

REMS 5.8

SYSTEM

ENHANCEMENTS

REMS Home Page-revised

The screenshot shows the HUD@Work website interface. At the top, there is a banner with the text 'hud@work' and 'www.hud.gov' alongside a group of people. Below the banner is a navigation menu with categories: Jobs and Benefits, About HUD, Administrative Services, Emergencies and Security, Computers and Technology, News and Events, and Library. The main content area features a date 'Wednesday February 15, 2006' and a title 'Real Estate Management System (REMS)'. Under 'Highlights', there is a paragraph about REMS and a list of links: 'REMS Training', 'Reporting Support', and 'HEREMS Nightly Status'. An arrow points from a light blue oval labeled 'New Link' to the 'REMS Training' link. The 'Documents' section lists 'Data Element Dictionary', 'REMS User Guide for HUD Staff', 'REMS User Guide for PB-CAs', and 'Secure System User Guide for PB-CAs'. A note below the documents says '(Note: Scroll down or use the F11 key to toggle full screen mode on and off to view all information for this page.)'. On the right side, there are sections for 'Tools' (A-Z Index, Calendars, Discussions, Handbooks/Forms, HUD Locator, Training, Travel, Webcasts), 'HSG' (Housing Home, Housing Program Areas, Housing Site Index, Contact us, Procedures, Housing Internet), 'HUD Search' (Search Employee Directory, Search HUD@Work, a search box, and a GO button), and 'Multifamily Housing' (Home, About Us, Field Office Guidance, Survey Applications, Systems Integration (MFHI), Systems: APPS, DAP, MDDR, TRACS, and Login via Secure Systems). At the bottom right, there is a 'Comments/Questions' section with 'Email REMS' and contact information for the MFH Help Desk.

New Link

REMS Broadcast Training

screen

hud@work

www.hud.gov CFC

Jobs and Benefits | **About HUD** | **Administrative Services** | **Emergencies and Security** | **Computers and Technology** | **News and Events** | **Library**

Tools

- A-2 Index
- Calendars
- Discussions
- Handbooks/Forms
- HUD Locator
- Training
- Travel
- Webcasts

HSG

- Housing Home
- Housing Program Areas
- Housing Site Index
- Contact us
- Procedures
- Housing Internet

HUD Search

- Search Employee Directory
- Search HUD@Work

GO

Multifamily Housing

- Home
- About Us
- Field Office Guidance
- Survey Applications
- Systems Integration (MFHI)
- Systems:
 - APPS
 - DAP
 - MDDR
 - REMS
 - TRACS
- Login via [Secure Systems](#)

Comments/Questions

Email REMS
Phone the MFH Help Desk,
1-800-767-7588, Mon. to Fri. 9am - 8pm
EST

Tuesday February 21, 2006

REMS Broadcast Training

Broadcast Materials

What's New

- ▶ [What's New](#)

Broadcast Materials for Release 5.8 (Feb 23, 2006)

- ▶ [Course Announcement](#)
- ▶ PowerPoint Presentation
- ▶ System Demonstration Screens
- ▶ [Training Evaluations](#)
- ▶ Broadcast Questions and Answers

Webcast Archives

- ▶ [webcasts archives page](#)

Training Evaluations and Training Questions

email: remsbroadcast@hud.gov

Note: This email is for broadcast questions and evaluations and is only monitored up to seven days following the broadcast. All REMS questions not related to the broadcast should continue to be directed to the MF Systems Helpdesk.

Content current as of February 21, 2006

System Enhancements

- **Event Notifications**

- A new Event Notification will be sent for every Physical Inspection with EH&S items
- Two messages associated with Events button
 - “You have NEW events”
 - “You have events”

- **OAHP replaces OMHAR**

- System Update

System Enhancements

- **Management Review Detail**
 - New option in the *Overall Ratings* field
 - “Above Average”
- **Subsidy Status**
 - “Date Full Restructure Closed (M2M)” field removed from Assistance Contract Detail
- **Comparability Studies and Renewal Budget**
 - Data will lock when the renewal has an ARAMS status other than “Pending”

Renewal Redesign

WHY?

