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18

Contract Processing

Multifamily Housing and Contract Administrators use the Contract Processing module to record and monitor Section 8 contracts as described under provisions of Multifamily Assisted Housing Reform and Affordability Act (MAHRA). Using this module you can renew a contract, annually amend rents on a multi-term contract, perform rent adjustments, or enter the notification that an owner has opted-out of a contract. The Renewal functionality of the Contract Processing module in REMS is designed to correspond with the HUD Section 8 Renewal Policy. In the event of a policy change, requirements are gathered and REMS is updated to accommodate the policy changes and/or additions. Once renewal information is entered in REMS and validated, the contract funding process is initiated through an interface with the ARAMS system.

Objectives

By the end of this chapter you will be able to:

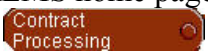
- Enter a MAHRA renewal or short-term renewal in REMS
- Become familiar with the REMS/ARAMS interface
- Record and apply comparability study and renewal budget information
- Enter MAHRA Amend Rents Only information
- Enter Rent Adjustment information
- Enter information for a Notification Opt Out of Section 8 Contract.

18.1 Contract Processing

Data can be entered and updated in the Contract Processing module for any active contract associated with a property. Renewal information includes contract/stage information, the status of the renewal, the renewal option selected, short-term renewal information, and the expiration date of the renewal. Rent Adjustment information includes rent increases for multi-term contracts that have not renewed under MAHRA or are not eligible to renew under MAHRA, or manual corrections. MAHRA Amend Rents Only rent increases includes rent increase information for multi-term contracts that are renewed under MAHRA.

Rent Comparability Studies and Renewal Budget information is also entered in the Contract Processing module.

To access the Contract Processing module:

The Contract Processing module can be accessed from the REMS home page. Refer to *Chapter 2, Getting Started*, for detailed instructions on accessing the REMS home page. The module can also be accessed from any screen in REMS by clicking on the 

button in the sidebar. The instructions in this chapter are based on accessing the Contract Processing module from the REMS home page; however, either button produces the same result.

From the REMS home page, click on

and the **Contract Processing - Property Search** screen displays.

Figure 1: Contract Processing - Property Search screen

> ✍ *It is not necessary to enter search criteria on the REMS home page to access the Contract Processing module.*

18.1.1 Contract Processing Property Search

The **Contract Processing - Property Search** screen allows you to search for a contract process using one of the following search criteria: *Property ID*, *Contract*, or *FHA*.

This screen has three buttons that allow you to view or enter data. The following chart describes the functionality of each button.

Button	Description
Add New Contract Process	Accesses the **Function/Contract Selection** screen. From this screen you can enter renewal/short-term renewal information for any of the options, rent adjustments, amend rents data, or information for an opt-out for a contract.
View Existing Contract Processes	Accesses the **View Existing Contract Processing Functions** screen. From this screen you can view existing contract processes, including the detail screens for a specific contract function.
View Existing Comparability Studies & Renewal Budgets	Accesses the **View Existing Comparability Studies & Renewal Budgets** screen. From this screen you can view the latest comparability studies and renewal budgets entered for the property.

18.1.2 Navigation--Contract Processing module Sidebar

Depending on your option selection from the **Contract Processing - Property Search** screen; either the **Function/Contract Selection, View Existing Contract Processing** or **View Existing Comparability Studies & Renewal Budgets** screen displays. The sidebar on each of these screens is specific to the Contract Processing module; however, the navigation in the Contract Processing module is similar to navigation used throughout the REMS system. The Contract Processing module sidebar buttons display on all screens except the **Contract Processing-Property Search** screen.

The following chart describes the functionality of each navigation button.

Button Name	Description
Contract Processing Property Search	Accesses the **Contract Processing - Property Search** screen. From this screen you can enter search criteria to access either the **Function/Contract Selection, View Existing Contract Processing Functions** or **View Existing Comparability Studies & Renewal Budgets** screens**.**
Add New Contract Process	Accesses the **Function/Contract Selection** screen. From this screen you can enter renewal/short-term renewal information for any of the options, rent adjustments, amend rents data, or information for an opt-out for a contract.
View Existing Contract Processes	Accesses the **View Existing Contract Processing Functions** screen. From this screen you can view existing contract processes, including the detail screens for a specific contract function.
View Existing Comparability Studies & Renewal Budgets	Accesses the **View Existing Comparability Studies & Renewal Budgets** screen. From this screen you can view the latest comparability studies and renewal budgets entered for the property.
Subsidy Status	Accesses the **Subsidy Status** screen for the selected property. This screen returns you to the main REMS system and gives you access to all other screens in REMS.

18.2 Function/Contract Selection

The **Function/Contract Selection** screen allows you to enter information for all contract functions for a property. All active contracts and/or stages for a property are displayed.

From this screen you can:

- Enter renewal data when you are combining contracts or stages
- Enter renewal/short-term renewal data using one of the renewal options as stated in the HUD Section 8 Renewal Policy;
- Enter data for amend rents;
- Enter data for rent adjustments; or
- Enter data for a Notification of Intention to Opt-out of Section 8 Contract

There are corresponding detail screens for each of the renewal options, amend rents, rent adjustments, and for Opt-out (Option 6). These are described in detail in following Sections.

18.3 MAHRA Contract Renewals

There are multiple options under which owners can renew a contract. The options are listed in the following chart.

Renewal Option	Definition
OPTION ONE	A: Mark–Up-To Market Eligibility B: Discretionary Authority Eligibility Mark-Up-To-Market
OPTION TWO	Request Renewal Without Restructuring at or Below Comparable Rents
OPTION THREE	A: Request Referral to Office of Affordable Housing Preservation (OAHP) for Reduction of Contract Rents to Comparable Market Rents B: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents
OPTION FOUR	Request Renewal for Projects Exempt from OAHP
OPTION FIVE	A: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project B: Request Contract Renewal for a Preservation Project

> ✍ *Note: The fiscal year of the new renewal is based on the expiration date of the prior contract or the prior term for a multi-term contract. A 9/30 expiration is counted and processed for renewal purposes in the fiscal year that the contract expired. Even though the effective date is in the following fiscal year, the renewal counts against the previous fiscal year; e.g., contract X's FY 2002 for a renewal with effective and expiration dates of 10/1/2002 - 9/30/2003, because the prior expiration date is 9/30/2002.*

18.3.1 MAHRA Renewals in REMS

This Section details the basic flow of the renewal process in REMS. Owners should submit the required documentation and option selection to HUD or to the Contract Administrator at least 120 days prior to the expiration of the contract. Owners can also request an OCAF adjusted or Budget Based rent increase at least 120 days before the anniversary of the contract, providing all criteria are met for the specific request. Under normal circumstances the REMS process begins when the renewal documentation is received. However, there are cases where housing staff may request a short-term renewal for an owner, if the owner has not made a decision about their future relationship with HUD. Assuming that all renewal documentation has been received, the following is applicable for processing a renewal in REMS.

1. Complete the **Function/Contract Option Selection** screen.
2. Complete the detail screens for the selected option.
3. Enter rent and/or comparability studies data as applicable.
4. Set *Rents Final Indicator* to *yes* when complete.

REMS sends this data to TRACS/ARAMS which in turn updates other HUD systems. REMS will receive renewal status updates from these systems and display the current status of the renewal.

18.3.2 REMS/ARAMS interface

The Automatic Renewal and Amendment Management Subsystem (ARAMS) improves the funding process by implementing an automated routine in which funds can be reserved at an earlier stage for new, renewal, and amended subsidy contracts. In the case of renewals, ARAMS interfaces with REMS for the exchange of data. The *Rents Final for Contract Exhibit* indicator on the option detail screens are used by ARAMS to verify when the rents entered in REMS are final and ready to be included as a contract exhibit. The *ARAMS Status* field displays the current status of the renewal process from ARAMS. If the status in ARAMS is set to *Pending Contract,* further updates can be made in REMS. Once the status in ARAMS is set to *Offered, Executed, Contracted, Obligated,* or *Posted,* the renewal option detail screens are locked down for that contract, and no further updates are allowed except for certain fields on the screen. The only

fields that will remain editable after the screen has been locked down are *Renewal Status, HUD Renewal Policy*, *Decision Comments* (renewal/short-term renewal option 1-5), *Date Sent to OAHP* (renewal option 3a-3b), and *Date Review Results Received from OAHP* (renewal option 3a-3b).

You can also access ARAMS by clicking on [Go to ARAMS], which displays on the renewal option detail screens. This displays the **TRACS ARAMS Main Menu** screen. You must be a registered ARAMS user to access this system. There are links on various screens in ARAMS that return you to the REMS home page.

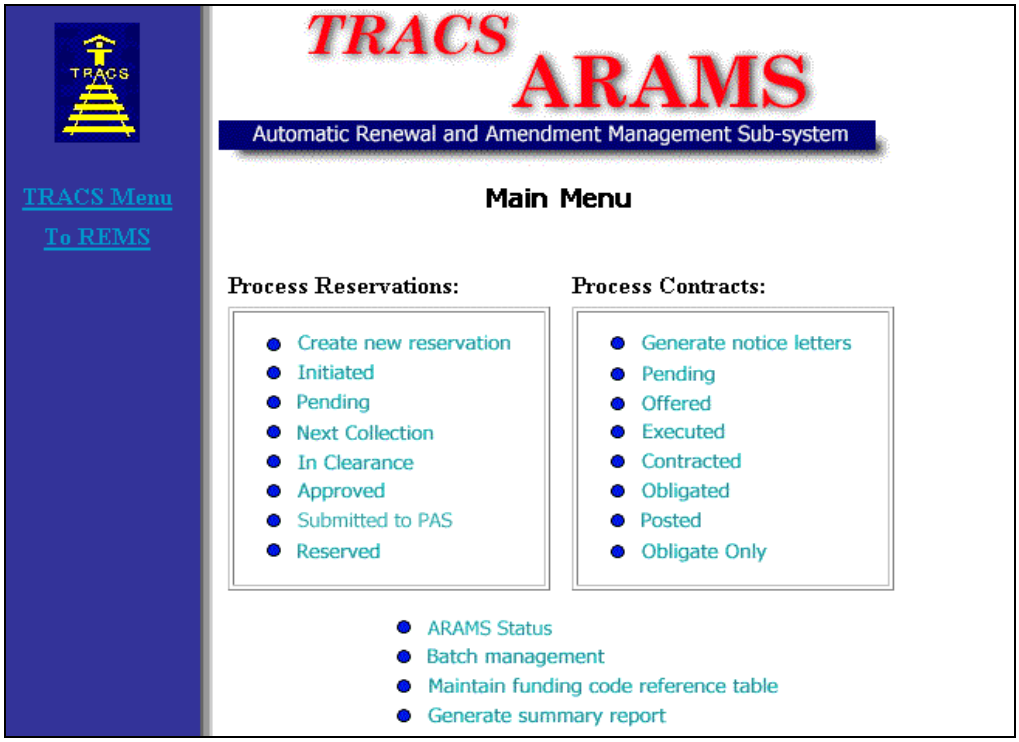


Figure 2. ARAMS Main Menu screen

18.3.3 Entering MAHRA Renewal Information

When initially accessing the **Function/Contract Selection** screen, all active contract numbers and stages (if applicable), display. Once you select a contract/stage for renewal, or contracts/stages for combining, and save the information, the table then displays as view-only, listing only the selected contracts and/or stages selected for combining. In the case of combining contracts and/or stages, the surviving contract number and the contract/stages selected for combining display in a view-only table – see Section 18.3.3.2.

18.3.3.1 Short-term Renewals

Short-term contracts are for less than twelve months. The term "short-term" refers to the term of the contract, not the type of contract. Short-term renewals can be entered for any of the renewal options. Short-term renewals may be provided for the following reasons:

- To protect the families. For example, to allow additional time to cover a delay in providing family based assistance in cases of owner opt-outs, or in cases where the project is subject to enforcement actions.
- To align multiple contracts or stages in a project.
- To provide HUD with adequate time to process an owner's request to renew under the Mark-Up-To-Market (Option 1) procedure, for HUD/CA to perform a comparability study, owner to complete a comparability study, or HUD/CA to review an owner's comparability study.

Since short-term renewals can be used to align multiple contracts and/or stages, they can be "stand-alone" renewals.

Information entered in the *Length of Contract in Months* field on the renewal option detail screens determines whether or not a renewal is a short-term renewal. Short-term renewals display in the **Existing Contract Processing Function** screen with the suffix of (ST). See Section 18.8 for detailed information.

For detailed information about short-term renewals, please refer to the HUD Section 8 Renewal Policy and the related attachments.

OCAF –Monthly Deposit Amount

REMS will automatically calculate the 'Monthly Increase to the Reserve for Replacement Account' for renewals. However, the calculation is based on a proposed (not yet approved/published) change to the Section 8 policy. REMS was pro-actively updated to anticipate this change, but the revised Section 8 Policy guide has never been published. Therefore, **you must manually calculate the monthly increase to the reserve** to be in compliance with the **current** Section 8 policy. Do not rely upon the REMS calculation based on the **proposed** Section 8 policy.

The 'Monthly Increase to the Reserve for Replacement Account' is calculated by subtracting the 'Current Contract Rent at Expiration' rent potential monthly amount from the 'Renewed Rent' rent potential monthly amount (displayed in the Rents Table) and multiplying the difference by the 'Rent Increase Factor' minus 1. Note that the 'Renewed Rent' rent potential monthly amount is the same as the 'OCAF Adjusted Rent' rent potential monthly amount in the Rents Table.

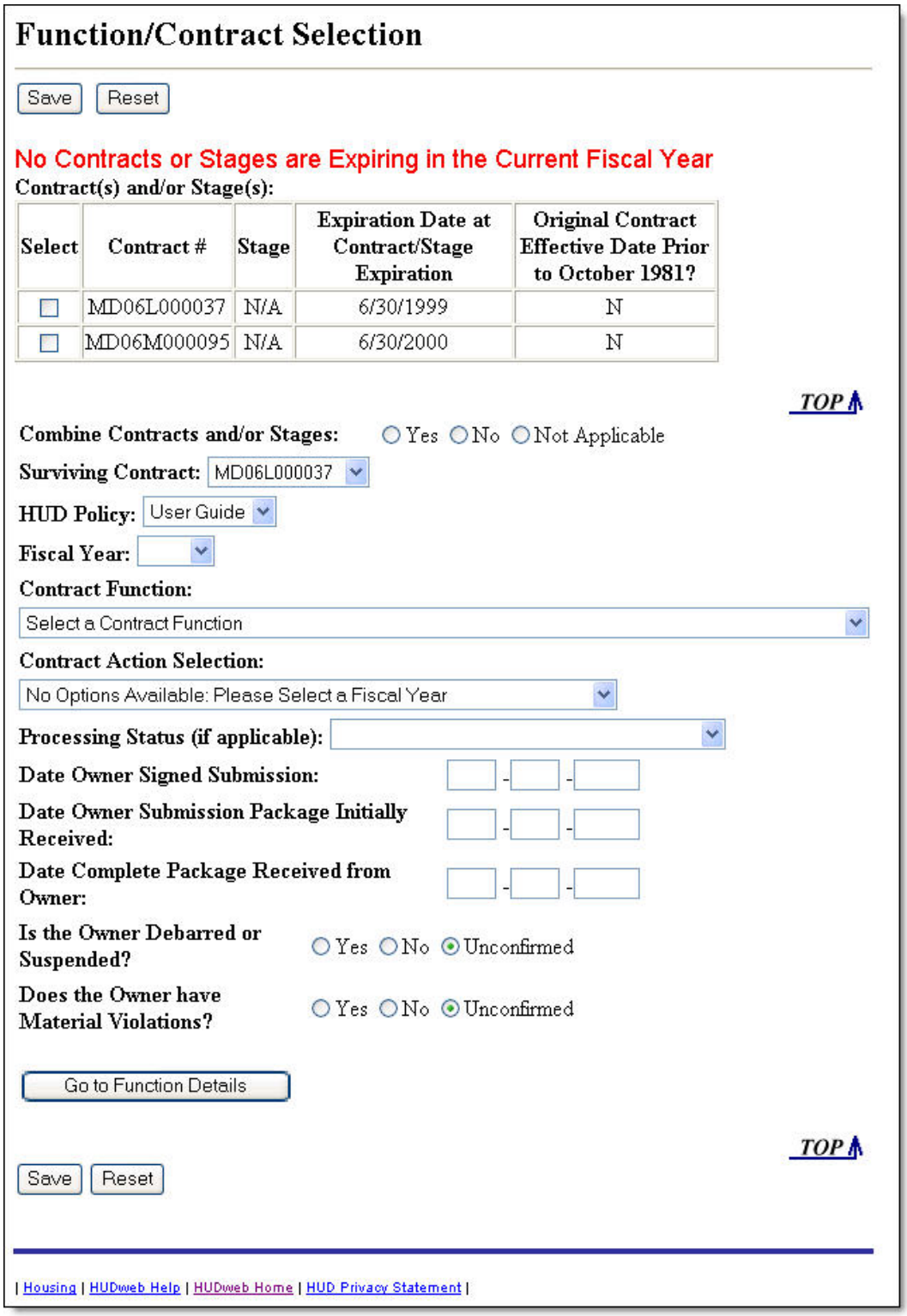
Example:

'Renewed Rent' rent potential (monthly amount):		$31700
'Current Contract Rent at Expiration' rent potential (monthly amount):		$30950
Difference:		$ 750
Rent Increase Factor:		1.025
Rent Increase Factor minus 1:	.025	
Monthly Increase to the Reserve for Replacement Account:		$19 ($750x.025=$18.75)

To enter a new renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID,*
   - *Contract, or*
   - *FHA.*
2. Click on

and the **Function/Contract Selection** screen displays.



Function/Contract Selection

Save Reset

No Contracts or Stages are Expiring in the Current Fiscal Year

Contract(s) and/or Stage(s):

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
☐	MD06L000037	N/A	6/30/1999	N
☐	MD06M000095	N/A	6/30/2000	N

TOP

Combine Contracts and/or Stages: ○ Yes ○ No ○ Not Applicable

Surviving Contract: MD06L000037

HUD Policy: User Guide

Fiscal Year:

Contract Function:

Select a Contract Function

Contract Action Selection:

No Options Available: Please Select a Fiscal Year

Processing Status (if applicable):

Date Owner Signed Submission: - -

Date Owner Submission Package Initially Received: - -

Date Complete Package Received from Owner: - -

Is the Owner Debarred or Suspended? ○ Yes ○ No ◉ Unconfirmed

Does the Owner have Material Violations? ○ Yes ○ No ◉ Unconfirmed

Go to Function Details

TOP

Save Reset

| Housing | HUDweb Help | HUDweb Home | HUD Privacy Statement |

Figure 3: Function/Contract Selection screen

3. Enter the following information:

- *Contract*, select checkbox
- *Combine Contracts and/or stages*, select radio button
- *Surviving Contract,* from the drop-down list

> ✍ *Note: The system will populate the field by default; however, you can select another contract number in the list to be the surviving contract number when combining contracts. If you are not combining contracts, this field displays the contract number you selected by checking the checkbox in the table.*

- *HUD Policy*, from the drop-down list
- *Fiscal Year*, from the drop-down list

> ✍ *Note: The fiscal year of the new renewal is based on the expiration date of the prior contract or the prior term for a multi-term contract. A 9/30 expiration is counted and processed for renewal purposes in the fiscal year that the contract expired. Even though the effective date is in the following fiscal year, the renewal counts against the previous fiscal year; i.e., contract X's FY 2002 for a renewal with effective and expiration dates of 10/1/2002 - 9/30/2003, because the prior expiration date is 9/30/2002.*

- *Contract Function*, select *MAHRA Short-term Renewal and Renewal* from the drop-down list
- *Contract Action Selection,* from the drop-down list

> ✍ *Note: You must select an option from the* Contract Action Selection *drop-down list in order to access the option detail screens. An error message displays if no selection is made.*

- *Processing Status (if Applicable)*, from the drop-down list

> ✍ *Note: You cannot enter a new process for a contract when an existing function has not been completed (e.g., no rent indicator final for renewals, an existing opt-out record, or an unprocessed rent adjustment record) and if the function has any of the status selections with the exception of* Awaiting Input. *You should only have one process with this status at any time.*

- *Date Owner Signed Submission*, (mm/dd/yyyy)
- *Date Owner Submission Package Initially Received*, (mm/dd/yyyy)
- *Date Complete Package Received from Owner*, (mm/dd/yyyy)

> ✍ *Note: The system will validate that the date in the* Date Complete Package received from Owner *field is a date that is equal to or after the initial package received date. If only one package was received then the user should input the same date in both fields.* The Date Complete Package Received from Owner *field must be entered prior to setting the* Rents Final Indicator *to "yes."*

- *Is Owner Debarred or Suspended*, select radio button
- *Does the Owner have Material Violations*, select radio button

4. Click on [Go to Function Details] and the requested renewal option screen displays.

> ✍ *Note: The information entered on the* Function/Contract Selection *screen is automatically saved once you click on* [Go to Function Details] *and access the associated option detail screen.*

Alternative option

Click on [Save] and a message that the save was successful displays.

Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

18.3.3.2 Combining Contracts and Stages

The **Function/Contract Selection** screen allows you to enter and track combination information for contracts and/or stages on a given contract. All active contracts (and stages, if applicable) associated with the property expiring in the current fiscal year are displayed in the *Renewal Contract(s) and/or Stage(s)* table.

The following rules apply when combining contracts and/or stages:

- *Verify that the contract number selected is the surviving contract number according to the guidelines for combining contracts/stages in TRACS*
- *Contract combination information can be entered only in conjunction with entering renewal information*
- *Contracts should be combined only if the expiration dates fall within the same fiscal year*
- *Stages can be combined only if the expiration dates fall within the same fiscal year as the contract being renewed*
- *All stages within a contract must be combined before the contract can be combined with another contract*

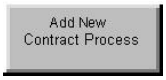
- *Contracts and/or stages with original effective dates prior to October 1981 should not be combined with a contract with an original effective date after October 1981*

Additionally, when combining contracts/stages, one contract number is designated as the surviving contract number. The system default for the surviving contract is:

- *Contract with the earliest effective date, or*
- *Contract stages with the latest expiration date*

> ✍ *Note: You can change the surviving contract number from the default setting;* ***however,*** *you must make the change* ***before*** *saving. Once the record is saved, this field becomes view-only.*

To combine contracts and/or stages:

1. From the **Contract Processing - Property Search** screen (Figure 1), enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on 

and the **Function/Contract Selection** screen (Figure 3) displays.

> ✍ *Note: You must also enter the required renewal information in order to save the combination information.*

3. Enter the following information:
   - *Contract*, select checkbox
   - *Combine Contracts and/or stages*, select radio button
   - *Surviving Contract,* from the drop-down list
   - *HUD Policy*, from the drop-down list
   - *Fiscal Year*, from the drop-down list
   - *Contract Function*, select *MAHRA Short-term Renewal and Renewal* from the drop-down list
   - *Contract Action Selection,* from the drop-down list

> ✍ *Note: You must select an option from the* Contract Action Selection *drop-down list in order to access the option detail screens. An error message displays if no selection is made.*

- *Processing Status (if Applicable)*, from the drop-down list
- *Date Owner Signed Submission*, (mm/dd/yyyy)
- *Date Owner Submission Package Initially Received*, (mm/dd/yyyy)
- *Date Complete Package Received from Owner*, (mm/dd/yyyy)

> ✍ *Note: The system will validate that the date in the* Date Complete Package received from Owner *field is a date that is equal to or after the initial package received date. If only one package was received then the user should input the same date in both fields.* The Date Complete Package Received from Owner *field must be entered prior to setting the* Rents Final Indicator *to "yes."*

- *Is Owner Debarred or Suspended*, select radio button
- *Does the Owner have Material Violations,* select radio button

4. Click on [Go to Function Details], and the requested renewal option screen displays.

> ✍ *Note: The information entered on the* Function/Contract Selection *screen is automatically saved once you click on* [Go to Function Details] *and access the associated option detail screen.*

Alternative option

Click on [Save] and a message that the save was successful displays.

Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

> ✍ *Note: Combining contracts and/or stages is available for MAHRA renewals only. You cannot combine contracts/stages for Amend Rents, Opt Out, or Rent Adjustments.*

18.4 MAHRA Renewal Options

Each of the renewal options listed in the *Contract Action Selection* drop-down list has a corresponding detail screen, which you can use to record information concerning the renewal. Information, depending on the option selected, can include renewal method selection, owner certification, comparability study requirement indicator, budget requirement indicator, and applicable budget submitted date. You can also enter dispute/appeal comments, HUD approved rent, and any decision comments that apply to any of the options selected. You can enter information on these screens when you create the renewal record, or you can access an existing renewal record and add or update information at a later date.

18.4.1 Renewal Option 1a: Mark-Up-To-Market Eligibility

An owner may request to enter into the Mark-Up-To-Market program at the expiration of a Section 8 contract. Rents may be renewed at the lesser of comparable market rents or 150% of the Fair Market Rent (FMR). Contracts that renew for the first time under Option 1a/1b are required to submit a Rent Comparability Study (RCS). The owner can use an existing RCS adjusted by (OCAF) to establish initial eligibility. All properties that meet the following criteria are eligible for the Mark-Up-To-Market program for contract renewal:

- *A REAC physical inspection score of 60 or above, with no uncorrected Exigent Health and Safety (EHS) violations*
- *For-profit or limited-distribution ownership*
- *Comparable market rents at or above 100% of the FMR potential*
- *The project does not have a low-and moderate-income use restriction that cannot be eliminated by unilateral action by the owner*

> ✍ *Note: HUD has discretionary authority to qualify nonprofit owners that meet certain criteria, or other properties that do not qualify according to the above requirements, for the Mark-Up-To-Market contract renewal program.*

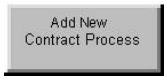
For detailed information on which properties are eligible for Option 1a, please refer to the HUD Section 8 Renewal Policy and any related attachments.

18.4.1.1 1a: Request Renewal Under Mark-Up-To-Market Eligibility screen

The **1a. Request Renewal Under Mark-Up-To-Market Eligibility** screen allows you to enter and associate two comparability studies (owner's and HUD's), enter renewal rents, and determine eligibility for the Mark-Up-To-Market program. Once you enter the information from the RCS (owner's and HUD's), REMS calculates the final comparable market rents and determines the final eligibility. You can also enter information on Section 236, 515, and BMIR properties, as well as the renewal effective date and the length of the renewal, and any related comments. Once the Option 1a renewal information is complete in REMS, and the *Rents Final*

for Contract Exhibit indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface (Section 18.3.2) for more information.

To enter an Option 1a renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on 

and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *1a: Mark-Up-To-Market Eligibility*, from the *Contract Action Selection* drop-down list.
4. Click on

and the **1a Request Renewal Under Mark-Up-To-Market Eligibility** screen displays.

