

HUD REAL ESTATE ASSESSMENT CENTER
INTEGRATED ASSESSMENT SUBSYSTEM
FOR
MULTIFAMILY HOUSING

e-Assessment Portal for Multifamily Housing

Pilot User Guide

Release 0.2

May 20, 2002

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1. Introduction

This document is designed to serve as a guide for users of the pilot e-Assessment Portal, a reporting and analysis tool for multifamily housing. The Portal provides an online environment to analyze property-specific and portfolio level information from the multifamily housing inventory. This includes the annual financial statement (AFS) submitted through the Multifamily Housing Financial Assessment Subsystem (FASS MF) and its resulting assessment, the physical inspection and assessment information collected through the Physical Assessment Subsystem (PASS) and selected property level profile information contained in the Office of Multifamily Housing's Real Estate Management System (REMS). This document addresses functionality available with Release 0.2 of the pilot and will be updated with subsequent releases.

The Portal provides authorized users with the means to:

- Retrieve detailed information from both the financial submissions and physical inspections for all active multifamily properties in the inventory, including, but not limited to the following profiles:
 - Statement of cash flows
 - Statement of profit and loss/activities
 - Schedule of reserve for replacements
 - Statement of changes in owner's equity/net assets
 - Summary financial indicators
 - Financial performance assessment results
 - Financial compliance assessment results
 - Physical inspection area points
 - Physical assessment scores
 - Physical inspection summary report (text)
- Generate property lists based on hub, field office, state, county, project manager, FASS score zone, PASS score zone, or submission characteristics (partial vs. full year, audited vs. owner certified).
- Benchmark the income and expenses of an individual property against a group of peers where the peer group is defined based on property characteristics (building type, loan type, subsidy type, size), neighborhood circumstances (population density, poverty), geographic proximity (field office, county), and assessed performance (FASS score zone, PASS score zone).
- Tabulate the number of properties in each combination of FASS and PASS score zone by hub, field office, or project manager.
- Easily export all results into a spreadsheet or flat file for further analysis.
- Easily navigate within and between each report or jump directly into another of the HUD Secure Systems via web link.

Data will be refreshed semi-monthly, on the 15th and last day of each month. The date of last refresh is displayed at the top of each report under the designation "Data as of".

1.1. Background

The U.S. Department of Housing and Urban Development (HUD), through the Real Estate Assessment Center (REAC), began receiving electronic submissions of annual financial statements (AFS) via the Internet in June 1999. These submissions are from multifamily owners required by a Regulatory Agreement and/or Housing Assistance Payment contract, to submit an AFS to HUD. During this same time period, REAC also began conducting on-site inspections of multifamily properties and logging the information into the Uniform Physical Inspection Contract (UPIC) database. The combination of these databases with the property profile information contained in the Office of Multifamily Housing's Real Estate Management System (REMS) provides a unique opportunity to develop integrated reporting and analysis capabilities that will support the Office of Multifamily Housing and their supporting business areas.

1.2. Getting Help

Should you encounter any problems whatsoever with the application, or require additional help in using the tool, send a Lotus Notes message to:

NASS_MF@hud.gov

In your correspondence, please state the precise nature of the problem and how you can be reached. A representative from the NASS-MF team will contact you directly to offer assistance.

This same Notes address may also be used to communicate feedback during the pilot regarding ease of use, data coverage/accuracy, functionality, and response time. User feedback will play an important role in determining what changes are incorporated in future releases of the application.

2. Scope

The pilot release of the application is designed to give Multifamily asset managers in the field and headquarters easy access to property, portfolio, and assignment information to assist them in their duties. While this particular pilot is focused on supporting asset managers, subsequent releases may address the needs of underwriters, appraisers, or other program area personnel. Future releases will incorporate feedback received during the pilot, as appropriate.

2.1. Reporting Categories

The Portal contains reports grouped into three functional areas:

- Property Reporting
- Portfolio Analysis
- Resource Management

A brief summary of each reporting category is presented below.

2.1.1. Property Reporting

These reports provide users with the ability to view detailed financial and physical information on specific properties based on submissions received for 1998 onwards. Users can also generate current property lists based on state and county; assigned hub, field office, or project manager; FASS or PASS score zone; or submission characteristics such as partial vs. full year or audited vs. owner certified.

2.1.2. Portfolio Analysis

These reports provide users with the ability to compare income statement line items and other performance indicators for an individual property with the average (median) value of the same indicators for a custom defined group of peers. Peer groups can be defined based on:

- Property Characteristics
 - Building type
 - Loan type
 - Subsidy type
 - Size (number of units)
- Neighborhood Circumstances
 - Population density (at the census tract level)
 - Poverty percentage (at the census tract level)
- Geographic Proximity
 - Assigned field office
 - State and county
- Assessed Performance
 - FASS score zone
 - PASS score zone

2.1.3. Resource Management

These reports provide users the ability to observe the number of properties meeting various criteria. For example, users can identify those Hubs, Field Offices or Project Managers that have a large number of Red FASS Rated properties, and/or have a low PASS score.

2.2. User System Requirements

The Portal is a complete web-based application with minimal system requirements:

- Computer with access to HUDWEB
- Standard web-browser (Internet Explorer or Netscape)
- Adobe Acrobat Reader

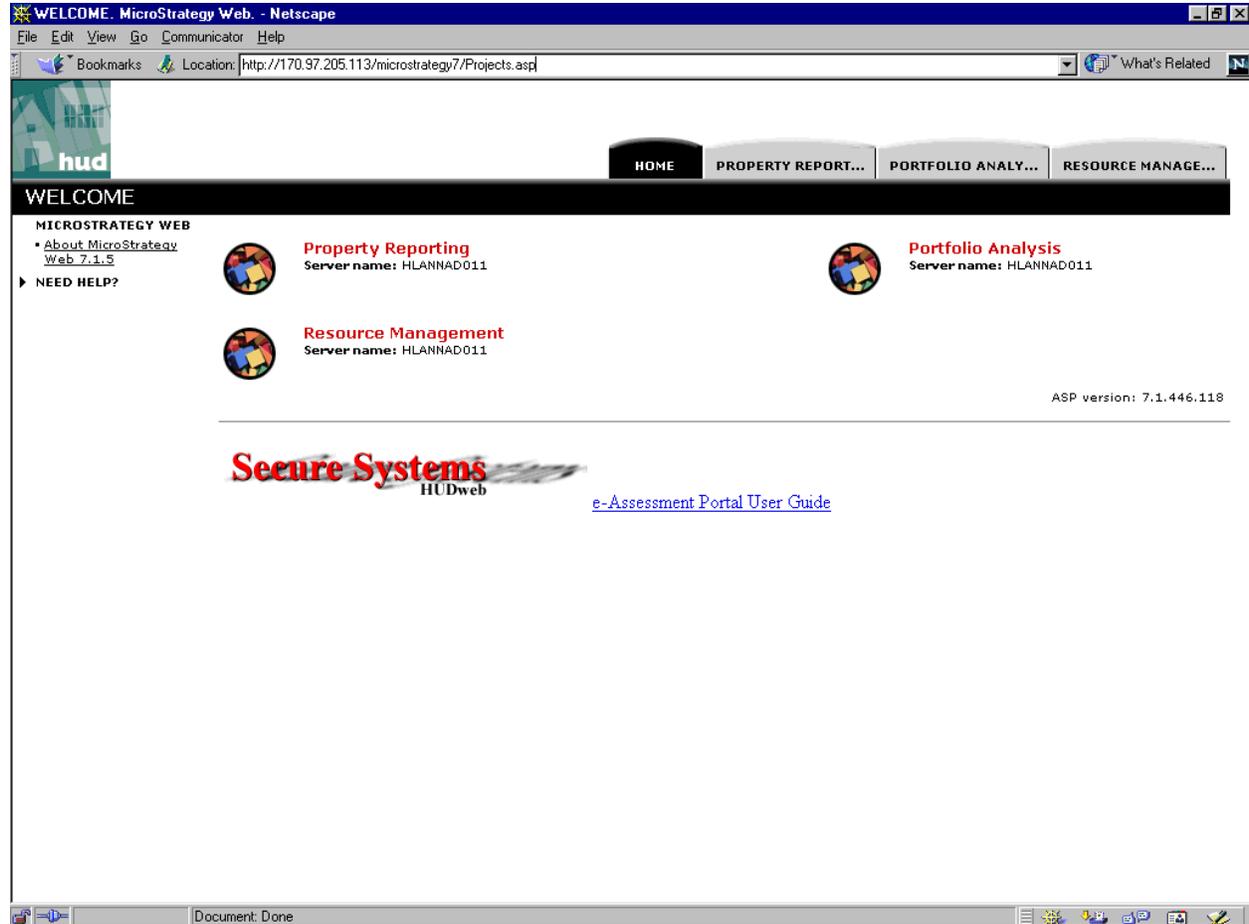
3. Access

Accessing the application is easily accomplished from within a standard web browser. Enter the URL address distributed to all pilot participants via Lotus Notes and hit the “Enter” key.

3.1. Opening the Application

The screen shot below shows the opening screen that users view upon entering the URL into their browser:

