash available for MRN (or CRN) and Owner Split	12,319.46
Amount to MRN (or CRN)	9,364.59
Amount to Owner	3,054.86

CRP and IPF

CRP - Monthly Payments	
CRP - Number of Months	
IPF - Percentage of Effective Gross Income	4.50

R4R

Initial Post-MDM R4R Account Balance	180,000.00
R4R Minimum Annual Amount (includes OT receipts or IPF)	50,750.00
R4R Monthly Deposit (includes OT receipts or IPF)	4,229.17

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	Yes
Date Owner Received	08/04/2010
Lead Based Paint Exits	Yes
Lead Based Paint Hazard	No

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

Total Amount Escrowed	1,758,641.11
Contingency Amount	
Rehabilitation Escrow Administrators:	
Cash Management	Organization and Contact Name: Address: Phone Number:
Repair Oversight	Organization and Contact Name: Address: Phone Number:

Other Escrow

Taxes Escrowed at Closing	17,243.41
Hazard Insurance Escrowed at Closing	29,892.88
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 Uses	
Number of Months	
Expiration Date of Recapture Agreement	

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

0 Bedrooms	425.00
1 Bedrooms	345.00
2 Bedrooms	470.00
3 Bedrooms	614.00
4 Bedrooms	745.00
5 Bedrooms	
6 Bedrooms	

Other Special Conditions or Issues:

Re: Open Indefinite Property
 This project has been restructured as a Level I under Prop's Open Initiative. Under the Open The Agreement, owner must provide a copy of each request for reimbursement from the Reserve for Replacement Account (including supporting documentation) to an office designated by the Secretary for monitoring the owner's compliance with the Open Commitments. The designated office is: The Office of Affordable Housing Preservation, Office of Portfolio Management, Arch R. Jaffe Federal Building, 26 Federal Plaza, Room 32-302, New York, NY 10278-0069, attention: Rehabilitation Escrow Manager. In addition, HUD P&I are encouraged to review the Open Operating & Maintenance Plan for this project in the closing binder upon arrival.
 Coronado Courts LEP ? The property has been certified as lead-free, but due to trace amounts an LEP OAM Plan was required as a condition of the Restructuring Commitment. TPA - On August 20, 2010, OAHF granted preliminary TPA approval for Coronado Courts (Coronado). The TPA transfers ownership of Coronado Courts (Coronado Courts) Limited Partnership to Coronado Courts Properties LLC (CCCLLC), an Arizona limited liability company newly formed to acquire Coronado. Final TPA approval is contingent upon OAHF's receipt of a HUD approved LEP for CCCLLC. This project has been restructured as a Level I under OAHF's Open Initiative. Under the Open The Agreement, Owner must provide a copy of each request for reimbursement from the Reserve for Replacement Account (including supporting documentation) to an office designated by the Secretary for monitoring the owner's compliance with the Open Commitments. The designated office is: The Office of Affordable Housing Preservation, Office of Portfolio Management, Arch R. Jaffe Federal Building, 26 Federal Plaza, Room 32-302, New York, NY 10278-0069, attention: Rehabilitation Escrow Manager. In addition, HUD P&I are encouraged to review the Open Operating & Maintenance Plan for this project in the closing binder upon arrival.

Figure 9-11, Closing Memo

9.1.2.3 Printable View of Closing Module Screen

The **Printable View of Closing Module Screen** (an example of which is on the next page as Figure, 9-12, Printable View of Closing Module Screen) contains all the property's closing information for printing:

Closing Module Screen For Mortgage Restructuring Properties

Property ID: 00000001
Previous FHA Number: 0605001
New FHA Number(s): 1st: 04235009 2nd: 04235009 3rd: 04235009
Property Name: CENTRAL ARBA APTS
PAE Name: Florida Housing Finance Corporation
Preservation Office: Washington
DMS Restructuring Specialist:
Closing Date: 07/26/2000
Closing Terms:
DMS Service Coverage: 2.75 3.54

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

Mark-to-Market Details

Index	Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rate	Post Market Rent Rate of Change	Post Monthly Exception Rate	Post Exception Rent Rate of Change
1		200	3.00 00	4.00 00		3.75 00
2			4.00 00			
3			3.25 00			
4						
5						
6						
7						

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available		
Amount Applied to Payment of Post Mortgage		
Amount Applied to Payment of Section 8 Rent Mortgage		
Amount Applied to Payment for Payment (DMS)		
Amount Applied to Other Agreement Item		
Total Section 8 Payment Amount Applied	0.00	
Amount Section 8 Rent to (REO)	0.00	
Number of Months Applied		
Expiration Date of Recapture Agreement	12/31/2003	

DSP

Amount of DSP Available		
Amount of DSP Applied to DMS Service		
Amount of DSP Applied to Payment for Payment (DMS)		
Amount Expended to (REO)	0.00	
Number of Months Applied		

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment	127.30
Number of Months Applied	120

First Mortgage (Take Out or Modified Loan)

Original	Restructuring Plan Terms	Final Closing Terms
Loan Type	First Mortgage	Over Loan Private Orig
FHA Program Code	228207	FHA Insured
Original Loan Amount	390,200.00	205,000.00
Annual Debt Service (FHA/ARM)	28,210.00	18,264.00
Annual Debt Service (FHA/ARM)	42,810.00	26,263.00
Loan Terms		
Interest Rate (%)	8.8800	6.0000
Original Term (Months)	360	360
Restructuring Amortization Period (Months)	360	360
Monthly Pay	0840.0004	1193.0004
Approved LTV (%)	75.23	55.65

Second Mortgage (Mortgage Restructuring New)

Original Loan Amount	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	712,000.00	5,100,000.00
Annual Debt Service (FHA/ARM)	27,207.00	132,200.00
Loan Terms		
Interest Rate (%)	1.8800	1.0000
Original Term (Months)		360
Monthly Pay		1193.0004

Third Mortgage (Contingent Payment New)

Original Loan Amount	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	154,876.00	1,119,227.20
Annual Debt Service (FHA/ARM)	6,639.90	132,200.00
Loan Terms		
Interest Rate (%)	1.8800	1.0000
Original Term (Months)		360
Monthly Pay		1193.0004

Source

Restructuring Plan Terms	Final Closing Terms	
Postmortgage 1st Mortgage Proceed	200,000.00	200,000.00
Mortgage Restructuring Payment	6,639,200.00	6,639,200.00
Payment for Payment	4,209.84	331,274.74
Escrow Account		
Escrow To Be Borrowed	12,249.00	47,663.20
Escrow From Borrower	9,091.20	9,237.20
Payable Cash Account/Other Source		34,027.00
2nd Loan Proceed	7,200.00	
Rehabilitation Escrow		
DSP (if Over Than Escrow From Borrower)	17,200.00	27,200.00
Other Transaction Code		
Right of First Refusal	1,200.00	16.43
1. The Lender (FHA or HUD)		
2. Borrower in HUD units		
3.		
Other Paid Source 4		944.43
Other Source (Should be Balance)		
Total Source of Funds:	\$1,262,273.76	\$7,239,224.97

Fund Uses

Restructuring Plan Terms	Final Closing Terms	
Partial Payment of Existing Loan (if M-REMIC)		
Payoff Existing 1st Mortgage Loan (if M-REMIC)	1,071,373.00	6,639,200.00
Other (MSRP Approved Transaction Code)	93,223.33	99,224.93
Owner's Share of Single Borrower		
MSRP Approved Rehabilitation Cost	33,610.00	494,211.81
Initial Disburse to Repayment Program (DERS)	104,200.00	79,200.00
Escrow	6,233.84	35,696.43
Escrow From Borrower	9,091.20	16,445.43
A. The Lender (FHA or HUD)		
B. Borrower in HUD units		
C. Other (MSRP Approved Transaction Code)		
Additional Escrow to (REO)		944.43
Total Use of Funds:	\$1,268,297.43	\$7,239,224.97

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

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed
 Date: Over Insured
 Lead Based Paint Status:
 Lead Based Paint Status

Rehab Escrow

Contingency Amount:
Rehabilitation Escrow Administrator:
 Club Management Organization and Contact Name:
 Address:
 City:
 State:
 ZIP:
 Rehab Manager:
 Name:
 Address:
 City:
 State:
 ZIP:
 Rehab Manager:

Operating Deficit Escrow

Operating Deficit Escrow Amount: 1,200.00
 Confirmation Name:
 Confirmation Date:

Figure 9-12, Printable view of Closing Module Screen

10 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 10-1, Property and Report Selection Screen:

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Property and Reports Selection

Report Information

Click On Report Title Below:

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

And View Its Description Here:

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

Click Here

To View Printable Version Only ¹

Click Here

To View Screen Version

Click Here

To Download Electronic Version Only ²

Click On SELECT SEARCH OPTIONS Button To Continue:

SELECT SEARCH OPTIONS

Click On Clear Selections Button To Restore Default Settings:

Clear Selections

¹ To print a selected report:

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

² To download a selected report:

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

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

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

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Figure 10-1, Property and Report Selection Screen

10.1 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 – Post M2M
- * Rent Reduction Only Progress Report
- * Mortgage Restructuring Progress Report
- * Focus on Production Report
- * Properties On Hold Report
- * Underwriting Tracking Report
- * M2M Activity 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.

10.2 Assigned Active Properties Report

The **Assigned Active Properties Report** (Figure 10-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.