Property ID: **Contract #:** **FHA #:** Go

Go To Printable Page

FY 2006 - 1a: Mark-Up-To-Market Eligibility

Save Reset Back

Contract #: MD06M000095

Stage:

Short-Term Renewal: No

Renewal Contract:

Mark-Up-to-Market Eligibility

Total Units in Property: 341

Section 236, 515 & BMIR Properties Only

Annual IRP Amount:	0.00
Original Market Interest Rate:	0.0000
Subsidized Interest Rate: (Usually 1% for 236 & FMHA, 3% for BMIR)	0.0000
Unpaid Principal Balance:	125678.00

Comparability Study Required? ○ Yes ○ No ◉ Unconfirmed

Comparability Study: Add New Comparability Study

Select	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent
☐	2/3/2005	Owner	2/3/2006	1	520
				1	595
				2	675
				3	820
☐	3/3/2001	HUD	3/3/2001	1	521
				2	601
				3	659

Figure 4: Option 1a - Mark Up To Market Eligibility screen - 1 of 4

Rents (Inputs): Add New Rent Record | Overlay Rents with Current Rents from TRACS

Unit Type	# of Units	Current Gross Rents at Expiration	New Authorized Gross Rents (236 & BMIR)	Owner's Comp. Gross Rents	HUD's Comp. Gross Rents	FMR
0	34	402				
1	116	479				
2	20	521				
3	12	537				
4	2	594				
Rent Potentials						
Monthly		87284				
Annual		1047408				

Initial Eligibility for Mark-Up-To Market

Annual Rent Potential for all Section 8 Units Included in Current Renewal: 1012152.00
<= Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal: 0.00

Owner's Comparable Rent Potential is 0.00 % **of Current Rent Potential**
Owner's Annual Gross Comparable Rent Potential: 0.00
According to Initial Eligibility, the Contract is:
○ Above Market ○ Below Market ◉ Unconfirmed
Owner's Comparable Gross Rent Potential is 0.00 % **of FMR**
The Property is initially considered for Mark-Up-to-Market
○ Eligible ○ Not Eligible ◉ Unconfirmed
TOP

HUD's Comparability Study Comparison

Annual Comparable (HUD's) Rent Potential for Units Included in Current Renewal: 0.00
HUD's Comparable Rent Potential is 0.00 % **of Current Rent Potential**
HUD's Annual Gross Comparable Rent Potential: 0.00
According to Comparability Study Comparison, the Contract is
○ Above Market ○ Below Market ◉ Unconfirmed
HUD's Comparable Gross Rent Potential is 0.00 % **of FMR**
The Property is considered for Mark-Up-to-Market
○ Eligible ○ Not Eligible ◉ Unconfirmed
TOP

Final Comparable Rents

Owner's Comparable Rent Potential is 0.00 % **of HUD's**
Final Comparable Market Rents are: 100% **of Owner's Comparable Rents**
TOP

Figure 5: Option 1a - Mark Up To Market Eligibility - 2 of 4

Section 236, Section 221(d)(3) BMIR, FMHA

Final Comparable Rent Potential is 0.00 % **of FMR**
Capped Comparable Gross Rents are: 100 % **of Final Comparable Gross Rents**
Annual Interest Subsidy: 0
Interest Subsidy Adjustment Factor: 0.0000
Increased Annual Distribution (Annual New Contract Rent Potential - Annual New Authorized Rent Potential):

TOP

Other New Construction/Sub Rehab

Final Comparable Rent Potential is 0.00 % **of FMR**
New Section 8 Gross Rents are 100 % **of Final Comparable Rents**
Increased Annual Distribution (Annual New Contract Rent Potential-Annual New Authorized Potential):

TOP

OCAF Rent Adjustments

Annual Rent Potential for all Section 8 Units Expiring in Current FY:	1012152.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY:	782628.00
Annual Rent Potential Non-Section 8 Units:	0.00
Annual Project Rent Potential:	1794780.00
Expiring Section 8 Portion of Total Rent Potential:	0.56
Annual Project Debt Service:	391852.80
Annual Expiring Section 8 Share of Debt Service:	220982.29
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service:	791169.71
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (2.400%):	810157.78
OCAF Adjusted Contract Rent Potential:	1031140.07
Lesser of OCAF or Final Comparable Market Rent Potential:	1031140.07
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps):	1.019

HUD Approved Rent:

Calculated Renewal Rents:

Unit Type	# of Units	Final Comp. Rents	Capped Comp. Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (Other New Construct./Sub-Rehab)	OCAF Adjusted Gross Rents	Renewed Gross Rents
0	34					410	
1	116					488	
2	20					529	
3	12					545	
4	2					603	
Rent Potentials							
Monthly						88874	
Annual						1066488	

Figure 6: Option 1a - Mark Up To Market Eligibility - 3 of 4

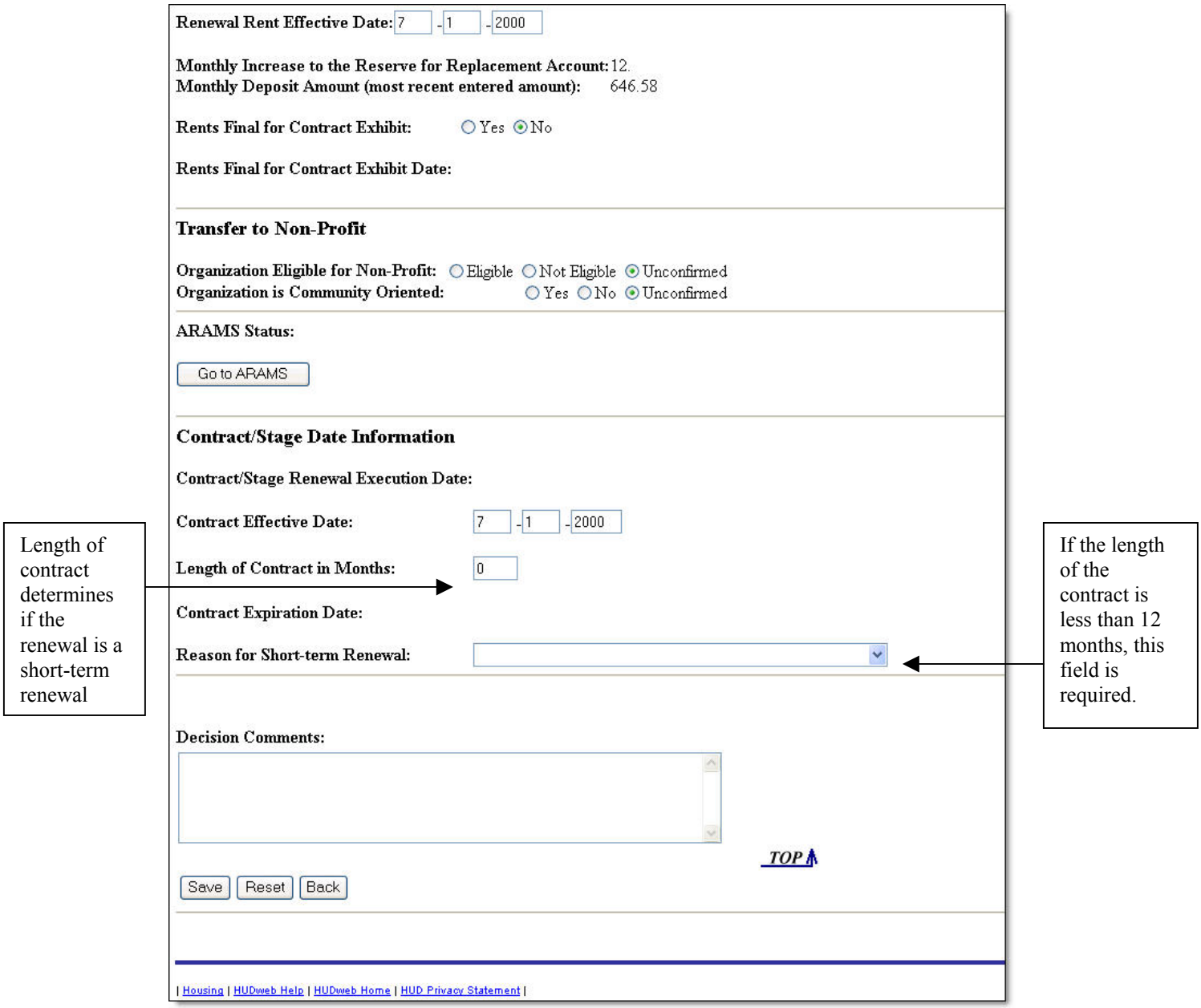
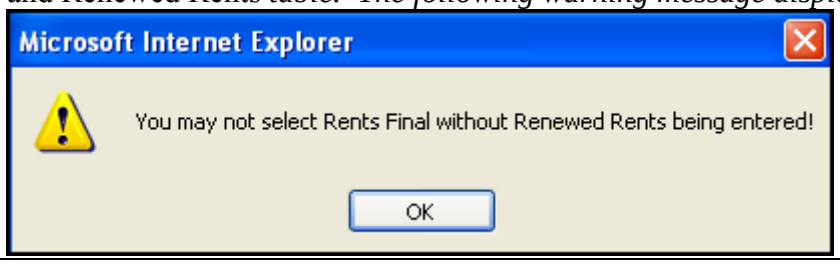


Figure 7: Option 1a - Mark Up To Market Eligibility - 4 of 4

5. Enter the following information:
   - *Renewal Contract*, from the drop-down list
   - *Annual IRP Amount*, (Section 236, 515, or BMIR Properties)
   - *Original Market Interest Rate*, (Section 236, 515, or BMIR Properties)
   - *Subsidized Interest Rate*, (Section 236, 515, or BMIR Properties)
   - *Unpaid Principal Balance*, (Section 236, 515, or BMIR Properties)

- *Comparability Study Required*, select radio button
- *Comparability Study*, add new or select existing
- *Add New Rent Record* or *Overlay Rents with Current Rents from TRACS*
- *Annual Rent Potential for all Section 8 Units Included In Current Renewal*
- *Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal*
- *Owner's Annual Gross Comparable Rent Potential*
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *HUD Approved Rent*, from the drop-down list
- *Renewal Rent Effective Date*
- *Rents Final for Contract Exhibit,* select radio button

✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "Yes" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Organization Eligible for Non-Profit*, select radio button
- *Organization is Community Oriented*, select radio button
- *Contract Effective Date*
- *Length of Contract in Months*

✍ *Note: Information entered in the* Length of Contract in Months *field determines if the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on Save and the following pop-up message displays.

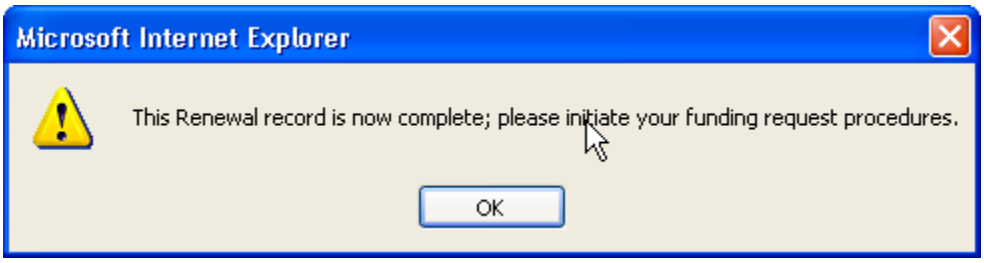


Figure 8. Renewal is complete pop-up window.

7. Click on [OK] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once renewal information has been entered and saved in the REMS Contract Processing module, you can access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing- Property Search** screen, or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.1.2 Comparability Study Information

Most of the renewal option detail screens display a *Comparability Study* table, with buttons that access detail screens for the purpose of adding Rent Comparability Study (RCS) information. The screens and functionality are identical for each renewal option.

Contracts that renew for the first time under Option 1a/1b or Option 2 are required to submit a RCS. For the purpose of subsequent contract renewals, the RCS is valid for a period of five years. Owners are required to submit a new RCS at the end of the five-year period. If HUD believes that contract rents have significantly exceeded comparable market rents, HUD may request one updated RCS during the five-year period.

RCS information is stored at the property level. If a current RCS exists for a property, the record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

> ✍ *Note: If an RCS is associated with a renewal that has been locked by ARAMS (i.e., if the status of the renewal in ARAMS is any status other than "Pending"), the information on the RCS detail screens for that RCS are also locked. This prevents any changes being made that could impact the renewal record as it moves through the process.*

You must keep detailed records in REMS of which properties have completed the RCS. This information must include the date of the initial Section 8 contract renewal, since that is the date that marks the start of the five-year period. The RCS must include all Section 8 unit types for the property.

The **Comparability Study Detail** screen allows you to add detailed comparability study information in relation to the Section 8 subsidized units on the property. Information on the **Comparability Study Detail** screen includes the date the HUD form 92273 is signed by the appraiser, the submission, review, and accepted/approved dates, and comparable rents by unit type. The dates, source, unit types, and comparable rents display in table form on the renewal option detail screen once the screen is saved.

To add a comparability study:

1. From the renewal option detail screen, click on [Add New Comparability Study], and the **Comparability Study Detail** screen displays.

> ✍ *Note: Only one Rent Comparability Study record can be associated with a renewal. If an existing RCS has been associated with a renewal, the following warning is displayed when you click on [Add New Comparability Study]. "Adding a new Comparability Study will cause any previous association of a comparability study with this renewal to be deleted. Do you wish to continue?" Selecting "OK" breaks the association of the RCS to this particular renewal. However, it does not delete the record from the Contract Processing module.*

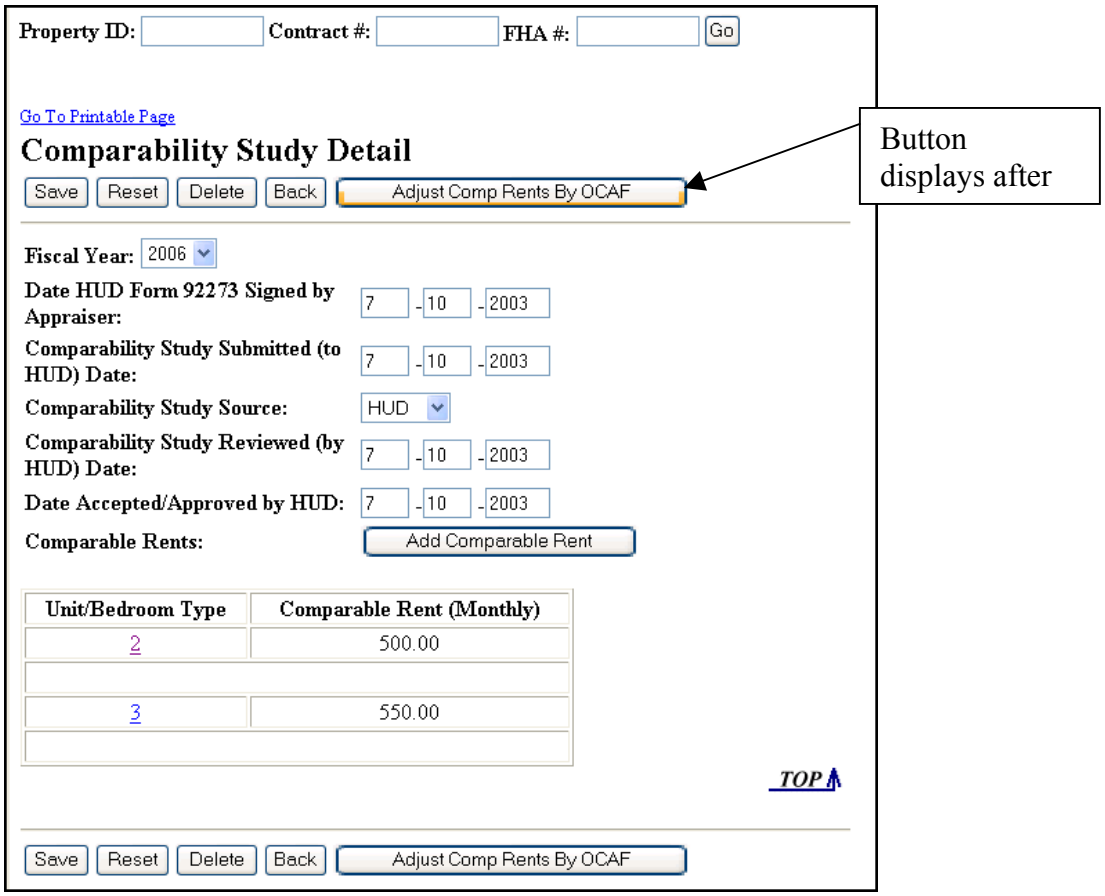


Figure 9: Comparability Study Detail screen

2. Enter the following information:
   - *Fiscal Year*, from the drop-down list
   - *Date HUD Form 92273 Signed by Appraiser* (mm/dd/yyyy)
   - *Comparability Study Submitted (to HUD) Date* (mm/dd/yyyy)
   - *Comparability Study Source*, from the drop-down list
   - *Comparability Study Reviewed (by HUD) Date* (mm/dd/yyyy)
   - *Date Accepted/Approved by HUD* (mm/dd/yyyy)

3. Click on Save and a message that the save was successful displays with the Adjust Comp Rents By OCAF visible.

Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

Alternative Option

Click on [Back] to return to the renewal option detail screen.

To add comparable rent information:

You can add comparable rent amounts according to unit types for a comparability study. The comparable rents display in a table on the **Comparability Study Detail** screen. The *Unit Type* field becomes a link to a populated screen for existing information.

1. From the **Comparability Study Detail** screen, click on [Add Comparable Rent] and the **Comparable Rent Detail** screen displays.

Figure 10: Comparable Rent Detail screen

2. Enter the following information:
   - *Unit Bedroom Type*
   - *Comparable Rent*
   - *Unit Description*
3. Click on [Save] and a message that the save was successful displays.

   Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

4. Click on [Back] to return to **the Comparability Study Detail** screen.
5. Click on [Back] to return to the renewal option detail screen.

Alternative Option

1. From the **Comparability Study Detail** screen, click on [Add Comparable Rent] and the **Comparable Rent Detail** screen displays.
2. Enter the following information:
   - *Unit Bedroom Type*
   - *Comparable Rent*
   - *Unit Description*
3. Click on [Add More Comp Rents], and a blank **Comparable Rent Detail** screen displays with a message that the save was successful.
4. Repeat Step 3 until all rents have been entered.
5. Click on [Save] and a message that the save was successful displays.
6. Click on [Back] to return to **the Comparability Study Detail** screen.
7. Click on [Back] to return to the renewal option detail screen.

> ✍ *Note: You must enter separate records for identical bedroom types that vary in description. For instance, if a property has 2 different sizes of 1-bedroom units, or 1 bedroom units that have different features (i.e., a study), enter each 1 bedroom by clicking on the Add Comparable Rent button, and enter a description in the text box.*

To update comparable rent information:

1. From the renewal option detail screen, click on the *Unit Type* field and the **Comparable Rent Detail** screen displays.
2. Enter the new data.
3. Click on [Save] and a message that the save was successful displays.

Alternative Option

Click on [Reset] before saving to return the screen to its previously displayed values.

4. Click on Back to return to **the Comparability Study Detail** screen.
5. Click on Back to return to the renewal option detail screen.

> ✍ *Note: Unit types cannot be changed or updated. To correct the Unit Type (i.e., one bedroom, two bedroom), you must delete the record and re-enter the information.*

To adjust comparable rents by OCAF:

3. From the renewal option detail screen, click on the *Date Appraiser Signed HUD 92273* link in the comparability study table and the **Comparability Study Detail** screen displays.
4. From the Comparability Study Detail screen, click on the Adjust Comp Rents By OCAF, and the screen refreshes with the message OCAF adjustment was successful.
5. Enter the date (mm/dd/yyyy) in the *Comparability Study Submitted (to HUD) date*.
6. Click on Save and the message the Save was Successful displays.

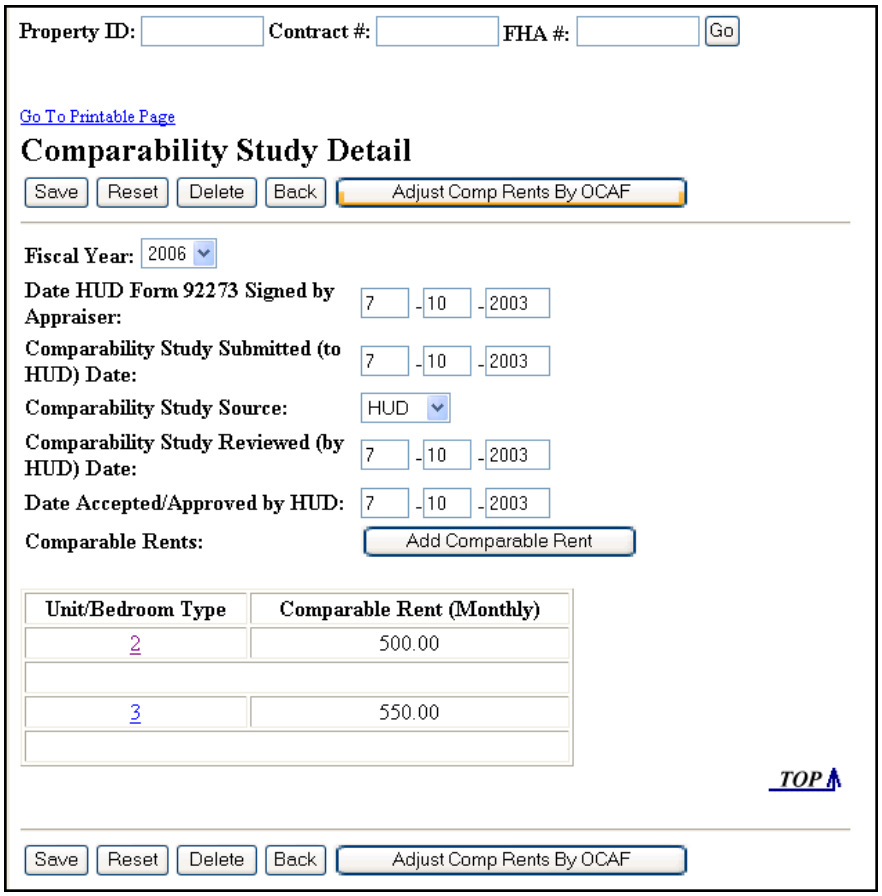


Figure 11. Comparability Study Detail Screen with Adjust Comp Rents BY OCAF button visible

> ✍ *Note: OCAF adjustments must be done each year of a multi-term contract. OCAF adjustments cannot be done more than once a year in REMS.*
>
> ✍ *Note: The date submitted must be entered after the OCAF adjustment for the adjusted comparability study to be visible in the comparability study table.*

To delete comparable rent information:

The [Delete] button displays only on records that have been previously saved.

1. From the renewal option detail screen, click on the *Unit Type* field and the **Comparable Rent Detail** screen displays.
2. Click on [Delete] and the delete confirmation dialog box displays.

3. Click on [OK] to delete the comparable rent record and you are returned to the **Comparability Study Detail** screen and a message that the delete was successful displays.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

> ✍ *Note: The delete function should be used **only** to remove incorrect data. Do not delete accurate existing information.*

To update and/or delete a comparability study:

Once a Rent Comparability Study record has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Comparability Studies & Renewal Budgets** screen, accessed from the **Contract Processing - Property Search** screen. Complete instructions on updating and deleting comparability studies are included in Section 18.9.

> ✍ *Note: You cannot delete an RCS that is associated with a renewal that has been locked by ARAMS.*

18.4.1.3 Rents (Inputs) Information

You can add a new rent record or overwrite existing records in the rent table with the existing rents in TRACS. The **Renewal Option 1a** and **1b Detail** screens display rent information for renewals in two table formats: *Rents (Inputs)* and *Calculated & Renewal Rents*. This information includes unit/bedroom type, number of units, current gross rent at expiration, new authorized gross rents (236 & BMIR), owner's comparable gross rent, HUD's comparable gross rent, fair market rents (FMR), and monthly/annual rent potentials. The information displayed in the *Calculated & Renewed Rents* is system-generated, however, you can update the renewed rent and the renewed utility allowance amounts on the related rent detail screen, if applicable.

A [Overlay Rents with Current Rents from TRACS] button displays above the *Rents (Inputs)* table. This function overlays the rent information displayed in the table with the current rent values from TRACS, which are displayed on the **Occupancy** screen for the property in REMS.

To add rent information:

1. From the renewal option detail screen, click on [Add New Rent Record] and the **Renewal Rent Detail** screen displays.

Figure 12: Renewal Rent Detail screen

2. Enter the following information:

   - *Unit/Bedroom Type*

   > ✍ *Note: You must enter separate records for identical bedroom types that vary in description. For instance, if a property has 2 different sizes of 1-bedroom units, or 1 bedroom units that have different features (i.e., a study), enter each 1 bedroom by clicking on the Add Comparable Rent button, and enter a description in the text box.*

   - *Unit/Bedroom Type Description*
   - *New Authorized Rent (236 and BMIR)*
   - *Fair Market Rent*
   - *Total # Units*
   - *Owners Comparable Rent*, from drop-down list
   - *HUD's Comparable Rent*, from drop-down list

3. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

4. Click on [Back] to return to the renewal option detail screen.

To update rent information:

> ✍ *Note: You can update all renewal rent records, including those created by the interface with TRACS.*

1. From the renewal option detail screen, click on the desired link in the *Unit Type* field and the corresponding **Renewal Rent Detail** screen displays.
2. Enter the new data.
3. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to its previously displayed values.

4. Click on [Back] to return to the renewal option detail screen.

To delete rent information:

You can delete renewal rent information that you have entered. You cannot delete renewal rent information that is created by the interface with TRACS. Deleting information from the **Renewal Rent Detail - Inputs** screen also deletes the corresponding **Calculated & Renewal Rents** record.

The [Delete] button displays only on records that have been previously saved.

> ✍ *Note: The delete function should be used only to remove incorrect data. Do not delete accurate existing information.*

1. From the renewal option detail screen, click on the desired link in the *Unit Type* field and the corresponding **Renewal Rent Detail** screen displays.
2. Click on [Delete] and the delete confirmation dialog box displays.

3. Click on [OK] to delete and the renewal option detail screen displays with a message that the delete was successful.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

To overlay the rents with current rent values from TRACS:

> ✍ *Note: This function replaces the information that is displayed in the rents table on the renewal option detail screen. It does not add a row to the table.*

1. From the renewal option detail screen, click on [Overlay Rents with Current Rents from TRACS] and the update confirmation dialog box displays.

2. Click on OK to overlay the rents and a message that the save was successful displays.

   Alternative Option

   Click on Cancel to cancel the update function.

18.4.1.4 Calculated & Renewal Rents

The **Calculated and Renewal Rents** table allows you to view the results of the Mark-Up-To-Market calculations and to update the final renewal rents and utility allowance amounts, if applicable. The **Renewal Rent Detail - Inputs** screen must be completed, with the RCS information, before the calculations can be done by the system.

To enter Calculated & Renewal Rent information:

1. From the renewal option detail screen, click on the desired link in the *Unit Type* field and the corresponding **Renewal Rent Detail** screen displays.

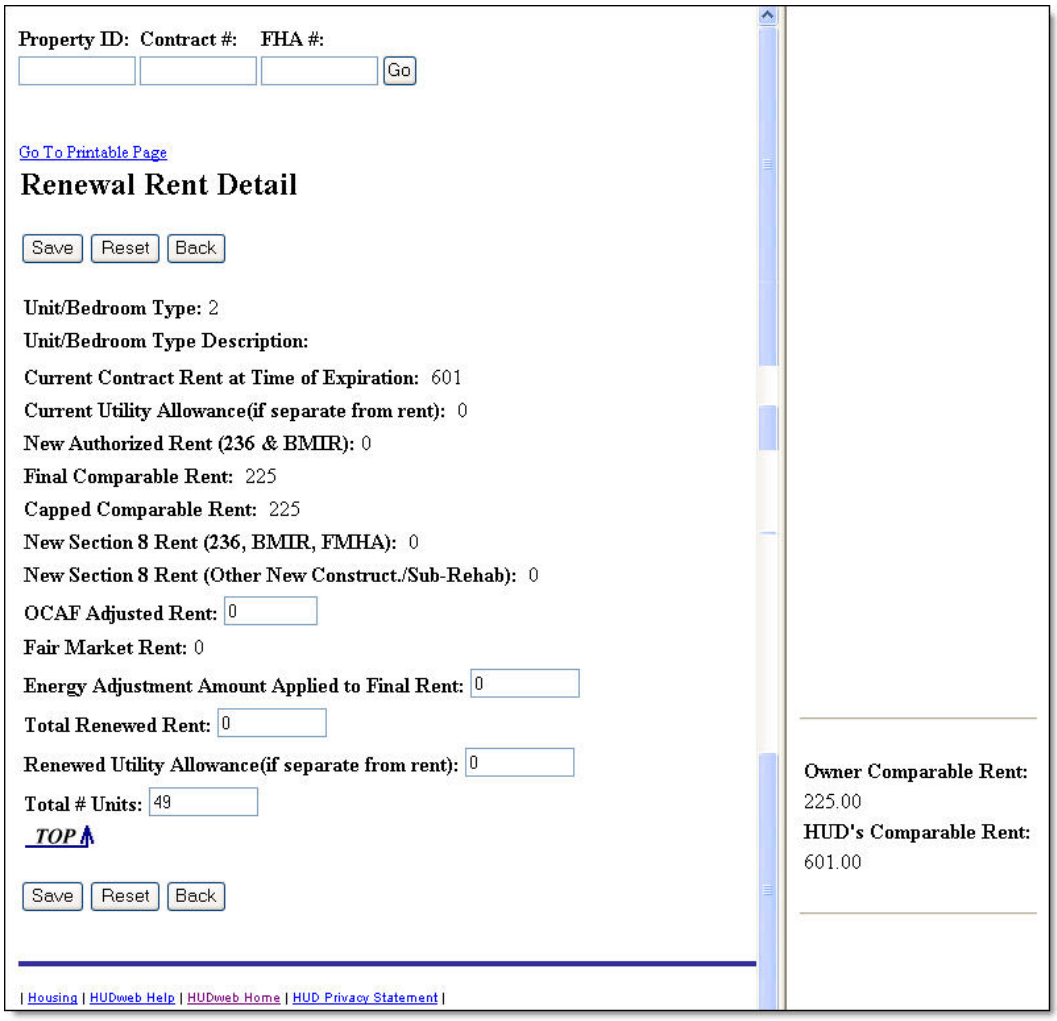


Figure 13: Renewal Rent Detail - Calculated

2. Enter the following information:

   - *OCAF Adjusted Rent*
   - *Energy Adjustment Amount Applied to Final Rent*
   - *Total Renewed Rent*
   - *Rent Utility Allowance (if separate from rent)*

> ✍ *Note: A value must be entered in the* Renewed Utility Allowance (if separate from rent) *field. If the current utility allowance is not being renewed or increased, re-enter the current amount. Leaving the field blank or entering a value of zero overrides the current utility allowance.*

   - *Total # Units*

3. Click on [Save] to save the data. A message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to its previously displayed values.