e-Assessment Portal Home Screen

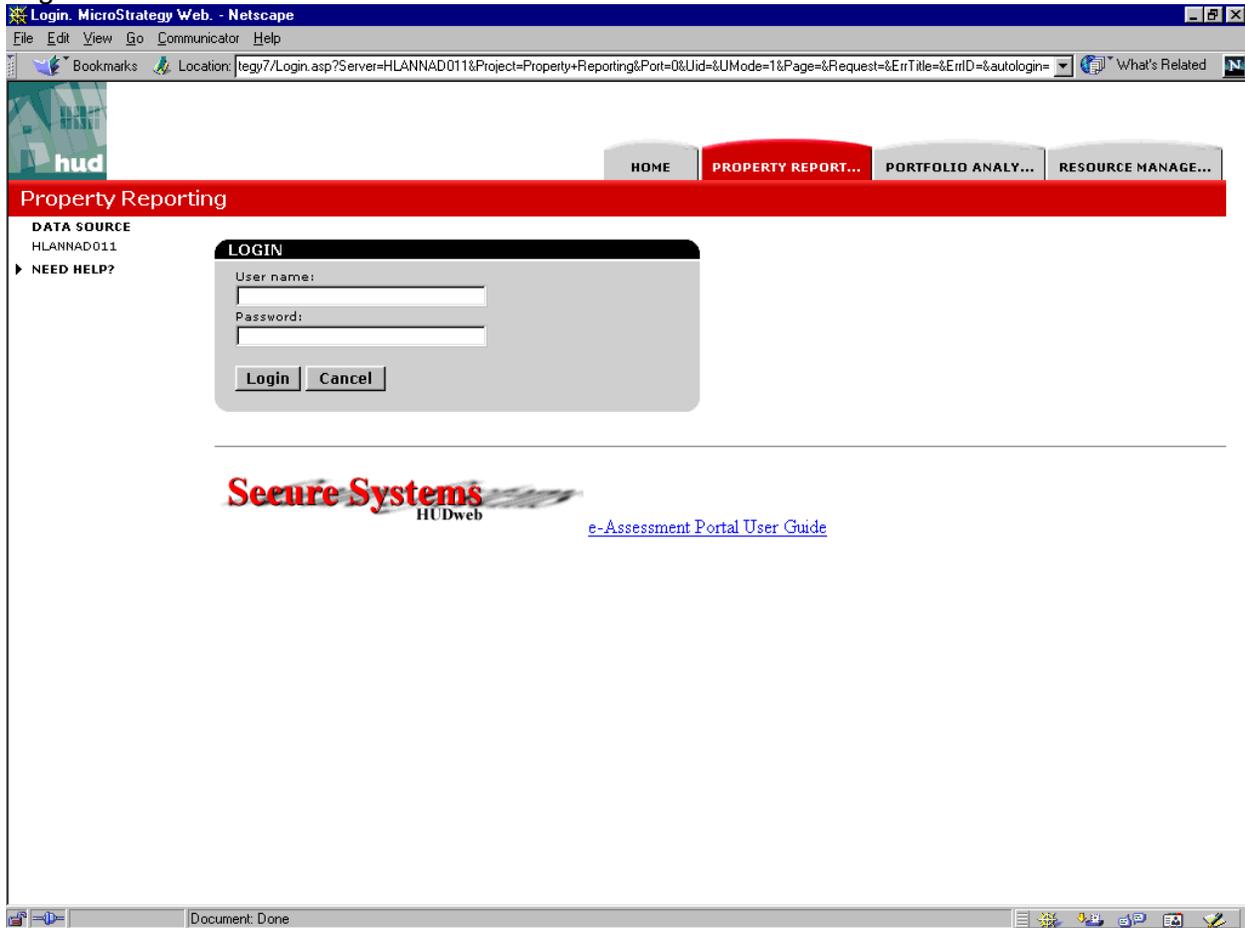


The three icons on the screen above represent the three reporting categories previously described: Property Reporting, Portfolio Analysis, and Resource Management. To view a particular group of reports, click on the category of interest, either by icon or by one of the three tabs across the top of the screen.

3.2. User Authentication

After a reporting category has been selected, you will be prompted for your user name and password as shown in the screen below. You should enter the user name and password sent to you via Lotus Notes and click the “Login” button. The first time you login, you will be prompted to change your password and asked to login again with the new password.

Login and Password Screen



After user authentication via the screen above, the application will display an opening screen that lists the reports and folders that make up the reporting category selected. The following examples will guide you through the process of navigating through the reports in each reporting category.

4. Report Navigation

Navigation within the e-Assessment Portal application is easily accomplished through a standard “point and click” interface. Click on the “Home” tab from anywhere within the application to return to the opening screen. Click on the “LOGOUT” button in the upper right hand corner whenever you wish to terminate your session. Click on the “Secure Systems” icon at the bottom of the screen to open a new browser window and jump to the login screen for one of HUD’s secure systems such as REMS, PASS, or FASS. Click on the “e-Assessment Portal User Guide” link at the bottom of the screen to view an on-line copy of this guide as a pdf file suitable for printing from a new browser window.

4.1. Property Reporting

These reports provide a simple means of viewing and extracting property level lists and profiles containing financial and physical information. From the opening screen, click on either the ‘PROPERTY REPORTING’ tab or on the ‘PROPERTY REPORTING’ icon. The following screen is displayed:

Property Reporting Tab – Opening Screen

The screenshot shows a Netscape browser window displaying the 'Property Reporting' tab. The browser title is 'Shared Reports. MicroStrategy Web. - Netscape'. The address bar shows the URL 'http://170.97.205.113/microstrategy7/Folder.asp?Page=7'. The page features a navigation bar with tabs for 'HOME', 'PROPERTY REPORT...', 'PORTFOLIO ANALY...', and 'RESOURCE MANAGE...'. A 'LOGOUT' button is visible in the top right corner. The main content area is titled 'Property Reporting' and includes a breadcrumb trail 'You are here: Shared Reports'. Below this, there are five report categories, each with a folder icon, title, owner, and modified date:

- Financial Reports by FHA Number**
Owner: Administrator
Modified: 5/14/2002 10:12:57 AM
- Financial Reports by REMS ID**
Owner: Administrator
Modified: 5/16/2002 3:18:40 PM
- Physical Reports by FHA Number**
Owner: Administrator
Modified: 5/14/2002 10:13:00 AM
- Physical Reports by REMS ID**
Owner: Administrator
Modified: 5/16/2002 3:19:06 PM
- Property Lists**
Owner: Administrator
Modified: 5/14/2002 10:12:52 AM

At the bottom of the page, there is a 'Secure Systems HUDweb' logo and a link to the 'e-Assessment Portal User Guide'.

The reports are grouped into five folders:

- Financial Reports by REMS ID
- Financial Reports by FHA Number
- Physical Reports by REMS ID
- Physical Reports by FHA Number
- Property Lists

Financial reports include seven different financial statements and schedules for each property based on financial submissions since 1998 as contained in FASS. Physical reports include a summary of each inspection performed since 1998 with points possible, points awarded, points deducted, and the ability to retrieve a text copy of the actual inspection report. Property lists provides the ability to generate a list of properties based on various criteria and track their performance over time. The second and fourth folders contain the same information as the first and third, but retrievable by FHA Number rather than REMS ID.

Click on a folder to access the reports within that folder. For example, to view the reports within the Financial Reports folder, click anywhere on the folder icon or text description.

4.1.1. Financial Reports by REMS ID

This group of reports includes the following:

- Financial Summary
- Balance Sheet
- Statement of Cash Flows
- Schedule of Reserve for Replacements
- Statement of Changes in Owners Equity / Net Assets
- Statement of Profit and Loss / Activities
- Statement of Profit and Loss / Activities (\$ per Unit)

Financial Reports by REMS ID Folder

The screenshot shows a web browser window titled "Financial Reports by REMS ID. MicroStrategy Web. - Netscape". The address bar contains a long URL. The page has a navigation bar with "HOME", "PROPERTY REPORT...", "PORTFOLIO ANALY...", and "RESOURCE MANAGE...". Below this is a "Property Reporting" section with a breadcrumb trail: "You are here: Shared Reports > Financial Reports by REMS ID". The main content area displays seven report cards, each with a document icon, a title, owner information, and a modified date. The reports are: Balance Sheet (modified 5/15/2002 6:46:57 PM), Financial Summary (modified 5/14/2002 10:12:37 AM), Schedule of Reserve for Replacements (modified 5/18/2002 4:55:42 PM), Statement of Cash Flows (modified 5/14/2002 10:12:39 AM), Statement of Changes in Owner's Equity / Net Assets (modified 5/14/2002 10:12:33 AM), Statement of Profit and Loss / Activities (modified 5/14/2002 10:12:38 AM), and Statement of Profit and Loss / Activities (\$ per Unit) (modified 5/14/2002 10:12:36 AM). At the bottom, there is a "Secure Systems HUDweb" logo and a link to "e-Assessment Portal User Guide".

Each report retrieves information for a specific property indexed by REMS ID. To run a report, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID as shown in the screen below.

REMS ID Prompt Screen

The screenshot shows a Netscape browser window titled "Financial Summary, MicroStrategy Web. - Netscape". The address bar contains the URL: "Location: 2CA92A168B0628C1945&view=Grid&Page=7&Server=HLANNAD011&Project=Property+Reporting&Port=0&Uid=hsparrow&UMode=1&index=0". The browser interface includes a menu bar (File, Edit, View, Go, Communicator, Help), a bookmarks bar, and a status bar at the bottom showing "Document: Done".

The web application interface features a "hud" logo in the top left and a navigation menu with buttons for "HOME", "PROPERTY REPORT...", "PORTFOLIO ANALY...", and "RESOURCE MANAGE...". A "LOGOUT" button is located in the top right corner. Below the navigation menu is a red banner with the text "Property Reporting" and a sub-menu with "SHARED REPORTS", "MY REPORTS", and "HISTORY LIST".

The main content area displays a breadcrumb trail: "You are here: [Shared Reports](#) > [Financial Reports by REMS ID](#) > [Financial Summary](#)". Below this, the heading "Financial Summary" is followed by a yellow warning box containing the text: "Please enter a REMS ID. (Required)", "Please enter a REMS ID.", and "This prompt requires a value no less than 0.". A text input field is provided for the user to enter the REMS ID. At the bottom right of the form, there are two buttons: "Execute Report" and "Cancel".

At the bottom of the page, the "Secure Systems HUDweb" logo is displayed, along with a link to the "e-Assessment Portal User Guide".

After entering a valid REMS ID, click on the button to the right labeled "Execute Report". The selected report is then retrieved and displayed for the property whose REMS ID was entered.

Financial Summary Report

The Financial Summary Report contains summary financial information such as Unpaid Principal, Net Operating Income, Surplus Cash and Reserves per Unit. It also contains summary financial statistics, such as the Debt Service Coverage Ratio, the Quick Ratio, and the Expenses to Income Ratio.

To run the report from the Financial Reports by REMS ID folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button to the right labeled "Execute Report". The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Financial Summary Report

The screenshot shows a web browser window with the following details:

- Page-by:** Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4. Data as of: 5/15/2002 8:00:06 PM.
- Property:** REMS ID: 800004762 Bedford Pine Apartments IV
- Metrics Table:**

	12/31/2001	12/31/2000	12/31/1999	12/31/1998
Number of Units	157	157	157	157
Number of Beds				
Unpaid Principal Amount	\$ 1,574,951.00	\$ 1,619,193.00	\$ 1,660,248.00	\$ 1,698,345.00
Net Operating Income Amount	\$ 188,806.00	\$ 253,274.00	\$ 164,379.00	\$ 149,606.00
Operating Expense	\$ 1,070,706.00	\$ 899,660.00	\$ 906,133.00	\$ 868,830.00
Debt Service Coverage Ratio	1.15	1.53	1.02	1.12
Quick Ratio	1.01	1.00	0.57	0.46
Vacancy Rate	1.00%	1.00%	1.00%	1.00%
Expense to Income Ratio	0.85	0.78	0.85	0.85
Reserves per Unit	\$ 131.98	\$ 124.95	\$ 126.88	\$ 142.12
Surplus Cash per Unit	\$ 506.86	\$ 953.45	\$ 432.59	\$ 224.31

The sample report above contains summary information for a particular property for each year since 1998 for which a financial submission was received. In addition to the summary financial information, certain other relevant property profile information is also displayed in the report header, such as geographic location. In all of the financial reports, year is defined as the calendar year, with each annual financial submission (AFS) assigned to a year based on the fiscal year end of the reporting period. For example, submissions with fiscal year ends of 6/30/99, 9/30/99, and 12/31/99 are all shown as 1999.