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Assigned Active Properties Report

Today's Date: 09/08/2015

PAE Name	Property Name	Section 8 Contract Renewal Type (* Mod/Rehab)	Last Critical date	Date	Property ID	Property City	Property State	Green Level
CreditVest, Inc.	CHADWICK PLACE	Mortgage Restructuring	Restructuring Plan Executed by Recap	04/29/2015	800016390	ELYRIA	OH	I
CreditVest, Inc.	CRESTLINE MANOR APARTMENTS	Rent Reduction Only	PAE Accepts Assignment	07/10/2015	800016463	CRESTLINE	OH	
CreditVest, Inc.	MADONNA HOMES	Rent Reduction Only	PAE Accepts Assignment	06/26/2015	800016877	TOLEDO	OH	
CreditVest, Inc.	PLAZA APARTMENTS	Mortgage Restructuring	Restructuring Plan Executed by Recap	04/29/2015	800017103	CANTON	OH	I
CreditVest, Inc.	PLAZA VIEW II	Rent Reduction Only	Appraisal Assigned by PAE	05/08/2015	800017105	YOUNGSTOWN	OH	
CreditVest, Inc.	THE LINKS, LTD., an OH. LTD. PARTN	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	07/08/2015	800017352	NASHPORT	OH	

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Figure 10.2, Assigned Active Properties Report

10.3 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. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.

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Submitted Plans Awaiting Decision Report

Today's Date: 08/09/2013

Preservation Office: Chicago					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	RIVER RUN APARTMENTS	IN	Mortgage Restructuring	800202693	12/23/2011

Preservation Office: Washington					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
ONTRA, Inc.	Sojourner Truth Manor	CA	Mortgage Restructuring	800002456	07/17/2013
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013
CreditVest, Inc.	PINEHURST APTS.	OH	Mortgage Restructuring	800017097	06/25/2013
CreditVest, Inc.	West Alex Village	OH	Mortgage Restructuring	800017463	06/25/2013
CreditVest, Inc.	HERITAGE PARK	PA	Rent Reduction Only	800018302	07/11/2013

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Figure 10-3, Submitted Plans Awaiting Decision Report

10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, 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.

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

Figure 10-4, Overview of the Portfolio Status Report

10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, 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.

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
CredaVest, Inc.	PA	LEO MEYER MANOR	800018604	Completed	10/10/2001	10/11/2001			10/30/2001	06/08/2001			11/01/2001	11/17/2001	01/30/2002	01/18/2002	
CredaVest, Inc.	RI	OXFORD PLACE	800019383	Completed	06/28/2001	06/29/2001			09/01/2001	08/20/2001			10/18/2001	09/17/2001	12/18/2001	01/03/2002	
Foley and Judd, LLP	MA	CITYWIDE APTS	800028733	Completed						02/12/2002					07/31/2002	07/29/2002	
Signet Partners	MA	OLDE ENGLISH VILLAGE	80008744	Completed						01/03/2003					03/31/2004	03/31/2004	

Figure 10-5, Partial Assignments Report

10.6 Late Submissions Report

The **Late Submissions Report** (Figure 10-6-1, **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 10-6-2, **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 10-6-1, Late Submissions Report (Part I)

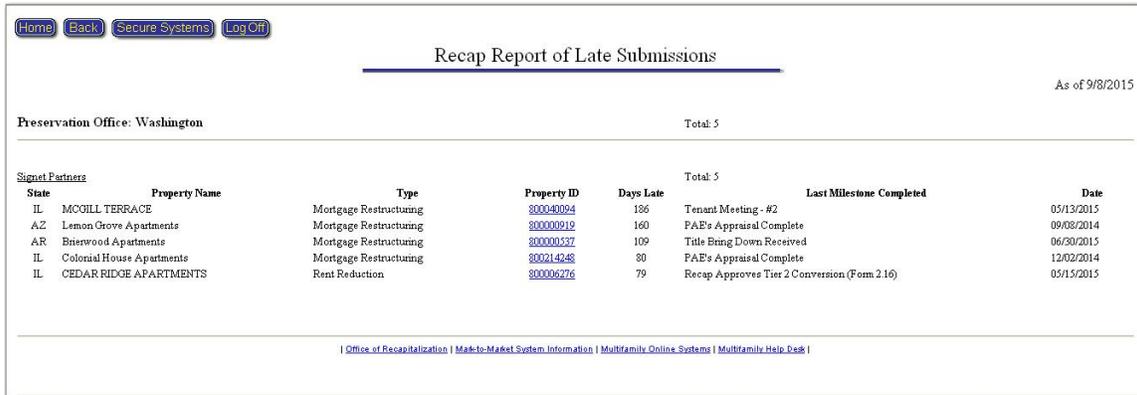


Figure 10-6-2, Late Submissions Report (Part II)

10.7 Green Initiative Projects Report

The **Green Initiative Projects Report** (illustrated as Figure 10-7) represents a list of M2M Program properties that have opted to participate in the Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.

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Green Initiative Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
800003972	HEBRON TOWNHOUSES	IL	Completed	07133745		63	I
800006334	SLATE CREEK APARTMENTS	IL	Completed	07211080	08/31/2011	113	I
800006486	WILDBERRY VILLAGE	IL	Completed	07133734		74	I
800006490	WILLOW OAKS APTS I	IL	Completed	07235652	02/22/2012	112	I
800006498	Golden Oaks Apartment	IL	Completed	07235075		40	II
800039733	AUBURN MANOR APARTMENTS	IL	Completed	07111122	03/26/2012	107	I

Total Completed Green Initiative Projects: 6

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Figure 10-7, Green Initiative Projects Report

10.8 Completed Projects Report

The **Completed Projects Report** (illustrated as Figure 10-8) represents a list all of M2M Program properties that have completed the M2M Program.

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Completed Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	FHA Number	PAE Name	Renewal Type (*AOTC)	Date Completed	Total Units	Green Level
800003972	HEBRON TOWNHOUSES	IL	07133745	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	07133734	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
800006498	Golden Oaks Apartment	IL	07235075	Illinois Housing Development Authority	Mortgage Restructuring*	08/06/2009	40	II
800039733	AUBURN MANOR APARTMENTS	IL	07111122	Signet Partners	Mortgage Restructuring	01/10/2013	107	I

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Figure 10-8, Completed Projects Report

10.9 Rehab Escrow Account Closed Report

The **Rehab Escrow Account Closed Report** (illustrated as Figure 10-9) represents a list all of M2M Program properties that have completed the Rehab Escrow Administrative Process.

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Rehab Escrow Account Closed Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800007636	GREEN VALLEY APTS	KY	Active	08335089		48	I	
800007636	HIGH POINT	KY	Completed	08335589	06/01/2012	44	I	01/10/2013
800007344	LOCUST RIDGE	KY	Completed	08335582	08/13/2010	72	I	06/20/2011
800007812	PINECREEK APARTMENTS	KY	Active	08335163		32	I	
800007834	REESEY COURT APARTMENTS	KY	Completed	08335430	03/22/2013	54	I	
800007889	ST. ALOYSIUS APARTMENTS	KY	Completed	08335608	02/18/2009	48	I	11/12/2009
800007934	GARDENS AT GREENTOP	KY	Completed	08335454	03/22/2013	20	I	
800007936	WOODLAND HEIGHTS	KY	Completed	08335033	09/27/2010	100	II	09/21/2011

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Figure 10-9, Rehab Escrow Account Closed Report

10.10 Rent Comparability Review Progress Report

The **Rent Comparability Review Progress Report** (illustrated as Figure 10-10) 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.

Rent Comparability Review Progress Report										
Today's Date: 03/20/2015										
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	
Preservation Office: San Francisco										
Colorado Housing & Finance Authority										
ROSEWOOD VILLA APTS UT	Completed	18333653		11/06/2011	12/16/2011	12/12/2011	03/27/2012	04/11/2012	Equal/Under Market	
PAE Total			0	1	1	1	1	1		
ONTRA, Inc.										
BUTTE SENIOR HOUSING MT	Completed	89335811		07/04/1999	01/16/2003	01/20/2003	04/04/2003	04/22/2003	Equal/Under Market	
COLUMBUS PLAZA MT	Completed	89344654		01/16/2003	01/16/2003	01/20/2003	04/03/2003	04/22/2003	Equal/Under Market	
PAE Total			0	2	2	2	2	2		
RER Solutions, Inc.										
HAUSTEN GARDENS ID	Completed	14933674		07/19/2008	08/02/2008	08/07/2008	11/21/2008	12/11/2008	Over Market	
PAE Total			0	1	1	1	1	1		
Signet Partners										
EL CASA VERDE CA	Completed	12123183		11/26/1999	02/02/2000	02/04/2000	04/21/2000	03/01/2000	Over Market	
PAE Total			0	1	1	1	1	1		
Preservation Office Total			0	5	5	5	5	5		

Figure 10-10, Rent Comparability Review Progress Report

10.11 Rent Comparability Review Progress Report – Post M2M

The **Rent Comparability Review Progress Report – Post M2M** (illustrated as Figure 10-11) 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.

Post M2M Rent Comparability Review Progress Report										
Today's Date: 08/20/2015										
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	
Preservation Office: San Francisco										
ONTRA, Inc.										
MIYAKO GARDEN APTS CA	Completed	12233454		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/20/2003	Equal/Under Market	
NEW HAMP SHIRE ARMS CA	Completed	12233680		12/02/2002	12/06/2002	12/09/2002	02/20/2003	03/21/2003	Equal/Under Market	
WILLOW BROOK VILLA CA	Completed	12233682	06/26/2003	07/31/2003	07/31/2003	08/04/2003	10/13/2003	10/28/2003	Equal/Under Market	
PAE Total			1	3	3	3	3	3		
Preservation Office Total			1	3	3	3	3	3		

Figure 10-11, Rent Comparability Review Progress Report – Post M2M

10.12 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 10-12-1, Rent Reduction Only Progress Report (Part I) and Figure 10-12-2, 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 your printer to print in landscape mode for this progress report.