4. Click on [Back] to return to the renewal option detail screen.

To update Calculated and Renewed Rents Information:

1. From the renewal option detail screen, click on the desired link in the *Unit Type* field and the corresponding **Renewal Rent Detail** screen displays.
2. Enter the new data.
3. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to its previously displayed values.

4. Click on [Back] to return to the renewal option detail screen.

To delete Calculated and Renewed Rents Information:

1. From the renewal option detail screen, click on the desired link in the *Unit Type* field and the corresponding **Renewal Rent Detail** screen displays.
2. Click on [Delete] and the delete confirmation dialog box displays.

3. Click on [OK] and the renewal option detail screen displays with a message that the delete was successful.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

18.4.2 Renewal Option 1b: Discretionary Authority Eligibility Mark-Up-To-Market

An owner may request to enter into the Mark-Up-To-Market program at the expiration of a Section 8 contract. Rents may be renewed above the cap of comparable market rents or 150% of the Fair Market Rent (FMR). All properties that meet the following criteria are eligible for the Mark-Up-To-Market Discretionary Authority Eligibility program for contract renewal:

- Vulnerable populations
- Low vacancy market area
- High priority for local community

> ✍ *Note: HUD has discretionary authority to qualify nonprofit owners that meet certain criteria, or other properties that do not qualify according to the above requirements, for the Mark-Up-To-Market contract renewal program.*

For detailed information on which properties are eligible for Option 1a, please refer to the HUD Section 8 Renewal Policy and any related attachments.

18.4.2.1 1b: Discretionary Authority Eligibility Mark-Up-To Market screen

The **1b. Discretionary Authority Mark-Up-To-Market** screen allows you to enter and associate two comparability studies (owner's and HUD's), enter renewal rents, and determine eligibility for the Mark-Up-To-Market program. Once you enter the information from the RCS (owner's and HUD's), REMS calculates the final comparable market rents and determines the final eligibility. You can also enter information on Section 236, 515, and BMIR properties, as well as the renewal effective date and the length of the renewal, and any related comments. Once the Option 1b renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface (18.3.2) for more information.

To enter an Option 1b renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on

and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *1b: Discretionary Authority Eligibility Mark-Up-To-Market Eligibility*, from the *Contract Action Selection* drop-down list.

4. Click on [Go to Function Details] and the **1b Discretionary Authority Eligibility Mark-Up-To-Market Eligibility** screen displays.

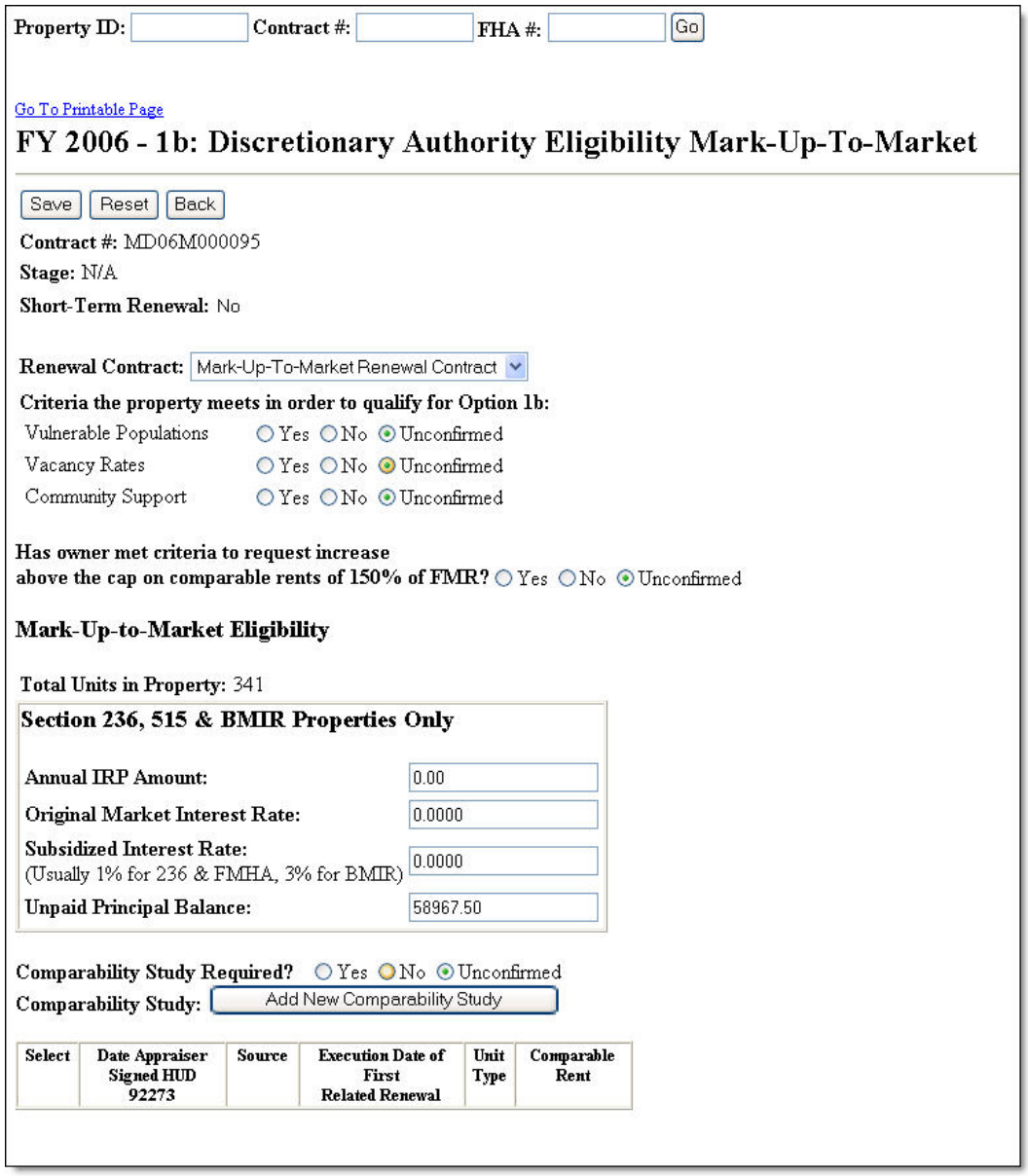


Figure 14: Option 1b - Discretionary Authority Eligibility Mark-Up-To-Market - 1 of 4

Rents (Inputs): Add New Rent Record | Overlay Rents with Current Rents from TRACS

Unit Type	# of Units	Current Gross Rents at Expiration	New Authorized Gross Rents (236 & BMIR)	Owner's Comp. Gross Rents	HUD's Comp. Gross Rents	FMR
1	116	479				
2	20	521				
3	12	537				
Rent Potentials						
Monthly		72428				
Annual		869136				

Initial Eligibility for Mark-Up-To Market

Annual Rent Potential for all Section 8 Units Included in Current Renewal: 1012152.00
<= Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal: 0.00

Owner's Comparable Rent Potential is 0.00 % **of Current Rent Potential**
Owner's Annual Gross Comparable Rent Potential: 0.00
According to Initial Eligibility, the Contract is:
○ Above Market ○ Below Market ◉ Unconfirmed
Owner's Comparable Gross Rent Potential is 0.00 % **of FMR**
The Property is initially considered for Mark-Up-to-Market
○ Eligible ○ Not Eligible ◉ Unconfirmed
TOP

HUD's Comparability Study Comparison

Annual Comparable (HUD's) Rent Potential for Units Included in Current Renewal: 0.00
HUD's Comparable Rent Potential is 0.00 % **of Current Rent Potential**
HUD's Annual Gross Comparable Rent Potential: 0.00
According to Comparability Study Comparison, the Contract is
○ Above Market ○ Below Market ◉ Unconfirmed
HUD's Comparable Gross Rent Potential is 0.00 % **of FMR**
The Property is considered for Mark-Up-to-Market
○ Eligible ○ Not Eligible ◉ Unconfirmed
TOP

Figure 15: Option 1b - Discretionary Authority Mark-Up-To-Market - 2 of 4

Final Comparable Rents

Owner's Comparable Rent Potential is 0.00 % **of HUD's**
Final Comparable Market Rents are: 100% **of Owner's Comparable Rents**

TOP

Section 236, Section 221(d)(3) BMIR, FMHA

Final Comparable Rent Potential is 0.00 % **of FMR**
Capped Comparable Gross Rents are: 100 % **of Final Comparable Gross Rents**
Annual Interest Subsidy: 0
Interest Subsidy Adjustment Factor: 0.0000
Increased Annual Distribution (Annual New Contract Rent Potential - Annual New Authorized Rent Potential):

TOP

Other New Construction/Sub Rehab

Final Comparable Rent Potential is 0.00 % **of FMR**
New Section 8 Gross Rents are 100 % **of Final Comparable Rents**
Increased Annual Distribution (Annual New Contract Rent Potential-Annual New Authorized Potential):

TOP

OCAF Rent Adjustments

Annual Rent Potential for all Section 8 Units Expiring in Current FY:	1012152.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY:	782628.00
Annual Rent Potential Non-Section 8 Units:	0.00
Annual Project Rent Potential:	1794780.00
Expiring Section 8 Portion of Total Rent Potential:	0.56
Annual Project Debt Service:	391852.80
Annual Expiring Section 8 Share of Debt Service:	220982.29
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service:	791169.71
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (2.400%):	810157.78
OCAF Adjusted Contract Rent Potential:	1031140.07
Lesser of OCAF or Final Comparable Market Rent Potential:	1031140.07
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps):	1.019

HUD Approved Rent:

Calculated Renewal Rents:

Unit Type	# of Units	Final Comp. Rents	Capped Comp. Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (Other New Construct./Sub-Rehab)	OCAF Adjusted Gross Rents	Renewed Gross Rents
1	116					488	
2	20					529	
3	12					545	
Rent Potentials							
Monthly						73728	
Annual						884736	

Figure 16: Option 1b - Discretionary Authority Mark-Up-To-Market – 3 of 4

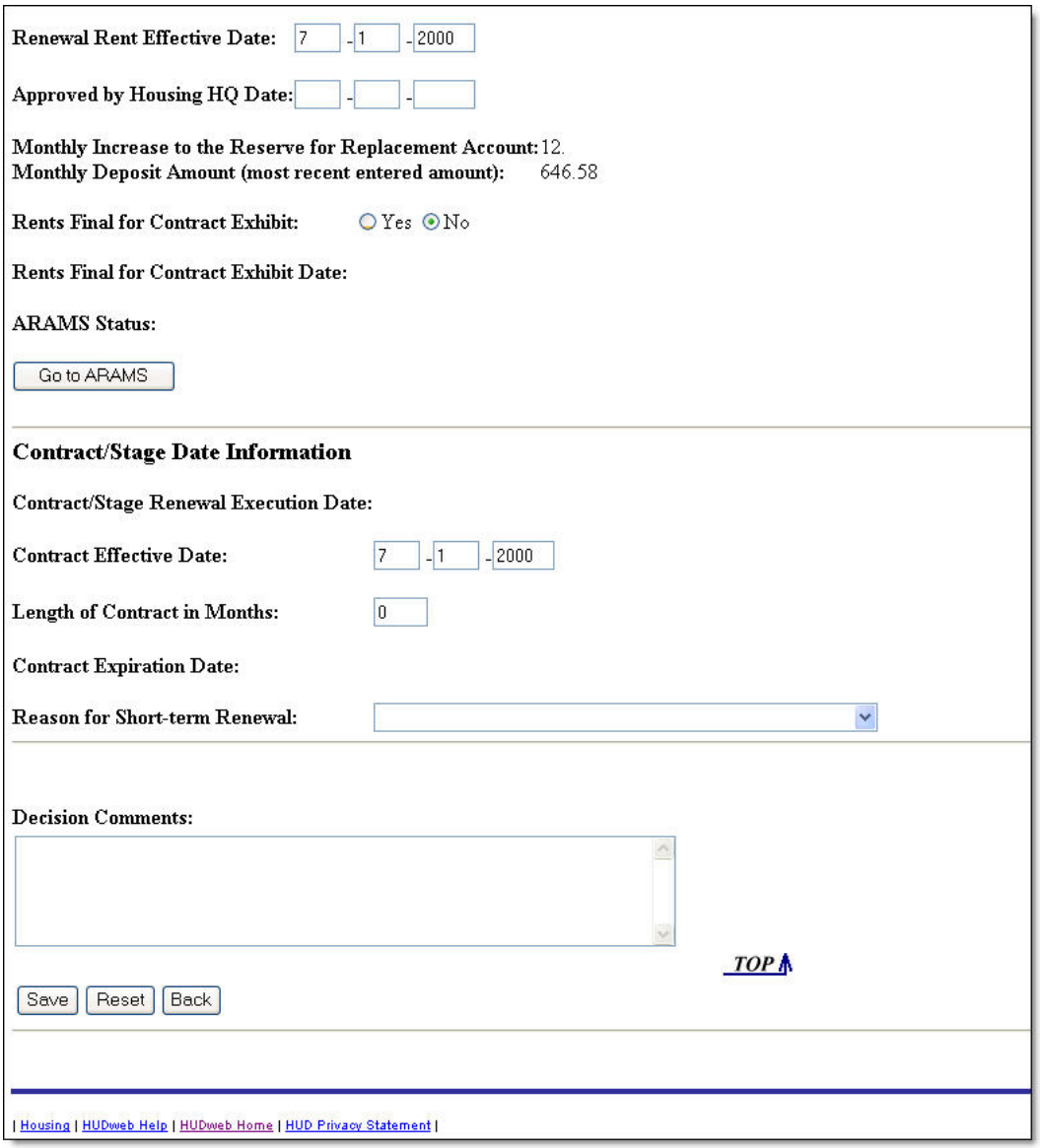
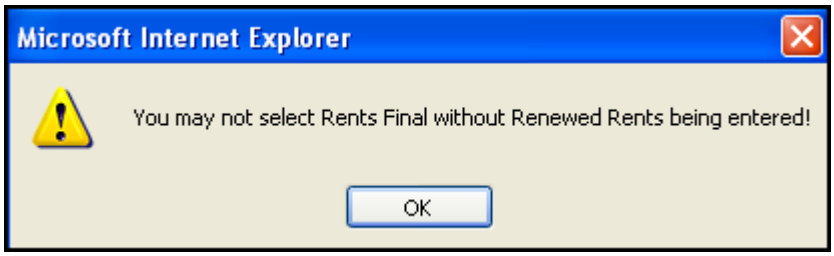


Figure 17: Option 1b - Discretionary Authority Mark-Up-To-Market - 4 of 4

5. Enter the following information:
   - *Renewal Contract,* from the drop-down list
   - *Vulnerable Populations,* select radio button
   - *Vacancy Rates,* select radio button
   - *Community Support,* select radio button
   - *Annual IRP Amount*, (Section 236, 515, or BMIR properties)
   - *Original Market Interest Rate*, (Section 236, 515, or BMIR properties)
   - *Subsidized Interest Rate*, (Section 236, 515, or BMIR properties)

- *Unpaid Principal Balance*, (Section 236, 515, or BMIR properties)
- *Comp Study Required*, select radio button
- *Comp Study*, add new or select existing
- *Add New Rent Record* or *Overlay Rents with Current Rents from TRACS*
- *Has owner met criteria to request increase above the cap on comparable rents or 150% of FMR?,* select radio button
- *Annual Rent Potential for all Section 8 Units Included In Current Renewal*
- *Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal*
- *Owner's Annual Gross Comparable Rent Potential*
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not Expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *HUD Approved Rent,* from the drop-down list
- *Renewal Rent Effective Date* (mm/dd/yyyy)
- *Approved by Housing HQ Date* (mm/dd/yyyy)
- *Rent's Final for Contract Exhibit,* select radio button

✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "Yes" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Contract Effective Date*

✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected.*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to "Yes."*
>
> ✍ *Note: Information entered in the* Length of Contract in Months *field determines whether the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on [Save] and the following pop-up message displays.

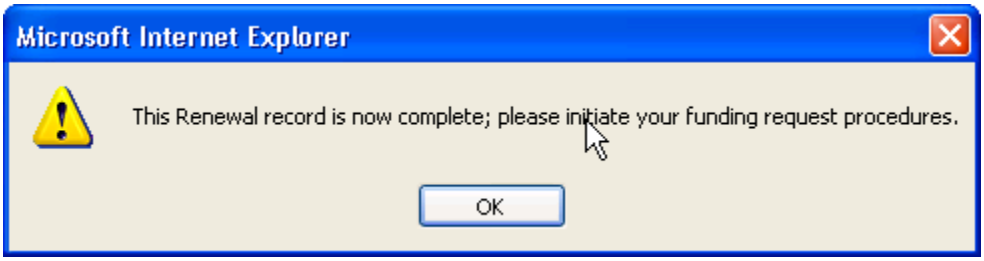


Figure 18. Renewal is complete pop-up window

7. Click on [OK] and a message that the save was successful displays.

Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once Renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.2.2 Comparability Study Information for Option 1b

Rent Comparability Study information (RCS) is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the

table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Comparability Study* table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer to Section 18.4.1.2 for instructions on completing these screens.

18.4.2.3 Rents (Inputs) Information for Option 1b

The renewal option detail screen displays rent information for renewals in a table format. On most option detail screens you can add, update or delete rent information.

An [Overlay Rents with Current Rents from TRACS] button displays above the *Rents* table. This function overlays the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. Any of the renewal option detail screens that display the Rents (Inputs) table have screens and functionality that are identical. Instructions on adding, updating and deleting rent information on the **Renewal Rent Detail** screen are documented in Section 18.4.1.3.

18.4.2.4 Calculated and Renewed Rents for Option 1b

The **Calculated and Renewal Rents** table allows you to view the results of the Mark-Up-To-Market calculations and to update the final renewal rents and utility allowance amounts, if applicable. The **Renewal Rent Detail - Inputs** screen must be completed, with the RCS information, before the calculations can be done by the system. Any of the renewal option detail screens that display the Calculated and Renewed Rents table have screens and functionality that are identical. Please refer to Section 18.4.1.4 for instructions on completing these screens.

18.4.3 Renewal Option 2: Request Renewal Without Restructuring at or Below Comparable Rents

Renewal Option 2 is for owners who request a renewal of their Section 8 contract where the RCS indicates that the contract's current rents are at or below comparable market rents, but who are not applying for Mark-Up-To-Market. Contracts that renew for the first time under Option 2 are required to submit a RCS. For detailed information on Option 2, please refer to HUD Section 8 Renewal Policy and the related attachments.

18.4.3.1 2: Request Renewal Without Restructuring at or Below Comparable Rents screen

The **2: Request Renewal Without Restructuring at or Below Comparable Rents** screen allows you to enter and track renewal information where an owner opts to renew the Section 8 contract at current or below comparable market rents. You can enter the renewal method, comparability study information, renewal budget information, indicate if it has an Exception

Project Exempted from Office of Affordable Housing Preservation (OAHP), and whether the renewal is forwarded to OAHP. You can also enter rent information, dispute/appeal comments, HUD approved rent, and any decision comments. Once the Option 2 renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface in Section 18.3.2 for more information.

The **2: Request Renewal Without Restructuring at or Below Comparable Rents** screen calculates the Operating Cost Adjustment Factor (OCAF) adjusted contract rent potential, the lesser of the OCAF or correlated comparable rent potential, and the OCAF rent increase factor.

Exception Project Exempted from OAHP

The Exception Project Exempted from OAHP provides the authority to renew projects exempted from OAHP. FHA insured properties that are State or locally financed may be eligible for the Mark-To Market program, and will be referred to OAHP for processing. Please see HUD Renewal Policy 99-36 and the related attachments for information. The following chart defines the Exception Project Exempted from OAHP:

Exception Project Exempted from OAHP	Definition
Projects financed or insured by state or local government and FHA-insured	Projects for which the primary financing or mortgage insurance was provided by a unit of state government or a unit of general local government (or an agency or instrumentality of either) and is insured under the National Housing Act, and where a mortgage restructuring and rental assistance sufficiency plan conflicts with the local law or agreements governing such financing.
Projects financed under Section 202/8 or 515/8	Projects financed under Section 202 of the Housing Act of 1959 or Section 515 of the Housing Act of 1949 (includes 202/8, 515/8; does not include 202 and 811 Capital Advance projects, which do not have Section 8 contracts).
Projects funded pursuant to Section 441 of the McKinney Act	Projects that have an expiring contract under Section 8 of the United States Housing Act of 1937 pursuant to Section 441 of the Stewart B. McKinney Homeless Assistance Act (SRO Mod Rehab).
MFH Projects not eligible pursuant to Section 512(2) of MAHRA	Projects that do not qualify as eligible multifamily housing projects pursuant to Section 512(2) of MAHRA. For example, a project that is not subject to a HUD-held or insured mortgage, or, a project that has FHA mortgage insurance or is HUD-held with rents at or below comparable market rents.
(A) Projects financed or	Projects for which the primary financing or mortgage

Exception Project Exempted from OAHP	Definition
insured by state or local government and not FHA-insured	insurance was provided by a unit of state government or a unit of general local government (or an agency or instrumentality of either) and is not insured under the National Housing Act. (Examples are uninsured 236 or uninsured 11b projects.)
(B) Projects financed or insured by state or local government and FHA-insured	Projects for which the primary financing was provided by a unit of state government or a unit of general local government (or an agency or instrumentality of either) and the financing involves mortgage insurance under the National Housing Act, such that the implementation of a mortgage restructuring and rental assistance sufficiency plan under this act is in conflict with applicable law or agreements governing such financing. (Example: insured 11b projects.)
(C) Projects financed under Section 202/8 or 515/8	Projects financed under Section 202 of the Housing Act of 1959 or Section 515 of the Housing Act of 1949. (Includes 202/8, 202, 515/8 - does not include 811's.)
(D) Projects funded pursuant to Section 441 of the McKinney Act	Projects that have an expiring contract under Section 8 of the United States Housing Act of 1937 pursuant to Section 441 of the Stewart B. McKinney Homeless Assistance Act. (SRO Mod Rehab.)
(E) Projects not eligible for Mark-Down-to-Market	Projects that do not qualify as eligible multifamily housing projects pursuant to Section 515(2) of MAHRA. (Examples of projects that qualify under this category would be (1) a project that is not insured or (2) a project that has FHA mortgage insurance with rents under comparable market rents.) In order for an owner of an insured project to claim eligibility under this provision, they must obtain a rent comparability study.

To enter an Option 2 renewal:

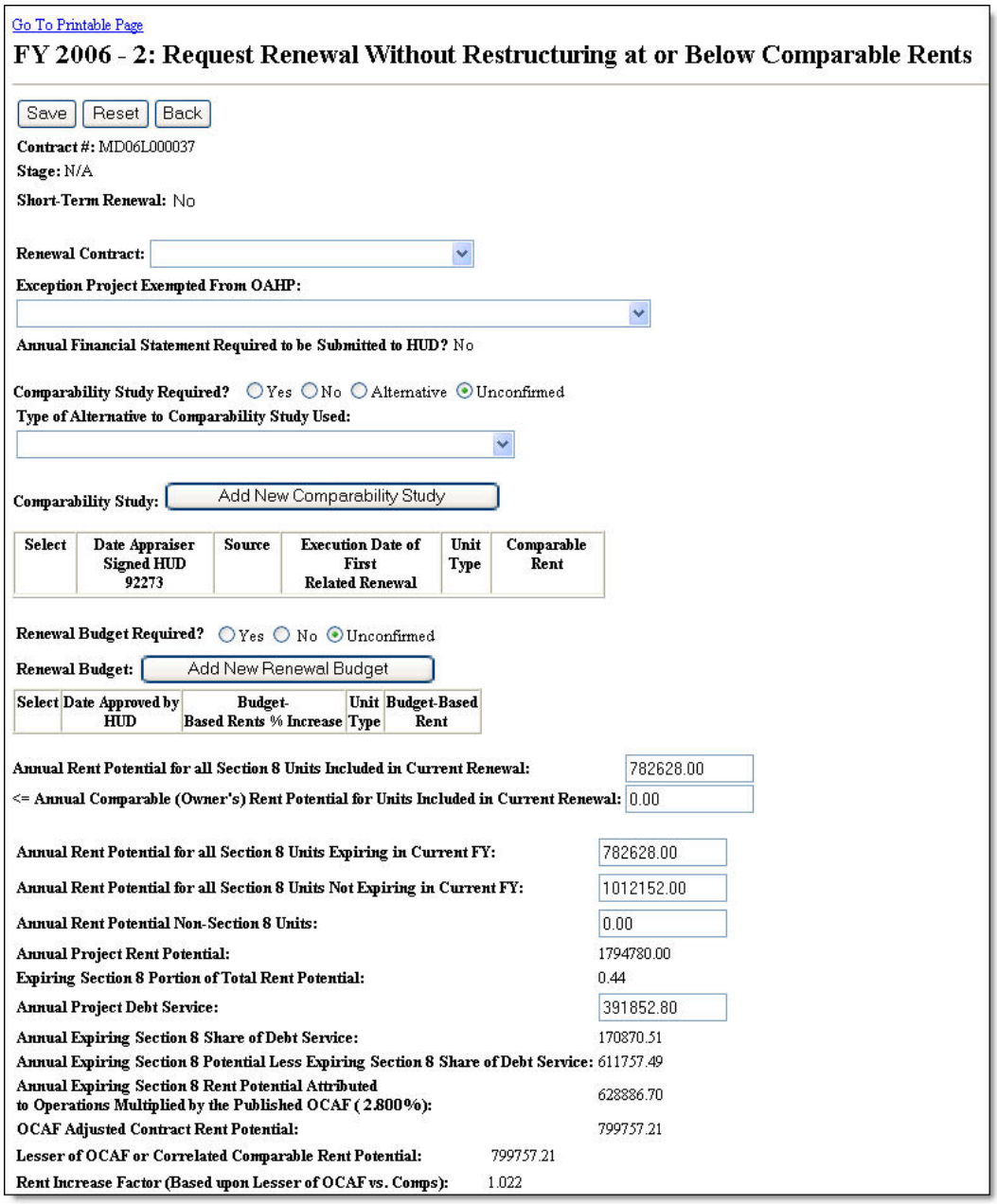
1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*

- *FHA*

2. Click on

and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *2. Request Renewal Without Restructuring at or Below Comparable Rents*, from the *Contract Action Selection* drop-down list.
4. Click on

and the **2: Request Renewal Without Restructuring at or Below Comparable Rents** screen displays.



