

WHAT'S NEW?



IREMS 2.1

Overview

This document provides information on the issues included in **iREMS** release 2.0.0.1.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

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

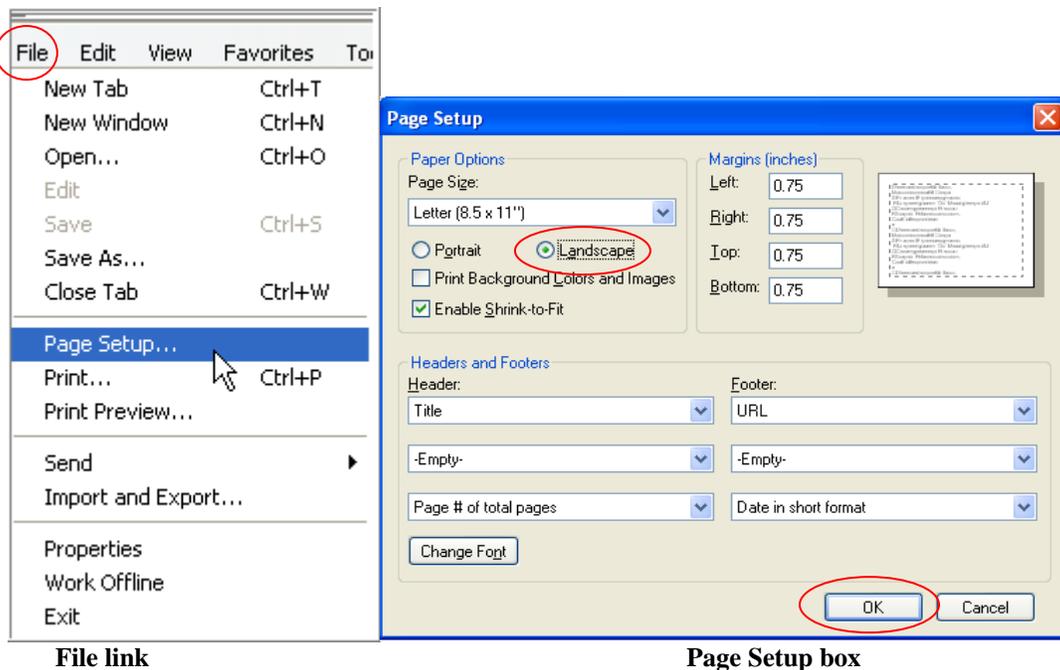
ASSET MANAGEMENT

Financial Statement

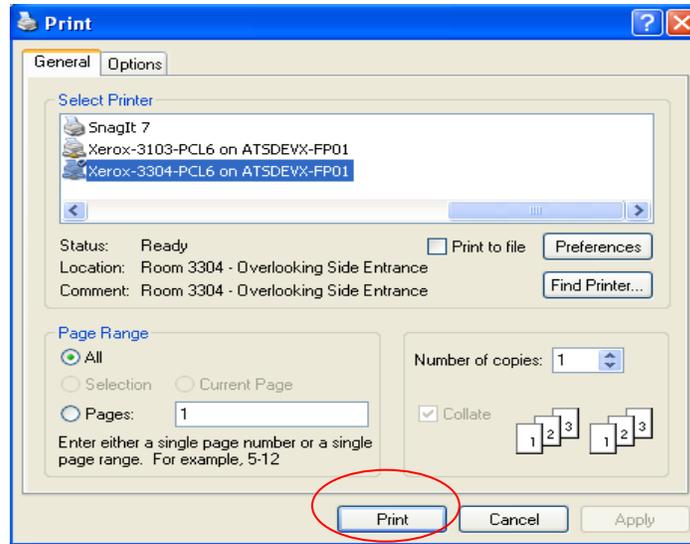
➤ Owner AFS List

On the *Owner AFS List* screen when the user selects the printer icon to print out a hard copy of the screen, the full screen can be printed in Landscape format. This way the entire *Annual Financial Statements from FASS* section is printed to provide a complete report.

To activate the landscape format for printing the *Annual Financial Statements from FASS*: Click on **File** and select "*Page Setup*". The **Page Setup** box displays. Click on the "*Landscape*" option and click on **OK**. Click on the **Printer icon** on the top of the *Owner AFS List* screen. The **Print request** box displays. Click on **Print** and the report will print in landscape format.



Printer icon



Print request box

Due Date	TIN	Non-Filer Email Sent	Date Received	Number of Compliance Flags - Assessed	Performance Value/Color	Date FASS Letter Sent	Response Due Date	Referred To	Response Received Date	Closed Date
12/29/2011	Unknown									12/28/2011
Submission Status: Active		Submission Type:		Submission FYE:						
06/30/2011	943250350		05/16/2011	0	63.000 Yellow	05/17/2011		None		05/17/2011
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 09/30/2010						
12/29/2010	943250350		12/30/2010	0	63.000 Yellow	12/31/2010		None		12/31/2010
Submission Status: Active		Submission Type: OC>=500K (Non-coop)		Submission FYE: 09/30/2010						
12/29/2009	943250350		11/20/2009	0	72.000 Green	11/21/2009		None		11/21/2009
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 09/30/2009						
12/29/2008	943250350		10/29/2008	0	88.000 Green	10/29/2008		None		10/29/2008
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 09/30/2008						
12/29/2007	943250350		11/14/2007	0	72.000 Green	11/14/2007		None		11/14/2007
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 09/30/2007						
12/29/2006	943250350		11/10/2006	0	65.000 Yellow	11/14/2006		None		11/10/2006
Submission Status: Active		Submission Type: AUD-A133 (Non-coop)		Submission FYE: 09/30/2006						
12/29/2005	943250350		11/02/2005	0	83.000 Green	11/03/2005		None		11/03/2005

Annual Financial Statements from FASS printed in landscape format

To deactivate the landscape format:

Click on **File** and select “*Page Setup*”. The Page Setup box displays. Click on the “*Portrait*” option and click on **OK**.