Rent Reduction Only Progress Report -- Part I															Today's Date: 09/08/2015	
Property State (*Partial)	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 PCA 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	
Preservation Office: Washington																
CreditVest, Inc.																
Jackson Hills Apartments	GA	Active	06111155	12/18/2014	12/18/2014	12/22/2014	03/22/2015		01/14/2015	12/23/2014	12/23/2014		02/03/2015	03/05/2015		04/05/2015
FAIRINGTON OF LEGNOSTON	KY	Active	08333714	07/07/2015	07/07/2015	07/10/2015	10/08/2015									
LONE OAK MANOR	KY	Active	08333730	11/14/2014	11/18/2014	11/21/2014	02/19/2015		12/11/2014	11/23/2014	11/26/2014	01/13/2015	01/16/2015	02/02/2015		04/05/2015
BRIAR CREST I	MI	Active	04711025	09/10/2014	09/17/2014	09/22/2014	12/11/2014		10/16/2014	09/25/2014	09/25/2014	11/05/2014	11/13/2014	11/25/2014	11/26/2014	12/23/2014
BRIAR CREST II	MI	Active	04711026	09/10/2014	09/17/2014	09/22/2014	12/11/2014		10/16/2014	09/25/2014	09/25/2014	11/05/2014	11/13/2014	11/25/2014	11/26/2014	12/23/2014
CRESTLINE MANOR APARTMENTS	OH	Active	04225129	07/07/2015	07/07/2015	07/10/2015	10/08/2015									
MADONNA HOMES	OH	Active	04225330	06/19/2015	06/24/2015	06/26/2015	09/24/2015									
PLAZA VIEW II	OH	Active	04244093	04/29/2015	05/01/2015	05/05/2015	08/05/2015				05/08/2015					
PAE Total			8	8	8	8	0	4	4	5	3	4	4	2	4	
Signet Partners																
Aurora Park Apartments - Iowa City	IA	Active	07435285	02/17/2015	02/18/2015	02/23/2015	05/24/2015		03/23/2015	03/02/2015	03/02/2015	03/26/2015	03/30/2015	04/24/2015		
CEDAR RIDGE APARTMENTS	IL	Active	07111272	03/13/2015	03/17/2015	03/23/2015	06/21/2015	07/21/2015								
Golden Oaks 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	07135831	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/09/2014	12/02/2014	12/02/2014	12/18/2014	12/19/2014	01/23/2015		04/05/2015
GREENCROFT MANOR II	IN	Active	07338019	08/26/2014	09/02/2014	09/12/2014	12/11/2014	01/10/2015	10/01/2014	09/25/2014	09/25/2014	10/10/2014	10/24/2014	11/26/2014		02/10/2015
OAK KNOLL RENAISSANCE APARTMENTS	IN	Active	07311584	04/29/2015	05/01/2015											
HERITAGE HILLS	MI	Active	04711087	05/28/2015	06/02/2015											
FLATVIEW APARTMENTS	NE	Active	10335134	05/15/2015	05/20/2015											
CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/31/2014	12/02/2014	12/02/2014	01/19/2015	01/14/2015	01/28/2015		03/11/2015
PAE Total			9	9	6	6	2	5	5	5	5	5	5	0	4	
Preservation Office Total			17	17	14	14	2	9	9	10	8	9	9	2	8	

Figure 10-12-1, Rent Reduction Only Progress Report (Part I)

Rent Reduction Only Progress Report -- Part II

Today's Date: 09/08/2015

	Property State	Status (*Partial)	Primary FHA Number	Recap Approves PAE Ltr 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
Preservation Office: Washington											
CreditVest, Inc.											
Jackson Hills Apartments	GA	Active	06111155	04/06/2015				04/09/2015			
FABRINGTON OF LEGNUTON	KY	Active	08335714								
LONE OAK MANOR	KY	Active	08335730	04/06/2015				04/09/2015			
BRIAR CREST I	MI	Active	04711025	12/23/2014	12/30/2014	06/01/2015		01/05/2015			
BRIAR CREST II	MI	Active	04711026	12/23/2014	12/30/2014	06/01/2015		01/05/2015			
CRESTLINE MANOR APARTMENTS	OH	Active	04255129								
MADONNA HOMES	OH	Active	04255330								
PLAZA VIEW II	OH	Active	04244093								
PAE Total				4	2	2	0	4	0	0	0
Signet Partners											
Aurora Park Apartments - Iowa City	IA	Active	07435205								
CEDAR RIDGE APARTMENTS	IL	Active	07111272					05/15/2015			
Olden Oaks Apartment	IL	Active	07235671	02/02/2015							
Lakeland Apartments	IL	Active	07135831	04/06/2015							
GREENCROFT MANOR II	IN	Active	0738019	02/10/2015				12/08/2014			
OAK KNOLL RENAISSANCE APARTMENTS	IN	Active	07311594								
HERITAGE HILLS	MI	Active	04711087								
PLATTEVIEW APARTMENTS	NE	Active	10335134								
CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	03/11/2015							
PAE Total				4	0	0	0	0	2	0	0
Preservation Office Total				8	2	2	0	4	2	0	0

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Figure 10-12-2, Rent Reduction Only Progress Report (Part II)

10.13 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 10-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 10-13-2, Mortgage Restructuring Progress Report (Part II).

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

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Mortgage Restructuring Progress Report

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

 Today's Date: 09/08/2015

	State	Status (*Partial)	Primary FHA Number	Recap Initial Assign.	Recap Approves COI Form 2.2	Amended PRA Milestone Date Per 2.1.5 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	Recap Returns Documents for Files	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	
Preservation Office: Washington																						
CreditVest, Inc.																						
	AL	Active	06235600	05/08/2015	05/08/2015		05/12/2015	05/18/2015	05/15/2015					05/14/2015	07/01/2015	06/05/2015				06/05/2015		
	AL	Active	06235124	01/16/2014	01/23/2014		01/27/2014	07/23/2014	01/28/2014					01/28/2014	11/06/2014	10/01/2014		03/13/2014		08/12/2014	09/10/2014	
	AR	Active	08235436	01/16/2014	01/23/2014	04/27/2014	01/27/2014	02/07/2014	02/07/2014				04/14/2014	01/29/2014	03/19/2014	03/09/2014	04/14/2014	04/04/2014	04/16/2014	02/19/2014	03/10/2014	
	GA	Active	06135607	05/16/2014	05/16/2014		05/20/2014	05/27/2014	05/23/2014					05/21/2014	07/24/2014	06/19/2014	08/12/2014	07/21/2014	08/12/2014	06/04/2014	06/25/2014	
	NC	Active	03344015	12/22/2014	12/22/2014		12/30/2014	01/12/2015	01/08/2015					01/07/2015	03/12/2015	02/13/2015	03/16/2015	02/26/2015	03/17/2015	02/02/2015	02/11/2015	
	OH	Active	04235512	07/02/2014	07/02/2014		07/10/2014	07/23/2014	07/22/2014					07/16/2014	09/17/2014	08/11/2014	09/23/2014	09/10/2014	09/23/2014	07/31/2014	08/06/2014	
	OH	Active	04235513	07/25/2014	07/25/2014		07/29/2014	08/07/2014	08/06/2014					07/30/2014	09/18/2014	08/18/2014	10/09/2014	09/22/2014	10/09/2014	08/01/2014	08/07/2014	
	OH	Active	04335179	08/31/2011	08/02/2011		09/07/2011	09/16/2011	09/15/2011				11/29/2011	09/13/2011	10/27/2011	11/23/2011	11/29/2011	11/01/2011	11/29/2011	10/06/2011	10/27/2011	
	PA	Active	03435134	06/26/2015	06/26/2015		07/01/2015															
	SC	Active	05435681	01/16/2015	01/20/2015		01/22/2015	01/30/2015	02/04/2015				04/13/2015	01/30/2015	04/02/2015		04/13/2015	03/12/2015	04/13/2015	03/17/2015	04/06/2015	
	TN	Active	08611077	05/12/2015	05/12/2015		05/15/2015	05/26/2015	05/26/2015					05/19/2015						05/27/2015	06/11/2015	
	PAE Total			11	11	1	11	10	10	0	0	0	3	10	9	8	7	8	7	10	9	
Signet Partners																						
	AR	Active	08235333	09/10/2014	09/17/2014		09/24/2014		10/09/2014					10/09/2014				10/31/2014	11/13/2014		06/18/2015	06/30/2015
	AR	Active	08235328	12/12/2013	12/17/2013		12/27/2013	12/27/2013	12/27/2013	12/27/2013			01/30/2014	12/27/2013	12/27/2013	12/27/2013	01/30/2014	12/27/2013	01/30/2014	12/27/2013	12/27/2013	
	AZ	Active	12335503	07/29/2014	07/29/2014		08/04/2014		08/08/2014					08/08/2014				09/02/2014	09/08/2014			
	IL	Active	07135830	10/15/2014	10/17/2014		10/23/2014		11/03/2014					11/03/2014				12/03/2014	12/02/2014			
	IL	Active	07135802	06/25/2014	06/27/2014		07/09/2014	07/10/2014	07/22/2014					07/22/2014	08/25/2014	07/23/2014	08/29/2014	08/18/2014	08/29/2014	07/29/2014	08/06/2014	
	IN	Active	07344403	02/25/2014	02/25/2014		02/28/2014	09/03/2014	03/04/2014	10/21/2014				03/04/2014	10/28/2014	10/21/2014	03/31/2014	04/03/2014	12/03/2014	10/21/2014	10/28/2014	
	IN	Active	07392006	08/26/2014	09/02/2014		09/12/2014	09/15/2014	09/25/2014					09/24/2014	10/27/2014	11/24/2014	11/20/2014	10/24/2014	12/18/2014	11/25/2014	12/18/2014	
	IN	Active	07311462	09/11/2013	09/11/2013		09/16/2013	01/27/2014	10/02/2013	04/04/2014				10/02/2013	03/24/2014	05/01/2014	11/06/2013	10/31/2013	05/09/2014	03/11/2014	03/24/2014	
	MI	Active	04011029	01/16/2014	01/23/2014		01/28/2014	02/04/2014	02/19/2014	03/24/2014			04/21/2014	01/31/2014	03/13/2014	02/21/2014	03/21/2014	03/03/2014	04/21/2014	02/24/2014	04/01/2014	
	MO	Active	08235474	07/23/2014	07/29/2014		08/04/2014	08/06/2014	08/08/2014	09/11/2014				08/08/2014	10/02/2014	09/08/2014	09/10/2014	08/29/2014	11/13/2014	09/16/2014	09/29/2014	
	MS	Active	06511030	01/16/2014	01/23/2014		01/28/2014	02/03/2014	02/07/2014	03/19/2014			04/10/2014	01/31/2014	03/06/2014	03/10/2014	04/10/2014	03/03/2014	04/10/2014	02/24/2014	03/05/2014	
	TX	Active	11535536	06/11/2014	06/13/2014		06/19/2014	06/23/2014	06/27/2014	08/05/2014				06/19/2014	01/15/2015	07/10/2014	07/31/2014	06/19/2014	07/31/2014	07/11/2014	07/18/2014	
	PAE Total			12	12	0	12	9	12	7	0	0	3	12	9	9	12	12	9	10	10	
	Preservation Office Total			23	23	1	23	19	22	7	0	0	6	22	18	17	19	20	16	20	19	