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FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents

Save | Reset | Back

Contract #: MD06L000037
Stage: N/A
Short-Term Renewal: No

Renewal Contract:
Exception Project Exempted From OAHP:
Annual Financial Statement Required to be Submitted to HUD? No

Comparability Study Required? Yes No Alternative Unconfirmed
Type of Alternative to Comparability Study Used:

Comparability Study: Add New Comparability Study

Select	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent

Renewal Budget Required? Yes No Unconfirmed
Renewal Budget: Add New Renewal Budget

Select	Date Approved by HUD	Budget-Based Rents % Increase	Unit Type	Budget-Based Rent

Annual Rent Potential for all Section 8 Units Included in Current Renewal:	782628.00
<= Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal:	0.00
Annual Rent Potential for all Section 8 Units Expiring in Current FY:	782628.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY:	1012152.00
Annual Rent Potential Non-Section 8 Units:	0.00
Annual Project Rent Potential:	1794780.00
Expiring Section 8 Portion of Total Rent Potential:	0.44
Annual Project Debt Service:	391852.80
Annual Expiring Section 8 Share of Debt Service:	170870.51
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service:	611757.49
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (2.800%):	628886.70
OCAF Adjusted Contract Rent Potential:	799757.21
Lesser of OCAF or Correlated Comparable Rent Potential:	799757.21
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps):	1.022

Figure 19: Option 2 - Request Renewal Without Restructuring at or Below Comparable Rents – 1 of 2

Rents: Add New Rent Record | Overlay Rents with Current Rents from TRACS

HUD Approved Rent:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-Based Rent	Renewed Rent
1	16	521		532		
2	49	601		614		
3	36	659		673		
4	5	742		758		
Rent Potentials						
Monthly		65219		66616		
Annual		782628		799392		

Renewal Rent Effective Date: 7 - 1 - 1999

Monthly Increase to the Reserve for Replacement Account: 14.
Monthly Deposit Amount (most recent entered amount): 646.58
Date Sent to OAHP:
(If rents determined by HUD/CA to be over Comparable)

Reason Sent to OAHP:

Date Review Results Received from OAHP:

OAHP Results:

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date:

ARAMS Status:

Go to ARAMS

Contract/Stage Date Information

Contract/Stage Renewal Execution Date:

Contract Effective Date: 7 - 1 - 1999

Length of Contract in Months: 0

Contract Expiration Date:

Reason for Short-term Renewal:

Decision Comments:

TOP

Save Reset Back

| Housing | HUDweb Help | HUDweb Home | HUD Privacy Statement |

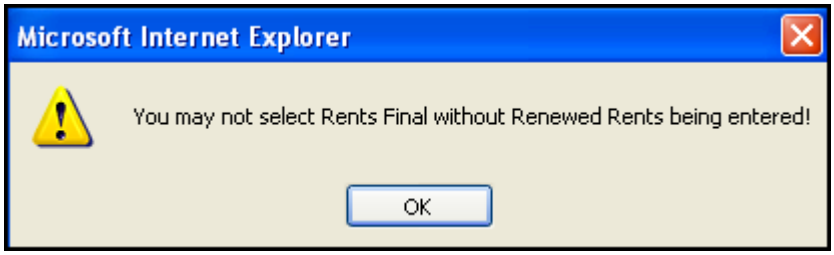
Figure 20: Option 2 - Request Renewal Without Restructuring at or Below Comparable Rents

2 of 2

Enter the following information:

- *Renewal Contract*, from the drop-down list
- *Exception Project Exempted from OAHP*, from the drop-down list
- *Comparability Study Required?,* select the radio button
- *Type of Alternative to Comparability Study Used*, from the drop-down list
- *Comparability Study*, add new or select existing
- *Renewal Budget Required*, select radio button
- *Renewal Budget*, add new or select existing
- *Annual Rent Potential for all Section 8 Units Included in Current Renewal*
- *Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal*
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not Expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *Add New Rent Record or Overlay Rents with Current Rents from TRACS*
- *HUD Approved Rent,* from the drop-down list
- *Renewal Rent Effective Date* (mm/dd/yyyy)
- *Date Sent to OAHP* (mm/dd/yyyy)
- *Reason Sent to OAHP,* from the drop-down list
- *OAHP Results,* from the drop-down list
- *Dispute Appeal Comments*
- *Rents Final for Contract Exhibit,* select radio button

> ✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "Yes" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Contract Effective Date*

> ✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to* "Yes."
>
> ✍ *Note: Information entered in the* Length of Contract in Months *field determines whether the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

5. Click on [Save] and the following pop-up message displays.

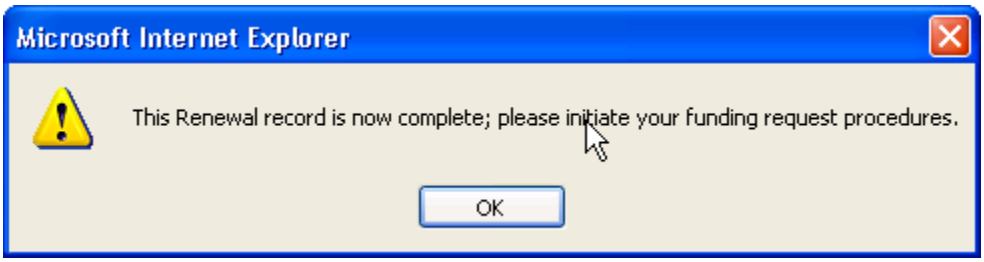


Figure 21. Renewal is complete pop-up window.

6. Click on [OK] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.3.2 Comparability Study Information for Option 2

Rent Comparability Study information (RCS) is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Comparability Study* table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer Section 18.4.1.2 for instructions on completing these screens.

18.4.3.3 Renewal Budget Information

Most of the renewal option detail screens display a *Renewal Budget* table, with buttons that access detail screens for the purpose of adding renewal budget information. The screens and functionality are identical for each renewal option. Use these instructions regardless of the option screen you are completing.

Renewal budget information is stored at the property level. If a current renewal budget record exists for a property, that record displays on the renewal option screens. You can use an existing renewal budget record by selecting the checkbox next to the record in the table. If no renewal budget exists in the system, the table is blank. Once a renewal budget is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

The **Renewal Budget Detail** screen allows you to add detailed renewal budget information. Information on the **Renewal Budget Detail** screen includes the date the budget is prepared, the submission, review, and accepted/approved dates, the annual budget-based rent potential, and the percentage increase of budget-based rents. The approval date, budget-based rents percentage increase, unit types, and budget-based rents display in table form on the renewal option detail screen once it is saved.

To add renewal budget information:

1. From the renewal option detail screen, click on [Add New Renewal Budget] and the **Renewal Budget Detail** screen displays.

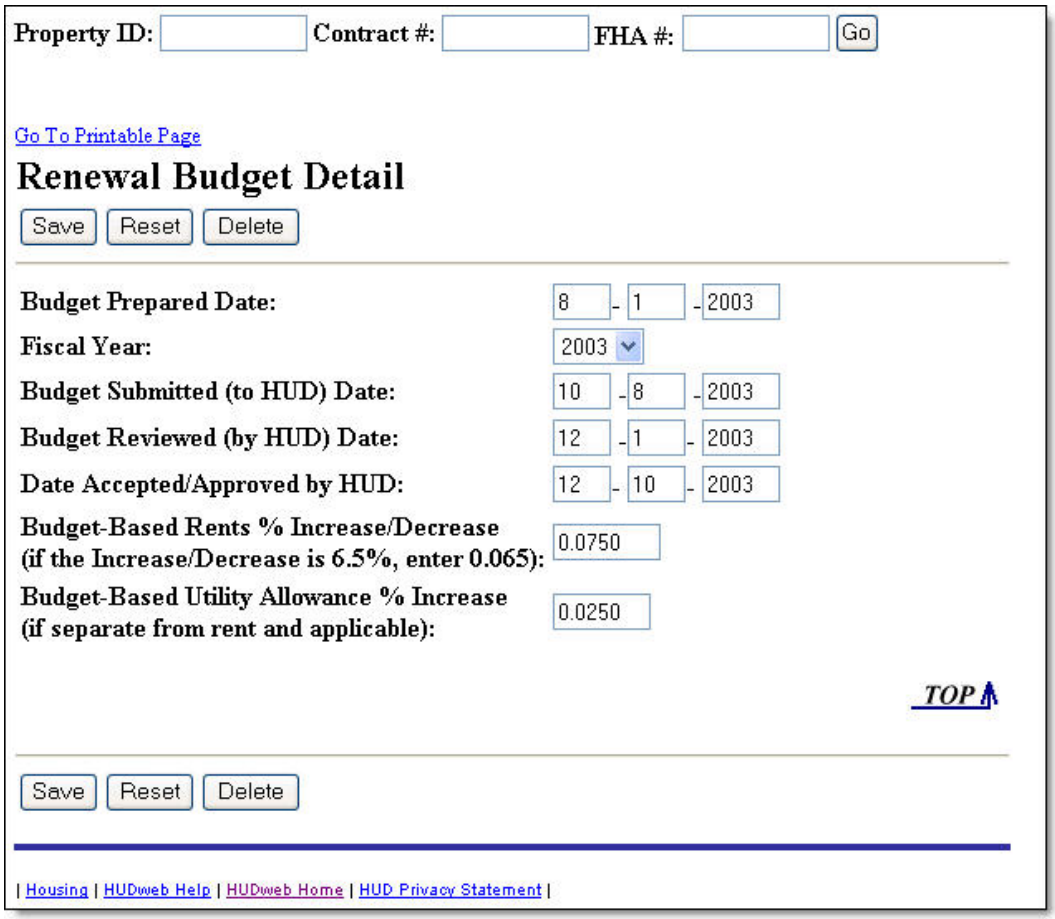


Figure 22: Renewal Budget Detail screen

> *Note: Only one Renewal Budget record can be associated with a renewal. When you click on* [Add New Renewal Budget]*, the following warning is displayed: "Adding a new Renewal Budget will cause any previous association of a renewal budget with this renewal to be deleted. Do you wish to continue?" Selecting "OK" breaks the association of the renewal budget to this particular renewal. It does not delete the record from the Contract Processing module.*

2. Enter the following information:
   - *Budget Prepared Date (mm/dd/yyyy)*
   - *Fiscal Year,* from the drop-down list
   - *Budget Submitted (to HUD) Date* (mm/dd/yyyy)
   - *Budget Reviewed (by HUD) Date* (mm/dd/yyyy)
   - *Date Accepted/Approved by HUD* (mm/dd/yyyy)
   - *Budget-Based Rents% Increase/Decrease*

- *Budget Base Utility Allowance % Increase*

3. Click on [Save] and a message that the save was successful displays.

To update renewal budget information:

1. From the renewal option detail screen, click on the *Date Accepted/Approved by HUD* link and the **Renewal Budget Detail** screen displays.
2. Enter the new data.
3. Click on [Save] and a message that the save was successful displays.
4. Click on [Back] to return to the renewal option detail screen.

To delete renewal budget information:

1. From the renewal option detail screen, click on the *Date Accepted/Approved by HUD* link and the **Renewal Budget Detail** screen displays.
2. Click on [Delete] and the delete confirmation dialog box displays.

Figure 23. Delete Confirmation Dialog Box.

3. Click on [OK] to delete, and the renewal option detail screen displays with a message that the delete was successful.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

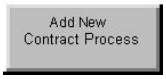
18.4.4 Renewal Option 3: Referral to OAHP

Eligible above-market contracts are to be referred to OAHP. For Option 3, an owner with an eligible above-market contract requests either a renewal of the contract without restructuring, with the rents marked down to market, or a mortgage or rent restructuring and contract renewal with the rents marked down to market. For detailed information on Option 3, please refer to HUD Section 8 Renewal Policy and the related attachments.

18.4.4.1 3a. Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents screen

The **3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents** screen allows you to enter and track renewal information where an owner requests a referral to OAHP. You can enter the renewal method, comparability study information, the date the renewal is forwarded to OAHP, and the date the review results are received from OAHP. You can also enter rent information, HUD approved rent, and any related comments. Once the Option 3 renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface in Section 18.3.2 for more information.

To enter an Option 3a Renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on 

and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents*, from the *Contract Action Selection* drop-down list.
4. Click on

and the **3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents** screen displays.

Property ID: **Contract #:** **FHA #:** Go

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FY 2004 - 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents

Save Reset Back

Contract #: MD06L000037

Stage:

Short-Term Renewal: No

Renewal Contract:

Date Sent to OAHP: - -

Date Review Results Received from OAHP: - -

Date of owner 120 day notification to tenants to not restructure: - -

Comparability Study Required? Yes No Unconfirmed

Comparability Study: Add New Comparability Study

Select	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent

Rents: Overlay Rents with Current Rents from TRACS

HUD Approved Rent:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	Renewed Rent
1	16	521		
2	49	601		
3	36	659		
4	5	742		
Rent Potentials				
Monthly		65219		
Annual		782628		

Renewal Rent Effective Date: 7 - 1 - 1999

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date:

ARAMS Status:

Go to ARAMS

Figure 24 Option 3a - Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents – 1 of 2

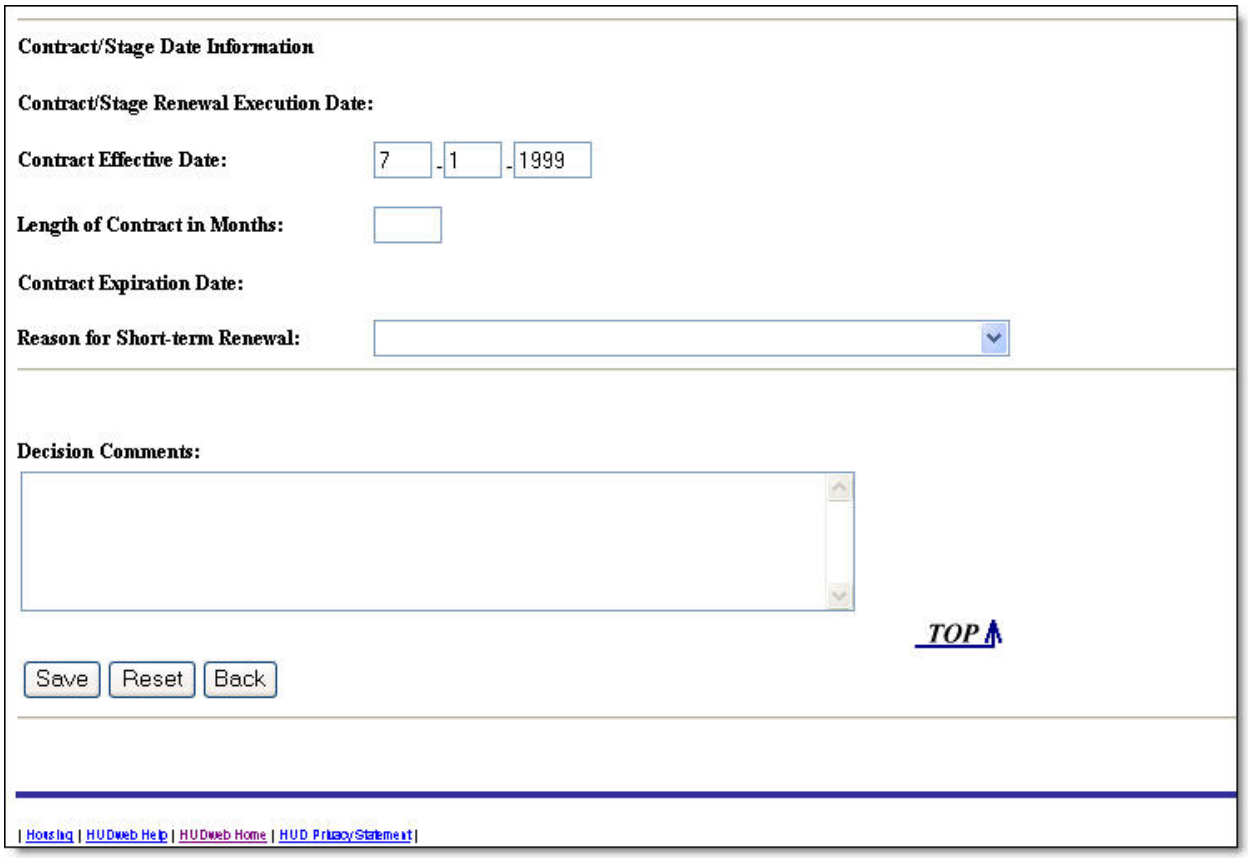
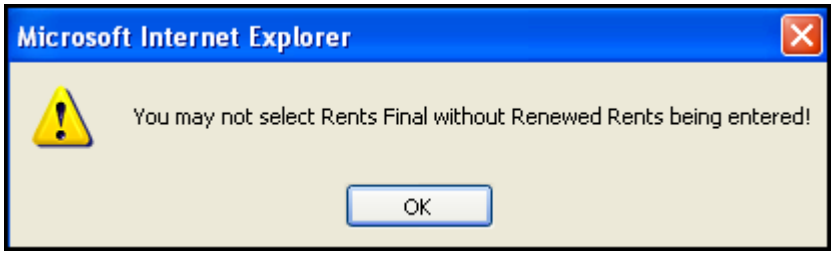


Figure 25: Option 3a - Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents – 2 of 2

5. Enter the following information:

- *Date sent to OAHP* (mm/dd/yyyy)
- *Date of owner 120-day notification to tenants to not restructure*, (mm/dd/yyyy)
- *Renewal Contract*, from the drop-down list
- *Date Review Results Received from OAHP* (mm/dd/yyyy)
- *Renewal Contract*, from the drop-down list
- *Comparability Study Required*, select radio button
- *Comparability Study*, add new or select existing
- *Overlay Rents with Current Rents from TRACS*
- *HUD Approved Rents*, from the drop-down list
- *Renewal Rent Effective Date* (mm/dd/yy)
- *Rents Final for Contract Exhibit*, select radio button

✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "Yes" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Contract Effective Date*

✍ *Note: The Contract Effective Date field must contain accurate data. Inaccurate data causes the renewal to be rejected.*

- *Length of Contract in Months*

✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to "Yes."*

✍ *Note: Information entered in the* Length of Contract in Months *field determines if the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on Save and the following pop-up message displays.

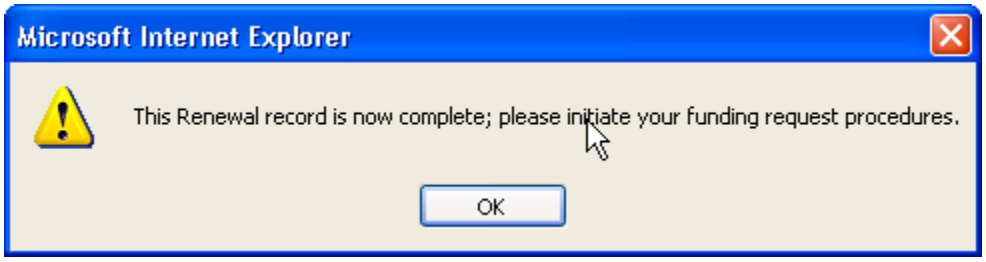


Figure 26. Renewal is complete pop-up window.

7. Click on OK and a message that the save was successful displays.

Alternative Option
Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once Renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.4.2 Comparability Study Information for Option 3a

Rent Comparability Study (RCS) information is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a Comparability Study table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer to Section for instructions on completing these screens.

18.4.4.3 Rents Information for Option 3a.

The renewal option detail screen displays rent information for renewals in a table format. On most option detail screens you can add, update or delete rent information.

A [Overlay Rents with Current Rents from TRACS] button displays above the *Rents* table. This function overlays the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. Any of the renewal option detail screens that display the Rents table have screens and functionality that are identical. Instructions on adding, updating and deleting rent information on the Renewal Rent Detail screen are documented in Section 18.4.1.3.

> ✍ *Note: There is no* [Add New Rent Record] *button on the Option 3 screens since these renewals are referred to OAHP and the rent structure should not be changed.*

18.4.4.4 3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents

The **3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents** screen allows you to enter and track renewal information where an owner

requests a referral to OAHP. You can enter the renewal method, comparability study information, the date the renewal is forwarded to OAHP, and the date the review results are received from OAHP. You can also enter rent information, HUD approved rent, and any related comments. Once the Option 3 renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface in Section 18.3.2 for more information.

To enter an Option 3b Renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [Add New Contract Process] and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents*, from the *Contract Action Selection* drop-down list.
4. Click on [Go to Function Details] and the **3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents** screen displays.

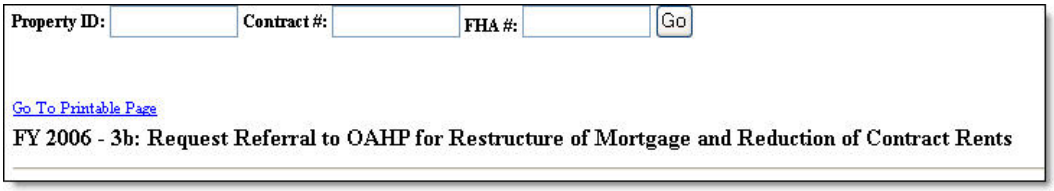


Figure 27: Option 3b - Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents - header

> ✍ *Note: The fields on the* Option 3a *and the* Option 3b Detail *screens are identical. The header identifies under which option the renewal is being processed.*

5. Enter the following information:
   - *Date sent to OAHP* (mm/dd/yyyy)
   - *Renewal Contract,* from the drop-down list
   - *Date Review Results Received from OAHP* (mm/dd/yyyy)
   - *Renewal Contract,* from the drop-down list

- *Comparability Study Required,* select radio button
- *Comparability Study,* add new or select existing
- *Overlay Rents with Current Rents from TRACS*
- *HUD Approved Rents,* from the drop-down list
- *Renewal Rent Effective Date* (mm/dd/yyyy)
- *Rents Final for Contract Exhibit,* select radio button
- *Contract Effective Date*

> ✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected.*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to* "Yes."
>
> ✍ *Note: Information entered in the* Length of Contract in Months *field determines if the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on [Save] and the following pop-up message displays.

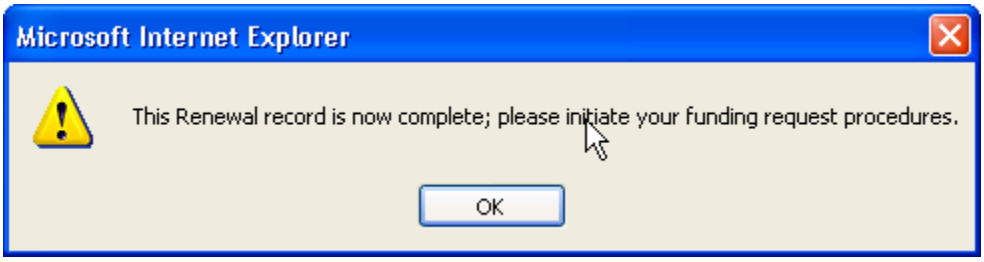


Figure 28. Renewal is complete pop-up window.

7. Click on [OK] and a message that the save was successful displays.

Alternative Option

Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once Renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.4.5 Comparability Study Information for Option 3b

Rent Comparability Study (RCS) information is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Comparability Study* table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer to Section 18.4.1.2 for instructions on completing these screens.

18.4.4.6 Rents Information for Option 3b

The renewal option detail screen displays rent information in a table format. This information includes unit/bedroom type, number of units, current contract rent at expiration, comparable rent (HUD 92273), renewed rent, and monthly/annual rent potentials.

A [Overlay Rents with Current Rents from TRACS] button displays above the *Rents* table. This function will overlay the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. For detailed information, refer to Section 18.4.1.3

> ✍ *Note: There is no* [Add New Rent Record] *button on the Option 3 screens since these renewals are referred to OAHP and the rent structure should not be changed.*

18.4.5 Renewal Option 4: Renewal of Projects Exempted from OAHP

Certain project types cannot be forwarded to OAHP even though the contract rents may exceed market. Projects without FHA-insured loans are exempt, as are certain FHA insured properties. For detailed information on Option 4, please refer to HUD Section 8 Renewal Policy and the related attachments.

18.4.5.1 4: Request Renewal for Projects Exempt from OAHP screen

The **4: Request Renewal for Projects Exempt from OAHP** screen allows you to enter and track renewal information for a project that is exempt from OAHP. You can enter the renewal method, comparability study information, renewal budget information, and indicate if it has an Exception Project Exempted from OAHP. You can also enter rent information, dispute/appeal comments, HUD approved rent, and any decision comments. Once the Option 4 renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface in Section 18.3.2 for more information.

The **4: Request Renewal for Projects Exempt from OAHP** screen calculates the Operating Cost Adjustment Factor (OCAF) adjusted contract rent potential, the lesser of the OCAF or correlated comparable rent potential, and the OCAF rent increase factor.

To enter an Option 4 renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on

and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *4: Request Renewal for Projects Exempt from OAHP* from the *Contract Action Selection* drop-down list.
4. Click on

and the **4: Request Renewal for Projects Exempt from OAHP** screen displays.

Property ID: **Contract #:** **FHA #:** Go

Go To Printable Page

FY 2001 - 4: Request Renewal for Projects Exempt from OAHP

Save Reset Back

Contract #: MD06M000095
Stage: N/A
Short-Term Renewal: No

Renewal Contract:
Exception Project Exempted From OAHP:

Comparability Study Required? Yes No Unconfirmed
Comparability Study: Add New Comparability Study

Select	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent

Renewal Budget Required? Yes No Unconfirmed
Renewal Budget: Add New Renewal Budget

Select	Date Approved by HUD	Budget-Based Rents % Increase	Unit Type	Budget-Based Rent
☑	3/3/2001	-12.20	0	353
			1	421
			2	389
			3	389
			4	412

Annual Rent Potential for all Section 8 Units Included in Current Renewal: 1012152.00

Annual Budget-Based Rent Potential for Section 8 Units Included in Current Renewal: 889320.00
Annual Rent Potential for all Section 8 Units Expiring in Current FY: 0.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY: 0.00
Annual Rent Potential Non-Section 8 Units: 0.00
Annual Project Rent Potential: 0.00
Expiring Section 8 Portion of Total Rent Potential: 0.00
Annual Project Debt Service: 100702.56
Annual Expiring Section 8 Share of Debt Service: 0.00
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service: 0.00
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (2.400%): 0.00
OCAF Adjusted Contract Rent Potential: 0.00
Lesser of OCAF or Budget-Based Rent Potential: 889320.00
Rent Increase Factor (Based upon Lesser of OCAF vs. Budget): 0.000

Rents: Add New Rent Record Overlay Rents with Current Rents from TRACS

Figure 29: Option 4 - Renewal of Projects Exempted from OAHP - 1 of 2

HUD Approved Rent: OCAF Adjusted

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-Based Rent	Renewed Rent
0	34	402			353	
1	116	479			421	
2	20	443			389	
3	12	443			389	
4	2	469			412	
Rent Potentials						
Monthly		84346			74056	
Annual		1012152			888672	

Renewal Rent Effective Date: 7 - 1 - 2000

Monthly Increase to the Reserve for Replacement Account: 0
Monthly Deposit Amount (most recent entered amount): 0.00

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date: 1 - 25 - 2006

ARAMS Status:

Go to ARAMS

Contract/Stage Date Information

Contract/Stage Renewal Execution Date:

Contract Effective Date: 7 - 2 - 2000

Length of Contract in Months: 61

Contract Expiration Date: 6 - 30 - 2005

Reason for Short-term Renewal:

Decision Comments:

TOP

Save Reset Back

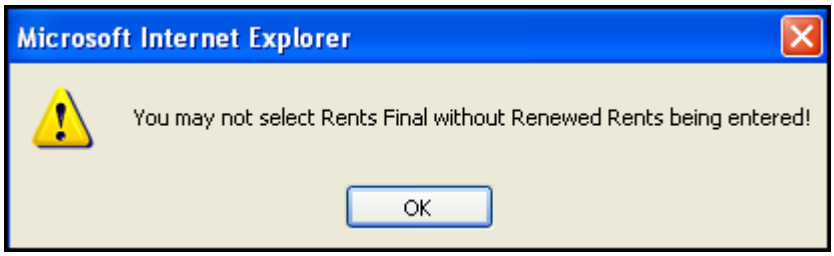
| Housing | HUDweb Help | HUDweb Home | HUD Privacy Statement |

Figure 30: Option 4 - Renewal of Projects Exempted from OAHP - 2 of 2

5. Enter the following information:

- *Renewal Contract*, from the drop-down list
- *Exception Project Exempted from OAHP*, from the drop-down list
- *Comparability Study Required*, select radio button
- *Comparability Study*, add new or select existing
- *Renewal Budget Required?,* select radio button
- *Renewal Budget*, add new or select existing
- *Annual Rent Potential for all Section 8 Units Included in Current Renewal*
- *Annual Budget Based Rent Potential for Units Included in Current Renewal*
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not Expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *Add New Rent Record or Overlay Rents with Current Rents from TRACS*
- *HUD Approved Rent*, from the drop-down list
- *Renewal Rent Effective date,* (mm/dd/yyyy)
- *Dispute/Appeal Comments*
- *Rents Final for Contract Exhibit*, select radio button

> ✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "Yes" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Contract Effective Date*

> ✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to* "Yes."
>
> ✍ *Note: Information entered in the* Length of Contract in Months *field determines whether the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on [Save] and the following pop-up message displays.