Note that the Debt Service Coverage Ratio (DSCR) formula used uniformly in this application has only been in use by FASS since February 12, 2001. This may result in discrepancies between this application and MF-FASS for DSCRs calculated prior to that time. Vacancy rate statistics calculated in this application are only accurate to the nearest percentage point due to rounding error and may also differ slightly from those in FASS.

To navigate to additional reports for this same property, click on the underlined property name and Drill Across to the report of your choice. (Section 5.7 provides additional information on the Drill Across functionality.)

Balance Sheet Report

The Balance Sheet Report contains asset and liability information such as cash and accounts receivable. Entries where financial information was not submitted are displayed as “\$0.00”.

To run the report from the “Financial Reports by REMS ID” folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button to the right labeled “Execute Report”. The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Balance Sheet Report

The screenshot shows a web browser window with the following details:

- Browser: Netscape
- Page Title: Financial Summary->Balance Sheet
- URL: lse&Server=HLANNAD011&Project=Property+Reporting&Port=0&Uid=graham&UMode=1&index=0&TS=5%2F20%2F2002+3%3A18%3A28+PM
- Page: Property Reporting
- Navigation: SHARED REPORTS | MY REPORTS
- Breadcrumbs: You are here: Shared Reports > Financial Reports by REMS ID > Financial Summary->Balance Sheet
- Report Title: Financial Summary->Balance Sheet
- Last update: 5/20/2002 3:18:24 PM
- Filters:
 - Building Type: Low Rise/Garden Apartment
 - FHA Number: 06135213
 - City: ATLANTA
 - County: GA FULTON
 - State: GA
 - Zip Cd: 30308
 - SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams
 - Loan Type: 221(d)4
 - Data as of: 5/15/2002 8:00:06 PM
- Page by: Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM
- Page 1 of 3
- Rows: 1 - 50 of 103 Columns: 4

Property		REMS ID: 800004762 Bedford Pine Apartments IV			
Fy End Date		12/31/2001	12/31/2000	12/31/1999	12/31/1998
Year		2001	2000	1999	1998
1120 - Cash - Operations		\$ 311,265.00	\$ 552,669.00	\$ 489,336.00	\$ 404,940.00
1121 - Construction Cash Account		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1125 - Cash - Entity		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1130 - Tenant / Member Accounts Receivable (Coops)		\$ 18,489.00	\$ 34,083.00	\$ 9,504.00	\$ 2,100.00
1131 - Allowance for Doubtful Accounts		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1130N - Net Tenant Accounts Receivable		\$ 18,489.00	\$ 34,083.00	\$ 9,504.00	\$ 2,100.00
1135 - Accounts Receivable - HUD		\$ 0.00	\$ 0.00	\$ 2,409.00	\$ 2,565.00
1137 - Medicare/ Medicaid / Other Insurance Receivable		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1140 - Accounts and Notes Receivable - Operations		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1145 - Accounts and Notes Receivable - Entity		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click on “Shared Reports” at the top of the screen to return to the Property Reporting folders where you can select another report. Or, to navigate directly to another report for this same specific property, click on the underlined property name at the top of the report and “drill across” (see Section 5.7 for details).

Statement of Cash Flows Report

The Statement of Cash Flows Report contains information on specific receipts and expenditures during each yearly time period. Entries where financial information was not submitted are displayed as "\$0.00".

To run the report from the "Financial Reports by REMS ID" folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button to the right labeled "Execute Report". The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Statement of Cash Flows Report

Financial Summary ->Balance Sheet->Statement of Cash Flows. MicroStrategy Web. - Netscape

Property Reporting

You are here: Shared Reports > Financial Reports by REMS ID > Financial Summary->Balance Sheet->Statement of Cash Flows

Financial Summary->Balance Sheet->Statement of Cash Flows

Properties Drill Filter details Last update: 5/20/2002 3:19:39 PM

Page-by

Building Type: Low Rise/Garden Apartment FHA Number: 06135213 City: ATLANTA County: GA FULTON

State: GA Zip Cd: 30308 SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams Loan Type: 221(d)4

Data as of: 5/15/2002 8:00:06 PM

Paged by: Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM

Page 1 of 2 Rows: 1 - 50 of 79 Columns: 4

Metrics	Property	REMS ID: 800004762 Bedford Pine Apartments IV			
	Fy End Date	12/31/2001	12/31/2000	12/31/1999	12/31/1998
	Year	2001	2000	1999	1998
S1200-010 Rental Receipts		\$ 3,624,858.00	\$ 3,015,342.00	\$ 3,232,509.00	\$ 3,004,641.00
S1200-020 Interest Receipts		\$ 15,837.00	\$ 10,608.00	\$ 5,970.00	\$ 12,546.00
S1200-025 Gifts		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1200-030 Other Operating Receipts		\$ 116,061.00	\$ 191,190.00	\$ 165,720.00	\$ 23,613.00
S1200-035 Entity/Construction Receipts		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1200-040 Total Receipts		\$ 3,756,756.00	\$ 3,217,140.00	\$ 3,404,199.00	\$ 3,040,800.00
S1200-050 Administrative		(\$ 135,438.00)	(\$ 115,593.00)	(\$ 128,148.00)	(\$ 136,002.00)
S1200-070 Management Fee		(\$ 307,929.00)	(\$ 242,130.00)	(\$ 240,216.00)	(\$ 228,918.00)
S1200-090 Utilities		(\$ 606,621.00)	(\$ 474,069.00)	(\$ 477,768.00)	(\$ 392,337.00)
S1200-100 Salaries and Wages		(\$ 1,087,884.00)	(\$ 1,027,815.00)	(\$ 1,012,536.00)	(\$ 928,731.00)
S1200-110 Operating and Maintenance		(\$ 717,027.00)	(\$ 341,631.00)	(\$ 637,779.00)	(\$ 574,830.00)
S1200-120 Real Estate Taxes		(\$ 176,052.00)	(\$ 211,797.00)	(\$ 202,980.00)	(\$ 173,241.00)
S1200-140 Property Insurance		(\$ 70,602.00)	(\$ 66,921.00)	(\$ 57,792.00)	(\$ 186,897.00)
S1200-150 Miscellaneous Taxes and Insurance		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click on "Shared Reports" at the top of the screen to return to the Property Reporting folders where you can select another report. Or, to navigate directly to another report for this same specific property, click on the underlined property name at the top of the report and "drill across" (see Section 5.7 for details).

Schedule of Reserve for Replacements Report

The Schedule of Reserve for Replacements Report contains information on reserve accounts and associated deposits and withdrawals. Entries where financial information was not submitted are displayed as "\$0.00".

To run the report from the "Financial Reports by REMS ID" folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button to the right labeled "Execute Report". The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Schedule of Reserve for Replacements Report

The screenshot shows a web browser window with the following details:

- Page-by filters:** Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM.
- Report Title:** Financial Summary->Balance Sheet->Statement of Cash Flows->Schedule of Reserve for Replacements
- Property:** REMS ID: 800004762 Bedford Pine Apartments IV
- Table Data:**

Metrics	Property	REMS ID: 800004762 Bedford Pine Apartments IV			
	Fy End Date	12/31/2001	12/31/2000	12/31/1999	12/31/1998
	Year	2001	2000	1999	1998
1320P - Balance at Beginning of Year		\$ 58,851.00	\$ 59,760.00	\$ 66,939.00	\$ 169,197.00
1320DT - Total Monthly Deposits		\$ 27,780.00	\$ 27,648.00	\$ 27,648.00	\$ 27,648.00
1320ODT - Other Deposits		\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,658.00
1320INT - Interest on Replacement Reserve Accounts		\$ 561.00	\$ 1,119.00	\$ 930.00	\$ 0.00
1320ORGL - Realized Gain or (Loss)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1320OUGL - Unrealized Gain or (Loss)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1320WT - Approved Withdrawals		\$ 25,029.00	\$ 29,676.00	\$ 35,757.00	\$ 132,564.00
1320OWT - Other Withdrawals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1320 - Balance at End of Year, Confirmed by Mortgages		\$ 62,163.00	\$ 58,851.00	\$ 59,760.00	\$ 66,939.00
1320R - Deposits Suspended or Waived Indicator		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1340P - Balance at Beginning of Year		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1340DT - Total Deposits		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1340ODT - Other Deposits		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click on "Shared Reports" at the top of the screen to return to the Property Reporting folders where you can select another report. Or, to navigate directly to another report for this same specific property, click on the underlined property name at the top of the report and "drill across" (see Section 5.7 for details).

Statement of Change in Owner's Equity / Net Assets Report

The Statement of Change in Owner's Equity / Net Assets Report contains information on the balance of net assets or equity at the beginning and end of year as well as summary information on net income and distributions during the year. Entries where financial information was not submitted are displayed as "\$0.00".

To run the report from the "Financial Reports by REMS ID" folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button at the right labeled "Execute Report". The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Statement of Change in Owner's Equity / Net Assets Report

The screenshot shows a web browser window with the following details:

- Page-by filters:** Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)4, Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM.
- Report Title:** Statement of Changes in Owner's Equity / Net Assets
- Property:** REMS ID: 800004762 Bedford Pine Apartments IV
- Table Columns:** Metrics, Property, FY End Date (12/31/2001, 12/31/2000, 12/31/1999, 12/31/1998), Year (2001, 2000, 1999, 1998).

Metrics	Property	12/31/2001	12/31/2000	12/31/1999	12/31/1998
S1100-010 Beginning of Year Balance		(\$ 1,398,333.00)	(\$ 1,376,952.00)	(\$ 1,305,378.00)	(\$ 1,208,917.00)
3250 Net Income or Loss		(\$ 74,934.00)	(\$ 21,381.00)	(\$ 71,574.00)	(\$ 96,461.00)
S1200-420 Distributions		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1200-430 Contributions		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1100-020 Other Changes in Equity		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3130 - End of Year - 3130		(\$ 1,473,267.00)	(\$ 1,398,333.00)	(\$ 1,376,952.00)	(\$ 1,305,378.00)
S1100-300 Beginning Balance - Common Stock Corporations		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3161 - Common Stock (Corporations)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1100-310 Change in Common Stock		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1100-400 Beginning Balance - Paid in Surplus (Corporations)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1100-410 Change in Paid-in Surplus (Corporations)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3162 - Paid - in Surplus (Corporations)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
S1100-500 Beginning Balance -		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click on "Shared Reports" at the top of the screen to return to the Property Reporting folders where you can select another report. Or, to navigate directly to another report for this same specific property, click on the underlined property name at the top of the report and "drill across" (see Section 5.7 for details).