- To provide a single entry point for all contract processing done in REMS
 - **Rent Adjustments** moved to **Contract Processing** module

Renewal Redesign

WHY?

- To develop screens that display only data pertaining to a specific contract processing function
 - **Contract Processing** functions defined
 - No “Initial” and “Subsequent” distinctions

Contract Processing

replaces

Section 8 Renewals

- **REMS User Guide**
 - **Contract Processing** chapter replaces Renewal Subsystem chapter
- **REMS Navigation Sidebar**
 - **Contract Processing** button replaces Section 8 Renewals button

System Enhancements

- **REMS Navigation Sidebar**

- New ***Contract Processing*** button
- Sidebar in alphabetical order
- *Section 8 Renewals* button removed



Renewal Redesign

WHAT are Contract Processing Functions

Contract Function:

Select a Contract Function

Select a 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)

- **MAHRA Renewal or Short-Term Renewal**
- **MAHRA Opt-Out (Option 6)**
- **Rent Adjustments and Rent Corrections**

Renewal Redesign

Contract Processing Function

WHEN?

- **MAHRA Renewal or Short-Term Renewal**

- Same contract function for Renewals and Short Term Renewals
- Options 1A,1B,2,3A,3B,4, 5A,5B
- Short-Term renewal determined by Term
- Short-Term must also include option
- Merging contract and stages for this function only

Renewal Redesign

Contract Processing Function

WHEN?

- **MAHRA Opt-Out (Option 6)**
 - No longer included as Renewal Option
 - Available as separate contract function

Renewal Redesign

Contract Processing Function

WHEN?

- **Rent Adjustments and Rent Corrections**
 - Rent Adjustments and Manual Corrections share the same drop-down and screens
 - Rent Adjustment for Contracts not yet Renewed or not yet Eligible for MAHRA
 - Rent Adjustments cannot be made for staged contracts
 - Rent Corrections – both MAHRA and non-MAHRA
 - All related documents still available
 - “Go to Printable Page” link added

Renewal Redesign Contract Processing Function WHEN?

- **MAHRA Amend Rent Only**
 - Rent Increases for Multi-term Contracts
 - Options 1A,1B,2, 4 and 5A

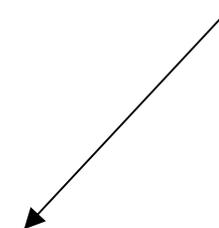
Real Estate Management System

Property ID:

Contract:

FHA:

new label name



Property Selection

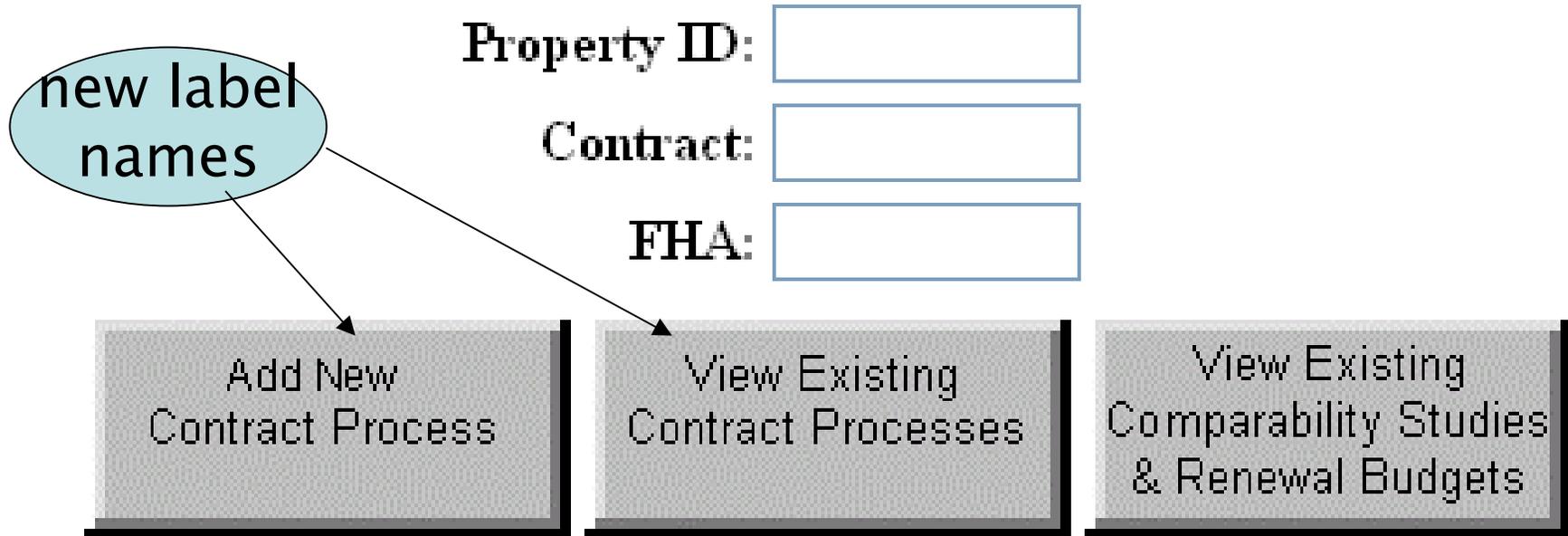
Contract Processing

Add Property

Property Assignment Certification

Standard Reports

Contract Processing - Property Search



• New Labels on Sidebar within Contract Processing subsystem

The screenshot displays the REIMS Contract Processing subsystem interface. On the left is a sidebar with five menu items: "Contract Processing Property Search", "Add New Contract Process", "View Existing Contract Processes", "View Existing Comparability Studies & Renewal Budgets", and "Subsidy Status". The main content area shows a header with "Secure Systems", "Property Selection", "Home", and "Log Out" buttons. Below this is a red "Events" icon and the REIMS logo. The main content displays the property "800000075. Maple Trace" with details: "Primary FHA/Contract: 11444002 Property Active: Yes Watch List: No" and "Troubled Status: Potentially Troubled DEC Status: Active". At the bottom, there are input fields for "Property ID:" and "Contract #:" followed by a "Go" button. Two callout boxes highlight specific changes: one points to the "Contract Processing Property Search" and "View Existing Contract Processes" items in the sidebar, stating "New labels match Property Search labels"; the other points to the "Subsidy Status" item, stating "Return to REIMS Subsidy Status".

Contract Processing Property Search

Add New Contract Process

View Existing Contract Processes

View Existing Comparability Studies & Renewal Budgets

Subsidy Status

Secure Systems Property Selection Home Log Out

Events

REIMS

800000075. Maple Trace

Primary FHA/Contract: 11444002 Property Active: Yes Watch List: No

Troubled Status: Potentially Troubled DEC Status: Active

Property ID: Contract #

New labels match Property Search labels

Return to REIMS Subsidy Status

Add New Contract Process

Function/Contract Selection

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?
<input type="checkbox"/>	TX24M000048	N/A	9/29/2005	N

Combine Contracts and/or Stages: Yes No Not Applicable

Surviving Contract: TX24M000048

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

Contract Function and Contract Action Selection work hand-in-hand



expanded Status list

System Demonstration #1

**New Sidebar, New Screens
and Functionality**

Use “Demo #1” slides for system
demonstration

RECAP

MAHRA Renewal or Short Term Renewal

Contract Function:

MAHRA Renewal or Short-Term Renewal

Contract Action Selection:

Select a Renewal Option

Select a Renewal Option

1a: Mark-Up-To-Market Eligibility

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

2: Request Renewal Without Restructuring at or Below Comparable Rents

3a: Request Referral to OAHF for Reduction of Contract Rents to Comparable Market Rents

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

4: Request Renewal for Projects Exempt from OAHF

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

5b: Request Contract Renewal for a Preservation Project

View Option History

Contract Function:

MAHRA Short-term Renewal and Renewal

Contract Action Selection:

View Option History

New View Option History button

2: Request Renewal Without Restructuring at or Below Comparable Rents

Processing Status (if applicable): Option Selected - In Process

Date Owner Signed Submission:

2 - 1 - 2006

Date Owner Submission Package Initially Received:

2 - 17 - 2006

Date Complete Package Received from Owner:

2 - 21 - 2006

Is the Owner Debarred or Suspended?