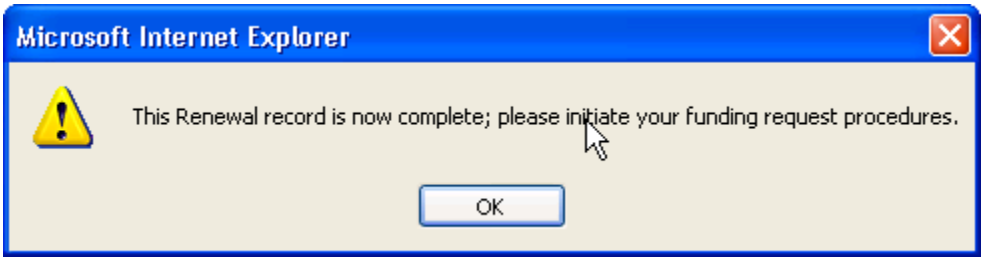


Figure 31. Renewal is complete pop-up window.

7. Click on [OK] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.5.2 Comparability Study Information for Option 4

Rent Comparability Study (RCS) information is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the

table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Comparability Study* table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer to Section 18.4.1.2 for instructions on completing these screens.

18.4.5.3 Renewal Budget Information for Option 4

Renewal budget information is stored at the property level. If a current renewal budget record exists for a property, that record displays on the renewal option screens. You can use an existing renewal budget record by selecting the checkbox next to the record in the table. If no renewal budget exists in the system, the table is blank. Once a renewal budget is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Renewal Budget* table, with buttons that access detail screens for the purpose of adding renewal budget information, have screens and functionality that are identical. Please refer to Section 18.4.3.3 for instructions on completing these screens.

18.4.5.4 Rent Information for Option 4

The renewal option detail screen displays rent information for renewals in a table format. On most option detail screens you can add, update or delete rent information.

A [Overlay Rents with Current Rents from TRACS] button displays above the *Rents* table. This function overlays the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. Any of the renewal option detail screens that display the *Rents* table have screens and functionality that are identical. Instructions on adding, updating and deleting rent information on the **Renewal Rent Detail** screen are documented in Section 18.4.1.3.

18.4.6 Renewal Option 5a-5b: Renewal of Portfolio Re-engineering Demonstration or Preservation Projects

Option 5a is for properties that went through the Portfolio Re-engineering Demonstration Program. The Section 8 contract can be renewed in one of the following ways:

- Properties that went through the Portfolio Re-engineering Demonstration Program and had their mortgages restructured and/or had rents reduced to market should not be forwarded to OAHP. They should be renewed as follows:
    - *Annually for the four years after the Demonstration Contract was signed, the contract will receive an OCAF adjustment*

- *At the end of the fifth year, procedures outlined for Option 2 must be followed. This includes completing an RCS*

▶ If the mortgage was not restructured and the contract's rents were not reduced to market, the owner must submit rationale as to why debt restructuring is inappropriate. The rationale and the renewal request should be submitted to Headquarters, Office of Portfolio Management.

Preservation contracts are renewed (both at initial and subsequent renewal) according to all provisions outlined in the project's Plan of Action (POA). In the majority of Preservation contracts, the POA allows for either a budget-based rent adjustment or an Annual Adjustment Factor (AAF).

For detailed information on Options 5a-5b, please refer to the HUD Section 8 Renewal Policy and the related attachments.

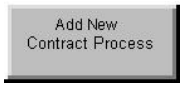
18.4.6.1 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project screen

The **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** screen allows you to enter and track renewal information where an owner requests renewal of the Section 8 contract for a property which previously went through the Portfolio Re-engineering Demonstration process. You can enter the renewal method, whether or not an AFS is required, whether or not the mortgage was restructured under the demo program, whether or not the rents were reduced to market under the demo program, and indicate if it has been sent to OAHP. You can also enter rent information, dispute/appeal comments, HUD approved rent, and any decision comments. Once the Option 5a renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface Section 18.3.2 for more information.

The **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** screen calculates the Operating Cost Adjustment Factor (OCAF) adjusted contract rent potential, the lesser of the OCAF or correlated comparable rent potential, and the OCAF rent increase factor.

To enter an Option 5a renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*

2. Click on 

and the **Function/Contract Selection** screen displays.

3. Enter the requested information, selecting *5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project* from the *Contract Action Selection* drop-down list.

4. Click on

and the **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** screen displays.

Property ID: **Contract #:** **FHA #:** Go

Go To Printable Page

FY 2006 - 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project

Save Reset Back

Contract #: MD06L000037
Stage: N/A
Short-Term Renewal: No

Renewal Contract:
Annual Financial Statement Required to be Submitted to HUD? No
Execution Date of the Original Demo Contract: - -

Was the Mortgage Restructured Under the Demo Program? Yes No Unconfirmed
Were the Contract Rents Reduced to Market Under the Demo Program? Yes No Unconfirmed

If the answer to both of these questions is 'No', then forward the renewal to HQ.
Date Referred to HQ (if applicable): - -
Otherwise, continue the Option 5a renewal process

Annual Rent Potential for all Section 8 Units Included in Current Renewal: 782628.00

Annual Rent Potential for all Section 8 Units Expiring in Current FY: 782628.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY: 1012152.00
Annual Rent Potential Non-Section 8 Units: 0.00
Annual Project Rent Potential: 1794780.00
Expiring Section 8 Portion of Total Rent Potential: 0.44
Annual Project Debt Service: 391852.80
Annual Expiring Section 8 Share of Debt Service: 170870.51
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service: 611757.49
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (0.000%):
OCAF Adjusted Contract Rent Potential: 170870.51
Rent Increase Factor: 0.218

Rents: Add New Rent Record Overlay Rents with Current Rents from TRACS
HUD Approved Rent:

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Renewed Rent
1	16	521		
2	49	601		
3	36	659		
4	5	742		
Rent Potentials				
Monthly		65219		
Annual		782628		

Figure 32: Option 5a - Request Contract Renewal for a Portfolio Re-engineering Demonstration Project – 1 of 2

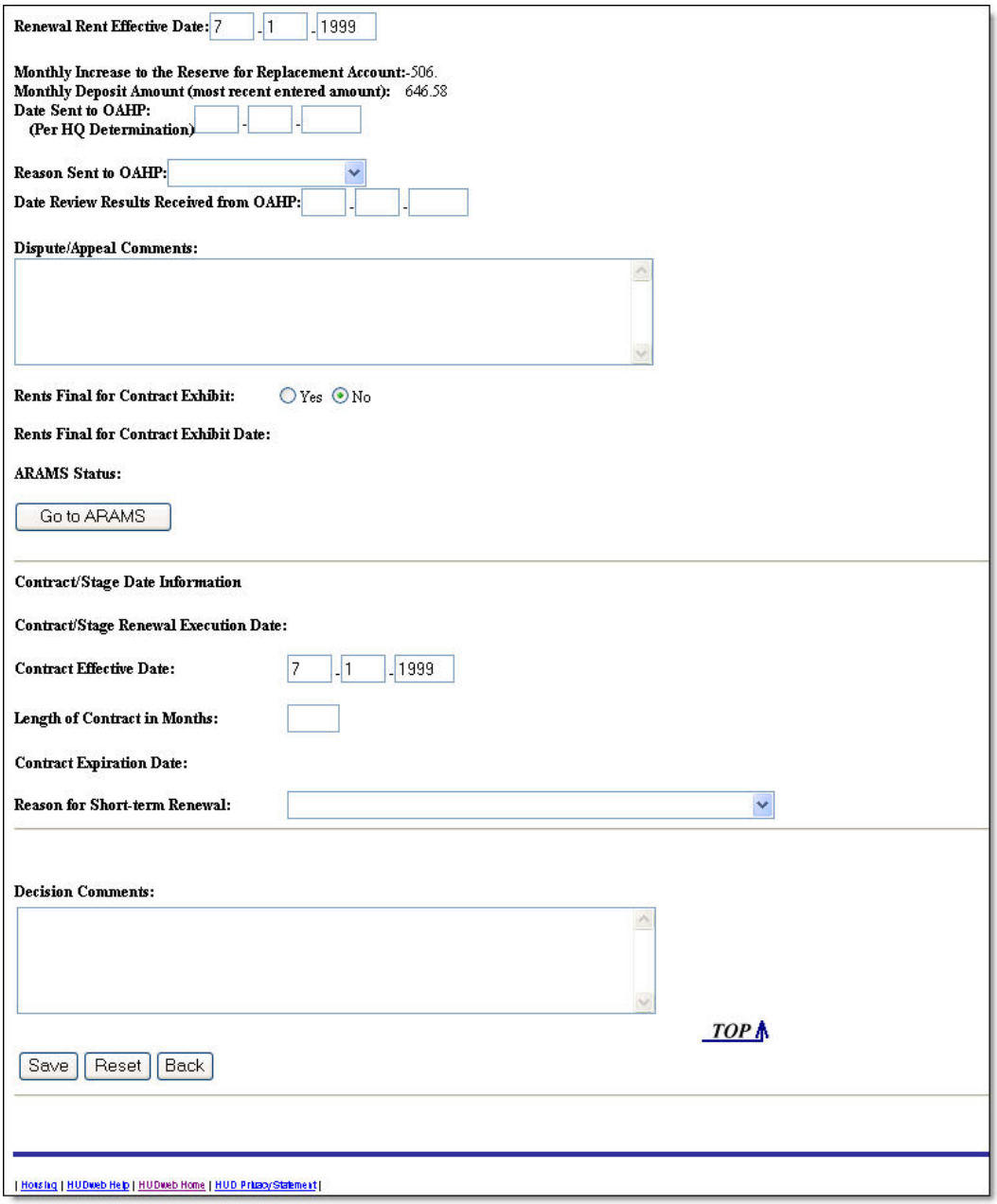
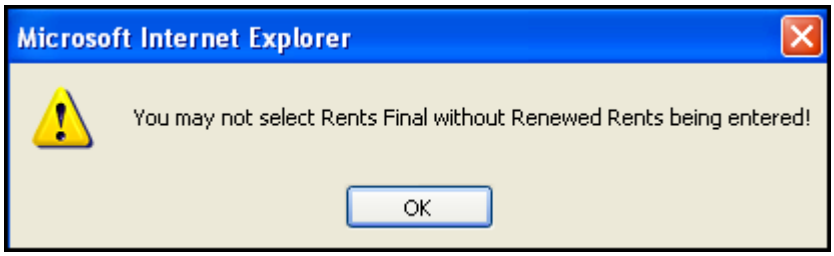


Figure 33: Option 5a - Request Contract Renewal for a Portfolio Re-engineering Demonstration Project – 2 of 2

5. Enter the following information:
   - *Renewal Contract*, from the drop-down list
   - *Execution Date of the Origin al Demo Contract* (mm/dd/yyyy)
   - *Was the Mortgage Restructured Under the Demo Program?*, select radio button

- *Was the Contract Rents Reduced to Market Under the Demo Program?*, select radio button
- Date *Referred to HQ (if applicable)*(mm/dd/yyyy)
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not Expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *Add new Rent Record or Overlay rents with Current Rents from TRACS*
- *HUD approved Rent,* from the drop-down list
- *Renewal Rent Effective date* (mm/dd/yyyy)
- *Date Sent to OAHP* (mm/dd/yyyy)
- *Reason Sent to OAHP,* from the drop-down list
- *Date Review Results Received from OAHP*
- *Dispute/Appeal Comments*
- *Rents Final for Contract Exhibit,* select radio button

✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "*Yes*" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Contract Effective Date*

✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected. In many cases, the rejection can be avoided by processing an Amend Rents Only Renewal.*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to "Yes."*
>
> ✍ *Note: Information entered in the* Length of Contract in Months *field determines whether the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on [Save] and the following pop-up message displays.

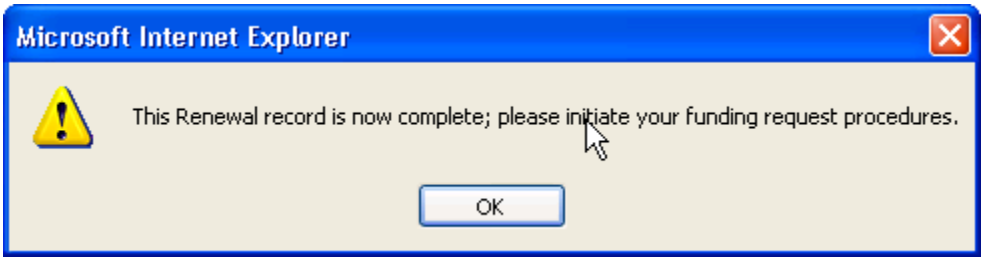


Figure 34. Renewal is complete pop-up window

7. Click on [OK] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields. (If you choose to reset the data, enter the correct data or move to a new function.)

To update or delete renewal information:

Once renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.6.2 Rent Information for Option 5a.

The renewal option detail screen displays rent information for renewals in a table format. On most option detail screens you can add, update or delete rent information.

A [Overlay Rents with Current Rents from TRACS] button displays above the *Rents* table. This function overlays the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. Any of the renewal option detail screens that display the *Rents (Inputs)* table have screens and functionality that are identical. Instructions on adding, updating and deleting rent information on the **Renewal Rent Detail** screen are documented in Section 18.4.1.3.

18.4.6.3 5b: Request Contract Renewal for a Preservation Project screen

The **5b: Request Contract Renewal for a Preservation Project** screen allows you to enter and track renewal information where an owner requests renewal of a preservation project. You can enter the renewal method, AAF comparability study information, and renewal budget information. You can also enter rent information, HUD approved rent, and any decision comments. Once the Option 5b renewal information is complete in REMS, and the *Rents Final for Contract Exhibit* indicator is set to *Yes,* the data is used by ARAMS. Please refer to REMS/ARAMS interface in Section 18.3.2 for more information.

The **5b: Request Contract Renewal for a Preservation Project** screen calculates the Operating Cost Adjustment Factor (OCAF) adjusted contract rent potential, the lesser of the OCAF or correlated comparable rent potential, and the OCAF rent increase factor.

To enter an Option 5b renewal:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [Add New Contract Process] and the **Function/Contract Selection** screen displays.
3. Enter the requested information, selecting *5b: Request Contract Renewal for a Preservation Project* from the *Contract Action Selection* drop-down list.
4. Click on [Go to Function Details] and the **5b: Request Contract Renewal for a Preservation Project** screen displays.

Property ID: **Contract #:** **FHA #:** Go

Go To Printable Page

FY 2006 - 5b: Request Contract Renewal for a Preservation Project

Save Reset Back

Contract #: MD06L000037
Stage: N/A
Short-Term Renewal: No

Renewal Contract:

AAF Comparability Study Required? Yes No Unconfirmed

Comparability Study: Add New Comparability Study

Select	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent
☐	2/3/2005	Owner		1	520
				1	595
				2	675
				3	820

Renewal Budget Required? Yes No Unconfirmed

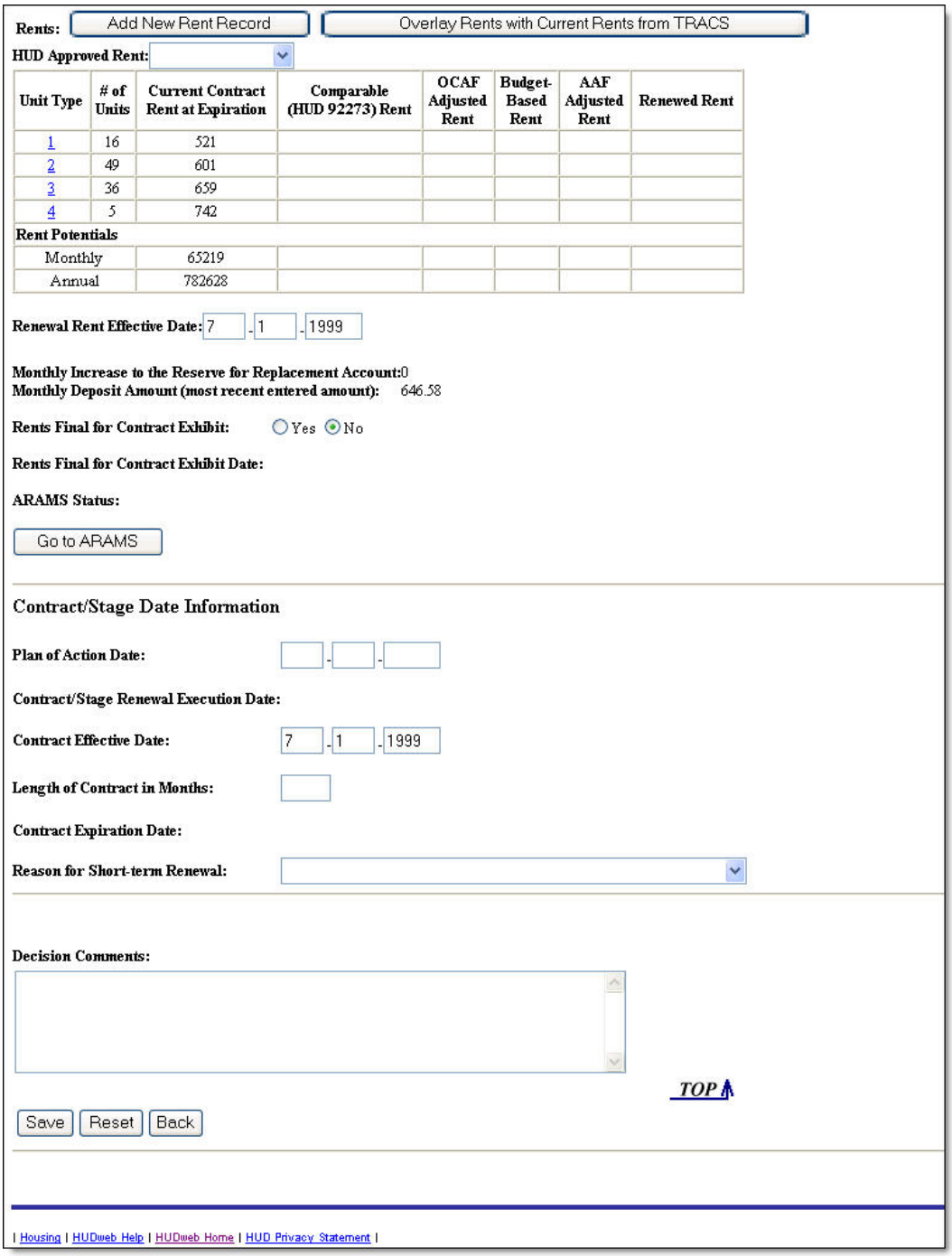
Renewal Budget: Add New Renewal Budget

Select	Date Approved by HUD	Budget-Based Rents % Increase	Unit Type	Budget-Based Rent
☐	12/10/2003	7.50		

Annual Rent Potential for all Section 8 Units Included in Current Renewal: 782628.00
<= Annual Comparable (Owner's) Rent Potential for Units Included in Current Renewal: 0.00

Annual Rent Potential for all Section 8 Units Expiring in Current FY: 782628.00
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY: 1012152.00
Annual Rent Potential Non-Section 8 Units: 0.00
Annual Project Rent Potential: 1794780.00
Expiring Section 8 Portion of Total Rent Potential: 0.44
Annual Project Debt Service: 391852.80
Annual Expiring Section 8 Share of Debt Service: 170870.51
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service: 611757.49
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF (0.000%):
OCAF Adjusted Contract Rent Potential: 170870.51
Lesser of OCAF or Correlated Comparable Rent Potential: 170870.51
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps): 0.000

Figure 35: Option 5b - Request Contract Renewal for a Preservation Project – I of 2



Rents: Add New Rent Record | Overlay Rents with Current Rents from TRACS

HUD Approved Rent:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-Based Rent	AAF Adjusted Rent	Renewed Rent
1	16	521					
2	49	601					
3	36	659					
4	5	742					
Rent Potentials							
Monthly		65219					
Annual		782628					

Renewal Rent Effective Date: 7 - 1 - 1999

Monthly Increase to the Reserve for Replacement Account: 0
Monthly Deposit Amount (most recent entered amount): 646.58

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date:

ARAMS Status:

Go to ARAMS

Contract/Stage Date Information

Plan of Action Date: - -

Contract/Stage Renewal Execution Date:

Contract Effective Date: 7 - 1 - 1999

Length of Contract in Months:

Contract Expiration Date:

Reason for Short-term Renewal:

Decision Comments:

TOP

Save Reset Back

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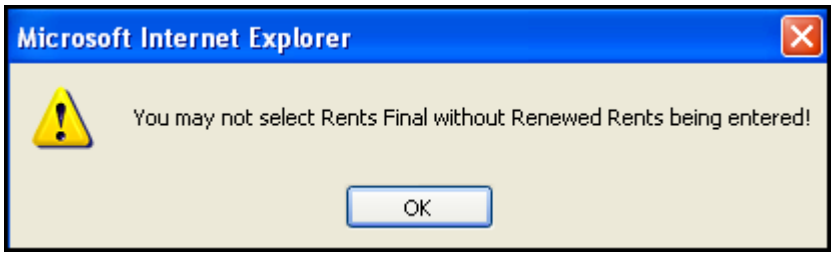
Figure 36: Option 5b - Request Contract Renewal for a Preservation Project – 2 of 2

5. Enter the following information:

- *Renewal Contract*, from the drop-down list
- *AAF Comparability Study Required?*, select radio button
- *Comparability Study*, add new or select existing

- *Renewal Budget Required*, add new or select existing
- Date *Referred to HQ (if applicable)*(mm/dd/yyyy)
- *Annual Rent Potential for all Section 8 Units Expiring in Current FY*
- *Annual Rent Potential for all Section 8 Units Not Expiring in Current FY*
- *Annual Rent Potential Non-Section 8 Units*
- *Annual Project Debt Service*
- *Add new Rent Record or Overlay rents with Current Rents from TRACS*
- *HUD Approved Rent,* from the drop-down list
- *Renewal Rent Effective date* (mm/dd/yyyy)
- *Date Sent to OAHP* (mm/dd/yyyy)
- *Rents Final for Contract Exhibit,* select radio button

> ✍ *Note: The system will not allow users to set the* Rents Final for Contract Exhibit *indicator to "*Yes*" if the* Renewed Rents *column is not populated in the* Calculated and Renewed Rents *table. The following warning message displays.*



- *Plan of Action Date,* (mm/dd/yyyy)
- *Contract Effective Date*

> ✍ *Note: The* Contract Effective Date *field must contain accurate data. Inaccurate data causes the renewal to be rejected.*

- *Length of Contract in Months*

> ✍ *Note: The* Length of Contract in Months *field is a mandatory field and must be entered prior to executing the renewal. This is only applicable when the* Rents Final for Contract Exhibit *indicator has been set to "Yes."*

> ✍ *Note: Information entered in the* Length of Contract in Months *field determines whether the renewal is a short-term renewal. If the* Length of Contract in Months *is less than 12 months, the* Reason for Short-term Renewal *drop-down list is a required field.*

- *Reason for Short-term Renewal,* drop-down list (if applicable)
- *Decision Comments*

6. Click on [Save] and the following pop-up message displays.

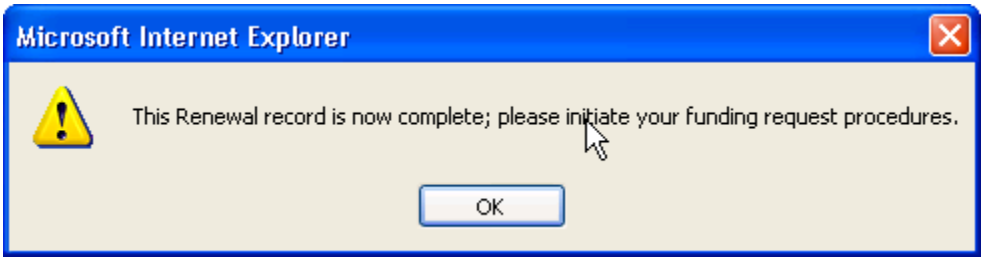


Figure 37. Renewal is complete pop-up window.

7. Click on [OK] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

To update or delete renewal information:

Once renewal information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.4.6.4 Comparability Study Information for Option 5b

Rent Comparability Study (RCS) information is stored at the property level. If a current RCS exists for a property, that record displays on the renewal option screens. You can use an existing RCS by selecting the checkbox next to the record in the table. If no RCS exists in the system, the

table is blank. Once an RCS is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Comparability Study* table, with buttons to access detail screens for the purpose of adding an RCS, have screens and functionality that are identical. Please refer to Section 18.4.1.2 for instructions on completing these screens.

18.4.6.5 Renewal Budget Information for Option 5b

Renewal budget information is stored at the property level. If a current renewal budget record exists for a property, that record displays on the renewal option screens. You can use an existing renewal budget record by selecting the checkbox next to the record in the table. If no renewal budget exists in the system, the table is blank. Once a renewal budget is entered for a property on any of the option detail screens, it displays in the table on all of the option screens.

Any of the renewal option detail screens that display a *Renewal Budget* table, with buttons that access detail screens for the purpose of adding renewal budget information, have screens and functionality that are identical. Please refer to Section 18.4.3.3 for instructions on completing these screens.

18.4.6.6 Renewal Rent Information for Option 5b

The renewal option detail screen displays rent information for renewals in a table format. On most option detail screens you can add, update or delete rent information.

A

button displays above the *Rents* table. This function overlays the rent information displayed in the table with the current rent values from TRACS. This button displays on most of the REMS renewal option detail screens. Any of the renewal option detail screens that display the Rents table have screens and functionality that are identical. Instructions on adding, updating and deleting rent information on the **Renewal Rent Detail** screen are documented in Section 18.4.1.3.

18.5 Opt Out (Option 6) - Notification of Intention to Opt-out of the Section 8 Contract

An owner can request to opt out of the Section 8 program if the relevant notification requirements are satisfied, and if there is no restriction to opting out, for example, preservation properties or Portfolio Re-engineering Demonstration properties.

A concentrated effort should be made to inform owners of all available options, including Mark-Up-To-Market (Option 1) in the event an owner notifies you of the intention to opt out.

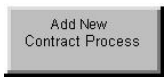
For detailed information on Opt-Out (option 6), please refer to theHUD Section 8 Renewal Policyand the related attachments.

18.5.1.1 6: Notification of the Intention to Opt-out of the Section 8 Contract screen

The **6: Notification of the Intention to Opt-Out** screen allows you to enter information where an owner chooses to opt-out of the Section 8 contract. You can indicate whether or not tenant-based assistance is requested, the associated date of the funding request, the date funding is confirmed, whether or not the tenants are relocated, and any pertinent comments.

> ✍ *Note: If a MAHRA Opt-out (option 6) exists for a contract, you will not be able to add a new contract function for the contract. You will receive the following message:*

To enter an Opt – Out (Option 6):

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on 

and the **Function/Contract Selection** screen displays.