Financial Statement

➤ Owner AFS List

FASS system sets a submission to “*inactive*” when it archives a financial submission. This *inactive* status show in **iREMS** when the user makes a change the same day to the submission.

Due Date	TIN	Non-Filer Email Sent	Date Received	Number of Compliance Flags - Assessed	Performance Value Color	Date FASS Letter Sent	Response Due Date	Referred To	Response Received Date	Closed Date
04/30/2009	412044809	05/10/2009								02/25/2010
Submission Status:			Submission Type:							
04/30/2008	412044809		04/07/2008	1	24.000 Red	08/18/2008		None		08/18/2008
Submission Status: Inactive			Submission Type: AUD-2000.04 (Non-coop)							
03/31/2007	412044809		05/31/2007	1	25.000 Red	12/07/2007	01/06/2008	MFH	01/25/2010	01/25/2010
Submission Status: Active			Submission Type: AUD-2000.04 (Non-coop)							
03/31/2006	412044809		03/18/2006	0	30.000 Red	03/18/2006		None		03/18/2006
Submission Status: Active			Submission Type: AUD-2000.04 (Non-coop)							
04/30/2005	412044809		04/30/2005	0	33.000 Red	05/19/2005		None		05/10/2005

Financing

➤ Financial List

The MARS load process has been updated. If there is an FHA number with a 0 suffix code, and one with a 'G' suffix code, it updates data based on finding a match on both FHA and suffix code, not just FHA number alone. The MARS load process will be matching on FHA number and suffix code and only updating information for the exact match on FHA number and suffix code.

FHA Number	SOA Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default
12155024	221(d)(3) BMIR Urban Renewal/ Coop Hsg	Terminated - Inactive	No	Terminated	No	No	N/A	
12155024G	221(d)(3) BMIR Urban Renewal/ Coop Hsg	HUD-Held - Inactive	No	HUD-Held	No	No		
12155024T	201 Non-Amorting	Under Management - Active	Yes	Under Management	Yes	No		N
12192503	223(c) / 221(d)(3) BMIR Asset Sales	Terminated - Inactive	No	Terminated	No	No	1	N

Financing List

Financing List		Financing Detail	Status History
Financing Detail Save Reset			
Current Status			
FHA Number:	12155024	Primary Financing Instrument:	0
SOA Group Type:	221(d)(3) BMIR - 221(d)(3) BMIR Urban Renewal/ Coop Hsg	Active Financing Instrument:	No
Business Phase:	Terminated	Under Management:	No
In Development Pipeline:	No	Change to Manual Status Update	
Field Office Status:	Terminated - Inactive	Additional Field Office Status Info:	
Source System:	MARS	Last Update:	08/11/2010
Financing Comments:			
Select to View data from: DAP FHASL MARS			
From Multifamily Accounting Report and Servicing (MARS)			
MARS Status: Sold at Mortgage Auction MARS Status Date: 03/15/1995			

Financing Detail – “12155024”

Financing Detail [Save] [Reset]

Current Status

FHA Number: 12155024G Primary Financing Instrument: 0

SOA/Group Type: 221(d)(3)BMIR - 221(d)(3) BMIR Urban Renewal/ Coop Hsg

Active Financing Instrument: No Business Phase: HUD-Held

Under Management: No In Development Pipeline: No

Change to Manual Status Update

Field Office Status: HUD-Held - Inactive

Additional Field Office Status Info: [Dropdown]

Source System: MARS Last Update: [Dropdown]

Financing Comments: [Text Area]

Select to View data from: MARS

From Multifamily Accounting Report and Servicing (MARS)

MARS Status: Sold at Mortgage Auction MARS Status Date: 03/15/1995

Financing Detail – “12155024G”

Financing

➤ Financing List

iREMS moves an FHA number from one property A to a second property B when DAP puts in the related loan number for the refinanced loan it is associated with.

(Before DAP puts in the related loan numbers, each loan was on a separate Property)

Property ID: 80004012 Name: CODEC, INC. Search: PropertyID [Dropdown] [Settings]

Contract/FHA#: Active Status: N Watch List: N Troubled Status: Not Troubled DEC Status: NONE

Financing List

FHA Number	SOA/Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default
066EE025	202 Capital Advance for Elderly	Firm Commitment App - Inactive	No	Firm Commitment App	No	No	N/A	N

Financing List (property A) 066EE025

Property ID: 800004478 Name: Sunshine Villas		Search: Property ID		Settings					
Contract/FHA#: 066SH001 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: NONE									
Portfolio/Dashboard	Financing List	Financing Detail	Status History						
DEC Referrals	Financing List								
DEC Report & Narratives	FHA Number	SOA Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default
Financial Statements	066SH001	202 Direct Loan/ Elderly/ Pre - 1974	Under Management - Active	Yes	Under Management	Yes	No	1	N
Financing									
Management Reviews									
Occupancy									
Physical Inspections									

Financing List (property B) 066EE025

(After DAP put in that 066SH001 is related to 066EE025 it moves 066EE025 to the same property 066SH001 is on)