Statement of Profit and Loss / Activities Report

The “Statement of Profit and Loss / Activities Report” allow you to view the property specific income and expense information for each line item in the current chart of accounts. Entries where financial information was not submitted are displayed as “\$0.00”.

To run the report from the “Financial Reports by REMS ID” folder, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button at the right labeled “Execute Report”. The selected report is then retrieved and displayed for the property whose REMS ID was entered. A portion of a sample report is provided below.

Sample Statement of Profit and Loss / Activities Report

The screenshot shows a Netscape browser window displaying a financial report. The browser title is "Statement of Changes in Owner's Equity / Net Assets -> Statement of Profit and Loss / Activities. Mirc - Netscape". The page content includes a navigation bar with "Property Reporting" and "SHARED REPORTS | MY REPORTS". Below this is a breadcrumb trail: "You are here: Shared Reports > Financial Reports by REMS ID > Statement of Changes in Owner's Equity / Net Assets -> Statement of Profit and Loss / Activities".

The main report area is titled "Statement of Changes in Owner's Equity / Net Assets -> Statement of Profit and Loss / Activities". It includes a "Filter details" section with the following parameters:

- Building Type: Low Rise/Garden Apartment
- FHA Number: 06135213
- City: ATLANTA
- County: GA FULTON
- State: GA
- Zip Cd: 30308
- SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams
- Loan Type: 221(d)4
- Data as of: 5/15/2002 8:00:06 PM

The report is for "REMS ID: 800004762 Bedford Pine Apartments IV". It shows a table of metrics for four fiscal years: 2001, 2000, 1999, and 1998. The table includes a "Metrics" column and a "Year" column. The data is as follows:

Metrics	2001	2000	1999	1998
5120 - Rent Revenue - Gross Potential	\$ 279,276.00	\$ 255,219.00	\$ 235,316.00	\$ 237,493.00
5121 - Tenant Assistance Payments	\$ 952,048.00	\$ 844,587.00	\$ 787,480.00	\$ 779,207.00
5140 - Rent Revenue - Stores and Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5170 - Garage and Parking Spaces	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5180 - Flexible Subsidy Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5190 - Miscellaneous Rent Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5191 - Excess Rent	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5192 - Rent Revenue / Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5193 - Special Claims Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5194 - Retained Excess Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5195 - Lease Revenue (Nursing Homes)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5100T - Total Rent Revenue	\$ 1,231,324.00	\$ 1,099,806.00	\$ 1,022,796.00	\$ 1,016,700.00
5220 - Apartments	\$ 15,778.00	\$ 13,335.00	\$ 9,462.00	\$ 10,317.00
5240 - Stores and Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Click on “Shared Reports” at the top of the screen to return to the Property Reporting folders where you can select another report. Or, to navigate directly to another report for this same specific property, click on the underlined property name at the top of the report and “drill across” (see Section 5.7 for details).

Statement of Profit and Loss / Activities Report (\$ per Unit)

The “Statement of Profit and Loss / Activities Report (\$ per Unit)” is similar to the report described previously, with the difference being that Income Statement line items are converted to a per unit basis based on the number of units at the time of financial submission. In the case of nursing homes, number of beds is used as a surrogate for number of units.

4.1.2. Financial Reports by FHA Number

This group of reports includes the same seven financial reports discussed previously, but now retrievable by the FHA Number of the currently active primary loan.

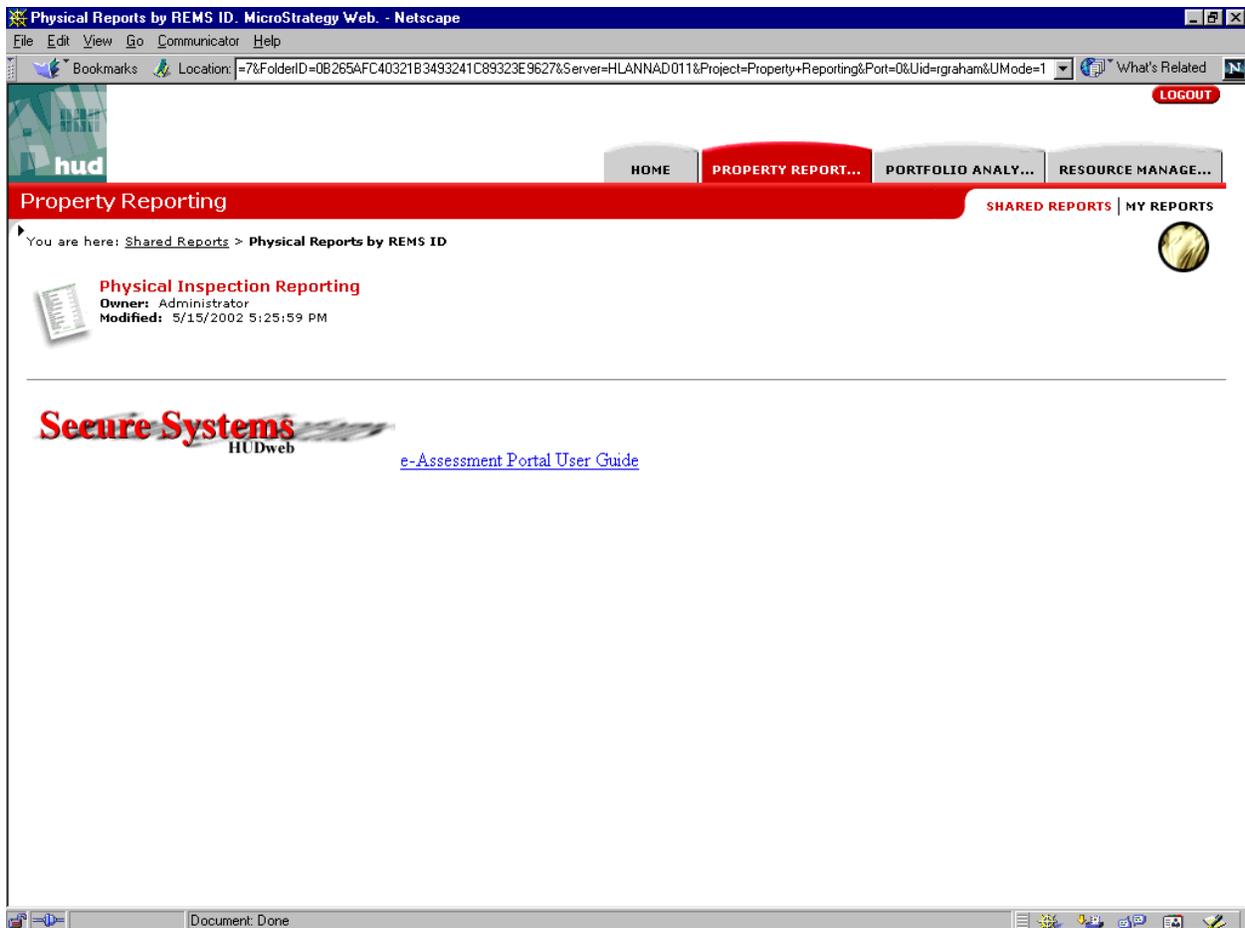
NOTE: Properties with no active primary loan must be retrieved using the REMS ID via the “Financial Reports by REMS ID” folder (see Section 4.1.1).

4.1.3. Physical Reports by REMS ID

This group of reports includes the following:

- Physical Inspection Reporting

Physical Reports by REMS ID Folder



Each report retrieves information for a specific property indexed by REMS ID. To run a report, click anywhere on the report icon or text description of the report. After a report has been selected, you will be prompted to enter a REMS ID. After entering a valid REMS ID, click on the button at the right labeled “Execute Report”. The selected report is then retrieved and displayed for the property whose REMS ID was entered.

Physical Inspection Summary Report

The report labeled “Physical Inspection Reporting” provides possible points, actual points and Health and Safety (H&S) deductions for each area of the property in addition to the overall physical score and H&S Score. A portion of a sample report is provided below.

Sample Physical Inspection Summary Report

Physical Inspection Reporting
 Last update: 5/20/2002 3:34:02 PM

Properties | Drill | Filter details

Page-by
 Building Type: Low Rise/Garden Apartment | FHA Number: 06135213 | City: ATLANTA | County: GA FULTON
 State: GA | Zip Cd: 30308 | SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams | Loan Type: 221(d)4
 Data as of: 5/15/2002 8:00:06 PM

Paged by: Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM
 Rows: 16 Columns: 3

Property		REMS ID: 800004762 Bedford Pine Apartments IV		
Year		2001	2000	1999
Inspection ID		120075	61933	61933
Inspection Date		5/22/2001	8/19/1999	8/19/1999
Metrics				
Health Safety Score		b	b	b
Possible Points - Site Area		17.8	17.6	17.6
Possible Points - Building Exterior		20.3	18.3	18.3
Possible Points - Building Systems		17.0	20.2	20.2
Possible Points - Common Area		6.0	4.0	4.0
Possible Points - Units		39.0	39.8	39.8
Area Points - Site Area		17.8	5.1	5.1
Area Points - Building Exterior		19.5	17.5	17.5
Area Points - Building System		17.0	20.2	20.2
Area Points - Common Area (CA)		5.8	3.7	3.7
Area Points - Units		38.3	36.3	36.3
Health and Safety Deduction Points - Site		0.0	0.0	0.0

The above report displays summary information on each primary physical inspection performed since 1998. As a new inspection is not required every year for every property, PASS scores are carried over from prior year inspections according to the following rule:

PASS Score	Inspection Frequency	Carry Over
90-100	Every 3 years	2 years
80-89	Every 2 years	1 year
0-79	Every year	None

Where data is carried over from a prior year’s inspection, the Inspection ID and date remain the same as before.

For additional inspection details, click on the Inspection ID. A new window will open that allows you to view a full text copy of the Inspection Report in pdf format. To view files that are stored in the pdf format it is necessary to have Adobe Acrobat Reader installed on your computer. If your computer does not have Adobe Acrobat Reader installed it can be downloaded free of charge from www.adobe.com. The hyperlink from the Physical Inspection Report is retained even if the report is exported to Excel 2000.

Note that when drilling across to this report from elsewhere in the application (see Section 5.7 for a description of the Drill Across functionality) a blank column is generated for those years where a new physical inspection was due but was not completed. Due to a bug in the MicroStrategy software, an empty white box will appear in this blank column if you are using the Netscape browser. We expect this to be corrected in a subsequent release.