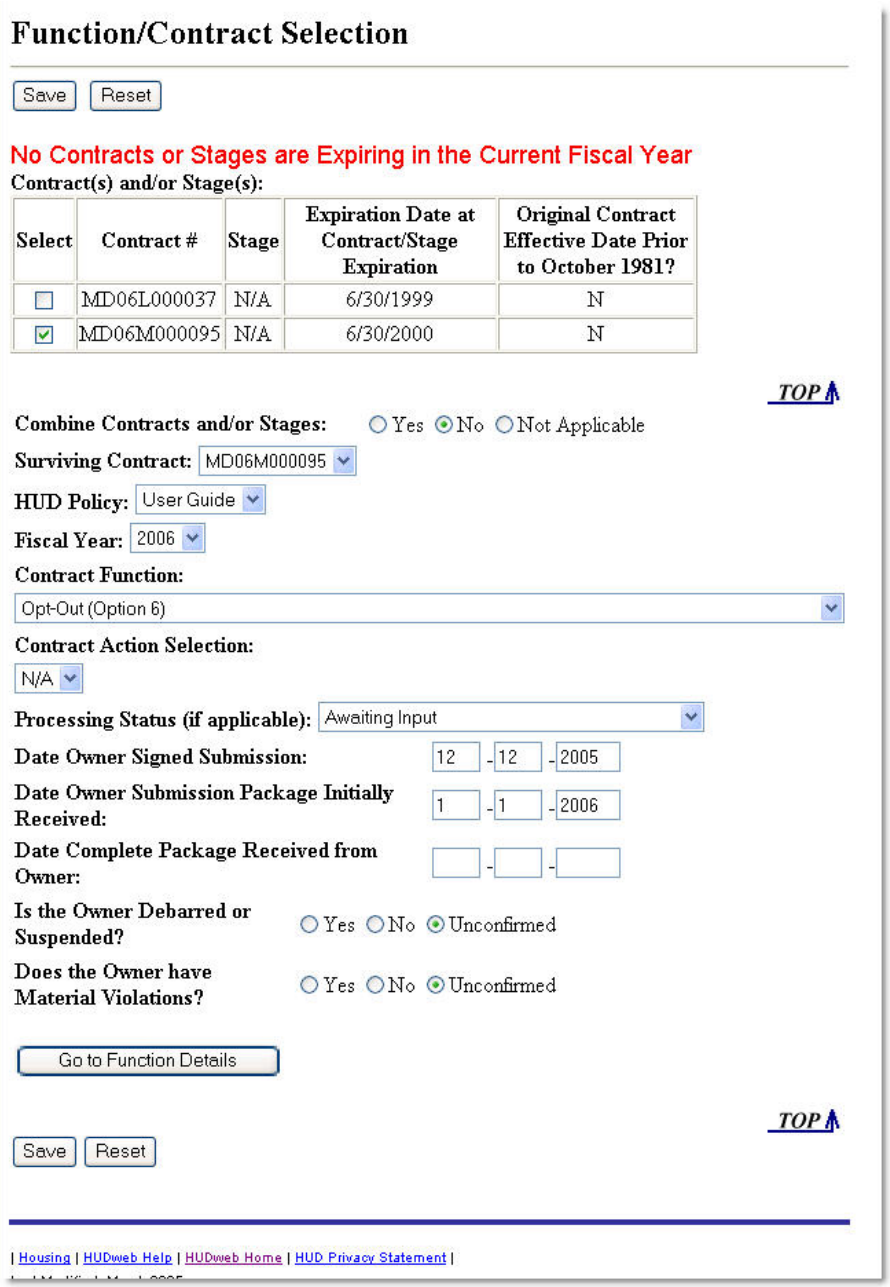


Figure 38: Function/Contract Selection screen: Opt-out (option 6)

3. Enter the requested information, selecting *Opt-out (Option 6)* from the *Contract Function* drop-down list.

> ✍ *Note: The* Contract Action Selection *drop-down is not applicable for Opt-out (option 6).*

4. Click on Go to Function Details and the **6: Notification of the Intention to Opt-**

out of the Section 8 Contract screen displays.

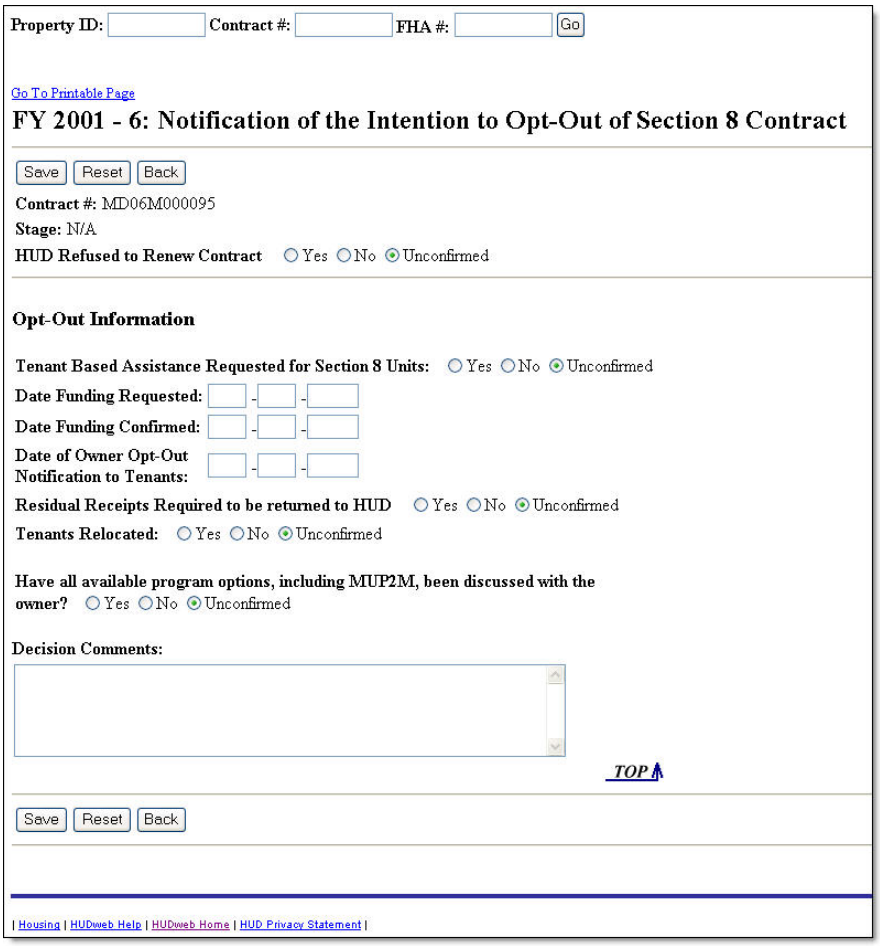


Figure 39: Notification of the Intention to Opt-Out of Section 8 Contract

5. Enter the following Information:

- *HUD Refused to Renew Contract,* select radio button
- *Tenant Based Assistance Requested for Section 8 Units,* select radio button
- *Date Funding Requested* (mm/dd/yyyy)
- *Date Funding Confirmed* (mm/dd/yyyy)
- *Date of Owner Opt-Out Notification to Tenants* (mm/dd/yyyy)
- *Residual Receipts Required to be returned to HUD,* select radio button
- *Tenants Relocated,* select radio button
- *Have all available program options, including MUP2M, been discussed with the owner?,* select radio button
- *Decision Comments*

6. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

To update or delete Opt-Out (option 6) information:

Once Opt-Out information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen, or in the sidebar. Please refer to Section 18.8 for detailed information.

18.6 Rent Adjustments and Rent Corrections

You can enter and execute Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA) in the Contract Processing module in REMS. Multifamily staff assigned to the property and PBCAs assigned to the contract can perform this function. This contract process includes

- Rent adjustments for multi-term contracts that have not yet renewed under MAHRA or not eligible to renew under MAHRA; and
- Manual corrections for rents for both contracts that have renewed under MAHRA and contracts that have not renewed under MAHRA.

Budget Based, AAF or Manual Correction Rent Adjustments information can added and updated for the contract. Unit rent information can be added, updated, or deleted from the **REMS Rent Adjustment** screen.

After rent adjustments are entered and executed, the user enters information into the **REMS Rent Adjustment Report Input** screen. A cover letter is then generated to the PBCA, along with a Notification of Section 8 Gross Rents Form, and a Revised Exhibit A (Identification of Units ("Contract Units") by size and Applicable Contract Rents) form. The Notification form requires the owner's signature and the PBCA's signature. The package is sent to the PBCA first, and the PBCA signs the forms and then forwards the package to the Owner.

The **Function/Contract Selection** screen allows you to enter the following types of rent adjustments/corrections: *AAF Adjusted, Budget Based,* or *Manual Correction.* You can update information for the existing unit types displayed, or you can add or delete unit types.

The **REMS Rent Adjustments** screen displays unit, rent and utility information in a table format. The table columns consist of *Unit Type, Unit Type Name, Current Rent Amount,*

Adjusted Rent Amount, Current Utility Allowance Amount, and *Adjusted Utility Allowance Amount.* The *Unit Type, Unit Type Name, Adjusted Rent Amount*, and *Adjusted Utility Allowance Amount* fields are editable. You can also enter the *HUD Approved Date, Rent Adjustment Effective Date*, and any comments. The *Rent Increase Type* and *Executed Date* fields are system generated and view-only.

You can specify an overall increase percentage, or individual percentage increases with each unit type for Budget Based increases. For AAF Adjusted, Budget Based or Manual Corrections, you can update existing rent and utility allowance amounts by dollar amounts.

To enter a New Rent Adjustment:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - Property ID
   - Contract
   - FHA
2. Click on [Add New Contract Process] and the **Function/Contract Selection** screen displays

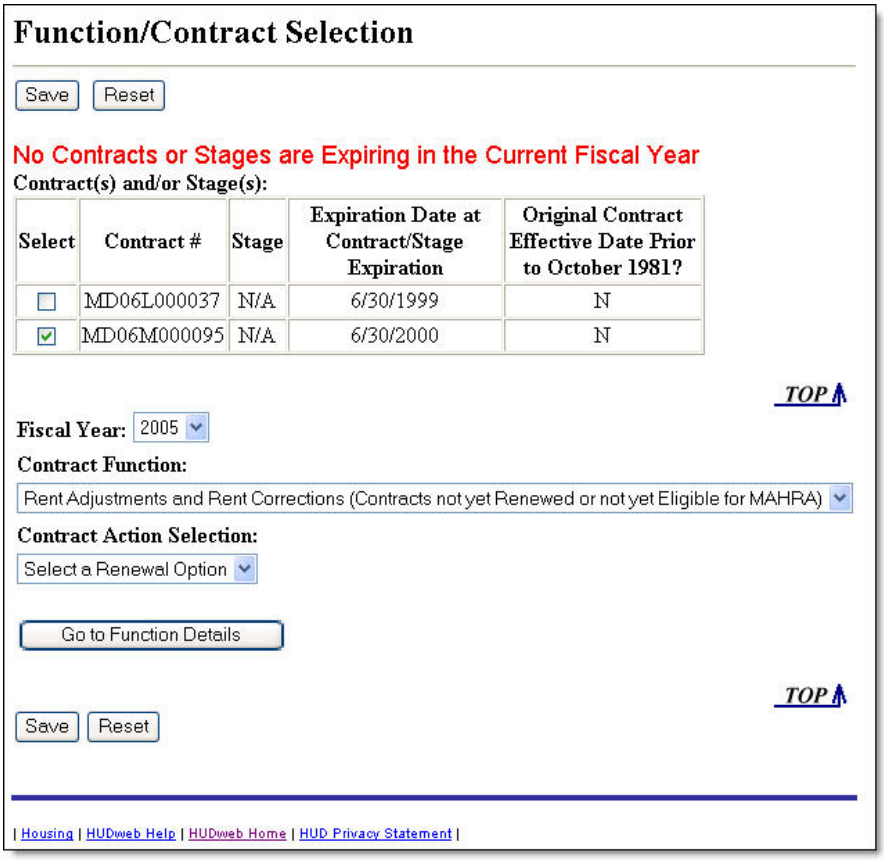


Figure 40. Function Contract Selection Screen-Rent Ajustments.

3. Enter the following information:
   - *Contract*, select checkbox
   - *Fiscal Year*, from the drop-down list
   - *Contract Function*, select *Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA)* from the drop-down list
   - *Contract Action Selection from the drop-down list*
4. The **Function/Contract Selection** screen refreshes, displaying the applicable fields.
5. Click on Go to Function Details and the **REMS Rent Adjustment** screen displays.

The Rent Increase field is populated by selection on the Contract Function Selection screen

Go To Printable Page

REMS Rent Adjustments

Save Reset Back

Contract Number: MD06M000095 **Total # of Contracted Units:** 184

Contract/Stage Effective Date: 7/1/1984 **Contract/Stage Expiration Date:** 6/30/2000

Rent Increase Type: AAF Adjusted

Add Unit Type Rent Record Delete Unit Type Rent Record

Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount
0	0416SQFT	34	402	402		0
1	0546SQFT	116	479	479		0
2	0904SQFT	20	443	443	78	78
3	1144SQFT	12	443	443	94	94
4	1598SQFT	2	469	469	125	125

HUD Approved Date: - - **Rent Adjustment Effective Date:** - -

Execution Date:

Comments:

Execute

Save Reset Back

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Add and Delete buttons for unit types display on all rent adjustment screens.

Figure 41: REMS Rent Adjustments - AAF Adjusted

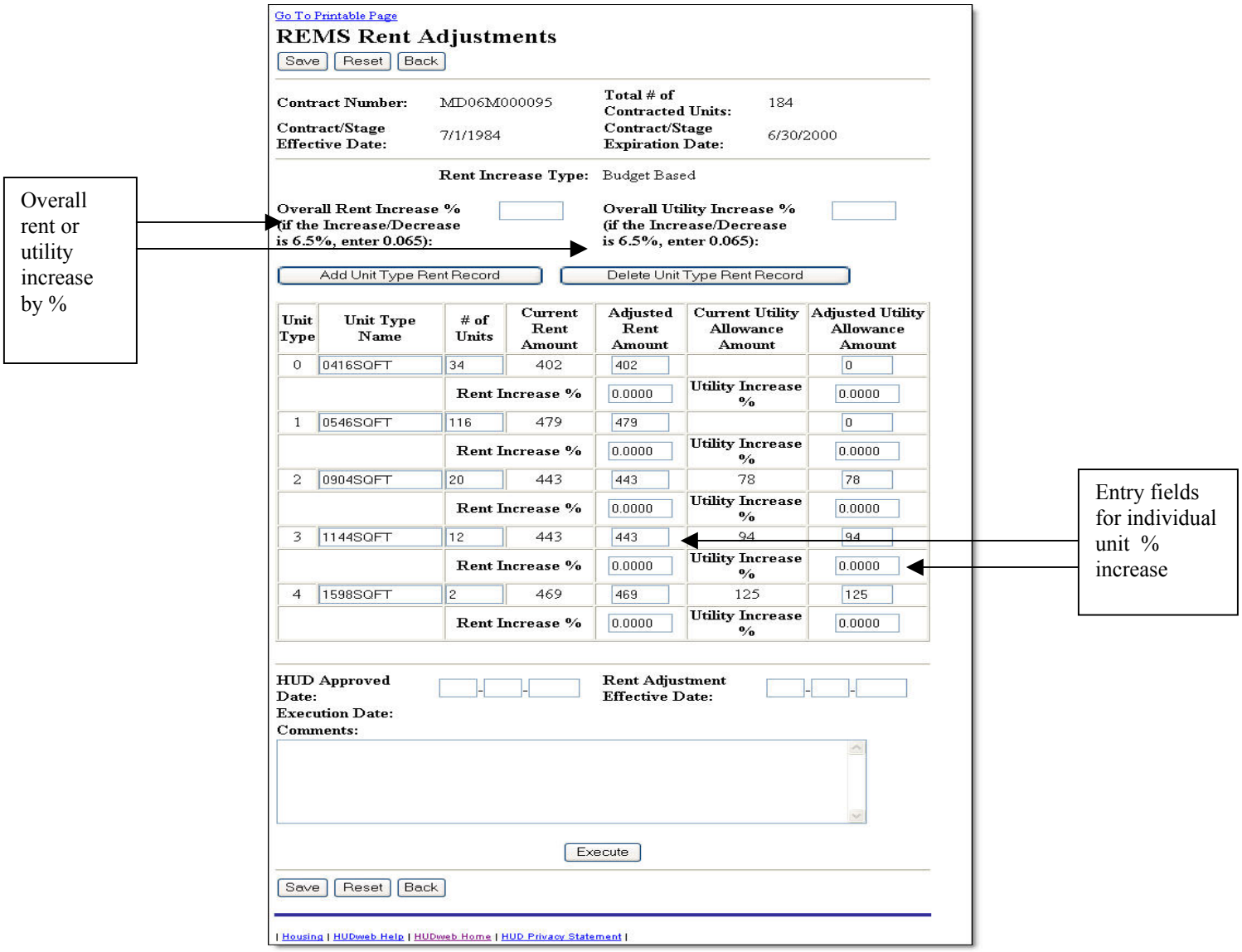
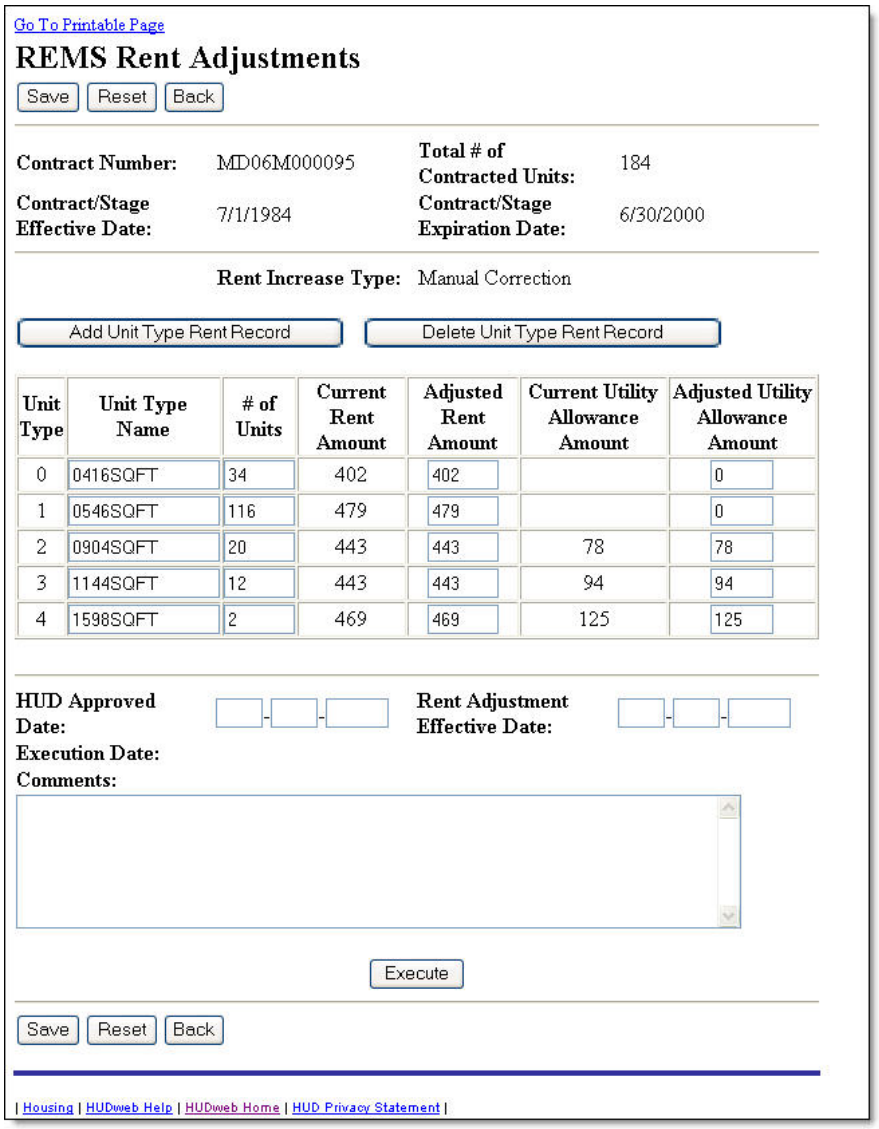


Figure 42: REMS Rent Adjustments - Budget-Based



Go To Printable Page

REMS Rent Adjustments

Save Reset Back

Contract Number: MD06M000095
Total # of Contracted Units: 184
Contract/Stage Effective Date: 7/1/1984
Contract/Stage Expiration Date: 6/30/2000

Rent Increase Type: Manual Correction

Add Unit Type Rent Record | Delete Unit Type Rent Record

Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount
0	0416SQFT	34	402	402		0
1	0546SQFT	116	479	479		0
2	0904SQFT	20	443	443	78	78
3	1144SQFT	12	443	443	94	94
4	1598SQFT	2	469	469	125	125

HUD Approved Date:
Rent Adjustment Effective Date:
Execution Date:
Comments:

Execute

Save Reset Back

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Figure 43: REMS Rent Adjustments - Manual Correction

To enter adjusted rent and utility allowance (when applicable) amounts for AAF Adjusted or Manual Corrections:

1. Enter the following information:
   - *Adjusted Rent Amount,* in the field corresponding the correct unit type
   - *Adjusted Utility Allowance Amount,* (if applicable) in the field corresponding to the correct unit type.
   - *HUD Approved Date*

- *Rent Adjustment Approval Date*
- *Comments*, if applicable

2. Click on [Save] and a message displays that the save was successful.
3. Click on [Execute] to execute the rent adjustment and the following message displays:

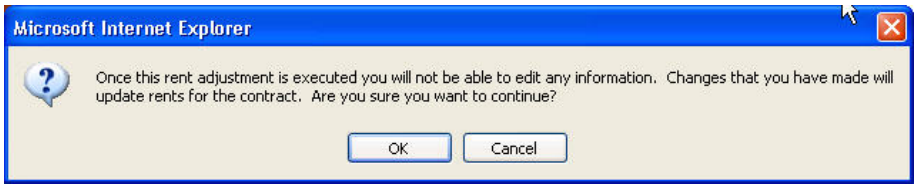


Figure 44. Rent Adjustment warning message.

4. Click on [OK] and the **REMS Rent Adjustments** screen displays with a message that the execution was successful.

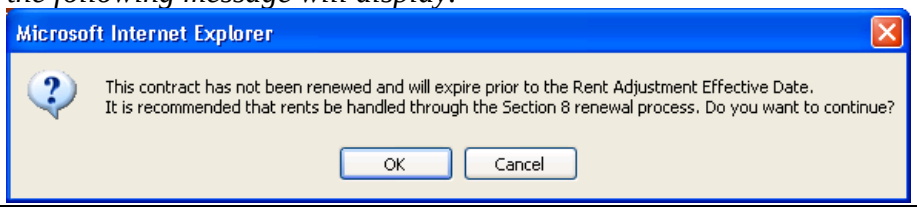
Alternative option

Click on [Cancel] to cancel the execution process.

✍ *Note: You must save the REMS rent adjustment information before you can execute the rent adjustment.*

✍ *Note: You may enter some or all of the information for a rent adjustment and save the record for later execution. However, the rent adjustment will not be effective until it is executed.*

✍ *Note: If you attempt to execute a rent adjustment for a contract that has no renewal the following message will display.*



To enter adjusted rent and utility allowance (when applicable) amounts for a Budget Based adjustment:

1. Enter the following information:
   - *Overall Rent Increase %*
   - *Overall Utility %*, if applicable

   OR

- *Rent Increase %,* in the field corresponding the correct unit type
- *Utility Increase %*, (if applicable) in the field corresponding to the correct unit type.
- *HUD Approved Date*
- *Rent Adjustment Approval Date*
- *Comments,* if applicable

2. Click on [Save], and a message that the save was successful displays.
3. Click on [Execute] to execute the rent adjustment, and the following message displays.

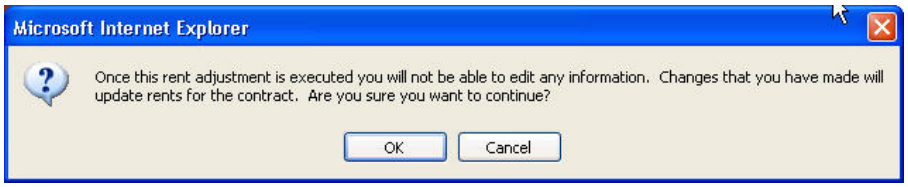
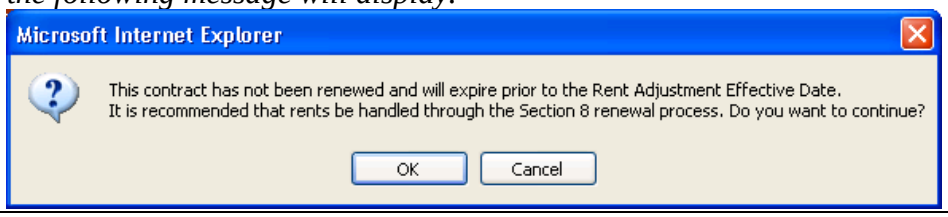


Figure 45. Rent adjustment warning message.

✍ *Note: If you attempt to execute a rent adjustment for a contract that has no renewal the following message will display.*



4. Click on [OK], and the **REMS Rent Adjustments** screen displays with a message that the execution was successful.

Alternative option

Click on [Cancel] to cancel the execution process.

18.6.1.1Adding/Deleting unit type records:

The number of units entered for a rent adjustment MUST match the number of units in the contract in order to execute the rent adjustment. Adding more units or deleting units from the total contract amount will result in the following error message.

Figure 46. Warning message when units are mismatched.

To add a unit type rent record:

1. Click on the Add Unit Type Rent Record on the **REMS Rent Adjustments** screen, and the **REMS Rent Adjustments Detail** screen displays.

Figure 47: REMS Rent Adjustments Detail - add unit type

2. Enter the following information:
   - *Unit Type*
   - *Unit Type Name*

- *Number of Units*
- *Adjusted Rent Amount*
- *Adjusted Utility Allowance Amount*

3. Click on [Save], and the **REMS Rent Adjustments** screen displays with the message that the save was successful.

   Alternative option

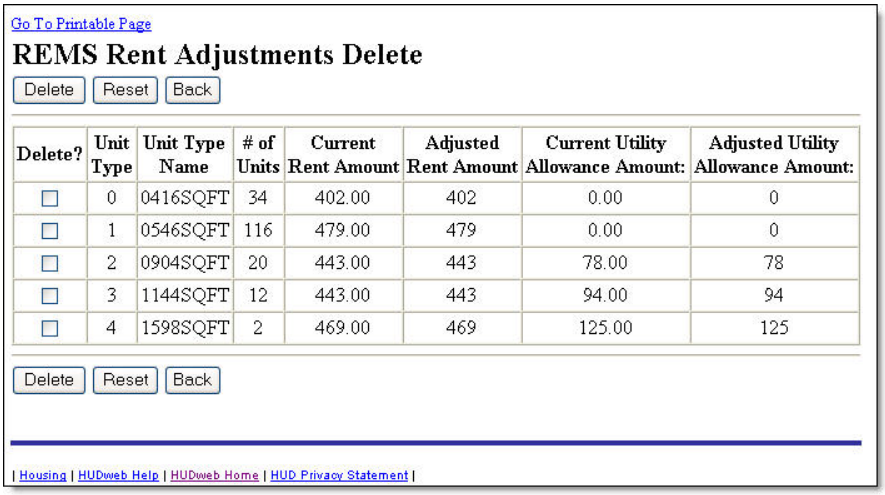
   Click on [Reset] to return the screen to blank fields.

   Alternative option

   Click on [Back] to return to the **REMS Rent Adjustments** screen without saving the changes.

To delete a unit type rent record:

1. Click on the [Delete Unit Type Rent Record] on the **REMS Rent Adjustments** screen, and the **REMS Rent Adjustments Delete** screen displays.



Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount:	Adjusted Utility Allowance Amount:
☐	0	0416SQFT	34	402.00	402	0.00	0
☐	1	0546SQFT	116	479.00	479	0.00	0
☐	2	0904SQFT	20	443.00	443	78.00	78
☐	3	1144SQFT	12	443.00	443	94.00	94
☐	4	1598SQFT	2	469.00	469	125.00	125

Figure 48: REMS Rent Adjustments Delete screen

2. Select the checkbox next to the unit type you want to delete.
3. Click on [Delete] and the **REMS Rent Adjustments** screen displays with the message that the delete was successful.

