

WHAT'S NEW?

IREMS 1.4

Overview

This document provides information on the issues included in **iREMS** release **1.4**.

The **Adaptive Maintenance** section addresses issues identified by users or the development team. These are not functionality or feature changes; they are modifications or improvements to maintain system performance. This section also includes additions or changes to the database that does not affect screen performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

Adaptive Maintenance

Asset Management

Property Participants

- Current/Owner
- Current/Lessee
- Management Agent

On the **Property Participants** page, participants include *Owners*, *Lessees* and *Management Agents*. Data for a given property can be found under individual tabs.

The **Property Participants** page displays the source system. The *Source System* within iREMS will show “APPS” for all participants. APPS is the only source system that is allowed to update the participant information. In iREMS all information is view only.

The screenshot displays the 'Property Participants' interface. On the left is a vertical navigation menu with items like 'Portfolio/Dashboard', 'DEC Referrals', 'Property Participants', etc. The main area has a tabbed interface with tabs for 'Property Participant List', 'Current Owner/Contact', 'Owner History/Narratives', 'Current Lessee/Contact', 'Lessee History/Narratives', 'Management Agent/Contacts', 'Management Narratives', and 'Management Fees'. The 'Current Owner/Contact' tab is active, showing 'Current Owner Detail' for 'Bayou Bend LLC'. The details include Name, TIN, Street, Phone, Fax, E-Mail, City, U.S. State or Territory, Foreign State or Territory, Country, U.S. Zip Code, Foreign Postal Code, Standardization Status, and Source System. A 'Company Type' of 'Profit Motivated' and 'Owner Legal Structure' of 'Limited Liability Company' are also shown.

Property Participant	Current	Owner	Current	Lessee	Management	Management	Management
List	Owner/Contact	History/Narratives	Lessee/Contact	History/Narratives	Agent/Contacts	Narratives	Fees
Current Owner Detail Add Update							
Name: Bayou Bend LLC TIN: 203431372							
Phone: 850-941-1906							
Street: 5915 Chicago Ave Fax:							
E-Mail: rw2357@cox.net							
City: Pensacola							
U.S. State or Territory: FLORIDA							
Foreign State or Territory:							
Country: USA							
U.S. Zip Code: 32526 - 1817							
Foreign Postal Code:							
Standardization Status: 100% Overall probable correctness							
Source System: APPS							
Company Type: Profit Motivated							
Owner Legal Structure: Limited Liability Company							

Property Participants

→ Current/Owner

When a new individual *Owner Participant* is added to a property, the *Company Type* is defaulted to “Property Motivated” and the *Owner Legal Structure* is defaulted to “Sole Proprietor’. The default does not apply to organizations. These fields are view-only.

Portfolio/Dashboard DEC Referrals DEC Report & Narratives Financial Statements Financing Management Reviews Occupancy Physical Inspections Property Attributes Property Participants Risk Management Servicing Summaries Workload Management Security Administration DEC Portfolio Reviews DEC Workload Queues Secure Systems Logout	Property Participant List	Current Owner/Contact	Owner History/Narratives	Current Lessee/Contact	Lessee History/Narratives	Management Agent/Contacts	Management Narratives	Management Fees
	Sponsor/Developer/Contact	<h3>Current Owner Detail</h3>						
<div style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Update"/> </div>								
<p> Name: Mr. Percy Floyd Massey SSN: 551862247 Title: Owner Phone: 510-758-9341 Street: 104 Woodstock Ct. Fax: E-Mail: City: El Sobrante U.S. State or Territory: CALIFORNIA Foreign State or Territory: Country: USA U.S. Zip Code: 94803 Foreign Postal Code: Standardization Status: 100% Overall probable correctness Source System: APPS </p> <hr/> <p> Company Type: Profit Motivated Owner Legal Structure: Sole Proprietor </p> <hr/> <p> Owner Fiscal Year End Date: (mm/dd) 12/31 Date Deed Recorded: 08/18/2004 Date Owner Assumed Financial Responsibility (FASS): 08/18/2004 </p>								

Occupancy

→ Housing for Disabled Survey

→ Section II Accessible Units

→ Final Submission

The **Occupancy** section contains the *Housing for Disabled Survey* information. As part of the survey, the *Section II Accessible Units* page allows the user to enter data related to the number of units, by bedroom size for specified categories. The data fields without user entered values, will default to zeros.