4.1.4. Physical Reports by FHA Number

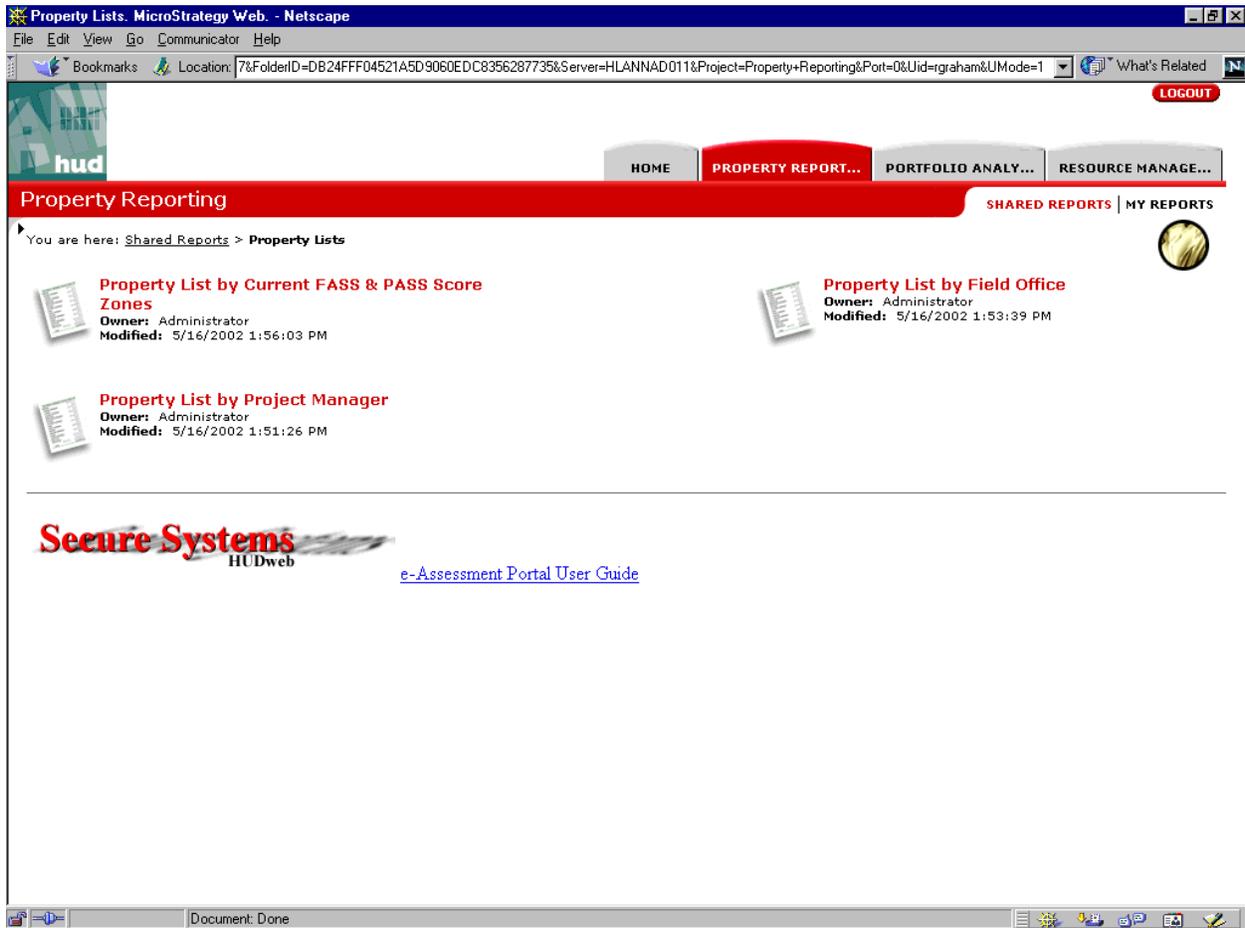
This group of reports includes the same physical report discussed previously, but now retrievable by the FHA Number based on the currently active primary loan. Properties with no active primary loan must be retrieved using the REMS ID via the previously discussed folder.

4.1.5. Property Lists

This group of reports includes the following:

- Property List by Current FASS & PASS Score Zones
- Property List by Field Office
- Property List by Project Manager

Property Lists Folder



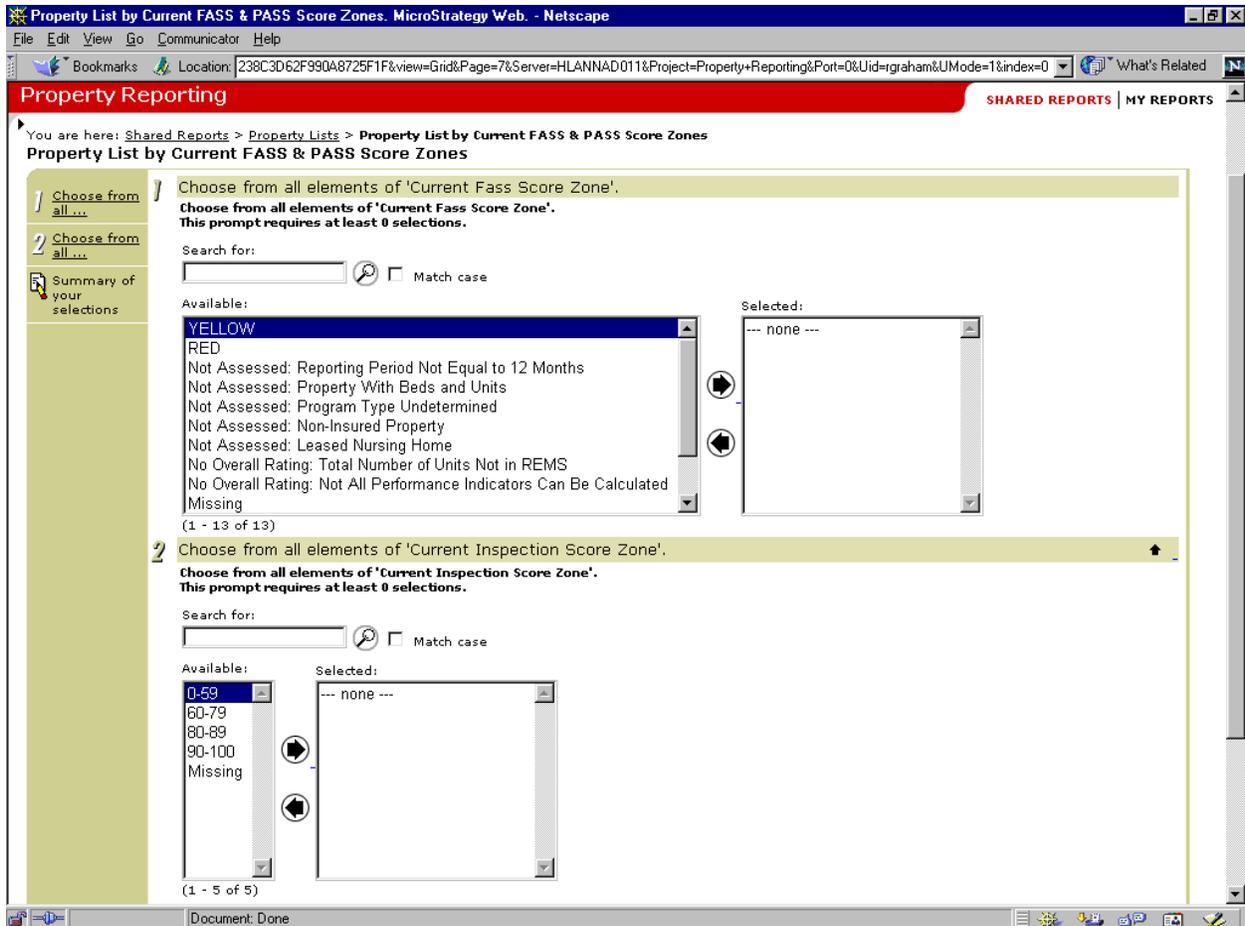
Each report retrieves a list of properties meeting certain user specified criteria. To run a report, click anywhere on the report icon or text description of the report.

Property List by Current FASS & PASS Score Zones

This report creates a list of properties based on their current FASS and/or PASS score zones. For FASS, the current zone is based on the most recent primary financial submission. For PASS, the current zone is based on the most recent physical inspection.

To run the report, click anywhere on the report icon or text description of the report. You will then be prompted to select FASS and/or PASS score zone criteria as shown in the following screen.

Current FASS & PASS Score Zone Prompt Screen



To limit the report to properties whose current FASS score zone is YELLOW, highlight the YELLOW entry in the left hand "Available" box and click the right arrow to move that selection to the right hand "Selected" box. To limit the report to properties whose current FASS score zone is YELLOW or RED, follow the same procedure to move both entries to the "Selected" box. Multiple contiguous entries can be highlighted in the "Available" box by clicking and dragging and can then be moved en masse to the "Selected" box.

Similar procedures will limit the report based on PASS score zone. For example, to limit the report to properties whose current PASS score zone is 0-59, highlight the 0-59 entry in the "Available" box and move it to the "Selected" box using the right arrow. To deselect an entry, highlight it in the "Selected" box and click the left arrow to return it to the "Available" box.

After completing your selections, click on the button at the bottom right of the screen labeled “Execute Report”. The selected report is then retrieved and displayed. A portion of a sample report is provided below.

Sample Property List by Current FASS & PASS Score Zone

Property Reporting SHARED REPORTS | MY REPORTS

You are here: [Shared Reports](#) > [Property Lists](#) > [Property List by Current FASS & PASS Score Zones](#)

Property List by Current FASS & PASS Score Zones Last update: 5/20/2002 3:42:29 PM

Page-by: Paged by: Field Office: Tulsa, Data as of: 5/15/2002 8:00:06 PM

Rows: 23 Columns: 8

Property	Metrics	FASS Score				PASS Score			
		2001	2000	1999	1998	2001	2000	1999	1998
REMS ID: 800007140 BRENTWOOD GROUP HOME			100	100	100	96	96	96	
REMS ID: 800007250 HIGHLAND MEADOWS		77	78	82	76	92	85	85	
REMS ID: 800007271 KIDRON		71	68	79		96	96	96	
REMS ID: 800007280 LAKEFRONT SENIOR RESIDENCES		70				97	100	100	100
REMS ID: 800007295 MANOR HOUSE		73	62	69	74	98	98	85	85
REMS ID: 800007309 MISSION PLACE		79	82	81	86	99	99	99	
REMS ID: 800007380 RIVERVIEW VILLAGE II		72	59	66	88	93	93	93	
REMS ID: 800007396 SENECA VILLAGE TOWNHOUSES I		75	73	67	63	93	86	86	
REMS ID: 800007397 SENECA VILLAGE TOWNHOUSES II		75	73		63	98	86	86	
REMS ID: 800007398 SHADYBROOK ESTATES		71	77	70	83	98	86	86	
REMS ID: 800007399 SHADYWAY PLAZA		71	56	78		92	92	68	
REMS ID: 800007410 SOMERSET PLAZA TOWER		80		84		93	93	93	

The initial layout of the report displays one field office at a time. In the example above, information is displayed for the Tulsa field office. To view a different field office, make a selection from the “Field Office” drop down box in the report header.