Property ID: 800004478 Name: Sunshine Villas		Search: Property ID		Settings					
Contract/FHA#: 066SH001 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: NONE									
Portfolio/Dashboard	Financing List	Financing Detail	Status History						
DEC Referrals	Financing List								
DEC Report & Narratives	FHA Number	SOA Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default
Financial Statements	066EE025	202 Capital Advance for Elderly	Firm Commitment App - Inactive	No	Firm Commitment App	No	No	N/A	N
Financing	066SH001	202 Direct Loan/ Elderly/ Pre - 1974	Under Management - Active	Yes	Under Management	Yes	No	1	N
Management Reviews									
Occupancy									
Physical Inspections									
Property Attributes									
Property Participants									

Financing List (combined A and B)

Financing

- Financing List

Summaries

- Financing

In the *Financing* and *Summaries* tabs there is a *Financing List* and *Financing* table. Both of these tables have an *In Delinquency or Default* column with an indicator from the MDDR system. Delinquent or default HUD-held notes are not in MDDR. These loan types should not have an “N” or “Y” in this column.

For example, in the pictures below: FHA 08335376V and 08335376W are HUD-held loans. HUD held notes/loans are not in MDDR. MDDR will not even accept an FHA # suffix in its query screen and does not get delinquency data on HUD-held notes. That is why the *In Delinquency or Default* column should be blank.

Financing List	Financing Detail	Status History							
Financing List									
FHA Number	SOA Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default	
08335376V	221d4 NC/SR	HUD-Held - Active	Yes	HUD-Held	Yes	No	1		
08335376W	221d4 NC/SR	HUD-Held - Active	Yes	HUD-Held	Yes	No	2		
08335376	221d4 NC/SR	Terminated - Inactive	No	Terminated	No	No	N/A	N	

Financing

Financing List	Financing Detail	Status History	
Financing Detail			
Current Status			
FHA Number:	08335376V	Primary Financing Instrument:	1
SOA/Group Type:	221(d)(4)MKT - 221d4 NC/SR	Business Phase:	HUD-Held
Active Financing Instrument:	Yes	In Development Pipeline:	No
Under Management:	Yes	Field Office Status:	HUD-Held - Active
Additional Field Office Status Info:		Last Update:	10/25/2012
Source System:	MARS	Financing Comments:	
Select to View data from: MARS			
From Multifamily Accounting Report and Servicing (MARS)			
MARS Status: Operational MARS Status Date: 08/11/2003			

Financing Detail - 08335376V

Financing List	Financing Detail	Status History	
Financing Detail			
Current Status			
FHA Number:	08335376W	Primary Financing Instrument:	2
SOA/Group Type:	221(d)(4)MKT - 221d4 NC/SR	Business Phase:	HUD-Held
Active Financing Instrument:	Yes	In Development Pipeline:	No
Under Management:	Yes	Field Office Status:	HUD-Held - Active
Additional Field Office Status Info:		Last Update:	10/25/2012
Source System:	MARS	Financing Comments:	
Select to View data from: MARS			
From Multifamily Accounting Report and Servicing (MARS)			
MARS Status: Accruing/non-Paying/2nd/3rd Note MARS Status Date: 08/11/2003			

Financing Detail - 08335376W

Summary	Summary Narrative	Consolidated Screen Print	
12	01/07/2000	01/07/2000	02/03/2000
13	01/27/1999	01/27/1999	02/23/1999
			03/11/1999
			03/08/2000
			03/22/1999
			Satisfactory
			Satisfactory

Financing								
FHA Number	SOA/Group Type	Field Office Status	Active	Business Phase	Under Management	Pipeline	Primary Financing Instrument	In Delinquency or Default
08335376V	221d4 NC/SR	HUD-Held - Active	Y	HUD-Held	Y	N	1	
08335376W	221d4 NC/SR	HUD-Held - Active	Y	HUD-Held	Y	N	2	
08335376	221d4 NC/SR	Terminated - inactive	N	Terminated	N	N	0	N

Summaries

Servicing

➤ Reserve Tracking

HEREMS (Oracle to Sybase) and the online system will be synced up when the user deletes a *Reserve for Replacement* entry and if they delete the *Request for Release of Funds*.

The screenshot displays a web application interface for Reserve Tracking. On the left is a vertical navigation menu with items such as Portfolio Dashboard, DEC Referrals, and Servicing. The main content area has a top navigation bar with tabs for Associations to Property, Reserve Tracking, Use Restriction List, IRP List, and Other Public Subsidies List. Below this, there are two data lists:

- Reserve for Replacement Balance and Deposit List**: Includes a table with columns: Monthly Deposit Effective Date, Monthly Deposit Amount (most recent entered amount), Suspend Start Date, and Suspend End Date.
- Request for Release of Funds List**: Includes a table with columns: Type of Request, Date Received, Amount Requested, Date Approved, and Amount Approved.

Both lists feature 'Displaying records' headers and navigation buttons (First, Previous, Next, Last) above the table headers. An 'Add' button is present to the right of each list title.

Subsidy Administration

Assistance Contracts

➤ Assistance Contract Status

In the *Assistance Contracts* section within the *Assistance Contract Status* there is a table that shows information on the stages. The table has a column called “Next Expiring”, and the data is derived from the ‘stage’ table.

If several stages have the same expiration date the **iREMS** logic sets all of effective stages as “Next Expiring”. In addition, stages with “Cancelled” *TRACS Status* will never be set to ‘Next Expiring.’

iREMS users will be able to clearly see which stages is “Next Expiring”, when viewing the *Stages* subsection within the *Assistance Contract Status* page.