Portfolio/Dashboard DEC Referrals DEC Report & Narratives Financial Statements Financing Management Reviews Occupancy Physical Inspections Property Attributes Property Participants Risk Management Servicing Summaries Workload Management Security Administration DEC Portfolio Reviews DEC Workload Queues Secure Systems Logout	Type and Occupancy Eligibility	Units and Narratives	Housing for Disabled Survey List	Current Reviewer Cover Sheet	Section I Occupancy	Section II Accessible Units	Section III Program Accessibility	Final Submission		
	SECTION II - ACCESSIBLE UNITS								Save	Reset
	Bedroom Size	0	1	2	3	4	5	6+	Total	
	1. All Units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	2. Total units with project-based rental assistance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	3. Mobility accessible units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	4. Vision and/or Hearing accessible Units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	5. Total Accessible Units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	6. Number of persons on waiting list who are eligible for accessible units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	7. Number of accessible units occupied by elderly or family tenants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	8. Number of accessible units occupied by non-elderly tenants with disabilities who require the features of the unit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	9. Number of accessible units occupied by elderly tenants with disabilities who require the features of the unit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
10. Percentage of Total Units with project-based Rental Assistance <small>(Total line 2 divided by Total line 1 x 100)</small>								<input type="text" value="0"/> %		
11. Percentage of Total Units that are mobility accessible <small>(Total line 3 divided by Total line 1 x 100)</small>								<input type="text" value="0"/> %		
12. Percentage of Total Units that are vision and/or hearing accessible <small>(Total line 4 divided by Total line 1 x 100)</small>								<input type="text" value="0"/> %		

Screen with all default zeros

The information entered on all pages of the survey is displayed on the **Final Submission** page, including the defaulted zeros.

Financing

→ Financing Detail

The Multifamily Insurance System (F47) holds data for insured loans. If the current source system is F47 then the view of the Financing Detail page will default to F47. The *Project Information* section of the F47 page is divided into two sections. The first section contains information on the loan and is view only. The second section contains project information and additional data can be entered in these fields by Housing and DEC users.

The Project Information section contains the following fields: *Original Owner Equity*, *Annual Distribution Earned*, *Mark-Up-To-Market Distribution Increase (if applicable)*, *Total Allowable Annual Distribution*, *Loan Funded by Bonds*, *Risk Sharing (%)*, *Eligible for Pre-Pay*, *Small Project Processing*, and *Project Located in an Underserved Area at a Time of Initial Endorsement or Refinance*.

PBCA's assigned to the property can now update the *Mark-Up-to-Market Distribution Increase* field. This is the **only** editable field on the **Financing Detail** tab for PBCA's.

The screenshot displays the 'Financing Detail' tab of a software interface. On the left is a vertical navigation menu with items like 'Portfolio/Dashboard', 'Financial Statements', 'Financing', 'Management Reviews', 'Occupancy', 'Physical Inspections', 'Property Attributes', 'Property Participants', 'Risk Management', 'Servicing', 'Summaries', 'Workload Management', 'Downloads', 'Secure Systems', and 'Logout'. The 'Financing' menu item is highlighted. At the top of the main content area are three tabs: 'Financing List', 'Financing Detail', and 'Status History'. The 'Financing Detail' tab is active. Below the tabs is a section titled 'Project Information' containing a list of financial metrics and their values. The 'Mark-Up-to-Market Distribution Increase(if applicable):' field is highlighted with a blue border and contains the value '\$0.00'. Below this is an 'Excess Income' section with one field: 'Eligible to Retain Excess Income: Unconfirmed'.

Project Information	
Original Owner Equity:	\$114150.00
Annual Distribution Earned:	\$6849.00
Mark-Up-to-Market Distribution Increase(if applicable):	\$0.00
Total Allowable Annual Distribution:	\$6,849.00
Loan Funded by Bonds:	Unconfirmed
Risk Sharing(%):	
Eligible for Pre-Pay:	Unconfirmed
Small Project Processing:	Unconfirmed
Property Located in an Underserved Area at Time of Initial Endorsement or Refinance:	No

Excess Income	
Eligible to Retain Excess Income:	Unconfirmed

Subsidy Administration

Contract Processing

→ Comparability Studies

IREMS will maintain an associated comparability study or unassociate a comparability study, from a renewal record if the new renewal option selected is different than the previous renewal option.

For example:

- If a renewal is changed from an Option 1 to an Option 3, the comparability study associated with the Option 1 record will be unassociated for the Option 3 record, and the comparable rents in the **Rents** tab will be removed.
- If a previous renewal was done under an Option 2 and was changed to an Option 4, the association with the existing comparability study and comparable rents will be maintained.

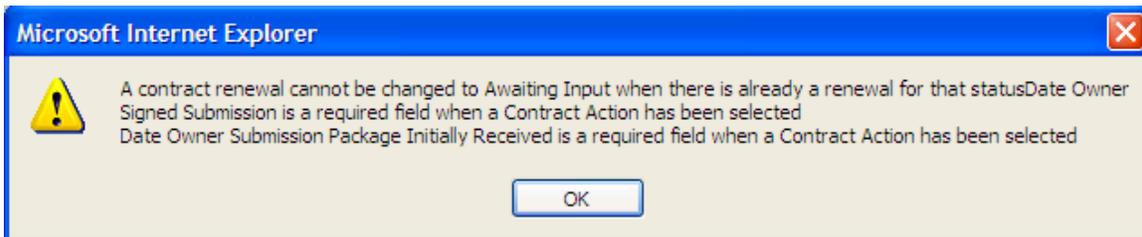
Contract Processing

→ Contract Processing List

The Contract Processing List page, within the Subsidy Administration functional area, contains a list of all *renewals* and *amend rents* records for a specific property with contract processing functions. The following data elements are displayed on the Contract Processing List page: *Contract #*, *Stage*, *Processing Function Type*, *Contract Actions*, *Effective Date*, *Expiration Date*, and *Status*. When executing a renewal or amend rents record, there should only be one 'Awaiting Input' status for any contract.