   Alternative option

Click on [Reset] to return the screen to blank fields.

Alternative option

Click on Back to return to the **REMS Rent Adjustments** screen without saving the changes.

18.6.1.2 Printing Documents Associated with Rent Adjustments

Once you have executed a rent adjustment, you can print the associated documents. The **REMS Rent Adjustment Report Input** screen allows you to specify what information to include in the cover letter that is sent to the owner and PBCA, including name and title of addressee, the name and title of sender, and information related to the Notification of Contract Signature.

Once a rent adjustment has been executed, the **REMS Rent Adjustment** screen refreshes and displays a Printable Page button at the bottom of the screen.

To generate and print documents:

1. On the **REMS Rent Adjustment** screen, click on Printable Page and the **REMS Rent Adjustment Report Input** screen displays.

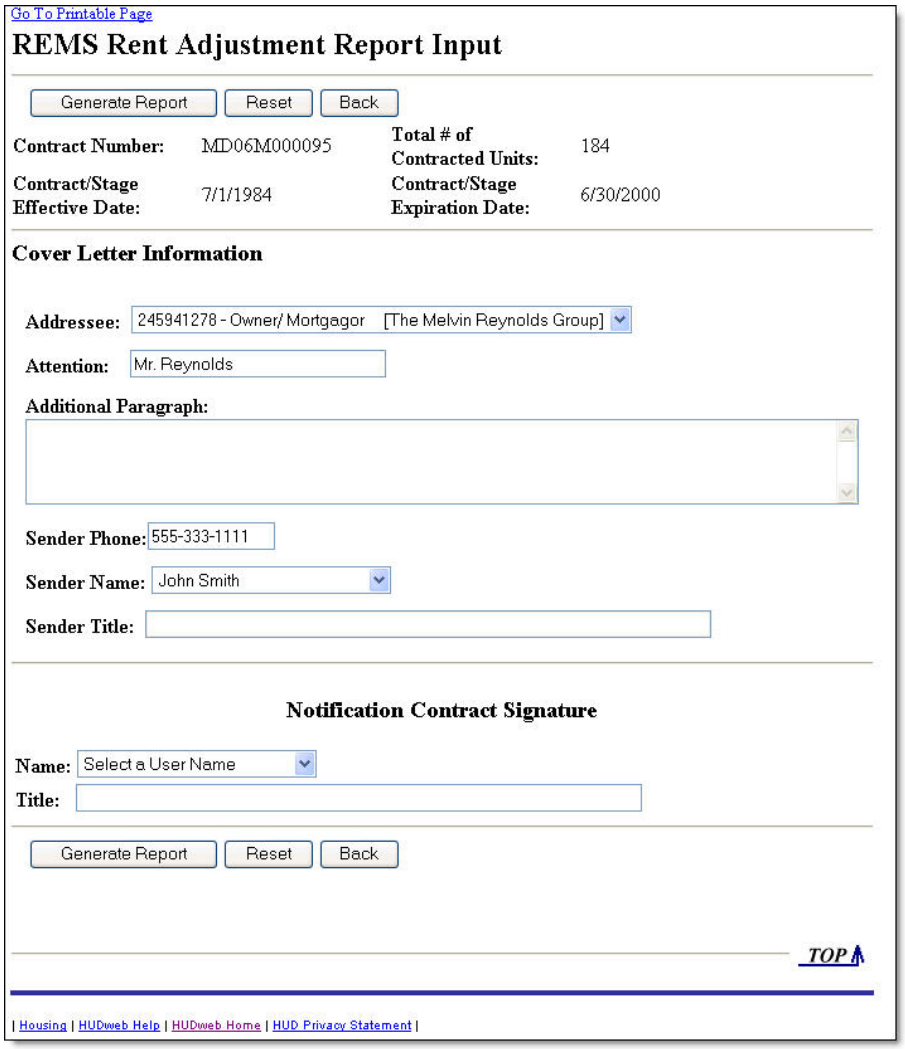


Figure 49: REMS Rent Adjustment Report Input screen

2. Enter the following information, where applicable:

   Cover letter:

   - *Addressee*
   - *Attention*
   - *Additional paragraph*
   - *Sender Phone*
   - *Sender Name*
   - *Sender Title*

   Notification Contract Signature:

- *Name*
- *Title*

3. Click on [Generate Report] and the documents are generated.

   Alternative option

   Click on [Reset] to return the fields to blank, or previously entered values.

   Alternative option

   Click on [Back] to return to the **REMS Rent Adjustments** screen.

The screen displays the documents with a menu bar that allows you to navigate through the screens, search the document for items, print, or download.

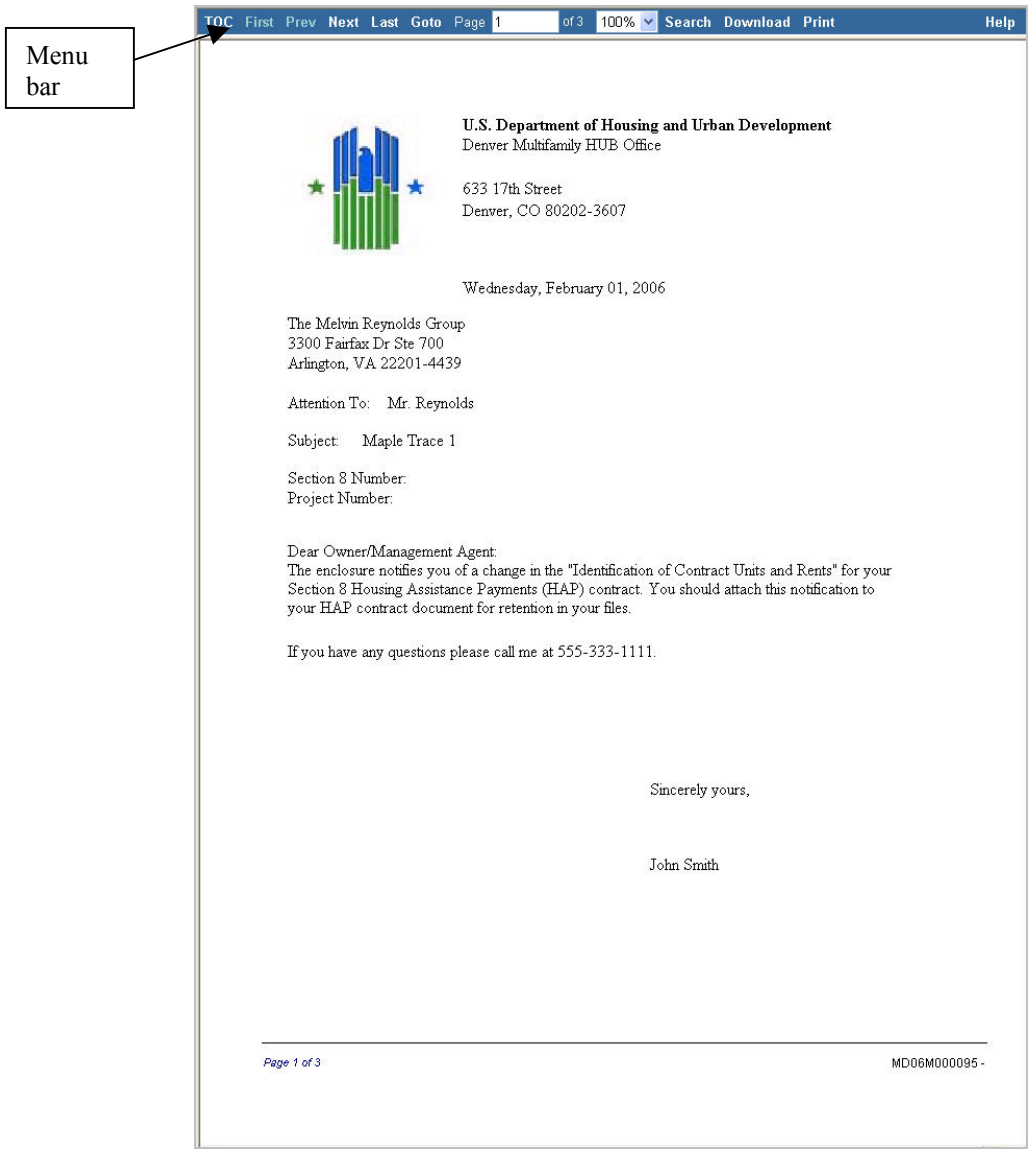


Figure 50: Sample Document for Rent Adjustments

> ✍ *Note: Rent adjustments for staged contracts or retroactive rents cannot be done in REMS. These types of rent adjustments must be executed in TRACS.*

To update or delete Rent Adjustments information:

Once Rent Adjustments information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing Functions** screen by clicking View Existing Contract Processes on the **Contract Processing - Property Search** screen or in the sidebar. Please refer to Section 18.8 for detailed information.

18.7 MAHRA Amend Rents Only Rent Increases

The Contract Processing Module allows you to enter MAHRA Amend Rents Only rent increases for contracts that have renewed under MAHRA for options 1a, 1,b, 2, 4, and 5 a.

The option detail screens for an Amend Rents Only process are similar to the renewal option detail screens, however, the screen is identified in the header as an "Amend Rents" and displays date entry fields for the amend rents.

> ✍ *Note: REMS will perform an edit to see if an Amend Rents Only renewal falls within the overall contract expiration and effective dates. If a date is entered in the* Amend Rents Effective Date *or* Amends Rents Expiration Date *fields that do not fall within the overall contract expiration and effective dates, the following error message displays, "**Amends Rents Effective Date or Amend Rents Expiration Date is outside of the overall contract effective and expiration date. An Amend Rents Only can not be done.**"*

To enter a MAHRA Amend Rents Only rent increase:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [Add New Contract Process] and the **Function/Contract Selection** screen displays (Figure 3).
3. Enter the following information:
   - *Contract*, select checkbox
   - *HUD Policy*, from the drop-down list
   - *Fiscal Year*, from the drop-down list
   - *Contract Function*, select *MAHRA Amend Rents Only Rent Increases (Options 1A, 2A, 4, and 5A)* from the drop-down list
   - *Contract Action Selection,* from the drop-down list

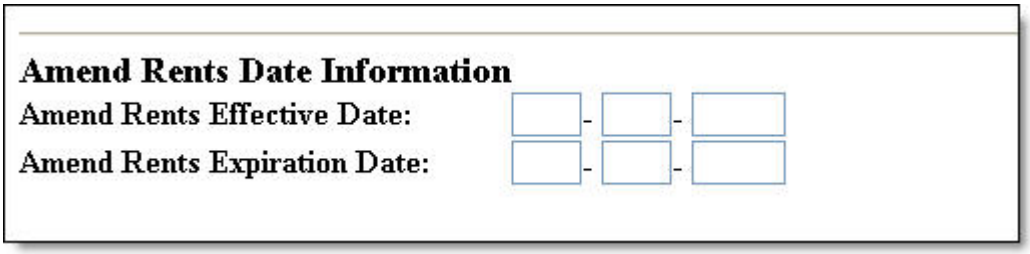
> ✍ *Note: You must select an option from the* Contract Action Selection *drop-down list in order to access the option detail screens. An error message displays if no selection is made.*

   - *Processing Status (if Applicable)*, from the drop-down list
   - *Date Owner Signed Submission*, (mm/dd/yyyy)

- *Date Owner Submission Package Initially Received*, (mm/dd/yyyy)
- *Date Complete Package Received from Owner*, (mm/dd/yyyy)
- *Is Owner Debarred or Suspended*, select radio button
- *Does the Owner have Material Violations,* select radio button

4. Click on [Go to Function Details], and the requested renewal option screen displays.

5. Enter the required information for the amend rents only rent increase, including:
   - *Amend Rents Effective Date,* (mm,dd,yyyy)
   - *Amend Rents Expiration Date,* (mm/dd/yyyy)



6. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to blank fields.

   Alternative Option

   Click on [Back] to return to the **Function/Option Selection** screen.

To update or delete Amend Rents Only information:

Once Amend Rents Only information has been entered and saved in the REMS Contract Processing module, you must access the record via the **View Existing Contract Processing**

Functions screen by clicking [View Existing Contract Processes] on the **Contract Processing - Property Search** screen, or in the sidebar. Please refer to Section 18.8 for detailed information.

18.8 View Existing Contract Processing Functions screen

All renewals on contracts/stages are stored at the property level. Once a renewal record has been entered in the Contract Processing module, summary level renewal information is displayed on the **View Existing Contract Processing Functions** screen in a table format. The *Existing Contract Processing Functions* table displays the *Contract Number, Stage, Processing Function Type, Contract Actions, Effective Date, Expiration Date*, and the *Status* for all existing contract functions on the property. You can access, view, or update existing contract processes from this screen. The *Contract Number* field is a link to a specific contract process detail screen, and the *Status* field is a link to the **Function/Contract Selection** screen for that specific contract process.

To view existing Contract Processing Functions:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [View Existing Contract Processes] and the **View Existing Contract Processing Functions** screen displays.
3. View data.

Property ID: Contract #: FHA #: Go

Go To Printable Page

View Existing Contract Processing Functions

Existing Contract Processing Functions:

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
MD06L000037	N/A	Opt-out	FY 2006 - 6: Notification of the intention to Opt-out of the Section 8 Contract			Awaiting Input
MD06L000037	N/A	Renewal	FY 2000 - 4: Request Renewal for Projects Exempt from OAHP	02/01/2000	01/31/2005	Referred To OAHP
MD06L000037	N/A	Renewal (ST)	FY 2000 - 1: Request Renewal Under Mark-Up-To-Market Procedures	07/01/1999	03/31/2000	Awaiting Input
MD06L000037	N/A	Amend Rents	FY 2004 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	06/30/1999	06/30/1999	Contract/Stage Not Renewed
MD06M000095	N/A	Amend Rents	FY 2005 - 4: Request Renewal for Projects Exempt from OAHP			Awaiting Input
MD06M000095	N/A	Opt-out	FY 2001 - 6: Notification of the intention to Opt-out of the Section 8 Contract			Awaiting Input
MD06M000095	N/A	Renewal	FY 2001 - 6: Notification of the intention to Opt-out of the Section 8 Contract			Awaiting Input
MD06M000095	N/A	Renewal	FY 2001 - 4: Request Renewal for Projects Exempt from OAHP	07/02/2000	06/30/2005	Option Selected - In Process
MD06M000095	N/A	Renewal	FY 2006 - 1a: Mark-Up-To-Market Eligibility	07/01/2000	06/30/2005	Option Selected - In Process
MD06M000095	N/A	Renewal	FY 2006 - 1a: Mark-Up-To-Market Eligibility	07/01/2000		Awaiting Input
MD06M000095	N/A	Renewal	FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	07/01/2000		Awaiting Input
MD06M000095	N/A	Renewal	FY 2001 - 1a: Mark-Up-To-Market Eligibility	07/01/2000	06/30/2005	Option Selected - In Process
MD06M000095	N/A	Amend Rents	FY 2006 - 1a: Mark-Up-To-Market Eligibility	01/01/1995	01/01/2000	Awaiting Input

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Contract numbers link to a specific function detail screen for a record

Status links to the Function/Contract screen for a specific record

Figure 51: View Existing Contract Processing Functions screen

To update an existing contract process:

1. From the **View Existing Contract Processing Functions** screen, click on the *Contract #* link of the contract process you want to update and the corresponding detail screen displays.
2. Enter the new data.

> ✍ *Note: For MAHRA Renewals, once the status in ARAMS is set to* Offered, Executed, Contracted, Obligated, *or* Posted, *the option detail screens for that contract are locked down and no further updates are allowed.*

3. Click on Save, and a message that the save was successful displays.

Alternative Option

To return the screen to its previously displayed values, click on [Reset] before saving.

To delete an existing contract process:

The [Delete] button displays only on records that have been previously saved.

1. Click on the link in the *Status* field in the *Existing Contract Processing Functions* table. The corresponding **Function/Contract Selection** screen displays.
2. Click on [Delete]. The delete confirmation dialog box displays.

Figure 52. Delete Confirmation Dialog Box.

3. Click on [OK] to delete the record and the **View Existing Contract Processing Functions** screen displays. The selected record no longer displays in the table.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

> ✍ *Note: For MAHRA Renewals, once the status in ARAMS is set to* Offered, Executed, Contracted, Obligated, *or* Posted, *the option detail screens for that contract are locked down and no deletes are allowed.*

18.8.1 View Option History

Renewal option history is retained for MAHRA renewals and opt-out processes, where a selected renewal is changed from one option to another. If an owner requests an Option 1 renewal and then changes to an Option 2, information for both options related to the same renewal is stored as history. If an owner initially starts the opt-out process and changes to a renewal, this history is also displayed in the **Renewal Option Change History for Contract #** screen. The owner is required to send in a new Option Selection Form – Attachment 3, and the owner's signature is required on this package.

When the option information is changed on the **Function/Contract Selection** screen for an existing MAHRA contract renewal and saved, the screen refreshes and displays a [View Option History] button. This button accesses the **Renewal Option Change History for Contract #** screen, which displays a view-only table of the previous option(s) for the renewal record. The table displays the following information: *Renewal Option, Date Owner Signed Submission, Date Owner Submission Package Initially Received, Date Complete Package Received from Owner,* and *Change Occurred On.*

> ✍ *Note: The* [View Option History] *button only displays on records that have been changed (i.e., option selection changed for the same contract process).*
>
> ✍ *Note: The* Renewal Option Change History for Contract # *screen displays renewal option selection or opt-out selection changes. It does not show history for amend rents changes, however, if a renewal process is changed to an Amend Rents Only process, the* [View Option History] *button displays on the* Function/Contract Selection *screen for that record.*

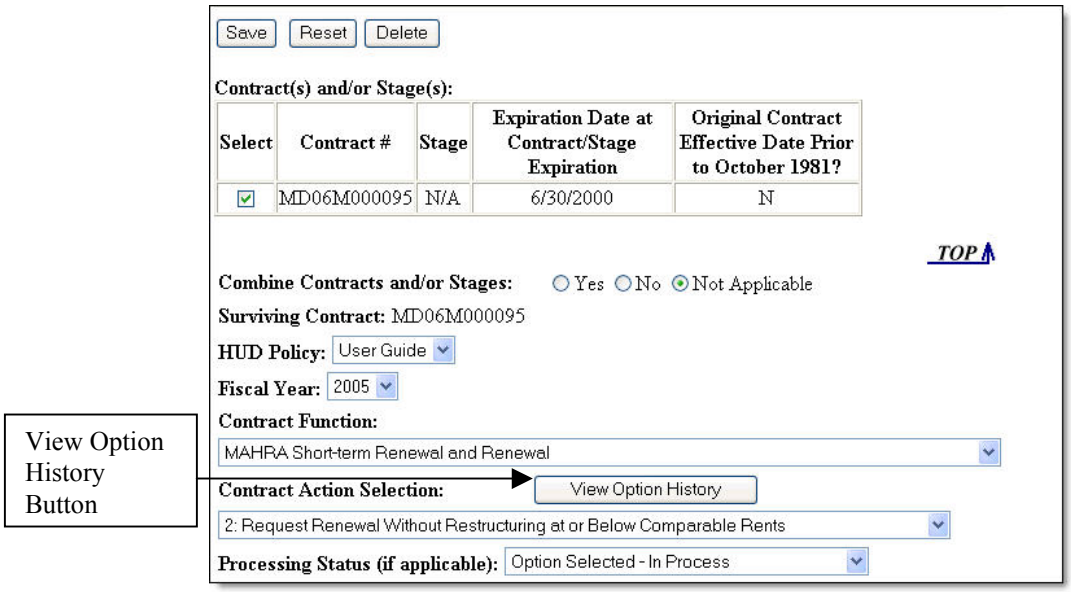
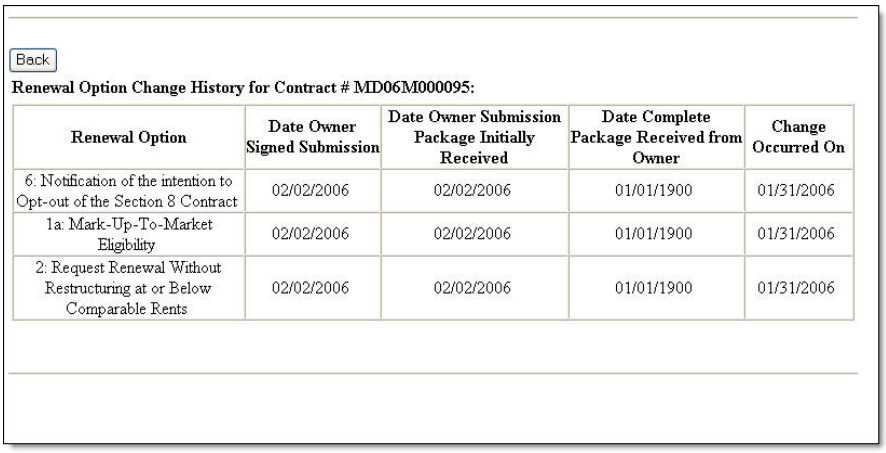


Figure 53: Function/Contract Selection screen with View Option History button visible.

To view option history for a MAHRA renewal:

1. Click on the *Status* for the desired contract process in the **View Existing Contract Processing Functions** screen.
2. Click on the [View Option History] button in the **Function/Contract Selection** screen,

and the **Renewal Option Change History for Contract #** screen displays.



Back

Renewal Option Change History for Contract # MD06M000095:

Renewal Option	Date Owner Signed Submission	Date Owner Submission Package Initially Received	Date Complete Package Received from Owner	Change Occurred On
6: Notification of the intention to Opt-out of the Section 8 Contract	02/02/2006	02/02/2006	01/01/1900	01/31/2006
1a: Mark-Up-To-Market Eligibility	02/02/2006	02/02/2006	01/01/1900	01/31/2006
2: Request Renewal Without Restructuring at or Below Comparable Rents	02/02/2006	02/02/2006	01/01/1900	01/31/2006

Figure 54: Renewal Option Change History for Contract # screen.

3. Click on Back to return to the **Function/Contract Selection** screen.

18.9 View Existing Comparability Studies and Renewal Budgets screen

The **View Existing Comparability Studies and Renewal Budgets** screen displays summary information on rent comparability studies and renewal budgets for a property in table form. The *Comparability Studies* table displays the fiscal year, date the appraiser signed HUD 92273, the source, the execution date of the first related renewal, unit type, and the comparable rent. The *Fiscal Year* field becomes a link to a specific RCS. The *Renewal Budget* table displays the fiscal year, the HUD approval date, and the budget-based rents percentage increase. The *Fiscal Year* field becomes a link to a specific renewal budget. You can access existing records for viewing or updating.

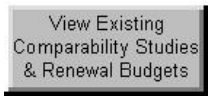
You can also search for a new property by *Property ID, Contract #, or FHA#* from this screen.

> ✍ *Note: Comparability studies and renewal budget information are tracked at the property level, since these records could be applicable for more than one renewal.*

To view existing Comparability Studies and Renewal Budget Information:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*

- *Contract*
- *FHA*

2. Click on 

and the **View Existing Comparability Studies & Renewal Budgets** screen displays.

Property ID: Contract #: FHA #: Go

Go To Printable Page

View Existing Comparability Studies & Renewal Budgets

Comparability Studies:

Fiscal Year	Date Appraiser Signed HUD 92273	Source	Execution Date of First Related Renewal	Unit Type	Comparable Rent
2001	3/3/2001	HUD	3/3/2001	1	521.00
				2	601.00
				3	659.00
2001	3/4/2001	Owner	3/4/2001	1	521.00
				2	601.00
				3	659.00
2002	12/15/2002	Owner	12/15/2002	1	175.00
				2	225.00
				2	250.00
				3	350.00
				3	375.00
				4	425.00
2003	12/15/2003	Owner	12/15/2003	1	181.00
				2	232.00
				2	258.00
				3	361.00
				3	387.00
				4	439.00

TOP

Renewal Budget:

Fiscal Year	Date Approved by HUD	Budget-Based Rents % Increase
2001	3/3/2001	-12.20
2003	12/10/2003	7.50

TOP

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Figure 55: View Existing Comparability Studies and Renewal Budgets

To update comparability study information:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:

- *Property ID*
- *Contract*
- *FHA*

2. Click on [View Existing Comparability Studies & Renewal Budgets] and the **View Existing Comparability Studies & Renewal Budgets** screen displays.
3. From the **View Existing Comparability Studies & Renewal Budgets** screen, click on the *Fiscal Year* link of the comparability study you want to update and the corresponding **Comparability Study Detail** screen displays.
4. Enter the new data.
5. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving to return the screen to its previously displayed values

To delete comparability study information:

> ✍ *You cannot delete a comparability study that has been associated with a renewal.*

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [View Existing Comparability Studies & Renewal Budgets] and the **View Existing Comparability Studies & Renewal Budgets** screen displays.
3. From the **View Existing Comparability Studies & Renewal Budgets** screen, click on the *Fiscal Year* link of the comparability study you want to delete and the corresponding **Comparability Study Detail** screen displays.
4. Click on [Delete] and the delete confirmation dialog box displays.

> *Note: The delete function should be used **only** to remove incorrect data. Do not delete accurate existing information.*

5. Click on [OK] to delete, and the **View Existing Comparability Studies & Renewal Budgets** screen displays, with a message that the delete was successful.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

To update renewal budget information:

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [View Existing Comparability Studies & Renewal Budgets], and the **View Existing Comparability Studies & Renewal Budgets** screen displays.
3. From the **View Existing Comparability Studies & Renewal Budgets** screen, click on the *Fiscal Year* link of the renewal you want to update and the corresponding **Renewal Budget Detail** screen displays.
4. Enter the new data.
5. Click on [Save] and a message that the save was successful displays.

   Alternative Option

   Click on [Reset] before saving, to return the screen to its previously displayed values

To delete renewal budget information:

> ✍ *You cannot delete a renewal budget that has been associated with a renewal.*

1. From the **Contract Processing - Property Search** screen, enter one of the following search criteria:
   - *Property ID*
   - *Contract*
   - *FHA*
2. Click on [View Existing Comparability Studies & Renewal Budgets] and the **View Existing Comparability Studies & Renewal Budgets** screen displays.
3. From the **View Existing Comparability Studies & Renewal Budgets** screen, click on the *Fiscal Year* link of the renewal budget you want to delete and the corresponding **Renewal Budget Detail** screen displays.
4. Click on [Delete] and the delete confirmation dialog box displays.

> ✍ *Note: The delete function should be used **only** to remove incorrect data. Do not delete accurate existing information.*

5. Click on [OK] and the **View Existing Comparability Studies & Renewal Budgets** screen displays, with a message that the delete was successful.

   Alternative Option

   Click on [Cancel] to cancel the delete function.

18.10 Field Name Definitions

Definitions are provided for every field within and associated with the Contract Processing module. The tables are shown in alphabetical order for ease of use. If you are working in the screen and find that you are unfamiliar with a field label or are not sure of its intended use, look at the chart below for the field name and associated definition.

A	
AAF Comparability Study Required	This field indicates whether or not a comparability study is required.
AAF Adjusted Rent	This field contains the AAF adjusted rent amount.
Adjusted Rent Amount	**REMS Rent Adjustment AAFAS** New rent amount after adjustment. **REMS Rent Adjustment BBS** New rent amount after adjustment. **REMS Rent Adjustment MCS** New rent amount after adjustment.
Adjusted Utility Allowance Amount	**REMS Rent Adjustment AAFAS** New utility amount after adjustment. **REMS Rent Adjustment BBS** New utility amount after adjustment. **REMS Rent Adjustment MCS** New utility amount after adjustment.
Amend Rents Effective Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** TBA
Amend Rents Expiration Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** TBA
Annual Budget-Based Rent Potential for Section 8 Units Included in Current Renewal	This field contains the annual budget-based rent potential for all expiring or combined units (all units included in current renewal).