Stage Number	Stage Effective Date	Stage Expiration Date	TRACS Status	Next Expiring
1	07/01/1980	06/30/2010	Canceled	N
2	08/15/1980	08/14/2010	Canceled	N
3	09/15/1980	09/14/2010	Canceled	N
4	07/01/2010	06/30/2030	Active	Y
5	11/14/1980	11/13/2010	Canceled	N
6	12/15/1980	12/14/2010	Canceled	N
7	02/01/1981	01/31/2011	Canceled	N
8	07/01/2010	06/30/2030	Active	Y

Assistance Contract Status - Stages

Contract Processing

➤ Function Detail

- OCAF
- Rents

Contract processing in **iREMS** has been modified for a **Renewal Option 4**. An “Annual Comparable Owner Rent Potential” field has been added to the *OCAF* screen as display only. It will not be used in the *OCAF* calculations.

The “Lesser of *OCAF* or Budget Based Rent Potential” field has been deleted from the *OCAF* screen. There is no ‘lesser of’ test between the *OCAF* adjusted rent potential and the budget based rent potential.

The label that read, “Rent Increase Factor (Based upon Lesser of OCAF vs. Budgets)” has been changed to “Rent Increase Factor”. The formula for this field is the same as it is in **Amend Rents Option 4**, which is (OCAF Adjusted Rent Potential), divided by the (Current Rent Potential).

The contract administrator will now visually select the rents that are less, OCAF or Budget. If the user selects either “OCAF” or “Budget Based” in the HUD Approved Rents drop down and the selection is not the lesser one that displays in the Rents table, (a comparison will be done in the background of the budget based rent potential and the OCAF rent potential). A warning message will display "You selected (OCAF Adjusted or Budget Based) and this is not less than (OCAF Adjusted or Budget Based)?"

Example: "You selected OCAF Adjusted and this is not less than Budget Based. Do you wish to continue?" with answers ‘Yes’ and ‘Cancel’. ‘Yes’ saves the data and ‘Cancel’ will cancel the action.

OCAF

Surviving Contract: FL29M000051 Stage: N/A
 Function Type: Renewal Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
 Effective Date: 03/01/2023 ARAMS Status:

Annual Rent Potential for all Expiring Section 8 Units Included in the Current Process: 2113776.00
 Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process: 155628.00
 Annual Budget-Based Rent Potential for Section 8 Units Included in the Current Process: 2747772.00
 Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process): 0.00
 Annual Rent Potential Non-Section 8 Units: 0.00
 Annual Project Rent Potential: 2113776.00
 Expiring Section 8 Portion of Total Rent Potential: 1.00
 Annual Project Debt Service: 0.00
 Note: Already includes MIP amount
 Annual Expiring Section 8 Share of Debt Service: 0.00
 Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service: 2113776.00
 Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.300%): 2162392.85
 OCAF Adjusted Contract Rent Potential: 2162392.85
 Rent Increase Factor: 1.023

OCAF - Option 4 renewal

Rents

Surviving Contract: FL29M000051 Stage: N/A
 Function Type: Renewal Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
 Effective Date: 03/01/2023 ARAMS Status:

Windows Internet Explorer
 You selected the OCAF Adjusted Rent Potential and this is not less than the Budget Based Rent Potential. Do you wish to continue?
 OK Cancel

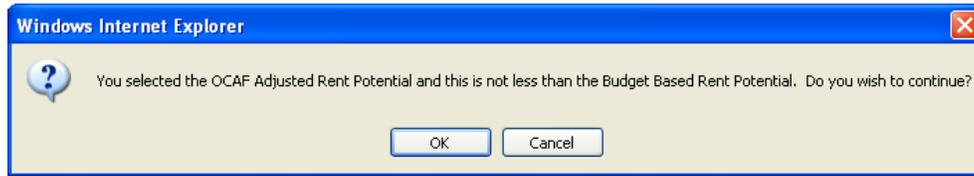
HUD Approved

Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	60	880	660	900	616	
2	85	1044	770	1068	731	
3	28	1236	880	1264	865	
Rent Potentials						
Monthly		176148	129690	180172	123315	
Annual		2113776	1556280	2162064	1479780	

Renewal Rent Effective Date: 03/01/2023
 Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 0.00

Rents – with OCAF Adjusted selected



Warning sample

Contract Processing List Function / Contract Selection Function Detail

Dates and Comments Comparability Study Selection Budget Selection OCAF Rents Final Review

Rents Save Reset

Surviving Contract: FL29M000051 Stage: N/A
 Function Type: Renewal Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
 Effective Date: 03/01/2023 ARAMS Status:

Add New

HUD Approved

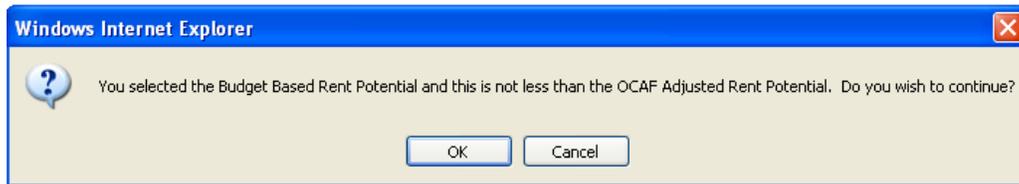
Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	60	880	660	900	1144	
2	85	1044	770	1068	1357	
3	28	1236	880	1264	1607	
Rent Potentials						
Monthly		176148	129690	180172	228981	
Annual		2113776	1556280	2162064	2747772	

Renewal Rent Effective Date: 03/01/2023

Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 0.00

Rents - with Budget Based selected



Warning sample

Contract Processing

- **Function Detail**
 - **Rents**
- **Contract Processing List**

In iREMS, when the *Rents* for a Renewal or Amend Rents is about to be finalized, a pop-up message will be generated by the system that states “*Processing Status will be set to Completed*”. This applies to all *Contract Action Selections*. The Renewal or Amend Rent is added into the iREMS system, so that TRACS ARAMS can pick it up and begin the renewal process.