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
AL09L000054	N/A	Amend Rents	FY 2008 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	08/01/2008	07/31/2009	Option Selected - In Process
AL09L000054	N/A	Amend Rents	FY 2008 - 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents	07/31/2008	07/31/2009	Awaiting Input
AL09L000054	N/A	Amend Rents	FY 2007 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	08/01/2007	07/31/2008	Completed - Contract/Stage Renewed
AL09L000054	N/A	Amend Rents	FY 2006 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	08/01/2006	07/31/2007	Completed - Contract/Stage Renewed
AL09L000054	N/A	Amend Rents	FY 2005 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	08/01/2005	07/31/2006	Completed - Contract/Stage Renewed
AL09L000054	N/A	Renewal	FY 2004 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	08/01/2004	07/31/2009	Completed - Contract/Stage Renewed

IREMS will prevent the user from entering an additional renewal or amend rents record with the status 'Awaiting Input', if one already exists with an 'Awaiting Input' status. A warning message will display advising the user that there cannot be two renewals or stages in 'Awaiting Input' status at the same time.



Contract Processing

→ Function Detail

In the Function Detail section, the page links, across the top of the screen, have been changed to tabs. Tabs will appear for all options for the specific contract selected. The functionality of the linked pages has not changed.

Contract Processing List | Function / Contract Selection | Function Detail

Save | Reset

Dates and Comments

Surviving Contract: AL09L000054 Stage: N/A

Function Type: Amend Rents Action: FY 2008 - 2: Request Renewal Without Restructuring at or Below Comparable Rents

Effective Date: 08/01/2008 ARAMS Status:

Exception Project Exempted from OAHF:

Annual Financial Statement Required To be Submitted to HUD? Yes

Contract/Stage Date Information

Contract/Stage Renewal Execution Date:

Contract Effective Date: 08/01/2004

Length of Contract in Months: 60

Contract Expiration Date: 07/31/2009

Amend Rents Dates

Amend Rents Effective Date: 08/01/2008

Amend Rents Expiration Date: 07/31/2009

Decision Comments:

[Dates and Comments](#) | [Comparability Study Selection](#) | [Budget Selection](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

Save | Reset

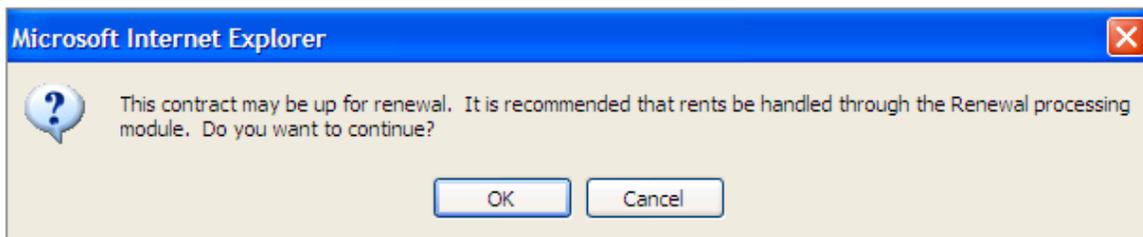
Contract Processing

→ Function Detail

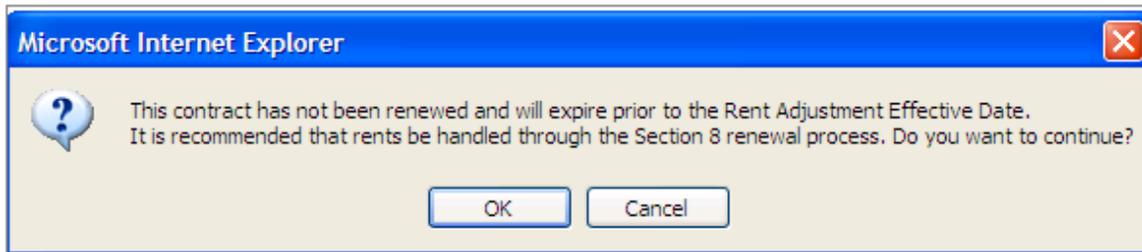
Rent Adjustments

Multifamily staff assigned to the property and PBCAs assigned to the contract can execute *Rent Adjustments* in the **Subsidy Administration** business area.

If a user attempts to execute a rent adjustment for a contract where renewals were executed in previous years, the following warning message will display:



If a user attempts to execute a rent adjustment for a contract that has never had any renewals executed in previous years, a similar but slightly different warning message will display:



Policy/Regulations