The body of the report displays the historical FASS and PASS scores for each property. For FASS, each score represents an audited financial submission. For PASS, some scores will be carried over from prior years as physical inspections are not required every year for every property (see Section 4.1.3).

Property List by Field Office

This report creates a list of properties based on their current Field Office. To run the report, click anywhere on the report icon or text description of the report. You will then be prompted to select one or more Field Offices as shown in the following screen.

Field Office Prompt Screen

The screenshot shows a web browser window titled "Property List by Field Office. MicroStrategy Web. - Netscape". The address bar shows a URL starting with "EE599D20BADA254380D&view=Grid&Page=7&Server=HLANNAD011&Project=Property+Reporting&Port=0&Uid=graham&UMode=1&index=0". The browser's menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The page has a red header with "Property Reporting" and navigation buttons for "HOME", "PROPERTY REPORT...", "PORTFOLIO ANALY...", and "RESOURCE MANAGE...". A "LOGOUT" button is in the top right. Below the header, a breadcrumb trail reads "You are here: Shared Reports > Property Lists > Property List by Field Office". The main content area is titled "Property List by Field Office" and contains a prompt: "Please select a Field Office. (Required)". Below this, it says "Please select a Field Office. This prompt requires at least 1 selection." There is a "Search for:" text box with a magnifying glass icon and a "Match case" checkbox. Two list boxes are shown: "Available:" with a scrollable list of field offices (Albuquerque, Anchorage, Atlanta, Baltimore, Birmingham, Boston, Buffalo, Caribbean, Charleston, Chicago) and "Selected:" which currently contains "--- none ---". Arrows between the lists allow for moving items. At the bottom of the prompt area are "Execute Report" and "Cancel" buttons. The footer features the "Secure Systems HUDweb" logo and a link to "e-Assessment Portal User Guide". The browser's status bar at the bottom shows "Document: Done".

To limit the report to properties whose current Field Office is Albuquerque, highlight the Albuquerque entry in the left hand "Available" box and click the right arrow to move that selection to the right hand "Selected" box. To limit the report to properties whose current Field Office is Albuquerque or Anchorage, follow the same procedure to move both entries to the "Selected" box. Multiple contiguous entries can be highlighted in the "Available" box by clicking and dragging and can then be moved en masse to the "Selected" box. To deselect an entry, highlight it in the "Selected" box and click the left arrow to return it to the "Available" box.

The list of field offices available for selection is in alphabetical order, but only displays 30 field offices at a time. Click on the black triangle underneath the pick list to see additional choices. One may also use the search bar to find a field office based on part or all of the text in its name. To execute the search, enter the name you are searching for in the "Search for:" box. Then, click on the icon of a magnifying glass and the field offices matching your search criteria will appear in the "Available" box.

After completing your selections, click on the button at the bottom right of the screen labeled “Execute Report”. The selected report is then retrieved and displayed. A portion of a sample report is provided below.

Sample Property List by Field Office

The screenshot shows a web browser window titled "Property List by Field Office. MicroStrategy Web. - Netscape". The browser address bar shows a URL with parameters for server, project, reporting, and port. The page header includes "Property Reporting" and "SHARED REPORTS | MY REPORTS". The breadcrumb trail indicates the user is in "Shared Reports > Property Lists > Property List by Field Office".

The report header includes the following information:

- Property List by Field Office** (Last update: 5/20/2002 3:57:59 PM)
- Page-by**: Field Office: Albuquerque, County: NM BERNALILLO, Data as of: 5/15/2002 8:00:06 PM
- Paged by**: Field Office: Albuquerque, County: NM BERNALILLO, Data as of: 5/15/2002 8:00:06 PM
- Page 1 of 2**, Rows: 1 - 50 of 59, Columns: 10

The main data table is structured as follows:

Property	Metrics	FASS Score					PASS Score				
		Year	2002	2001	2000	1999	1998	2002	2001	2000	1999
REMS ID: 800014532 ALBUQUERQUE ARC-LOUISIANA GROUP HOME			80	78	80		84	83	83		
REMS ID: 800014533 ALBUQUERQUE ARC-SAN PEDRO GROUP HOME			72	74	72		93	78			58
REMS ID: 800014534 ALBUQUERQUE ARC-TRUMBULL GROUP HOME			53	54	56		90	86	86		
REMS ID: 800014539 BRENTWOOD GARDENS APARTMENTS							82	74	85		85
REMS ID: 800014547 CENTER FOR BEHAVIORAL SERVICES HOMES							95	85	85		
REMS ID: 800014550 EL CENTRO FAMILIAR SENIOR HOUSING							91	40			
REMS ID: 800014558 CONCHA ORTIZ Y PINO DE KLEVEN APARTMENTS			37	43			84	85	85		
REMS ID: 800014562 DAVID SPECTER SHALOM HOUSE APARTMENTS			76	94	87		87	87	84		84

The initial layout of the report displays one field office and county at a time. In the example above, information is displayed for the Albuquerque field office and Bernalillo county. To view a different field office and county combination, make selections from the “Field Office” and/or “County” drop down boxes in the report header.

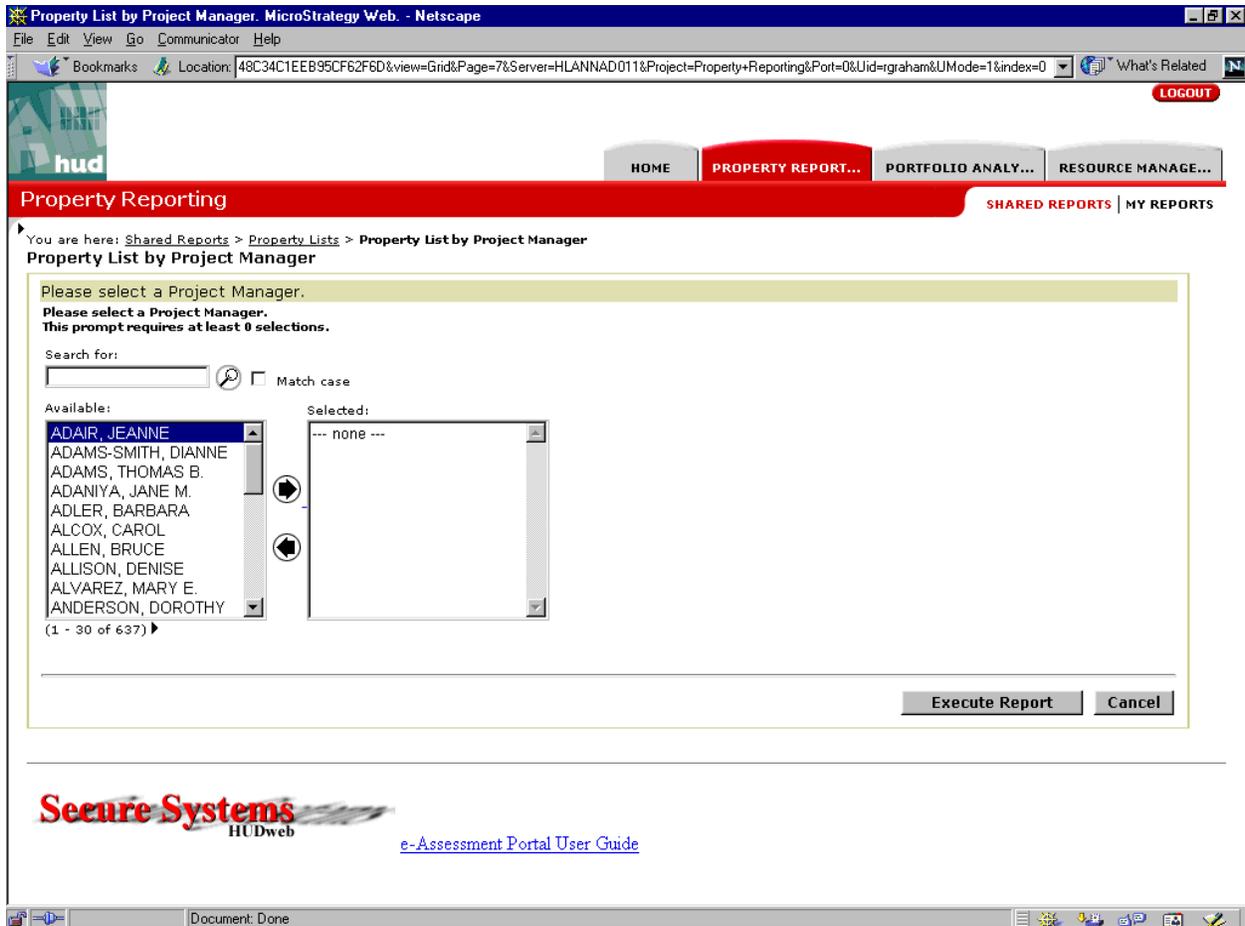
The body of the report displays the historical FASS and PASS scores for each property. For FASS, each score represents an audited financial submission. For PASS, some scores will be carried over from prior years as physical inspections are not required every year for every property (see Section 4.1.3).

Property List by Project Manager

This report creates a list of properties based on their currently assigned project manager. Where source systems show more than one project manager assigned to a property, the project manager most recently assigned to the property is chosen.

To run the report, click anywhere on the report icon or text description of the report. You will then be prompted to select one or more Project Managers as shown in the following screen.

Project Manager Prompt Screen



To limit the report to properties whose current Project Manager is Jeanne Adair, highlight the "ADAIR, JEANNE" entry in the left hand "Available" box and click the right arrow to move that selection to the right hand "Selected" box. To limit the report to properties whose current Field Office is Jeanne Adair or Diane Adams-Smith, follow the same procedure to move both entries to the "Selected" box. Multiple contiguous entries can be highlighted in the "Available" box by clicking and dragging and can then be moved en masse to the "Selected" box. To deselect an entry, highlight it in the "Selected" box and click the left arrow to return it to the "Available" box.

The list of project managers available for selection is in alphabetical order, but only displays 30 project managers at a time. Click on the black triangle underneath the pick list to see additional choices. One may also use the search bar to find a project manager based on part or all of the text in their name. To execute the search, enter the name you are searching for in the "Search

for.” box. Then, click on the icon of a magnifying glass and the project managers matching your search criteria will appear in the “Available” box.

After completing your selections, click on the button at the bottom right of the screen labeled “Execute Report”. The selected report is then retrieved and displayed. A portion of a sample report is provided below.