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Figure 10-13-1, Mortgage Restructuring Progress Report (Part I)

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

Today's Date: 09/08/2015

	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 Returns 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
Preservation Office: Washington																		
CreditVest, Inc.																		
HEFLIN OAKS	AL	Active	06233600															
LYNWOOD TERRACE	AL	Active	06233124															
Pecan Grove Apartments	AR	Active	08235436	08/25/2014			11/13/2014			12/03/2014	12/08/2014		03/24/2015	03/24/2015	04/01/2015		05/05/2015	
Trinity Towers	GA	Active	06133607	05/01/2015			06/30/2015											
Mercy Place	NC	Active	05344015	07/28/2015	07/29/2015	07/30/2015												
CHADWICK PLACE	OH	Active	04235512	02/05/2015			04/07/2015		04/08/2015	04/29/2015								
PLAZA APARTMENTS	OH	Active	04235513	02/13/2015			04/21/2015			04/29/2015								
THE LIBERS, LTD., an OH. LTD. PARTN	OH	Active	04335179	05/22/2012	05/23/2012	05/25/2012	07/25/2012				04/24/2015		06/23/2015	06/23/2015	09/01/2012		07/08/2015	
WOODSTOCK COOPERATIVE	PA	Active	03435134															
HILLDALE, LP	SC	Active	05433681															
KNOLLCREST MANOR	TN	Active	08611077															
PAE Total				6	2	2	5	0	1	3	2	0	2	2	2	0	2	0
Signet Partners																		
Briarwood Apartments	AR	Active	08233333															
POWDER MILL MANOR	AR	Active	08233328	06/30/2014	07/01/2014	07/02/2014	11/21/2014			12/09/2014	01/05/2015		03/25/2015	03/01/2015	06/01/2015		05/06/2015	
Lemon Grove Apartments	AZ	Active	12335503															
Colonial House Apartments	IL	Active	07133830															
MICHELL TERRACE	IL	Active	07133802															
FOWLER APARTMENTS	IN	Active	07344403	04/30/2015														
LASALLE PARK HOMES	IN	Active	07392006	05/18/2015														
WILLOWS ON CLARK ROAD	IN	Active	07311462	11/19/2014	11/20/2014	11/21/2014	01/28/2015											01/28/2015
ROLLINGWOOD MANOR	MI	Active	04811029	09/30/2014			03/12/2015											
ROOSEVELT TOWNE APARTMENTS	MO	Active	0833474	05/05/2015			06/29/2015											
Oak Mist Apartments	MS	Active	06511030	08/26/2014	09/02/2014	09/02/2014	11/21/2014				02/16/2015		05/06/2015	05/06/2015	06/01/2015		07/08/2015	
Sanfordville Oakleaf Apts	TX	Active	11535336	02/27/2015														
PAE Total				8	3	3	5	0	0	1	2	0	1	2	2	1	2	1
Preservation Office Total				14	5	5	10	0	1	4	4	0	3	4	4	1	4	1

Figure 10-13-2, Mortgage Restructuring Progress Report (Part II)

10.14 Focus on Production Report

The **Focus on Production Report** (Figure 10-14-1, 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 10-14-2, 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.

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Focus on Production Report

As of 11/15/2004

Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	<u>6</u>		<u>3</u>	<u>3</u>
Next Week				
November, 2004	<u>21</u>		<u>13</u>	<u>8</u>
December, 2004	<u>21</u>	<u>2</u>		<u>19</u>
January, 2005	<u>12</u>		<u>4</u>	<u>8</u>
February, 2005	<u>15</u>		<u>2</u>	<u>13</u>
March, 2005	<u>30</u>		<u>1</u>	<u>29</u>
April, 2005	<u>7</u>			<u>7</u>
November, 2004 - April, 2005	<u>106</u>	<u>2</u>	<u>20</u>	<u>84</u>

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Figure 10-14-1, Focus on Production Report (Part I)

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Focus on Production Report

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

Preservation Office: Washington					Total: 3
NW Financial Group					Total: 1
State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date	
NY	BURNIE C MCCARLEY GARDENS	800055705	04/23/2004	11/19/2004	
Comment:					
REF Solutions, Inc.					Total: 2
State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date	
MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004	
Comment:					
MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004	
Comment:					

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Figure 10-14-2, Focus on Production Report (Part II)

10.15 Properties On Hold Report

The **Properties On Hold Report** (Figure 10-15, 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.

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Properties On Hold Report

Today's Date: 11/12/2004

	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Preservation Office: Washington						
Florida Housing Finance Corporation						
TIDEWATER APARTMENTS	FL	Active	06335043	Rent Reduction Only	12/25/2000	12/31/2000
PAE Total					1	1
Jefferson County Assisted Housing Corp.						
TALLADEGA DOWNS	AL	Active	06244054	Mortgage Restructuring	07/30/2003	09/30/2003
PAE Total					1	1
Preservation Office Total					2	2

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Figure 10-15, Properties On Hold Report

10.16 Underwriting Tracking Report

The **Underwriting Tracking Report** (Figure 10-16-1, Underwriting Tracking Report by Preservation Office) lists all Full Debt Restructurings currently submitted to Recap for Underwriting Review sorted by Preservation Office.

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Underwriting Tracking Report

Today's Date: 08/09/2013

	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Preservation Office: San Francisco							
Kitsap Co. Consolidated Housing Authority							
PIONEER PARK PLAZA	CA	Completed	14335027	06/19/2002	06/19/2002		FA Staff
WALNUT GARDENS	NV	Completed	12535081	06/30/2003	06/30/2003	07/02/2003	FA Staff
PAE Total				2	2	1	
North Dakota Housing Finance Agency							
DAKOTA ESTATES	ND	Completed	09435014	04/30/2004	04/30/2004		
ELGIN SENIOR CITIZENS APTS	ND	Completed	09435006	11/06/2000	01/30/2001		
PAE Total				2	2	0	
ONTRA, Inc.							
Filipino Center	CA	Completed	13644034	06/01/2003	06/01/2003	07/11/2003	FA Staff
LAWRENCE F MOORE MANOR	CA	Completed	12144019	07/10/2003	07/10/2003	07/11/2003	FA Staff
Onevish Manor	CA	Completed	12144017	06/26/2003	07/31/2003	05/20/2003	FA Staff
TRAILER-DE APTS	KS	Completed	10235102	05/16/2003	05/16/2003	05/20/2003	FA Staff
BARCLAY TOWNHOUSES	MD	Completed	05235310	02/21/2003	02/21/2003	02/24/2003	FA Staff
PAE Total				5	5	5	
Signet Partners							
Southwest Apartments	CA	Completed	13635646	12/01/2000	12/01/2000		
PARKSIDE APTS	WY	Completed*	10935039	04/03/2001	03/30/2001		
PAE Total				2	2	0	
Preservation Office Total				11	11	6	

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Figure 10-16-1, Underwriting Tracking Report by Preservation Office

10.17 M2M Activity Report

The **M2M Activity Report** (Figure 10-17-1, M2M Activity Report(Part I)) provides a roll up of the total number of the M2M activities from various data tables in the system during the selected date period. Clicking on the total numbers underlined in blue will display the detailed activity(Figure 10-17-2, M2M Activity Report(Part II)) for the selected table.

M2M Activity Report

From 1/1/2014 Through 7/30/2014

Table	Total	Inserts	Updates	Deletes
critical_date_detail	1038	733	274	31
pae	89		89	
project	369	24	345	
project_detail	162	26	136	
property_annual_expense	49	19	30	
property_annual_revenue	45	19	26	
property_closing	8		8	
property_first_mortgage	37	12	25	
property_second_mortgage	28	12	16	
property_third_mortgage	25	12	13	
property_net_income	41	19	22	
property_refinancing	4	4		
property_source	32	12	20	
property_unit_rent	151	54	97	
	2078	954	1093	31

Figure 10-17-1, M2M Activity Report(Part I)

M2M Detailed Activity Report

critical_date_detail

From 01/01/2015 Through 02/10/2015

Date Time	Activity Type	User	User Type	Property ID	Property Name
01/05/2015 09:17:58.690	Insert	M88257	PAE	800013309	Marcellus Place
01/05/2015 09:17:58.720	Insert	M88257	PAE	800013309	Marcellus Place
01/05/2015 16:45:21.566	Insert	MKX381	PAE	800214246	Lakeland Apartments
01/07/2015 14:33:17.283	Insert	H19569	HQ	800010059	DETROIT BAPTIST MANOR - GAMMA
01/07/2015 14:35:00.590	Insert	H19569	HQ	800007006	SAINT JOHN HOMES
01/09/2015 11:10:19.513	Insert	MKX381	PAE	800209693	RIVER RUN APARTMENTS
01/13/2015 15:52:53.640	Insert	MKX381	PAE	800000745	POWDER MILL MANOR

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

Figure 10-17-2, M2M Activity Report (Part II)

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.

11 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.