Yes No Unconfirmed

Does the Owner have Material Violations?

Yes No Unconfirmed

Go to Function Details

Renewal Option Change History

Back

Renewal Option Change History for Contract # TX24M000048:

Renewal Option	Date Owner Signed Submission	Date Owner Submission Package Initially Received	Date Complete Package Received from Owner	Change Occurred On
1a: Mark-Up-To-Market Eligibility	12/15/2005	01/22/2006	02/16/2006	02/21/2006

MAHRA Amend Rent Only Rent Increases

Contract Function:

MAHRA Amend Rent Only Rent Increases (Options 1A, 1B, 2, 4 and 5A)

Contract Action Selection:

Select a Renewal Option

Select a Renewal Option

1a: Mark-Up-To-Market Eligibility

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

2: Request Renewal Without Restructuring at or Below Comparable Rents

4: Request Renewal for Projects Exempt from OAHF

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

MAHRA Amend Rent Only Rent Increases

Surviving Contract: AL09M000103 ▼

HUD Policy: User Guide ▼

Fiscal Year: 2006 ▼

Contract Function:

MAHRA Amend Rent Only Rent Increases (Options 1A, 1B, 2, 4 and 5A) ▼

Contract Action Selection:

2: Request Renewal Without Restructuring at or Below Comparable Rents ▼

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

MAHRA Opt-Out (Option 6)

Surviving Contract: AL09M000103

HUD Policy: User Guide

Fiscal Year: 2006

Contract Function:
MAHRA Opt-Out (Option 6)

Contract Action Selection:
N/A

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

NO Contract Actions available.

Rent Adjustments and Rent Corrections

Contract Function:

Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA) ▼

Contract Action Selection:

Select a Renewal Option ▼

Select a Renewal Option

AAF Adjusted

Budget Based

Manual Correction

Rent Adjustments and Rent Corrections

Fiscal Year: 2006 ▼

Contract Function:

Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA) ▼

Contract Action Selection:

AAF Adjusted ▼

Go to Function Details

Save

Reset

[TOP](#) 

Processing Status

Select a Renewal Option ▼

Processing Status (if applicable): Awaiting Input ▼

Date Owner Signed Submission:

Date Owner Submission Package

Date Complete Package Received

Is the Owner Debarred or Suspended?

Does the Owner have Material Violations?

[Go to Function Details](#)

- Awaiting Input
- 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

new status option

“Awaiting Input”

- What is an “open record”
 - Renewal rents not marked final
 - Incomplete Opt-Out record
 - Rent Adjustments not executed
- When the status should be “awaiting input”?
 - Option 1 – Waiting for Comp Study
 - Option 3 – Waiting for OAHP
 - Option 6 – Waiting for vouchers
- Only one “Awaiting Input” per contract

Warnings



View Existing Contract Processing Functions

Existing Contract Processing Functions:

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
AL09R000011	N/A	Opt-out	FY 2006 - 6: Notification of the intention to Opt-out of the Section 8 Contract			Option Selected - In Process
AL09R000011	N/A	Renewal (ST)	FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2006	03/31/2006	Option Selected - In Process
AL09R000011	N/A	Rent Adjustment	FY 2005 - Manual Correction	01/01/2005		Executed
AL09R000011	N/A	Renewal	FY 2005 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2005	12/31/2005	Completed - Contract/Stage Renewed
AL09R000011	N/A	Amend Rents	FY 2004 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2004	12/31/2004	Completed - Contract/Stage Renewed

Table Facts

Contract Action	Effective Date	Expiration Date
MAHRA Renewals	Contract Effective Date	Contract Expiration Date
Amend Rents	Amend Rents Effective Date	Amend Rents Expiration Date
Rent Adjustments	Rent Adjustment Effective Date	N/A
Opt-Outs	N/A	N/A

View Existing Contract Processing Functions

Existing Contract Processing Functions:

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
AL09R000011	N/A	Opt-out	FY 2006 - 6: Notification of the intention to Opt-out of the Section 8 Contract			Option Selected - In Process
AL09R000011	N/A	Renewal (ST)	FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2006	03/31/2006	Option Selected - In Process
AL09R000011	N/A	Rent Adjustment	FY 2005 - Manual Correction	01/01/2005		Executed
AL09R000011	N/A	Renewal	FY 2005 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2005	12/31/2005	Completed - Contract/Stage Renewed
AL09R000011	N/A	Amend Rents	FY 2004 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	01/01/2004	12/31/2004	Completed - Contract/Stage Renewed

From Status link

[Go To Printable Page](#)

Function/Contract Selection

Delete button

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

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	TX24M000048	N/A	9/29/2005	N

[TOP](#) 

Combine Contracts and/or Stages: Yes No Not Applicable

Surviving Contract: TX24M000048

HUD Policy: 

Warnings



System Demonstration #2

Entering a New Renewal Record

Use “Demo #2” slides for
system demonstration

RECAP

WHY SAVE?

After Save 1

HUD Approved Rent:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-Based Rent	Renewed Rent
<u>1</u>	126	225	300	233		

Rent Potentials

Monthly	28350	37800	29358		
Annual	340200	453600	352296		

After Save 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
<u>1</u>	126	225	300	233		233

Rent Potentials

Monthly	28350	37800	29358		29358
Annual	340200	453600	352296		352296

Date Information After SAVE

Contract/Stage Date Information

Contract/Stage Renewal Execution Date:

Contract Effective Date:

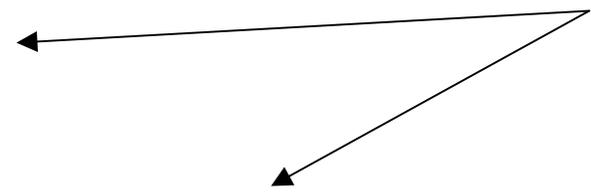
 - -

Length of Contract in Months:

Contract Expiration Date:

 - -

Reason for Short-term Renewal:



Dates for Amend Rents ONLY

Contract/Stage Date Information

Contract/Stage Renewal Execution Date:

Contract Effective Date:

1/1/2006

Length of Contract in Months

60

Contract Expiration Date:

12/31/2010

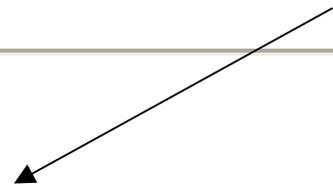
Amend Rents Date Information

Amend Rents Effective Date:

01 - 01 - 2007

Amend Rents Expiration Date:

12 - 31 - 2007



After SAVE 3

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date: . .

ARAMS Status:

Go to ARAMS

Keep Status Current

View Existing Contract Processing Functions

Existing Contract Processing Functions:

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
AL09M000103	N/A	Renewal	FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	03/01/2006	02/28/2011	<u>Completed - Contract/Stage Renewed</u>

HELPFUL HINTS

and

REMINDERS

Data Conversion

- Renewal table now 3 types
 - Renewals - Opt-Outs - Amend Rents
- Short-term Renewal table merged into Renewal table
- Short-term Renewal Rents table merged into Renewal Rents table
- Current record given positive Renewal ID

When to



When not

not

to



PRACS

- PRAC renewals should not be entered in REMS
- PRAC rent increases should be entered in REMS

Rents Final Indicator

Executed Rent Adjustments

Bedroom Distinctions

Rent Corrections

Multifamily Help Desk

PHONE

1-800-767-7588

HOURS

Mon. to Fri. 9am - 8pm EST

E-MAIL

Real_Estate_MGMT@hud.gov

Broadcast Evaluation

1. The broadcast was helpful.
2. The broadcast was easy to follow.
3. Your questions were addressed.
4. The broadcast met your needs.
5. What other topics would you find beneficial for future broadcasts?
6. General comments

For responses to 1–4, please use following scale:

(A) Strongly Disagree

(B) Disagree

(C) Agree

(D) Strongly

Agree

REMS Broadcast Feedback

- Internal Users:
 - Send a Lotus Notes email to Remsbroadcast
- External Users:
 - Send an email to Remsbroadcast@hud.gov