Sample Property List by Project Manager

The screenshot shows a web browser window titled "Property List by Project Manager. MicroStrategy Web. - Netscape". The browser address bar shows a URL with parameters like "ge=7&DisableSave=1&redirect=false&Server=HLANNAD011&Project=Property+Reporting&Port=0&UId=graham&UMode=1&index=0&status=6". The page has a red header "Property Reporting" with "SHARED REPORTS" and "MY REPORTS" links. Below the header, there's a breadcrumb trail: "You are here: Shared Reports > Property Lists > Property List by Project Manager".

The main content area is titled "Property List by Project Manager" and includes a "Last update: 5/20/2002 4:22:08 PM" timestamp. It features a "Page-by" section with a "Project Manager" dropdown set to "ADAIR, JEANNE" and a "Data as of" dropdown set to "5/15/2002 8:00:06 PM". Below this, it says "Paged by: Project Manager: ADAIR, JEANNE, Data as of: 5/15/2002 8:00:06 PM" and "Page 1 of 2". At the bottom right of the table area, it says "Rows: 1 - 50 of 62 Columns: 10".

Property	Metrics	FASS Score					PASS Score					
		Year	2002	2001	2000	1999	1998	2002	2001	2000	1999	1998
REMS ID: 800002901 A & M APTS							66			20		
REMS ID: 800002902 ALLEN GARDENS			66	70	78	74	98			54		
REMS ID: 800002911 ANCIANO TOWERS		60	68	68			95	85	85			
REMS ID: 800002913 ARAPAHOE MENTAL HEALTH			50	98	100		83	43	82			82
REMS ID: 800002934 BIG THOMPSON MANOR			71	69	67		96		75			
REMS ID: 800002935 BIG THOMPSON MANOR II			81	87	77		94	94	94			
REMS ID: 800002936 BIRCHWOOD MANOR			75	81	80	71	88	88				71
REMS ID: 800002940 BROADVIEW APTS							95	95				
REMS ID: 800002958 CENTENNIAL PLAZA							73	61				
REMS ID: 800002965 COACHLIGHT PLAZA APTS						77	87	71	72			
REMS ID: 800002968 COLORADO SPRINGS			72	75	76		96	89	89			

The initial layout of the report displays one project manager at a time. In the example above, information is displayed for properties assigned to Jeanne Adair. To view properties assigned to a different project manager (assuming more than one was selected initially), make selections from the “Project Manager” drop down box in the report header.

The body of the report displays the historical FASS and PASS scores for each property. For FASS, each score represents an audited financial submission. For PASS, some scores will be carried over from prior years as physical inspections are not required every year for every property (see Section 4.1.3).

4.2. Portfolio Analysis

The Portfolio Analysis reports allow users to compare selected financial information between a subject property and a group of peers. There are four portfolio analysis reports, all geared towards financial benchmarking as shown below:

- Peer Analysis Report – Financial Summary
- Peer Analysis Report – Financial Summary (\$ per Unit)
- Peer Analysis Report – Statement of Profit and Loss / Activities
- Peer Analysis Report – Statement of Profit and Loss / Activities (\$ per Unit)

Portfolio Analysis Tab – Opening Screen

The screenshot shows a Netscape browser window displaying the 'Portfolio Analysis' tab. The browser's address bar shows the URL: <http://170.97.205.113/microstrategy7/Folder.asp?Page=7&Server=HLANNAD011&Project=Portfolio+Analysis&Port=0&Uid=graham&UMode=1>. The page features a navigation bar with buttons for 'HOME', 'PROPERTY REPORT...', 'PORTFOLIO ANALY...', and 'RESOURCE MANAGE...'. Below the navigation bar, there is a 'Portfolio Analysis' section with a breadcrumb 'You are here: Shared Reports'. Four report icons are displayed in a 2x2 grid, each with a title, owner, and modified date. The reports are: 'Peer Analysis Report - Financial Summary (\$ per Unit Median)', 'Peer Analysis Report - Financial Summary (Median)', 'Peer Analysis Report - Statement of Profit and Loss / Activities (\$ per Unit Median)', and 'Peer Analysis Report - Statement of Profit and Loss / Activities (Median)'. At the bottom, there is a 'Secure Systems HUDweb' logo and a link to 'e-Assessment Portal User Guide'.

To run one of these reports, click anywhere on the report icon or text description of the report. In each case, the user then defines the relevant peer group based on various attributes, such as geographic location, building type and loan type as shown in the prompt screen below.

Peer Analysis Prompt Screen

Peer Analysis Report - Financial Summary (Median)

You are here: [Shared Reports](#) > [Peer Analysis Report - Financial Summary \(Median\)](#)

Peer Analysis Report - Financial Summary (Median) Execute Report Cancel

- Please enter the...**
Required
Please enter the 'REMS ID' for the Subject Property. (Required)
Please enter the 'REMS ID' for the Subject Property.
This prompt requires a value no less than 0.
- Field Office - Please...**
Field Office - Please limit the Peer Group to properties in one or more 'Field Office'.
Field Office - Please limit the Peer Group to properties in one or more 'Field Office'.
This prompt requires at least 0 selections.
Search for: Match case
Available: Albuquerque, Anchorage, Atlanta, Baltimore, Birmingham, Boston, Buffalo, Caribbean, Charleston, Chicago
(1 - 30 of 60) Selected: --- none ---
- County - Please...**
County - Please limit the Peer Group to properties in one or more 'County'.
County - Please limit the Peer Group to properties in one or more 'County'.
This prompt requires at least 0 selections.
Search for: Match case
Available: AK ALEUTIANS EAST, AK ANCHORAGE, AK BETHEL, AK Bristol Bay, AK FAIRBANKS NORTH STAR, AK II INF... Selected: --- none ---

Summary of your selections

The first prompt requires that a valid REMS ID be entered for a subject property. The remaining eleven prompts allow for specifying a peer group for comparison with the subject property based on one or more of the following attributes:

- Property Characteristics (building type, loan type, subsidy type, size)
- Neighborhood Circumstances (population density, poverty)
- Geographic Proximity (field office, county)
- Assessed Performance (FASS score zone, PASS score zone).

To limit the peer group to properties with a specific characteristic, highlight that characteristic in the left hand “Available” box under the prompt for that attribute and click the right arrow to move that selection to the right hand “Selected” box. For example, to limit the peer group to properties in the Albuquerque field office, highlight “Albuquerque” under the Field Office prompt and move it to the “Selected” box by clicking the right arrow.

To include multiple characteristics for a given attribute (e.g., properties from multiple field offices), follow the same procedure to move each characteristic to the “Selected” box. Multiple contiguous entries can be highlighted in the “Available” box by clicking and dragging and can then be moved en masse to the “Selected” box. To deselect an entry, highlight it in the “Selected” box and click the left arrow to return it to the “Available” box.

It is not necessary to use all 11 attributes to define a peer group. If no selections are made for a given attribute, then no restrictions are placed on the data with respect to that attribute. For example, if no field offices are selected, then the peer group will not be restricted by field office.

After completing your selections, click on the button at the bottom right of the screen labeled "Execute Report". The selected report is then retrieved and displayed.

4.2.1. Peer Analysis Report – Financial Summary

The Peer Analysis Report – Financial Summary (Median) provides users the ability to compare summary financial ratios and aggregates for a specific property with the median values of the same statistics for a defined group of peers. A sample Peer Analysis Financial Summary Report is provided below.

Sample Peer Analysis Report – Financial Summary

The screenshot shows a web browser window with the title "Peer Analysis Report - Financial Summary (Median). MicroStrategy Web. - Netscape". The browser address bar shows a URL with parameters. The page content includes a navigation menu with "HOME", "PROPERTY REPORT...", "PORTFOLIO ANALY...", and "RESOURCE MANAGE...". Below the menu is a "Portfolio Analysis" section with a "SHARED REPORTS | MY REPORTS" link. The main content area displays the "Peer Analysis Report - Financial Summary (Median)" for the year 2001. The report includes a table with the following data:

Metrics	Peer Analysis	Subject Property	Peer Group
Property Count		1	36
Number of Units		157	144
Unpaid Principal Amount		\$ 1,574,951.00	\$ 3,977,779.00
Net Operating Income Amount		\$ 188,806.00	\$ 484,568.00
Operating Expense		\$ 1,070,706.00	\$ 531,335.00
Debt Service Coverage Ratio		1.15	1.32
Quick Ratio		1.01	2.09
Vacancy Rate		1.00%	6.00%
Expense to Income Ratio		0.85	0.48
Reserves per Unit		\$ 131.98	\$ 523.64
Surplus Cash per Unit		\$ 506.86	\$ 419.91

At the bottom of the page, there is a logo for "Secure Systems HUDweb" and a link to "e-Assessment Portal User Guide".

The initial layout of the report displays one year at a time. In the example above, the peer comparison is displayed for the year 2001. To view a peer comparison for a different year, make a selection from the “Year” drop down box in the report header and click “GO”.

The median statistic is calculated for each line item or ratio across all properties in the peer group where the value for that line item is not zero. For example, if 12 properties are in the peer group, but only 4 recorded legal expenses, the median value is calculated based on the reported line items for only the 4 properties that recorded legal expenses.

To isolate the subject property and view its REMS ID and name, click on the “Subject Property” column header. To isolate the peer group and view the REMS ID and names of each property in the peer group, click on the “Peer Group” column header. To view or modify the peer group criteria, click the “reprompt” icon at the top right of the report.

4.2.2. Peer Analysis Report – Statement of Profit and Loss

The Peer Analysis Report – Statement of Profit and Loss / Activities (Median) provides users the ability to compare detailed income and expense line items for a specific property with the median values of the same statistics for a defined group of peers. A sample Peer Analysis Profit and Loss Report is provided below.