On the **Contract Processing List**, the *Status* column will display **“Completed”**. This will replace the prior status that stated **“Completed-Contract Stage Renewed”**. This will ensure that the **iREMS** user understands that only the record is finalized and not that an amend rents is renewed.



Sample - Pop-up message

Contract Processing List | Function / Contract Selection | Function Detail

Dates and Comments | Comparability Study Selection | Budget Selection | OCAF | Rents | Final Review

Rents [Save] [Reset]

Surviving Contract: CA39T801017 **Stage:** N/A
Function Type: Renewal **Action:** FY 2013 - 2: Request Renewal Without Restructuring at or Below Comparable Rents
Effective Date: 04/01/2013 **ADAMS Status:**

[Add New Rent Record] [RACS]

HUD Approved Rent: OCAF Adjusted

Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	Comparable (HUD 92273) Rent	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	66	1305	1335	1327		1327
Rent Potentials						
Monthly		96570	98790	98198		98198
Annual		1156840	1185480	1178376		1178376

Renewal Rent Effective Date: 04/01/2013

Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 7657.00

Monthly Increase to the Reserve for Replacement Account: 130

Date Sent to OAHF: (If rents determined by HUD/CA to be over Comparable)

Reason sent to OAHF:

Date Review Results Received from OAHF:

OAHF Results:

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: Yes No

Rents Final for Contract Exhibit Date: 11/30/2012

RENTS – **Renewal** - Rents Final for Contract Exhibit

Contract Processing List | Function / Contract Selection | Function Detail

Contract Processing List [Add]

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
CA39T801017	N/A	Renewal	FY 2013 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	04/01/2013	03/31/2014	Completed
CA39T801017	N/A	Amend Rents	FY 2012 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	04/01/2012	03/31/2013	Completed
CA39T801017	N/A	Amend Rents	FY 2011 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	04/01/2011	03/31/2012	Completed

Contract Processing List – **Renewal** - Status = **“Completed”**

Rents

Surviving Contract: CA390079003 Stage: N/A
 Function Type: Amend Rents Action: FY 2013 - 2: Request Renewal Without Restructuring at or Below Comparable Rents
 Effective Date: 12/01/2012 ARAMS Status:

HUD Approved Rent: OCAF Adjusted

Calculated Renewal Rents:

Unit Type	# of Units	Current Rent	Renewed Rent
1	2	1064	1079
1	14	1064	1079
2	2	1299	1317
2	46	1299	1317
3	8	1535	1556
Rent Potentials			
Monthly		91656	92928
Annual		1099872	1115136

Renewal Rent Effective Date: 12/01/2012
 Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 1216.00
 Monthly Increase to the Reserve for Replacement Account: 17

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: Yes No

RENTS – Amend Rents - Rents Final for Contract Exhibit

Contract Processing List

Contract #	Stage	Processing Function Type	Contract Actions	Effective Date	Expiration Date	Status
CA390079003	N/A	Amend Rents	FY 2013 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	12/01/2012	11/30/2013	Completed
CA390079003	N/A	Amend Rents	FY 2012 - 2: Request Renewal Without Restructuring at or Below Comparable Rents	12/01/2011	11/30/2012	Completed

Contract Processing List – Amend Rents - Status = “Completed”

Contract Processing (RAD)

- **Function Contract Selection**
- **Function Detail**

TRACS has added a new program type under Project-based Section 8 HAP: Rental Assistance Demonstration Conversion (RAD). RAD is being launched under Public and Indian Housing (PIH). RAD is a limited demonstration that allows Public Housing Authorities and Owners of Mod Rehab, Rent Supplement and RAP properties to convert their subsidies to long-term project-based Section 8 contracts. The goal of RAD is to preserve and improve at-risk housing.

These contracts are entered into TRACS and sent to iREMS during the nightly interface. For all RAD electronic financial statements iREMS will continue to get the financial statement information from FASS, just like we currently get for other properties that have a financial requirement.

The contracts that convert over to the RAD program will sign a 20 year HAP contract and require OCAF yearly rent adjustments. The RAD contracts are not under MAHRA and therefore do not fall into the Contract Processing functionality and the traditional Auto OCAF with options under MAHRA. The RAD contracts are handled under the Rent Adjustment functionality and have been modified to add OCAF rent adjustment capability for users to enter information. The functionality is also able to handle rent adjustments for staged contracts.

The RAD program will have a contract number specific to RAD properties. A “RD” will be included in each RAD contract.

There are new pages that have been added to iREMS to accommodate the new RAD contracts. “Doc Type” has been added to the Assistance Contract List. These RAD contracts will need to incorporate data from the ‘Dates and Comments’, ‘OCAF’ and ‘Rents’ pages and will be included and saved with each rent adjustment of a RAD contract. This will help with managing the new program type, running reports and keeping track of properties under this new program.