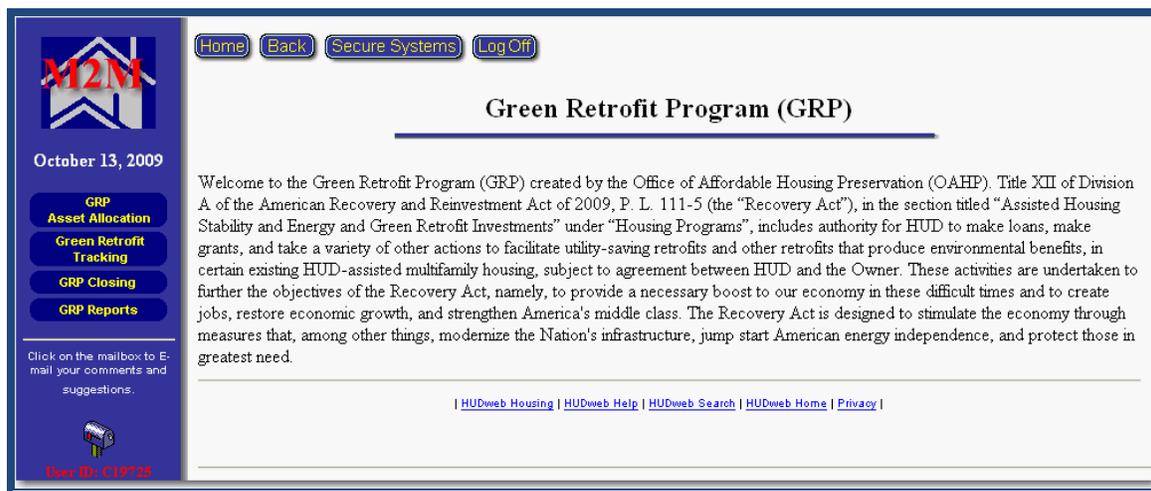


Figure 11, Green Retrofit Program Screen

11.1 GRP Asset Allocation Module Button

The **Asset Allocation** button provides access for an OAHP HQ user to add or update properties to the Green Retrofit Program, after which, the PAE may be assigned properties by a HQ user.

11.2 Green Retrofit Tracking Module Button

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

11.3 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.

11.4 GRP Reports Module Button

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

12 GRP ASSET ALLOCATION MODULE

The following screen (Figure 12-1, Asset Allocation Screen) will be returned when the Green Retrofit module button is clicked:

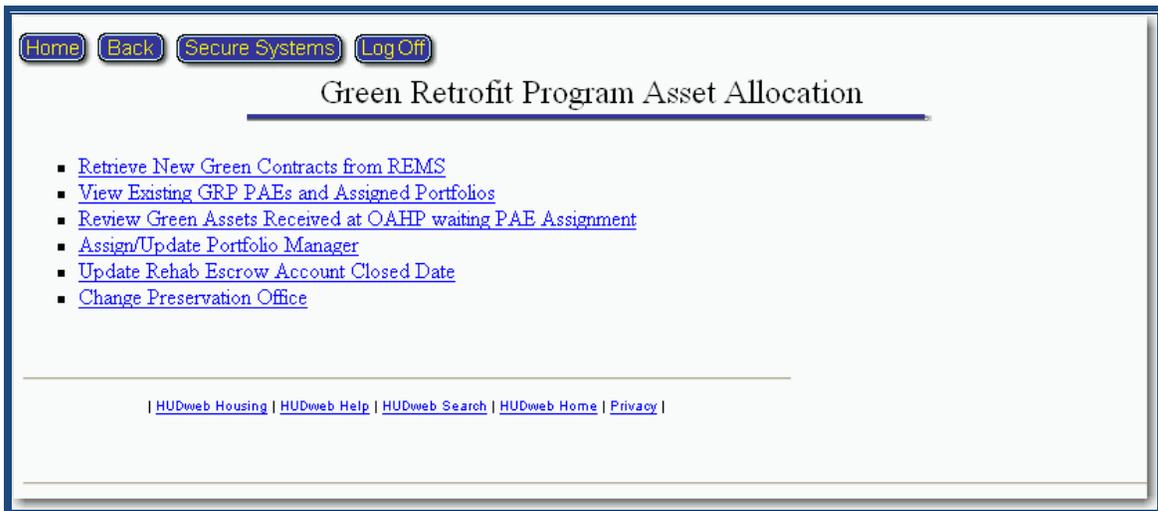


Figure 12-1, GRP Asset Allocation Screen

The **Green Retrofit Asset Allocation** screen allows access to the following functions:

- * Retrieve New Green Contracts from REMS
- * View Existing GRP PAEs and Assigned Portfolios
- * Review Green Assets Received at OAHP waiting PAE Assignment
- * Assign/Update Portfolio Manager
- * Update Rehab Escrow Account Closed Date
- * Change Preservation Office

12.1 Retrieve New Green Contracts from REMS Screen

OAHQ HQ user should retrieve new Green contracts that qualify for the M2M Green Retrofit Program from the REMS database by clicking the [Retrieve New Green Contracts from REMS](#) link (located on the [Green Retrofit Asset Allocation](#) page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear. This facilitates a focused search of properties once contracts referred to OAHQ have been retrieved (as illustrated in Figure 12-2, Select Search Criteria below).

The screenshot shows a web form titled "Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit Program via REMS". At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. Below the title, there is a horizontal line. The form is divided into two main sections. The first section is titled "Select one of the following criteria:" and contains two input fields: "REMS ID:" and "FHA #:". The second section is titled "Or select one or more of the following options:" and contains three input fields: "Property:" (a text box), "Section of Act (SOA):" (a dropdown menu), and "State:" (a dropdown menu). Below these fields are two buttons: "Continue" and "Clear". At the bottom of the form, there is a link: "Or click [HERE](#) to get ALL the properties to Enter M2M Green Retrofit Program via REMS." At the very bottom, there is a footer with links: "HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |".

Figure 12-2, Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit via REMS

Select one of the following criteria available to search for properties to be received:

- * 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 search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Select a state from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

Shown below in Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen, is a sample screen of selected properties.

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

Review Assets to Enter M2M Green Retrofit Program

The following 50 out of 61178 properties met your All search criteria.

- Check the Add box () next to each property that you are adding to M2M Green Retrofit Program.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec #	Contract Number	Expiration Date	FHA Num	Entity Type	Grant/Loan Type	Section of Act
<input type="checkbox"/>	WOODLAND ESTATES (TLR REALTY)		00		EA3Q991001	12/31/2008				Other
<input type="checkbox"/>	WOODLAND ESTATES (TLR REALTY)		00		EA3Q991001	12/31/2008	016HD025			B11
<input type="checkbox"/>	13TH AND EAGLE APARTMENTS	ANCHORAGE	AK		AK02EM00001	10/31/2005				Other
<input type="checkbox"/>	ALPINE TERRACE	ANCHORAGE	AK		AK06ED00004	12/31/2006				Other
<input type="checkbox"/>	ALPINE TERRACE	ANCHORAGE	AK		AK06ED00004	12/31/2006	17633029			221(d)(4)MKT
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020006001	05/31/2021				Other
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020006001	05/31/2021	17633019			221(d)
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020006001	05/31/2021	17633019			221(d)
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020006001	05/31/2021	17633039			223(a)(7)
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MM00010	08/31/2010				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MM00022	10/31/2008				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK06L000005	09/30/1999				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MM00010	08/31/2010	17644020			236
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MM00022	10/31/2008	17644020			236
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK06L000005	09/30/1999	17644020			236
<input type="checkbox"/>	BAYVIEW TERRACE	KODIAK	AK		AK020001001	07/31/2001				Other
<input type="checkbox"/>	BAYVIEW TERRACE	KODIAK	AK		AK020001001	07/31/2001	17633012			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007				Other
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17633009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17633009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17633009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17633042			223(a)(7)
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MM00013	07/31/2004				Other
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MM00023	07/31/2007				Other
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MM00013	07/31/2004	17644024			236
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MM00023	07/31/2007	17644024			236
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK02MM00012	08/31/2006				Other
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK06L000009	09/30/1999				Other
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK02MM00012	08/31/2006	17644018			236
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK06L000009	09/30/1999	17644018			236
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006				Other
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006	17611039			207/223(f)
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006	17633024			221(d)(4)MKT
<input type="checkbox"/>	CHUSACH VIEW	ANCHORAGE	AK		AK020102002	11/30/2017				Other
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006				Other
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006	17611040			207/223(f)
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006	17633020			221(d)(4)MKT
<input type="checkbox"/>	CRESTVIEW APARTMENTS	DILLINGHAM	AK		AK02R000005	06/30/2005				515
<input type="checkbox"/>	DAYBREAK APARTMENTS (CMD)	PALMER	AK		AK02T831001	03/14/2008				Other
<input type="checkbox"/>	DAYBREAK APARTMENTS (CMD)	PALMER	AK		AK02T831001	03/14/2008	176EBH03			202
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021				Other
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17633014			221(d)(4)MKT
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17633037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17633037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17633037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17633040			223(a)(7)
<input type="checkbox"/>	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK		AK06Q021001	12/31/2010				Other
<input type="checkbox"/>	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK		AK06Q021001	12/31/2010	176HD021			B11
<input type="checkbox"/>	GASTNEAU APARTMENTS	JUNEAU	AK		AK02MM00015	11/30/2003				Other
<input type="checkbox"/>	GASTNEAU APARTMENTS	JUNEAU	AK		AK02MM00015	11/30/2003	17644015			236

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen

The **Review Assets to Enter M2M Green retrofit** function allows OAHQ HQ users to review and assign Entity Type, Grant/Loan Type and Section of Act (SOA) to the selected properties. The displayed properties are active, not assigned to a PAE. The following steps direct users in making Receipt assignments:

1. Click the Add check box next to the Property ID to indicate the property is have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
2. Optionally select the Profit or Non Profit from the Entity Type drop down box
3. Optionally select the Grant or Grant/Loan from the Grant/Loan Type drop down box
4. Select one Section of Act (SOA) from the drop down list box
5. Repeat steps 1-4 for each additional property
6. After all property selections have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field
Enter Your Name:
7. Click the Submit button to save the M2M Green Retrofit Properties

12.2 Green Retrofit Program PAE Screen

When the **View Existing Green Retrofit Program PAEs and Assigned Portfolios** link is selected, the following screen (Figure 12-4, PAEs Screen) will appear:

OAHP HQ users may unassign a property from a PAE by putting a check mark (☑) in the **Unassigned Property** box next to each property that is to be unassigned. Once the **Save Changes** button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Green Retrofit Program Assets module.