Annual Comparable Rent Potential for Section 8 Units Included in Current Renewal	This field contains the annual comparable rent potential for all expiring or combined units (all units included in current renewal).
Annual Expiring Section 8 Rent Potential Attributed to Operations Multiplied by the Published OCAF	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the annual expiring section 8 rent potential attributed to operations multiplied by the published Operating Cost Adjustment Factor (OCAF). **4: Request Renewal for Project Exempt from OAHP** This field displays the annual expiring section 8 rent potential attributed to operations multiplied by the published Operating Cost Adjustment Factor (OCAF). **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the annual expiring section 8 rent potential attributed to operations multiplied by the published Operating Cost Adjustment Factor (OCAF). **5b: Request Contract Renewal for a Preservation Project** This field displays the annual expiring section 8 rent potential attributed to operations multiplied by the published Operating Cost Adjustment Factor (OCAF).
Annual Expiring Section 8 Potential Less Expiring Section 8 Share of Debt Service	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the annual current rent potential for those units expiring in the current fiscal year minus the expiring contracts (in the current fiscal year) share of debt service. **4: Request Renewal for Project Exempt from OAHP** This field displays the annual current rent potential for those units expiring in the current fiscal year minus the expiring contracts (in the current fiscal year) share of debt service. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the annual current rent potential for those units expiring in the current fiscal year minus the expiring contracts (in the current fiscal year) share of debt service. **5b: Request Contract Renewal for a Preservation Project** This field displays the annual current rent potential for those units expiring in the current fiscal year minus the expiring contracts (in the current fiscal year) share of debt service.

Annual Expiring Section 8 Share of Debt Service	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the expiring contracts portion of the annual debt service for the property. **4: Request Renewal for Project Exempt from OAHP** This field displays the expiring contracts portion of the annual debt service for the property. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the expiring contracts portion of the annual debt service for the property. **5b: Request Contract Renewal for a Preservation Project** This field displays the expiring contracts portion of the annual debt service for the property.
Annual Financial Statement Required to be Submitted to HUD?	TBA
Annual Project Debt Service	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the monthly debt service amount for the entire property (all financing instruments). **4: Request Renewal for Project Exempt from OAHP** This field displays the monthly debt service amount for the entire property (all financing instruments). **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the monthly debt service amount for the entire property (all financing instruments). **5b: Request Contract Renewal for a Preservation Project** This field displays the monthly debt service amount for the entire property (all financing instruments).
Annual Project Rent Potential	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the total annual project rent potential. **4: Request Renewal for Project Exempt from OAHP** This field displays the total annual project rent potential. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the total annual project rent potential. **5b: Request Contract Renewal for a Preservation Project** This field displays the total annual project rent potential.

Annual Rent Potential for all Section 8 Units Expiring in Current FY	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field contains the annual rent potential for all contracts expiring in the current fiscal year. **4: Request Renewal for Project Exempt from OAHP** This field contains the annual rent potential for all contracts expiring in the current fiscal year. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field contains the annual rent potential for all contracts expiring in the current fiscal year. **5b: Request Contract Renewal for a Preservation Project** This field contains the annual rent potential for all contracts expiring in the current fiscal year.
Annual Rent Potential for all Section 8 Units Not Expiring in Current FY	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field contains the annual rent potential for the section 8 contract not expiring in the current fiscal year. **4: Request Renewal for Project Exempt from OAHP** This field contains the annual rent potential for the section 8 contract not expiring in the current fiscal year **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field contains the annual rent potential for the section 8 contract not expiring in the current fiscal year **5b: Request Contract Renewal for a Preservation Project** This field contains the annual rent potential for the section 8 contract not expiring in the current fiscal year
Annual Rent Potential for all Section 8 Units Included in Current Renewal	**4: Request Renewal for Project Exempt from OAHP** This field contains the annual rent potential for all section 8 units included in the current renewal. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field contains the annual rent potential for all section 8 units included in the current renewal. **5b: Request Contract Renewal for a Preservation Project** This field contains the annual rent potential for all section 8 units included in the current renewal.

Annual Rent Potential Non-Section 8 Units	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the annual rent potential for the non-assisted units associated with the property. **4: Request Renewal for Project Exempt from OAHP** This field displays the annual rent potential for the non-assisted units associated with the property. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the annual rent potential for the non-assisted units associated with the property. **5b: Request Contract Renewal for a Preservation Project** This field displays the annual rent potential for the non-assisted units associated with the property.

ARAMS Status	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the ARAMS (e.g., contract offer, execution process) status that corresponds to the renewal. If the ARAMS status is one of the following then the renewal and renewal rent screens will be inquiry only in REMS: ● "Offered" ● "Executed" ● "Contracted" ● "Obligated" ● "Posted" **4: Request Renewal for Project Exempt from OAHP** This field displays the ARAMS (e.g., contract offer, execution process) status that corresponds to the renewal. If the ARAMS status is one of the following then the renewal and renewal rent screens will be inquiry only in REMS: ● "Offered" ● "Executed" ● "Contracted" ● "Obligated" ● "Posted" **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the ARAMS (e.g., contract offer, execution process) status that corresponds to the renewal. If the ARAMS status is one of the following then the renewal and renewal rent screens will be inquiry only in REMS: ● "Offered" ● "Executed" ● "Contracted" ● "Obligated" ● "Posted" **5b: Request Contract Renewal for a Preservation Project** This field displays the ARAMS (e.g., contract offer, execution process) status that corresponds to the renewal. If the ARAMS status is one of the following then the renewal and renewal rent screens will be inquiry only in REMS: ● "Offered" ● "Executed" ● "Contracted" ● "Obligated" ● "Posted"

B

Budget Prepared Date	This field captures the date that the renewal budget was drafted/ prepared.
Budget-Based Rent	**Renewal Rent Detail** This field displays the system-generated (based upon the percentage increase derived from the renewal budget) budget-based rent amount. **4: Request Renewal for Project Exempt from OAHP (Renewal Budget Table)** This field displays the adjusted budget-based rent in relation to the unit type (utility allowance not included). **4: Request Renewal for Project Exempt from OAHP** **(HUD Approved Rent Table)** This field displays the budget-based rent amount. **5b: Request Contract Renewal for a Preservation Project (Renewal Budget Table)** This field displays the adjusted budget-based rent in relation to the unit type (utility allowance not included). **5b: Request Contract Renewal for a Preservation Project (HUD Approved Rent Table)** This field displays the budget-based rent amount.
Budget - Based Rents % Increase	**4: Request Renewal for Project Exempt from OAHP** This field displays the budget-based rent percentage increase. **5b: Request Contract Renewal for a Preservation Project** This field displays the budget-based rent percentage increase.
Budget-Based Rents % Increase/ Decrease (if the Increase/ Decrease is 6.5%, enter 0.065):	Negative numbers are now allowed.
Budget Reviewed (by HUD) Date	This field captures the date the budget was reviewed by HUD.
Budget Submitted (to HUD) Date	This field captures the date the budget was submitted to HUD.
Budget-Based Utility Allowance(if separate from rent)	This field displays the system-generated (based upon the percentage increase derived from the renewal budget) budget-based utility allowance amount, if applicable.
Budget-Based Utility Allowance % Increase (if separate from rent and applicable):	TBA

C	
Comments	**REMS Rent Adjustment AAFAS** Comments tied to a rent adjustment. **REMS Rent Adjustment BBS** Comments tied to a rent adjustment. **REMS Rent Adjustment MCS** Comments tied to a rent adjustment.

Comparability Study	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA
Comparability Study Required	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field indicates whether or not a comparability study is required. **4: Request Renewal for Project Exempt from OAHP** This field indicates whether or not a comparability study is required.
Comparability Study Reviewed (by HUD) Date	This field captures the date that the comparability was reviewed by HUD.
Comparability Study Source	This field captures the source (e.g., Owner, HUD, etc.) of the comparability study.
Comparability Study Submitted (to HUD) Date	This field captures the date that the comparability was submitted to HUD.
Comparable (HUD 92273) Rent	**4: Request Renewal for Project Exempt from OAHP** This field displays the Comparable HUD Rent. **5b: Request Contract Renewal for a Preservation Project** This field displays the Comparable HUD Rent.
Comparable Rent	**Comparability Study Detail** This field captures the comparable rent amount that is associated with the unit/ bedroom type. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the comparable rent in relation to the unit type (utility allowance not included). **4: Request Renewal for Project Exempt from OAHP** This field displays the comparable rent in relation to the unit type (utility allowance not included). **5b: Request Contract Renewal for a Preservation Project** This field displays the comparable rent in relation to the unit type (utility allowance not included).
Comparable Rent (Monthly)	This field displays the comparable rent amount, without utilities, if applicable, that is associated with the unit/ bedroom type. The utility allowance amount, if applicable, will still be displayed on the comparable rent detail page.

Contract #	**Renewal Rent Detail** This field displays the primary (surviving) contract associated with the renewal. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the primary (surviving) contract associated with the renewal. **4: Request Renewal for Project Exempt from OAHP** This field displays the primary (surviving) contract associated with the renewal. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the primary (surviving) contract associated with the renewal. **5b: Request Contract Renewal for a Preservation Project** This field displays the primary (surviving) contract associated with the renewal.
Contract Number	**REMS Rent Adjustment AAFAS** The subsidy contract number associated with the property **REMS Rent Adjustment BBS** The subsidy contract number associated with the property **REMS Rent Adjustment MCS** The subsidy contract number associated with the property
Contract Effective Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This is the renewal effective date. **4: Request Renewal for Project Exempt from OAHP** This is the renewal effective date. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This is the renewal effective date. **5b: Request Contract Renewal for a Preservation Project** This is the renewal effective date.
Contract/ Stage Effective Date	**REMS Rent Adjustment AAFAS** This value is the effective date of the current contract renewal or amendment from TRACS. **REMS Rent Adjustment BBS** This value is the effective date of the current contract renewal or amendment from TRACS. **REMS Rent Adjustment MCS** This value is the effective date of the current contract renewal or amendment from TRACS.

Contract Expiration Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This is the expiration date for the newly renewed contract. **4: Request Renewal for Project Exempt from OAHP** This is the expiration date for the newly renewed contract. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This is the expiration date for the newly renewed contract. **5b: Request Contract Renewal for a Preservation Project** This is the expiration date for the newly renewed contract.
Contract/ Stage Expiration Date	**REMS Rent Adjustment AAFAS** This value is the expiration date of the current contract renewal or amendment from TRACS. **REMS Rent Adjustment BBS** This value is the expiration date of the current contract renewal or amendment from TRACS. **REMS Rent Adjustment MCS** This value is the expiration date of the current contract renewal or amendment from TRACS.
Contract/Stage Renewal Execution Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the contract/ stage execution date from ARAMS. **4: Request Renewal for Project Exempt from OAHP** This field displays the contract/ stage execution date from ARAMS. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the contract/ stage execution date from ARAMS. **5b: Request Contract Renewal for a Preservation Project** This field displays the contract/ stage execution date from ARAMS.
Current Contract Rent at Time of Expiration	This field displays the current rent amount associated with the bedroom type.
Current Rent Amount	**REMS Rent Adjustment AAFAS** Current rents for the contract- if they exist **REMS Rent Adjustment BBS** Current rents for the contract- if they exist **REMS Rent Adjustment MCS** Current rents for the contract- if they exist
Current Contract Rent at Expiration	This field displays the current contract rent amount associated with the bedroom type.

Current Rents at Expiration	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the current contract rent amount associated with the bedroom type. **4: Request Renewal for Project Exempt from OAHP** This field displays the current contract rent amount associated with the bedroom type. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the current contract rent amount associated with the bedroom type.
Current Utility Allowance Amount	**REMS Rent Adjustment AAFAS** Current utility allowance amount for the contract-if it exists. **REMS Rent Adjustment BBS** Current utility allowance amount for the contract-if it exists. **REMS Rent Adjustment MCS** Current utility allowance amount for the contract-if it exists
Current Utility Allowance (if separate from rent)	This field captures/ displays the current utility allowance if not included in the rent amount and if applicable.

D	
Date Accepted/ Approved by HUD	This field captures the date that the comparability study was accepted/ approved by HUD.
Date Appraiser Signed HUD 92273	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the date that the appraiser signed HUF form 92273. **4: Request Renewal for Project Exempt from OAHP** This field displays the date that the appraiser signed HUF form 92273. **5b: Request Contract Renewal for a Preservation Project** This field displays the date that the appraiser signed HUF form 92273.
Date Approved by HUD	**4: Request Renewal for Project Exempt from OAHP** This field displays the date that HUD approved the budget. It serves as the clock-start date for the one-year validity of the renewal budget. **5b: Request Contract Renewal for a Preservation Project** This field displays the date that HUD approved the budget. It serves as the clock-start date for the one-year validity of the renewal budget.
Date Funding Confirmed	This is the date of the related ACC amendment.
Date Funding Requested	This field captures the date that the Field Office communicates with headquarters of funding needs and the PHA is identified by OPH.
Date HUD Form 92273 Signed by Appraiser	This field captures the date that the HUD Form 92273 was signed by the appraiser.
Date of Owner Opt-Out Notification to Tenants	TBA
Date Referred to HQ (if applicable):	TBA

Decision Comments	**Renewal Rent Detail** This field is intended to capture any comments concerning the renewal decision. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field is intended to capture any comments concerning the renewal decision. **4: Request Renewal for Project Exempt from OAHP** This field is intended to capture any comments concerning the renewal decision. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field is intended to capture any comments concerning the renewal decision. **5b: Request Contract Renewal for a Preservation Project** This field is intended to capture any comments concerning the renewal decision
Dispute/Appeal Comments:	This field captures any comments concerning the appeals process, if applicable.

E	
Energy Adjustment Amount Applied to Final Rent	This field contains the Energy Adjustment from HUD that is applied to the Final Rent (if applicable)
Execution Date	**REMS Rent Adjustment AAFAS** The date the rent adjustment is submitted for execution. %. **REMS Rent Adjustment BBS** The date the rent adjustment is submitted for execution. %. **REMS Rent Adjustment MCS** The date the rent adjustment is submitted for execution. %.
Execution Date of First Related Renewal	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the execution date of the first renewal associated with the comparability study. This field serves as the clock-start for the 5 years of validity for the comparability study. **4: Request Renewal for Project Exempt from OAHP** This field displays the execution date of the first renewal associated with the comparability study. This field serves as the clock-start for the 5 years of validity for the comparability study. **5b: Request Contract Renewal for a Preservation Project** This field displays the execution date of the first renewal associated with the comparability study. This field serves as the clock-start for the 5 years of validity for the comparability study.
Execution Date of the Original Demo Contract	TBA

Exception Project Exempted From OAHP	TBA
Expiring Section 8 Portion of Total Rent Potential	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the expiring section 8 contract(s) portion of the total annual project rent potential. **4: Request Renewal for Project Exempt from OAHP** This field displays the expiring section 8 contract(s) portion of the total annual project rent potential. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the expiring section 8 contract(s) portion of the total annual project rent potential. **5b: Request Contract Renewal for a Preservation Project** This field displays the expiring section 8 contract(s) portion of the total annual project rent potential.

F	
Fiscal Year	This field captures the fiscal year associated with the comparability study. This is necessary since an OCAF adjustment needs to be applied to the comparability study each fiscal year.

H	
Have all available program options, including MUP2M, been discussed with the owner?	This field contains the option 6 indictor if the PM notified the owner of all options available to him, including MUP2M, if he is opting out.
HUD Approved Date	**REMS Rent Adjustment AAFAS** This field indicates the approved date for the CA to be able to execute rent adjustments with an increase greater than 5%. **REMS Rent Adjustment BBS** This field indicates the approved date for the CA to be able to execute rent adjustments with an increase greater than 5%. **REMS Rent Adjustment MCS** This field indicates the approved date for the CA to be able to execute rent adjustments with an increase greater than 5%.

HUD Approved Rent	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field captures the HUD approved rent. Once this selection is saved, the related rents will be used to populate the renewed rent where possible. **4: Request Renewal for Project Exempt from OAHP** This field captures the HUD approved rent. Once this selection is saved, the related rents will be used to populate the renewed rent where possible. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field captures the HUD approved rent. Once this selection is saved, the related rents will be used to populate the renewed rent where possible. **5b: Request Contract Renewal for a Preservation Project** This field captures the HUD approved rent. Once this selection is saved, the related rents will be used to populate the renewed rent where possible.
HUD Refused to Renew Contract	Allows users to know if HUD has refused to renew a contract. Yes, No or unconfirmed can be selected.

L	
Length of Contract in Months	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field captures the length of the renewal in months. **4: Request Renewal for Project Exempt from OAHP** This field captures the length of the renewal in months. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field captures the length of the renewal in months. **5b: Request Contract Renewal for a Preservation Project** This field captures the length of the renewal in months.
Lesser of OCAF or Budget-Based Rent Potential	This field displays the values of the lesser of the OCAF or the budget-based rent potential.
Lesser of OCAF or Correlated Comparable Rent Potential	This field displays the values of the lesser of the OCAF of Comparable rent potential.
Lesser of OCAF or Final Comparable Market Rent Potential	TBA

M

Monthly Deposit Amount (most recent entered amount)	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** TBA **5b: Request Contract Renewal for a Preservation Project** TBA
Monthly Increase to the Reserve for Replacement Account	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** TBA **5b: Request Contract Renewal for a Preservation Project** TBA

O	
OCAF Adjusted Contract Rent Potential	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the OCAF adjusted rent potential amount. **4: Request Renewal for Project Exempt from OAHP** This field displays the OCAF adjusted rent potential amount. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the OCAF adjusted rent potential amount. **5b: Request Contract Renewal for a Preservation Project** This field displays the OCAF adjusted rent potential amount.
OCAF Adjusted Rent	**Renewal Rent Detail** This field contains the OCAF adjusted rent amount. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field contains the OCAF adjusted rent amount. **4: Request Renewal for Project Exempt from OAHP** This field contains the OCAF adjusted rent amount. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field contains the OCAF adjusted rent amount. **5b: Request Contract Renewal for a Preservation Project** This field contains the OCAF adjusted rent amount

Overall Rent Increase %	The percentage of the increase in rents. This field indicates the percentage increase that the rents are going to be adjusted by. This percentage will only apply for budget-based type of increase. A value is entered here if the user wants the same percentage to apply to all unit types in the property.
Overall Utility Increase %	The percentage of the increase in utility amounts.

P	
Plan of Action Date	The date the POA (Plan of Action) was executed/ submitted

R	
Reason for Short-term Renewal	TBA
Renewal Budget Required	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This flag indicates whether or not a renewal budget is required. **5b: Request Contract Renewal for a Preservation Project** This flag indicates whether or not a renewal budget is required.
Renewal Contract	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field contains the type of renewal contract used to renew the contract. This field contains the type of renewal contract (method). **4: Request Renewal for Project Exempt from OAHP** This field contains the type of renewal contract used to renew the contract. This field contains the type of renewal contract (method).. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field contains the type of renewal contract used to renew the contract. This field contains the type of renewal contract (method). **5b: Request Contract Renewal for a Preservation Project** This field contains the type of renewal contract used to renew the contract. This field contains the type of renewal contract (method).
Renewal Rent Effective Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** TBA **4: Request Renewal for Project Exempt from OAHP** TBA **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** TBA **5b: Request Contract Renewal for a Preservation Project** TBA

Renewed Rent	**4: Request Renewal for Project Exempt from OAHP** This field displays the renewed contract rent amount associated with the bedroom type. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the renewed contract rent amount associated with the bedroom type. **5b: Request Contract Renewal for a Preservation Project** This field displays the renewed contract rent amount associated with the bedroom type.
Renewed	TBA
Renewed Utility Allowance(if separate from rent)	This field captures the renewed utility allowance if not included as part of the renewed rents and if applicable.
Rents	TBA
Rent Adjustment Effective Date	**REMS Rent Adjustment AAFAS** This field indicates the date the rent adjustment becomes effective. **REMS Rent Adjustment BBS** This field indicates the date the rent adjustment becomes effective. **REMS Rent Adjustment MCS** This field indicates the date the rent adjustment becomes effective.
Rents Final for Contract Exhibit	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field serves as a flag for ARAMS which indicates whether or not the renewal rents, entered in REMS, are finalized and can, consequently, be included as an exhibit of the contract generated by ARAMS. **4: Request Renewal for Project Exempt from OAHP** This field serves as a flag for ARAMS which indicates whether or not the renewal rents, entered in REMS, are finalized and can, consequently, be included as an exhibit of the contract generated by ARAMS. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field serves as a flag for ARAMS which indicates whether or not the renewal rents, entered in REMS, are finalized and can, consequently, be included as an exhibit of the contract generated by ARAMS. **5b: Request Contract Renewal for a Preservation Project** This field serves as a flag for ARAMS which indicates whether or not the renewal rents, entered in REMS, are finalized and can, consequently, be included as an exhibit of the contract generated by ARAMS.

Rents Final for Contract Exhibit Date	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** The date that allows ARAMS to identify when renewal rents were finalized. **4: Request Renewal for Project Exempt from OAHP** The date that allows ARAMS to identify when renewal rents were finalized. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** The date that allows ARAMS to identify when renewal rents were finalized. **5b: Request Contract Renewal for a Preservation Project** The date that allows ARAMS to identify when renewal rents were finalized.
Rent Increase %	The percentage of the increase in rents.
Rents Increase Factor	TBA
Rent Increase Factor (Based upon Lesser of OCAF vs. Budget):	This field displays the OCAF rent increase factor.
Rent Increase Factor (Based upon Lesser of OCAF vs. Comps)	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the OCAF rent increase factor. **5b: Request Contract Renewal for a Preservation Project** This field displays the OCAF rent increase factor.
Rent Increase Type	**REMS Rent Adjustment AAFAS** The code to identify the description of the rent increase provides the lookup for the types of rent increases for the rent adjusted. **REMS Rent Adjustment BBS** The code to identify the description of the rent increase provides the lookup for the types of rent increases for the rent adjusted. **REMS Rent Adjustment MCS** The code to identify the description of the rent increase provides the lookup for the types of rent increases for the rent adjusted.
Residual Receipts Required to be returned to HUD	Allows users to know if residual receipts are required to be returned to HUD after an opt-out. Yes, No or unconfirmed can be selected.

S	
Select	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field allows the user to select the comparability study for use in the renewal processing. **4: Request Renewal for Project Exempt from OAHP** This field allows the user to select the comparability study for use in the renewal processing. **5b: Request Contract Renewal for a Preservation Project** This field allows the user to select the comparability study for use in the renewal processing.

Short-Term Renewal	TBA
Source	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the source (e.g., owner, HUD, etc.) of the comparability study. **4: Request Renewal for Project Exempt from OAHP** This field displays the source (e.g., owner, HUD, etc.) of the comparability study. **5b: Request Contract Renewal for a Preservation Project** This field displays the source (e.g., owner, HUD, etc.) of the comparability study.
Stage	**Renewal Rent Detail** This field displays the primary (surviving) contract associated with the renewal. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the primary (surviving) contract associated with the renewal. **4: Request Renewal for Project Exempt from OAHP** This field displays the primary (surviving) contract associated with the renewal. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the primary (surviving) contract associated with the renewal. **5b: Request Contract Renewal for a Preservation Project** This field displays the primary (surviving) contract associated with the renewal.

T	
Tenant Based Assistance Requested for Section 8 Units	This field indicates whether or not the field office sent the request for tenant-based assistance to the Office of Public Housing. Default = "Unconfirmed"
Tenants Relocated	This flag indicates whether or not tenants were forced to relocate in conjunction with an opt-out. Default = "U"

Total # of Contracted Units	**REMS Rent Adjustment AAFAS** The number of units in the property with a specific number of bedrooms that receive deep subsidy from a Section 8 contract that has a Current Contract Status of Active, Suspend or Pre-Demo. **REMS Rent Adjustment BBS** The number of units in the property with a specific number of bedrooms that receive deep subsidy from a Section 8 contract that has a Current Contract Status of Active, Suspend or Pre-Demo. **REMS Rent Adjustment MCS** The number of units in the property with a specific number of bedrooms that receive deep subsidy from a Section 8 contract that has a Current Contract Status of Active, Suspend or Pre-Demo.
Total # Units	This field displays the total number or units, of a given bedroom type.
Total Renewed Rent	This field displays the total renewed rent amount associated with the bedroom type.

U	
Unit/ Bedroom Type	**Comparability Study Detail** This field displays the unit/ bedroom type. **Comparable Rent Detail** This field captures the unit/ bedroom type **Renewal Rent Detail** This field displays the bedroom type associated with the rent value.
Unit/ Bedroom Type Description	This field displays the unit/ bedroom type description entered on the short-term renewal rent detail page.
Unit/ Bedroom Type Description (Label not Displayed)	**1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the unit/ bedroom type description entered on the renewal rent detail page. **4: Request Renewal for Project Exempt from OAHP** This field displays the unit/ bedroom type description entered on the renewal rent detail page. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the unit/ bedroom type description entered on the renewal rent detail page. **5b: Request Contract Renewal for a Preservation Project** This field displays the unit/ bedroom type description entered on the renewal rent detail page.
Unit Description	This field captures the description of the unit type.

Unit Type	**REMS Rent Adjustment AAFAS** Number of bedrooms in the unit. **REMS Rent Adjustment BBS** Number of bedrooms in the unit. **REMS Rent Adjustment MCS** Number of bedrooms in the unit. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the unit type (number of bedrooms). **4: Request Renewal for Project Exempt from OAHP** This field displays the unit type (number of bedrooms). **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the bedroom type (e.g., 1, 2, etc.) **5b: Request Contract Renewal for a Preservation Project** This field displays the unit type (number of bedrooms).
Unit Type Name	**REMS Rent Adjustment AAFAS** Description of the unit type **REMS Rent Adjustment BBS** Description of the unit type **REMS Rent Adjustment MCS** Description of the unit type
Utility Increase %	The percentage of the increase in utility amounts.

W	
Was the Mortgage Restructured Under the Demo Program? **5a**	TBA
Were the Contract Rents Reduced to Market Under the Demo Program? **5a**	TBA

#	
# of Units	**REMS Rent Adjustment AAFAS** Number of units in the property of the same unit type. **REMS Rent Adjustment BBS** Number of units in the property of the same unit type. **REMS Rent Adjustment MCS** Number of units in the property of the same unit type. **1b: Discretionary Authority Eligibility Mark-Up-To-Market** This field displays the total number or units, of a given bedroom type, that are included in the renewed contract.. **4: Request Renewal for Project Exempt from OAHP** This field displays the total number or units, of a given bedroom type, that are included in the renewed contract. **5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project** This field displays the total number or units, of a given bedroom type, that are included in the renewed contract. **5b: Request Contract Renewal for a Preservation Project** This field displays the total number or units, of a given bedroom type, that are included in the renewed contract.

18.11 Drop Down Lists

Field	*Options*
FUNCTION/CONTRACT SELECTION	
Surviving Contract	Displays contract information specific to the property
HUD Policy	98-34 99-08 99-15 99-25 99-32 99-36 User Guide (default)
Fiscal Year	1999 2000 2001 2002 2003 2004 2005 2006 2007
Contract Function	MAHRA Renewal or Short-Term Renewal MAHRA Opt-Out (Option 6) Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA) MAHRA Amend Rent Only Rent Increases (Options 1A, 1B, 2, 4, and 5A)

Field	*Options*
Contract Action Selection	**For Fiscal Years 2001-2006** 1a: Mark-Up-T-Market Eligibility 1b: Discretionary Authority Eligibility Mark-Up-To-Market 2: Request Renewal without Restructuring at or Below Comparable Rents 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents 3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents 4: Request Renewal for Projects Exempted from OAHP 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project 5b: Request Contract Renewal for a Preservation Project **For Fiscal Year 2000** 1: Request Renewal Under Mark-Up-To-Market Procedures 2: Request Renewal without Restructuring at or Below Comparable Rents 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents 3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents 4: Request Renewal for Projects Exempted from OAHP 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project 5b: Request Contract Renewal for a Preservation Project **For Fiscal Year 1999** (no selections) **For RENT ADJUSTMENTS AND RENT CORRECTIONS (Contracts not yet Renewed or not yet Eligible for MAHRA), All Fiscal Years** AAF Adjusted Budget Based Manual Correction

Field	***Options***
Processing Status	No Owner Response Owner Has Not Selected a Final Option Option Selected - In Process Completed - Contract/Stage Renewed Contract/Stage Not Renewed Owner Changed Option Referred to OAHP Accepted by OAHP Rejected by OAHP Contract cannot be renewed – no funding Awaiting Input Cancelled and Not Completed