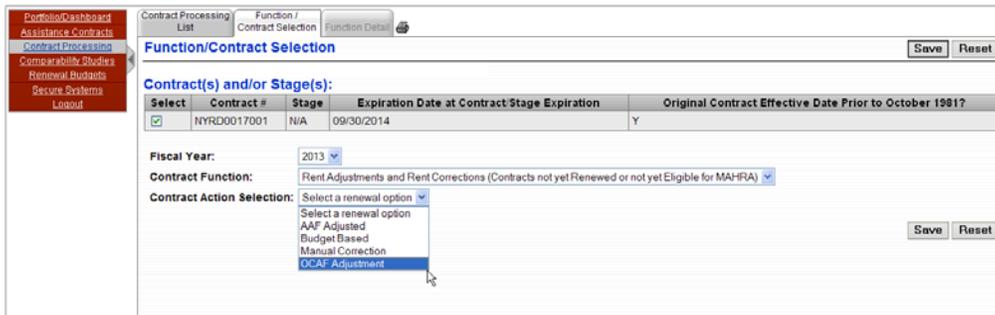
The function of processing a RAD contract is described in the User’s Guide and in a PowerPoint.



Assistance Contract List – “Doc Type” column added



Contract Processing List – Add



Function Contract Selection – “OCAF Adjustment”

Portfolio Dashboard
Assistance Contracts
Contract Processing
Comparability Studies
Renewal Budgets
Secure Systems
Logout

Contract Processing List Function / Contract Selection Function Detail

Function/Contract Selection Save Reset Delete

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"/>	NYRD0017001	N/A	09/30/2014	Y

Fiscal Year: 2013

Contract Function: Rent Adjustments and Rent Corrections (Contracts not yet Renewed or not yet Eligible for MAHRA)

Contract Action Selection: **OCAF Adjustment**

Date Owner Signed Submission: 12/03/2012

Date Owner Submission Package Initially Received: 12/06/2012

Date Complete Package Received from Owner: 12/06/2012

Function Contract Selection

Portfolio Dashboard
Assistance Contracts
Contract Processing
Comparability Studies
Renewal Budgets
Secure Systems
Logout

Contract Processing List Function / Contract Selection Function Detail

Dates and Comments OCAF Rents Final Review

Rent Adjustments Save Reset

Contract: NYRD0017001 Stage: N/A

Effective Date: 10/01/2009 Total Number of Contracted Units: 4

Expiration Date: 09/30/2014 ARAMS Status: Not Executed

Rent Increase Type: **OCAF Adjustment**

HUD Approved Date: Rent Adjustment Effective Date:

Execution Date:

Comments:

[Dates and Comments](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

Dates and Comments – Rent Adjustments

Portfolio Dashboard
Assistance Contracts
Contract Processing
Comparability Studies
Renewal Budgets
Secure Systems
Logout

Contract Processing List Function / Contract Selection Function Detail

Dates and Comments OCAF Rents Final Review

Rent Adjustments Save Reset

Contract: NYRD0017001 Stage: N/A

Effective Date: 10/01/2009 Total Number of Contracted Units: 4

Expiration Date: 09/30/2014 ARAMS Status: Not Executed

Rent Increase Type: OCAF Adjustment

HUD Approved Date: 08/01/2012 Rent Adjustment Effective Date: 10/01/2012

Execution Date:

Comments:

[Dates and Comments](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

Dates and Comments - Rent Adjustments

Contract Processing List | Function / Contract Selection | Function Detail

Dates and Comments | OCAF | Rents | Final Review

Rent Adjustments Save Reset

Contract: NYRD0017001 Stage: N/A
 Effective Date: 10/01/2009 Total Number of Contracted Units: 4
 Expiration Date: 09/30/2014 ARAMS Status: Not Executed

Rent Increase Type: OCAF Adjustment

Annual Rent Potential for all Section 8 Units Included in the Current Process: 33696.00
 Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process): 0.00
 Annual Rent Potential Non-Section 8 Units: 0.00
 Annual Project Rent Potential: 33696.00
 Expiring Section 8 Portion of Total Rent Potential: 1.00
 Annual Project Debt Service: 0.00
 Note: Already Includes MIP amount
 Annual Expiring Section 8 Share of Debt Service: 0.00
 Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service: 33696.00
 Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.400%): 34504.70
 OCAF Adjusted Contract Rent Potential: 34504.70
 Rent Increase Factor: 1.024

[Dates and Comments](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

OCAF - Rent Adjustments

Contract Processing List | Function / Contract Selection | Function Detail

Dates and Comments | OCAF | Rents | Final Review

Rent Adjustments Save Reset

Contract: NYRD0017001 Stage: N/A
 Effective Date: 10/01/2009 Total Number of Contracted Units: 4
 Expiration Date: 09/30/2014 ARAMS Status: Not Executed

Rent Increase Type: OCAF Adjustment

Rent Adjustment Rents Add Delete

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount
<input type="checkbox"/>	1	0576SQFT	4	702	719	37	37

Execute

[Dates and Comments](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

Rents - Rent Adjustments

Contract Processing List | Function / Contract Selection | Function Detail

Dates and Comments | OCAF | Rents | Final Review

Rent Adjustments Save Reset

Contract: NYRD0017001 Stage: N/A
 Effective Date: 10/01/2009 Total Number of Contracted Units: 4
 Expiration Date: 09/30/2014 ARAMS Status: Not Executed

Rent Ad Add Delete

Delete?	Unit Type	Unit Type Name	# of Units	Current Rent Amount	Adjusted Rent Amount	Current Utility Allowance Amount	Adjusted Utility Allowance Amount
<input type="checkbox"/>	1	0576SQFT	4	702	719	37	37

Execute

[Dates and Comments](#) | [OCAF](#) | [Rents](#) | [Final Review](#)