12.4 Retrieve Green Assets Receive at OAHP waiting PAE Assignment Screen

OAHP HQ user should retrieve Green Retrofit Asset Assignment by clicking **Retrieve Green Assets Receive at OAHP waiting PAE Assignment** link (located on the **Green Retrofit Asset Allocation** page). After the process has completed, a confirmation screen will appear. (as illustrated in Figure 12-6, Select Search Criteria below). This facilitates a focused search of Green Retrofit Asset Assignment properties have been retrieved.

The screenshot shows a web form titled "Select Search Criteria for Green Retrofit Program Asset Assignment". At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. Below the title, the form asks the user to "Select one of the following criteria:" and provides two input fields: "REMS ID:" and "FHA #:". Below this, it asks the user to "Or select one or more of the following options:" and provides four input fields: "Property:" (text), "Section of Act (SOA):" (dropdown), "Entity Type:" (dropdown), and "State:" (dropdown). At the bottom of the form are "Continue" and "Clear" buttons. Below the form, there is a link: "Or click [HERE](#) to get ALL the properties awaiting assignment." At the very bottom, there is a footer with links: "HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy".

Figure 12-6, Select Search Criteria for Green Retrofit Assets Assignment

Select one of the following criteria available to search for properties to be received:

- * 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 search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Entity Type
- * Select a state from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

12.5 Review / Assign Green Retrofit Program Assets Screen

The **Review / Assign Green Retrofit Program** screen is used to review and assign Green Retrofit Asset properties to PAEs within the M2M system. M2M generates recommended Green Retrofit property assignments based on predefined geographical criteria. This screen allows the OAHP HQ user the ability to:

- * Review a listing of all the Green Retrofit Program properties awaiting assignment in the M2M system
- * Review the M2M Entity type and the option of changing it
- * Review the Grant/Loan type and the option of changing it
- * Review the Section of Act and the option of changing it
- * Selecting one of the Preservation Office from the drop down list box.
- * Choose a PAE for the Green Retrofit property

The **screen** is depicted below as Figure 12-7, Review/Assign Green Retrofit Assets Screen:

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

Review / Assign Green Retrofit Program Assets

The following 37 out of 37 properties met your All search criteria.

- Check the Assign box () next to each property that you are assigning to a PAE. All of the contracts associated with the Green Retrofit Program property will be assigned.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Set & Contract Number	Expiration Date	Entity Type	Grant/Loan Type	Section of Act	Preservation Office	Recommended PAE Name
<input type="checkbox"/>	COMMODORE PARK	ANCHORAGE	AK	AK065961001	12/31/2006	Profit		202		No Assigned PAE
<input type="checkbox"/>	Denali View Senior Housing	Chugiak	AK	AK065011002	05/04/2008	Profit	Grant	202		No Assigned PAE
<input type="checkbox"/>	ETOLN HEIGHTS	WRANGELL	AK	AK06L000008	06/30/2007	Profit	Grant	202		No Assigned PAE
<input type="checkbox"/>	FIREWEED HOUSING DEVELOPMENT	WASILLA	AK	AK06Q921001	07/05/2014	Profit	Grant	811		No Assigned PAE
<input type="checkbox"/>	AGAPE HOUSE	BIRMINGHAM	AL	AL09Q921010	06/21/2015	Profit		811		Jefferson County Assisted Housi
<input type="checkbox"/>	AGAPE II	BIRMINGHAM	AL	AL09Q961001	06/09/2007	Non-Profit		811		Jefferson County Assisted Housi
<input type="checkbox"/>	AHEPA 23 III	Montgomery	AL	AL098001002	08/31/2009	Profit		202		Jefferson County Assisted Housi
<input type="checkbox"/>	CLAIBORNE ARMS APTS	MOBILE	AL	AL090021022	10/31/2006	Profit	Grant/Loan	Mod Rehab		Jefferson County Assisted Housi
<input type="checkbox"/>	RAINBOW APARTMENTS	Rainbow City	AL	AL090021030	09/30/2022	Profit	Grant/Loan	Other		Jefferson County Assisted Housi
<input type="checkbox"/>	Meadow Park Apartments	ROGERS	AR	AR37M000046	08/31/2006			221(d)		No Assigned PAE
<input type="checkbox"/>	Canyon Apts	LOS ANGELES	CA	CA16M000385	12/31/2010	Profit	Grant	241/221		No Assigned PAE
<input type="checkbox"/>	DILLON CHRISTIANE WESTERN	SACRAMENTO	CA	CA30L000031	12/31/2010	Non-Profit	Grant	233(c)236		No Assigned PAE
<input type="checkbox"/>	EUCALYPTUS PARK	INGLEWOOD	CA	CA168023007	07/31/2006	Profit	Grant/Loan	221(d)(4)MKT		No Assigned PAE
<input type="checkbox"/>	TAMARIN APTS	DURANGO	CO	CO99H001082	05/31/2008	Non-Profit	Grant	524(c)		No Assigned PAE
<input type="checkbox"/>	Cavalier Apartments	WASHINGTON	DC	DC39A001003	02/23/2007	Non-Profit	Grant/Loan	223(a)(7)		No Assigned PAE
<input type="checkbox"/>	SOUTH SHORE BEACH APARTMENTS	CHICAGO	IL			Non-Profit	Grant	241/223		City of Chicago Department of H
<input type="checkbox"/>	Aberdeen Housing for Elderly	ABERDEEN	MD					Other		No Assigned PAE
<input type="checkbox"/>	Aberdeen Senior Housing	Aberdeen	MD					Other		No Assigned PAE
<input type="checkbox"/>	ABUNDANT LIFE TOWERS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ABUNDANT LIFE TOWERS II	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	Access	COLUMBIA	MD					Other		No Assigned PAE
<input type="checkbox"/>	ADVENT SENIOR HSNQ	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	AIMCO	HYATTSVILLE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALDEN PARK APTS	COLLEGE PARK	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALEXANDER HOUSE	HAGERSTOWN	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALICE ANNE TOWNHOUSES	BEL AIR	MD					Other		No Assigned PAE
<input type="checkbox"/>	AMITY FAMBLE APARTMENTS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ANDOVER GROUP HOME	FREDERICK	MD					Other		No Assigned PAE
<input type="checkbox"/>	Andrew Kim House	OLNEY	MD					Other		No Assigned PAE
<input type="checkbox"/>	APOSTOLIC TOWERS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ARBUTA ARMS II	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	Arlington Estates Cooperative Apts	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ARNOLD GARDENS APTS	SUTLAND	MD					Other		No Assigned PAE
<input type="checkbox"/>	TALLMAN TOWERS	NYACK	NY	NY36L000130	09/30/2006	Non-Profit	Grant	223(c)/221(d)		No Assigned PAE
<input type="checkbox"/>	Albina Plaza	PORTLAND	OR					241		No Assigned PAE
<input type="checkbox"/>	SOMERVELL HOMES	PHILADELPHIA	PA	PA26L000023	12/31/2009	Non-Profit	Grant/Loan	241/236		No Assigned PAE
<input type="checkbox"/>	BRYANT MANOR	SEATTLE	WA	WA19L000005	07/31/2007	Non-Profit	Grant/Loan	233(c)236		No Assigned PAE

Enter Your Name: (First name, last name)
 Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

Figure 12-7, Review/Assign Green Retrofit Assets Screen

1. Click the Add check box next to the Property ID to indicate the property is to have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
2. Review the Entity Type Profit / Non Profit and option to change
3. Review the Grant/Loan Type and option to change it
4. Review the Section of Act and option to change it
5. Select a Preservation Office from the drop down list box
6. Assign a PAE from the Recommended PAE Name drop down list box
7. Repeat steps 1-6 for each additional property
8. After all property selections have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field
Enter Your Name:
9. Click the Submit button to save the M2M Green Retrofit Assigned PAE Properties

12.6 Assign/Update Portfolio Manager

This function is not operational at this time.

12.7 Update Rehab Escrow Account Closed Date

This function is not operational at this time.

12.8 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected Green Retrofit properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, or ALL Assigned Properties. The Search screen is depicted below in Figure 12- 8, Change Preservation Office Screen is depicted below in Figure 12- 9. Changing the Preservation Office of a property will generate a history record of the action.

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

Select Search Criteria for Changing Preservation Office

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

PAE:

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

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

Figure 12-8, Select Search Criteria for Changing Preservation Office Screen

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

Preservation Office Changes Of Assigned Properties

The following 4 out of 4 properties met your CALIFORNIA state search criteria.

Status	Property ID	Property Name	City	State	Entity Type	Preservation Office
CITY OF INDIANAPOLIS						
A	80000993	AARON HOUSE	ROHNERT PARK	CA	Non-Profit	Centralized Closing
CREDITVEST, INC.						
A	80001089	BEAR MOUNTAIN RESIDENCES	SAN ANDREAS	CA	Profit	Washington
ILLINOIS HOUSING DEVELOPMENT AUTHORITY						
A	80002877	1215 D STREET	SACRAMENTO	CA	Non-Profit	Washington
SIGNET PARTNERS						
A	80001599	Sunny Meadows	FREEDOM	CA	Non-Profit	San Francisco

Preservation Office Change Date:

 (mm/dd/yyyy)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

Figure 12-9, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,



Enter the **Change Date** (defaulted to current date), and click the **Save Changes** button.

13 GREEN RETROFIT TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the **Green Retrofit Tracking** button on left menu of Green Retrofit Assets Allocation Menu screen. Within the Green Retrofit Tracking module, OHAP 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 13-1, Search Criteria for Critical Dates Tracking Screen.