Windows Internet Explorer

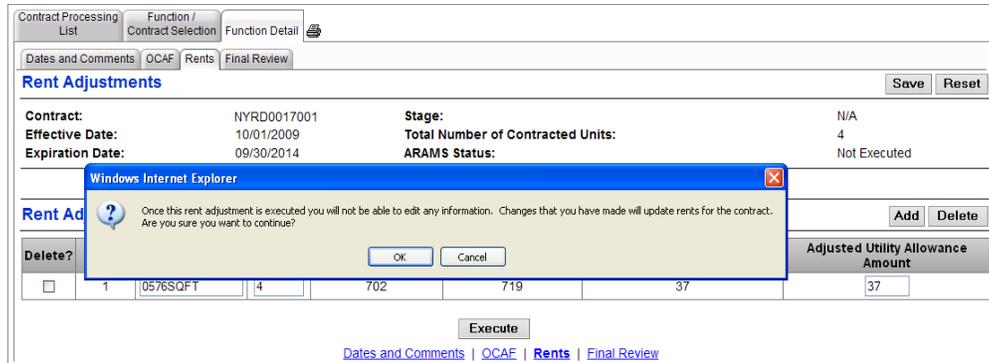
This contract may be up for renewal. It is recommended that rents be handled through the Renewal processing module. Do you want to continue?

OK Cancel

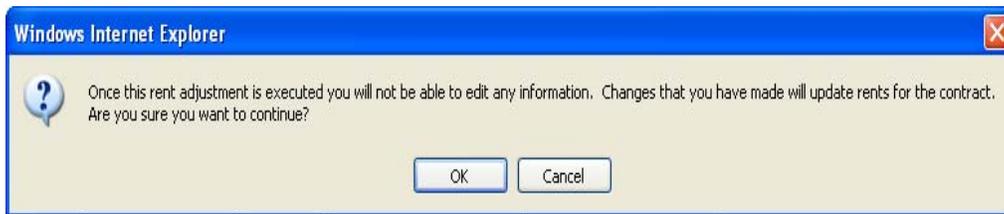
Rents - Execute - (Warning 1)



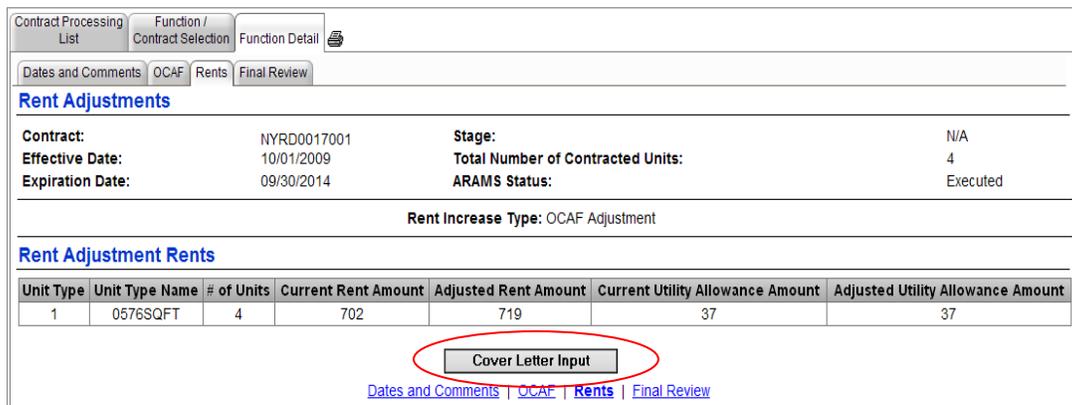
Rents - Execute – (Warning 1)



Rents - Execute – (Warning 2)



Rents - Execute – (Warning 2)



Rents - Executed – (Cover Letter Input)

Contract Processing List		Function / Contract Selection		Function Detail	
Cover Letter Input					
				<input type="button" value="Generate Report"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	
Contract Information					
Contract:	NYRD0017001	Stage:	N/A		
Effective Date:	10/01/2009	Total Number of Contracted Units:	4		
Expiration Date:	09/30/2014	ARAMS Status:	Executed		
Cover Letter Information					
Addressee:	123305257 - Owner - Daniel T. Smith				
Attention:					
Additional Paragraph:					
Sender Phone:					
Sender Name:	LAURIE A DRUZB				
Sender Title:	Supervisory Project Manager				
Notification Contract Signature					
Name:	PAUL X BEARD				
Title:	Supervisory Project Manager				

Cover Letter Input – (Generate Report)

	<p>U.S. Department of Housing and Urban Development Buffalo Multifamily HUB Office Lafayette Court 465 Main Street Buffalo, NY 14203-1780</p>
	<p>Daniel T. Smith 38 ART TENNYSON RD CHESTERTOWN, NY 12817 - 0000</p>
<p>Friday, December 07, 2012</p>	
<p>Subject: PANTHER MOUNTAIN APARTMENTS</p>	
<p>Section 8 Number: NYRD0017001 Project Number:</p>	
<p>Dear Owner/Management Agent:</p>	
<p>The enclosure notifies you of a change in the "Identification of Contract Units and Rents" for your Section 8 Housing Assistance Payments (HAP) contract. You should attach this notification to your HAP contract document for retention in your files.</p>	
<p>Sincerely,</p>	
<p>LAURIE A DRUZB Supervisory Project Manager</p>	
<p>Page 1 of 3</p>	

Generated Letter – page 1

NOTIFICATION OF SECTION 8 GROSS RENTS
IDENTIFICATION OF UNITS ("CONTRACT UNITS") BY SIZE
AND APPLICABLE CONTRACT RENTS

Section 8 Number: NY020017001

Rent Effective Date: 10/01/2012

Number of Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
4	1	719	37	756

SIGNATURES

OWNER

Contract Administrator
United States of America
Department of Housing and
Urban Development (HUD)

(Signature)
PAUL X BEARD

(Printed Name)
Supervisory Project Manager

(Official Title)

(Date)

(Signature)

(Printed Name)

(Official Title)

(Date)

NOTE: Amended rents are affected by Contract Administrator notice to the Owner on Revised Exhibit A to specify adjusted contract rent amounts in accordance with section 6b of the Renewal Contract.

Owner/Agent signature on this Notification is confirmation to the Contract Administrator that revised rents have been received.

NOTIFICATION OF SECTION 8 GROSS RENTS
IDENTIFICATION OF UNITS ("CONTRACT UNITS") BY SIZE
AND APPLICABLE CONTRACT RENTS

Section 8 Number: NY020017001

Rent Effective Date: 10/01/2012

Number of Units	Number of Bedrooms	Contract Rent
4	1	719

NOTE: This Exhibit will be amended by Contract Administrator notice to the Owner to specify adjusted contract rent amounts as determined by the Contract Administrator in accordance with section 6b of the Renewal Contract.

Page 3 of 3

Generated Letter – page 3

Contract Processing

➤ Function Detail

- Budget Selection
- OCAF
- Rents

If an owner of a project is requesting a budget based rent increase under **Option 4 amend rents** (not a renewal), they are required to submit an RCS that will serve as a ceiling for the increase. The project may be eligible for a BBA rent increase up to the RCS amounts. The RCS will be good for 5 years.

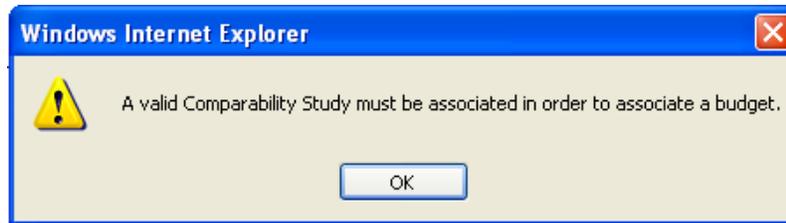
An error message has been added to the **Budget Selection** page that displays when a user clicks the select check box to associate a budget, but the comparability study has

not been associated yet. The message reads: “A *valid Comparability Study must be associated in order to as associate a budget*”

An “*Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process*” field has been added to the *OCAF* page to show the comparable rent potential when a comparability study is associated to the *Option 4* amend rents record.

There is a validation check to the *Rents* page that runs a comparison of the comparable rent potential to the budget based rent potential when a user selects “*Budget Based*” from the ‘*HUD Approved Rents*’ drop down. An error message will display when the comparable rent potential is less than the budget based rent potential. The message reads: “*Budget-based rent potential cannot exceed the comparable rent potential*”.

Benefit to Multifamily Housing is to limit budget base rent increases to not exceed the comparability study rents.



Budget Selection - error message

Contract Processing List Function / Contract Selection Function Detail

Dates and Comments Comparability Study Selection Budget Selection OCAF Rents Auto OCAF Letter Final Review

Budget Selection Save Reset

Surviving Contract: NE26R000010 Stage: N/A
Function Type: Amend Rents Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
Effective Date: 10/01/2013

Renewal Budget Required?

Renewal Budget Type:
RHS Renewal Budgets

Select	Date Approved by HUD	Unit Type	Budget Based Rent
<input checked="" type="checkbox"/>	06/25/2012	1	355

Budget Selection

OCAF

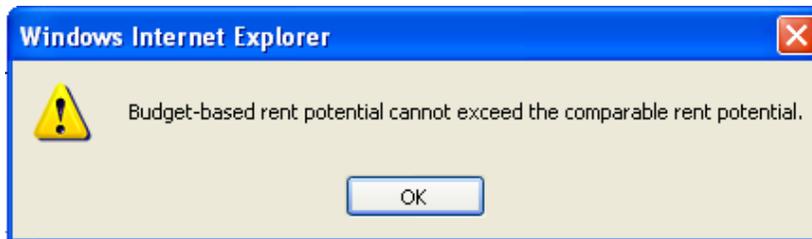
Surviving Contract: NE26R000010 Stage: N/A
 Function Type: Amend Rents Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
 Effective Date: 10/01/2013 ARAMS Status:

Eligible for Auto OCAF: Yes No
 Date Auto OCAF Sent to Owner:
 Date Rents Package Received from Owner:
 Owner Selected Auto OCAF: Yes No Unconfirmed

OCAF Rent Adjustments

Annual Rent Potential for all Section 8 Units Included in the Current Process:
 Annual Comparable (Owner's) Rent Potential for Units Included in the Current Process:
 Annual Budget-Based Rent Potential for Section 8 Units Included in the Current Process:
 Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process):
 Annual Rent Potential Non-Section 8 Units:
 Annual Project Rent Potential: 102240.00
 Expiring Section 8 Portion of Total Rent Potential: 1.00
 Annual Project Debt Service:
 Note: Already includes MIP amount
 Annual Expiring Section 8 Share of Debt Service: 0.00
 Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service: 102240.00
 Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (2.000%): 104284.80
 OCAF Adjusted Contract Rent Potential: 104284.80
 Rent Increase Factor: 1.020

OCAF



Rents - error message

Rents

Surviving Contract: NE26R000010 Stage: N/A
 Function Type: Amend Rents Action: FY 2013 - 4: Request Renewal for Projects Exempt from OAHF
 Effective Date: 10/01/2013

HUD Approved Rent:

Calculated Renewal Rents:

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
1	24	355	362	355	
Rent Potentials					
Monthly		8520	8688	8520	
Annual		102240	104256	102240	

Renewal Rent Effective Date:

Rents