A screenshot of a web application search criteria page. At the top, there are navigation buttons: "Home", "Back", "Secure Systems", and "Log Off". The main heading is "Select Search Criteria for Green Retrofit Program Tracking". Below this, there are two sections for search criteria. The first section is "Select one of the following criteria:" and contains two text input fields: "REMS ID:" and "FHA #:". The second section is "Or select one or more of the following options:" and contains several dropdown menus: "State:", "PAE:", "Debt Restructuring Specialist:", "Property:", "Status:", "Entity Type:", "Section of the Act (SOA):", and "Grant/Loan:". Below these dropdowns are two buttons: "Continue" and "Clear". At the bottom of the form, there is a link: "Or click [HERE](#) to get ALL properties." At the very bottom, there is a footer with links: "HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy".

Figure 13-1, Search Criteria for Green Retrofit Tracking Screen

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

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

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

- * Select a **State** from the drop-down list
- * Select a **PAE** from the drop-down list
- * Select a **Deb Restructuring Specialist** from the drop-down list
- * Enter a Property's Name for a specific property
- * Select a Property's **Status** (Active or Completed)
- * Select a **Entity Type** (Profit / Non Profit)
- * Select a **Section of Act** (SOA)
- * Select a **Grant/Loan Type**
- * Click the underlined **HERE** link to retrieve all properties in the system

13.1 Assigned Green Retrofit Properties Screen

The **Assigned Green Retrofit Properties** screen (shown below as Figure 13-2, Assigned Green Retrofit 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 12 out of 12 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
A	AASC Housing I, Inc.	811	AK060971001	Non-Profit	Grant/Loan	12/04/2006	ANCHORAGE	AK
C	Andrews Apartments	811	AK060931001	Profit	Grant	12/31/2014	ANCHORAGE	AK
C	Aurora Commons	236	AK060981002	Non-Profit	Grant/Loan	02/28/2007	SOLDOTNA	AK
C	Cranberry Ridge	202	AK060991002	Non-Profit	Grant/Loan	04/25/2007	HOUSTON	AK
A	Cuphuag House	515	AK060971002	Profit	Grant/Loan	02/08/2007	STEBBINS	AK
C	DOUGLAS TERRACE APARTMENTS	202	AK060951003	Non-Profit	Grant/Loan	11/30/2006	JUNEAU	AK
A	KNOLLWOOD RETIREMENT CENTER	207(223g)	AL02T871010	Non-Profit	Grant	06/26/2010	ROANOKE	AL
A	Access Anaheim	202	CA16T931020	Profit	Grant/Loan	10/22/2006	ANAHEIM	CA
A	BAY VISTA METHODIST HEIGHTS	223(c)/221(d)	CA33M000051	Profit	Grant/Loan	05/31/2009	SAN DIEGO	CA
A	MILWOOD APTS	221(d)	CA16M000339	Non-Profit	Grant/Loan	05/31/2007	CANOGA PARK	CA
A	BOOTH TOWERS	Other	MD06M000079	Profit	Grant/Loan	07/31/2006	CUMBERLAND	MD
A	ALPINE ALTEN ZIMMER	515	MI33R000045	Non-Profit	Grant	06/18/2011	GAYLORD	MI

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Figure 13-2, Assigned Green Retrofit Properties

All of the assigned Green Retrofit properties that have a SOA, Entity Type and Grant/Loan Type option will be displayed (based on the criteria used to select property) and have a link to a [Green Retrofit Tracking](#) form.

13.2 Contract Number Link

The [Assigned Green Retrofit Properties](#) screen displays all assigned properties and pertinent information. It also contains the highlighted [contract number](#) Contract Number
[FL29M000113](#) as a link to access the [Green Retrofit Tracking](#) form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the [Green Retrofit Tracking](#) screen (discussed in the next section).

13.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 13-3, Green Retrofit Tracking Screen.

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Green Retrofit Program Tracking

HEREMS Property ID: 800075767

Primary FIA Number: 178DE013

Contract Number: AK06Q01001

Preservation Office: Chicago

HUD Project Manager: LEONA L BLANKENSHIP

Region: Seattle

Debt Restructuring Specialist: PATRICIA AMERSON

OAHF/FAE Underwriter: PATRICIA AMERSON

Property Name: AABC Housing I, Inc.

FAE Name: City of Chicago Department of Housing

Entity Type: Non-Profit

Grant/Loan: Grant/Loan

Section of the Act (SOA): 811

To view or update the OAHF comments log click on the OAHF Comment Log link below:

[OAHF Comment Log](#)

Enter all dates in mm/dd/yyyy format

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

Original Section 8 Expiration Date (Post MAHRA):

Current Section 8 Expiration Date: 12/04/2006

OAHF Receives Green Retrofit Package: 05/01/2009

Complete Application: Yes No 04/27/2009

Duplicate Application: Yes No 04/27/2009

OAHF Returns Green Retrofit Package: Yes No 04/27/2009

Phase: Assignment/Assessment

OAHF Sends List of Potential Assets: 04/22/2009

FAE Clears and OAHF Approves COI: 05/15/2009

FAE Accepts Assignment: 05/29/2009

FAE IFA Validation Feasibility Test Completed: Pass Fail

OAHF Approved FAE's IFA Analysis:

Phase: Waiver/Holds

Waiver: 12/30/2009 Reason:

Waiver No. of Days:

OAHF Places Property On Hold: Reason:

Anticipated On Hold Removal Date:

OAHF Removes Property From On Hold:

Phase: Due Diligence

3rd Party Reports Ordered: 06/03/2009

Tenant Meeting: 06/22/2009

3rd Party Reports Accepted as Approvable: 06/29/2009

Title Being Down Received: 07/02/2009

Due Diligence Completed: 08/01/2009

Phase: Underwriting

FAE Submits Green Retrofit Plan Submission to OAHF: 08/03/2009

OAHF Receives FAE's Green Retrofit Plan Submission: 08/05/2009

Date Proposed OR Plan Assigned to Underwriter: 08/05/2009

Date Underwriter Review of OR Plan Complete: 08/09/2009

OCA Reviewer: PATRICIA AMERSON

Establish A Review Approval Date:

PO/HQ Loan Committee Date: 09/01/2009

Green Retrofit Plan Approved by OAHF: 09/09/2009

Phase: Commitment Stage

Green Retrofit Plan Commitment Received by OAHF: 09/20/2009

Green Retrofit Plan Commitment Reviewed by OAHF: 10/01/2009

718 Package Completed and Delivered by OAHF: 10/10/2009

718 Approved: 10/11/2009 Reason:

718-Approved Grant Amount: 110,000.00

718-Approved Loan Amount: 96,000.00

Green Retrofit Plan Commitment Sent to Owner: 10/21/2009

Green Retrofit Plan Commitment Executed by Owner: 10/22/2009

Green Retrofit Plan Commitment Executed by OAHF: 10/23/2009

Expiration Date of Green Retrofit Plan Commitment: 11/22/2009

Phase: Closing

Scheduled Closing Date: 12/23/2009

FAE Counsel Ready to Close Date: 11/29/2009

Closing Date: 12/29/2009

Amount of Closed Grant: 99,000.00

Amount of Closed Loan: 96,000.00

Phase: Post-Closing

Critical Documents Received by OAHF: 01/01/2010

Closing Documents Distributed by FAE: 01/02/2010

GRP Pre-Development Incentive Paid (Date):

GRP Pre-Development Incentive Paid (Amount):

Retrofits/Repairs Completion Date:

GRP Efficiency Incentive Paid (Date):

GRP Efficiency Incentive Paid (Amount):

Job Creation Incentive Paid (Date):

Job Creation Incentive Paid (Amount):

Number of Jobs Created/Saved:

Expected Utility Savings per Project:

OAHF Comment Text:

FAE Comment Text:

Figure 13-3, Green Retrofit Program Tracking Screen

14 GRP 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 14-1, Select Search Criteria for GRP Closing Screen.

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Select Search Criteria for Green Retrofit Program Closing

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

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

Preservation Office:

State:

PAE:

Property:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

Closing Date:

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

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Figure 14-1, 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 a **Entity Type** (Profit / Non Profit)
- * Select a **Section of Act** (SOA)
- * Select a **Grant/Loan Type**
- * Select a **Closing Date** from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all closing properties in the system

The optional selections of **Closing Date Month** and **Closing Date Year** may be selected by themselves or in combination with the other selections. Figure 13-2, 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 14-2, Green Retrofit Program Closed properties Screen.

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"/>	AK060971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK
Illinois Housing Development Authority	C	Aurora Commons	236	<input type="radio"/>	AK060981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTNA	AK
Heskin Sigmet Partnership	C	Cranberry Ridge	202	<input type="radio"/>	AK060991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK
Heskin Sigmet Partnership	A	Cuphuag House	515	<input checked="" type="radio"/>	AK060971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEBBINS	AK

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Figure 14-2, GRP Closed Properties Screen

14.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user must upload and populate the terms with data extracted from the Excel Underwriting Model. Figure 14-3, 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.

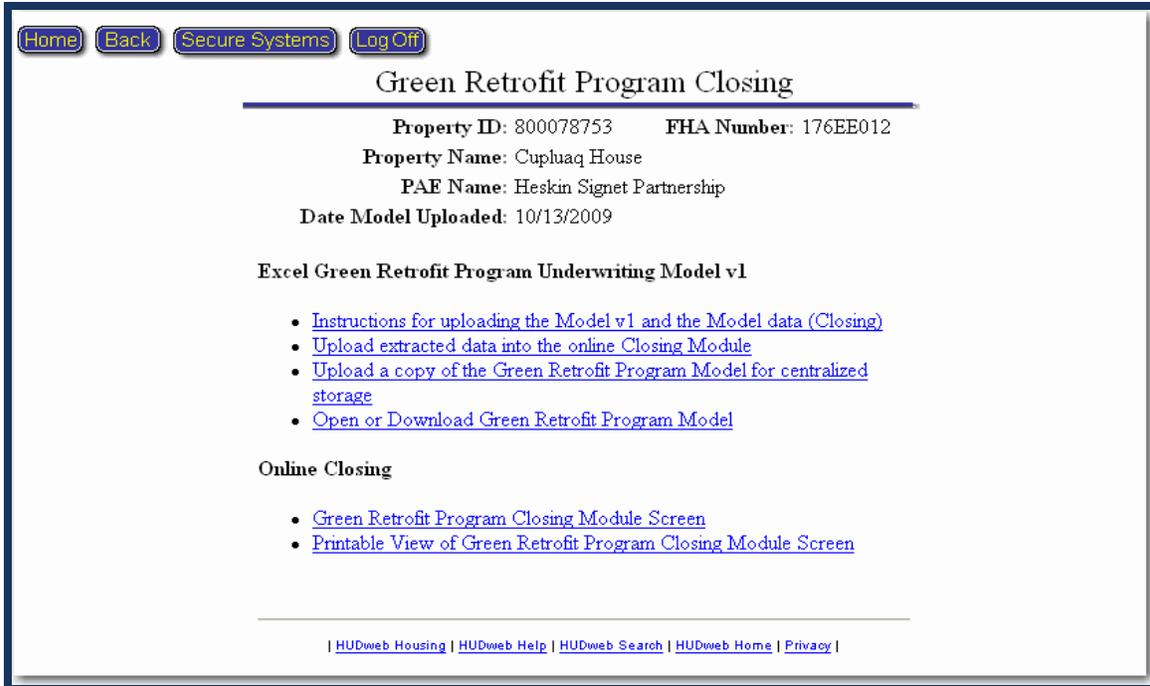


Figure 14-3, Green Retrofit Program Closing Screen

14.1.1 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](#)

14.1.1.1 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, 14-4, 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 14-4, How to Upload Extract and Model Screen

14.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online GRP Closing Module (shown as Figure, 14-5, 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:

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Figure 14-5, 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, 14-6, Green Retrofit Program Properties Upload (Closing) Screen):

Click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to save data into M2M database and open the Information Saved Screen (shown as Figure, 14-7, GRP Properties Upload (Closing) Information Saved Screen).



Figure 14.7, GRP Properties Upload (Closing) Information Saved Screen

14.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown as Figure, 14-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

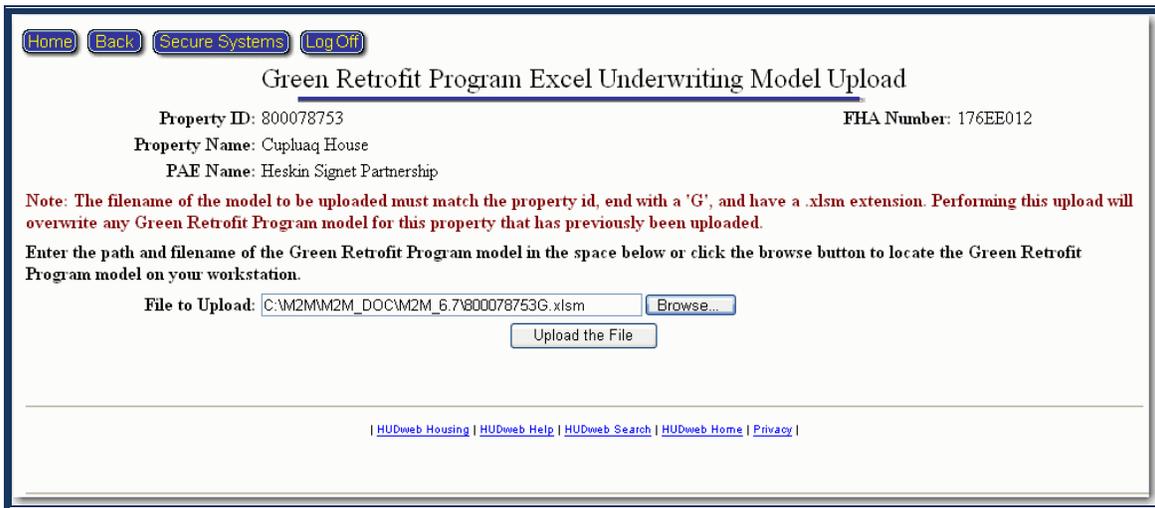


Figure 14-8, Excel Underwriting Model Screen

Perform Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to save the model and open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 14-9, 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.

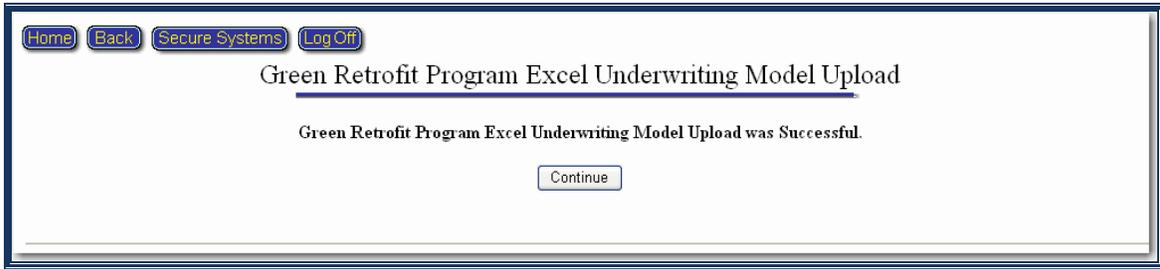


Figure 14-9, GRP Excel Underwriting Model Upload Information Screen

14.1.1.4 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.

14.1.2 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

14.1.2.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 14-10, Closing Module Screen, contains the following sections:

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

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the **Submit** button on the left menu.

Figure 14-11, Printable View of GRP Closing Module Screen

15 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 also management tracking tools to view the overall status of where the assigned properties are in the GRP process. In addition, there are internal management level reports to assist OAHF and its business partners in the management of its Green Retrofit Program assets.

Generally, only **active** properties in the Green Retrofit Program that are assigned to and accepted by a PAE appear in GRP's Reports, though some reports include **completed** properties and allow the User to choose what to be selected. In addition, there are 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 15-1, Property and Report Selection Screen:

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GRP Property and Reports Selection

October 13, 2009

GRP
Asset Allocation
Green Retrofit Tracking
GRP Closing

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

View ID: C19729

Report Information

Click On Report Title Below:	And View Its Description Here:
Management Reports	
Green Retrofit Assigned Active Properties Report	The Green Retrofit Assigned Active Properties Report is a list of all of the current Green Retrofit properties, the assigned PAE, and the Green Retrofit phase in which each property resides.
Progress Reports	
Green Retrofit Progress Report I	
Green Retrofit Progress Report II	
Green Retrofit Focus on Production Report	

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 **Landscape** 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**' button when it appears, name the file any name and save as type Microsoft Office Excel Comma Separated Value File.

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

Figure 15-1, GRP Property and Report Selection Screen

15.1 GRP Property and Report Selection

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

*	Report	Green Retrofit Assigned Active Properties
*		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.

15.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit **Assigned Active Properties Report** (Figure 15-2, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.

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Green Retrofit Assigned Active Properties Report

Today's Date: 10/13/2009

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

Figure 15-2, Green Retrofit Assigned Active Properties Report

15.3 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 15-3, Green Retrofit Progress Report (Part I) and Figure 15-4, 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 Approvable	
Preservation Office: Chicago																							
Signet Partners																							
Porter Collier Gordon Moore	AR	Completed	Non-Profit	Grant/Loan	800006605	515	08/10/2009	08/04/2009			09/01/2009	09/01/2009	09/02/2009	10/06/2009						10/28/2009	11/18/2009	01/14/2010	
CHERRY HILLS PHASE A	ND	Completed	Non-Profit	Grant	800013405	236	06/15/2009	06/22/2009			07/13/2009	07/15/2009	07/16/2009	07/21/2009						08/06/2009	09/04/2009	11/03/2009	
PAE Total							2	2	0	0	2	2	2	2	0	0	0	0	0	2	2	2	
Preservation Office Total							2	2	0	0	2	2	2	2	0	0	0	0	0	0	2	2	2

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Retrofit Progress Report I

Today's Date: 05/05/2014

State	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 Approvable	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 Loan Committee Date	GRP Approved by OAHF		
		09/01/2009	09/01/2009	09/02/2009	10/06/2009							10/28/2009	11/18/2009	01/14/2010	11/16/2009	01/14/2010								
		07/13/2009	07/15/2009	07/16/2009	07/21/2009							08/06/2009	09/04/2009	11/03/2009	08/10/2009	11/03/2009								
	0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0	0
	0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0	0

| [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#) |

Figure 15-3, Green Retrofit Progress Report (Part I)

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

Green Retrofit Progress Report II

Today's Date: 05/05/2014

State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	GRP Commitment Received by 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	
Preservation Office: Chicago																					
Signet Partners																					
	AR	Completed	Non-Profit	Grant/Loan	80000605	515															
	ND	Completed	Non-Profit	Grant	800013405	236															
PAE Total							0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Preservation Office 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	80000605	515																	
Grant	800013405	236																	
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Figure 15-4, Green Retrofit Progress Report (Part II)

15.4 Green Retrofit Focus on Production Report

The **Focus on Production Report** (Figure 15-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.

Home	Back	Secure Systems	Log Off	Green Retrofit Focus on Production Report																		As of 10/13/2009					
Preservation Office	Total Received	202	207/223 (0)	220	221 (0)	221(0)(0) BMIR	221(0)(0) MKT	223(6) (7)	223 (0)221(0)	223 (0)	231	233(6) 236	236	241	241/221	241/223	241/236	515 (6)	524 (6)	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	0	1	0	1	0	0	0	3	1	2	
New York	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2	
San Francisco	6	1	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	4	2	2	4	
Washington	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	1	2	
Total	14	3	1	0	1	0	0	0	1	0	0	1	1	0	0	0	0	2	0	2	1	1	6	8	4	10	
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy																											

Figure 15-5, Green Retrofit Focus on Production Report