Sample Peer Analysis Report – Statement of Profit and Loss

The screenshot shows a web browser window with the following details:

- Browser: Netscape
- Page Title: Peer Analysis Report - Statement of Profit and Loss / Activities (Median)
- URL: false&Server=HLANNAD011&Project=Portfolio+Analysis&Port=0&Uid=graham&UMode=1&index=1&TS=5%2F20%2F2002+4%3A42%3A16+PM
- Page: Page 1 of 2
- Year: 2001
- Data as of: 5/15/2002 8:00:06 PM
- Last update: 5/20/2002 4:41:46 PM
- Rows: 1 - 50 of 94
- Columns: 2

Metrics	Peer Analysis	Subject Property	Peer Group
5120 - Rent Revenue - Gross Potential		\$ 279,276.00	\$ 1,020,598.00
5121 - Tenant Assistance Payments		\$ 952,048.00	\$ 532,035.00
5140 - Rent Revenue - Stores and Commercial		0	\$ 3,114.00
5170 - Garage and Parking Space		0	\$ 16,785.00
5180 - Flexible Subsidy Revenue		0	0
5190 - Miscellaneous Rent Revenue		0	\$ 3,324.50
5191 - Excess Rent		0	\$ 9,206.00
5192 - Rent Revenue / Insurance		0	\$ 4,768.00
5193 - Special Claims Revenue		0	0
5194 - Retained Excess Income		0	0
5195 - Lease Revenue (Nursing Homes)		0	0
5100T - Total Rent Revenue		\$ 1,231,324.00	\$ 1,057,013.00
5220 - Apartments		\$ 15,778.00	\$ 72,336.00
5240 - Stores and Commercial		0	0
5250 - Rental Concessions		0	\$ 41,488.00
5270 - Garage and Parking Space		0	\$ 4,936.00
5290 - Miscellaneous		0	\$ 9,842.00
5200T - Total Vacancies		\$ 15,778.00	\$ 72,336.00
5152N - Net Rental Revenue (Rent Revenue Less Vacancies)		\$ 1,215,546.00	\$ 957,044.00
5300 - Nursing Homes / Assisted Living / Board & Care / Other Elderly Care / Coop / and Other Revenue		0	0
5410 - Financial Revenue - Project Operations		\$ 5,092.00	\$ 5,406.50

As with the Peer Analysis Report – Financial Summary, the initial layout of the report displays one year at a time. In the example above, the peer comparison is displayed for the year 2001. To view a peer comparison for a different year, make a selection from the “Year” drop down box in the report header and click “GO”.

The median statistic is calculated for each line item or ratio across all properties in the peer group where the value for that line item is not zero. For example, if 12 properties are in the peer group, but only 4 recorded legal expenses, the median value is calculated based on the reported line items for only the 4 properties that recorded legal expenses.

To isolate the subject property and view its REMS ID and name, click on the “Subject Property” column header. To isolate the peer group and view the REMS ID and names of each property in the peer group, click on the “Peer Group” column header. To view or modify the peer group criteria, click the “reprompt” icon (the one with the question mark) at the top right of the report.

4.2.3. Peer Analysis Report – Financial Summary (\$ per Unit)

The “Peer Analysis Report – Financial Summary (\$ per Unit)” is similar to the report described in Section 4.2.1, with the difference being that financial measures are calculated on a per unit basis based on the number of units at the time of financial submission. In the case of nursing homes, number of beds is used as a surrogate for number of units.

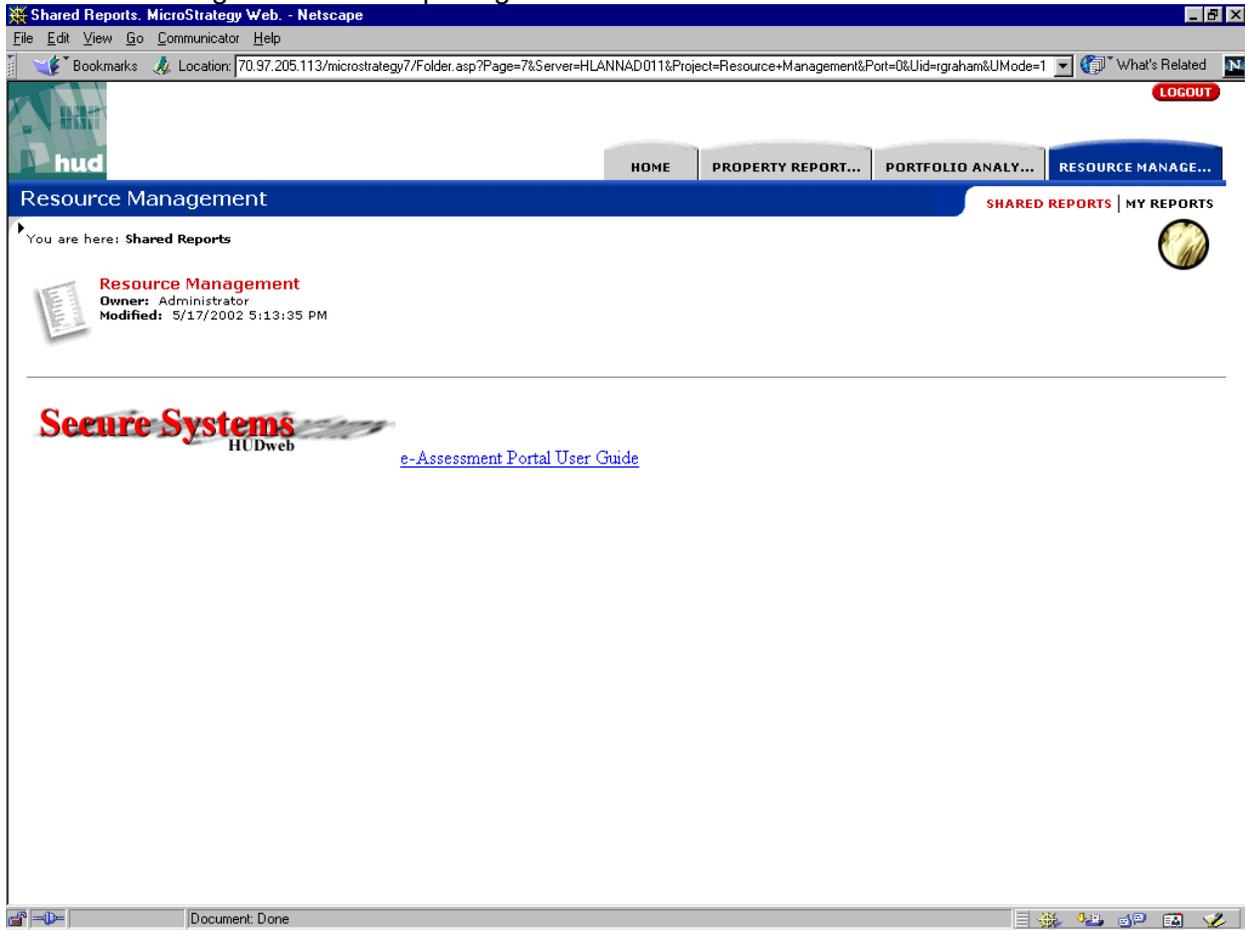
4.2.4. Peer Analysis Report – Statement of Profit and Loss (\$ per Unit)

The “Peer Analysis Report – Statement of Profit and Loss / Activities Report (\$ per Unit)” is similar to the report described in Section 4.2.2, with the difference being that Income Statement line items are converted to a per unit basis based on the number of units at the time of financial submission. In the case of nursing homes, number of beds is used as a surrogate for number of units.

4.3. Resource Management

The Resource Management report provides management with a top down view of the portfolio. It tabulates the distribution of properties by Hub based on the FASS and PASS score zones for each year and serves as a starting point for similar analyses at the field office and project manager level.

Resource Management Tab – Opening Screen



To run the report, click anywhere on the report icon or text description of the report. The selected report is then retrieved and displayed. A portion of a sample report is provided below.

Sample Resource Management Report

Resource Management. MicroStrategy Web. - Netscape

Location: erver=HLANNAD011&Project=Resource+Management&Port=0&Uid=graham&UMode=1&index=1&TS=5%2F20%2F2002+5%3A03%3A37+PM

Resource Management

You are here: Shared Reports > Resource Management

Resource Management

Properties Drill Filter details Last update: 5/20/2002 5:01:26 PM

Page-by

Year: 2001 FASS Score Zone: GREEN

Data as of: 5/15/2002 8:00:06 PM

Paged by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM

Rows: 19 Columns: 6

Hub	Metrics	Property Count					Total
	PASS Score Zone	Missing	0-59	60-79	80-89	90-100	
Atlanta		40	21	92	117	404	674
Baltimore		38	16	52	124	399	629
Boston		23	10	35	103	309	480
Buffalo		16	1	20	70	158	265
Chicago		14	15	55	80	215	379
Columbus		8	7	38	80	288	421
Denver		8	9	29	81	222	349
Detroit		13	2	24	71	166	276
Fort Worth		23	15	47	123	363	571
Greensboro		12	6	28	71	550	667
Jacksonville		20	6	43	111	299	479
Kansas City		25	8	40	145	312	530
Los Angeles		24	8	45	122	330	529
Minneapolis		19	5	34	137	248	443
New York		45	20	45	100	137	347
Philadelphia		28	14	51	112	408	613
San Francisco		24	5	30	116	432	607
Seattle		13	1	23	73	238	348
Total		393	169	731	1,836	5,478	8,607

The initial layout of the report displays one year and FASS score zone at a time. In the example above, the information is displayed for year 2001 and “GREEN” FASS score zone. To view the property count for a different year or FASS score zone, make selections from the drop down boxes in the report header and click “GO”.

The body of the report displays the count of properties in each HUB based on their FASS and PASS scores for the year specified. For FASS, the scores are based on audited financial submissions. For PASS, the scores are based on the most recent physical inspections in a given year and are carried over from prior years for those years where a new physical inspection is not required (see Section 4.1.3).

To view the tabulation for a specific field office or project manager, drill down by clicking on the relevant Hub name. Additional information about the drill down functionality is provided in section 5.6 of this guide.

5. Standard Functionality

The e-Assessment Portal for Multifamily includes the capability to print, to export, and to manipulate the display of each report within the application. It is also possible to jump directly to a specific property profile from any other report provided a property is shown by name. The following sections describe each of the standard functional capabilities and how they work.

5.1. Print

To print a report click on the print icon located at the top right of the report. This will open a new window in your web browser where you will be prompted to select printing layout options according to the following screen. If your report includes Page-By dimensions, you will be given the option to expand the report and print all page-by values or only the one currently shown.

Print Options Screen

Print options. MicroStrategy Web. - Netscape

File Edit View Go Communicator Help

Bookmarks Location: A&ReportName=Resource+Management&Server=HLANNAD011&Project=Resource+Management&Port=0&Uid=rgraham&UMode=1&index=1 What's Related

Print options

INSTRUCTIONS

- Print options enable you to customize the appearance of the report prior to printing. Click 'Show Printable Version' to show how the report will look when printed.
- Use the guidelines provided to size the report for printing.
- Paper size and orientation should correspond to the browser settings.
- Once the report is displayed, you can print the report using your browser's printing capabilities.

▶ NEED HELP?

Resource Management

Orientation:
 Portrait
 Landscape

Grid rows per printed page: maximum 50
Grid columns per printed page: maximum 20

Paper size:

Header text:
Footer text:

Print filter details:

Expand the following page by fields when printing:
 Year
 FASS Score Zone
 Data as of:

Do not prompt me again.

Show Printable Version

Secure Systems
HUDweb

[e-Assessment Portal User Guide](#)

Document: Done

After you have made your selections, click the “Show Printable Version” button from the lower right of the screen. You can then safely print and close the new window.

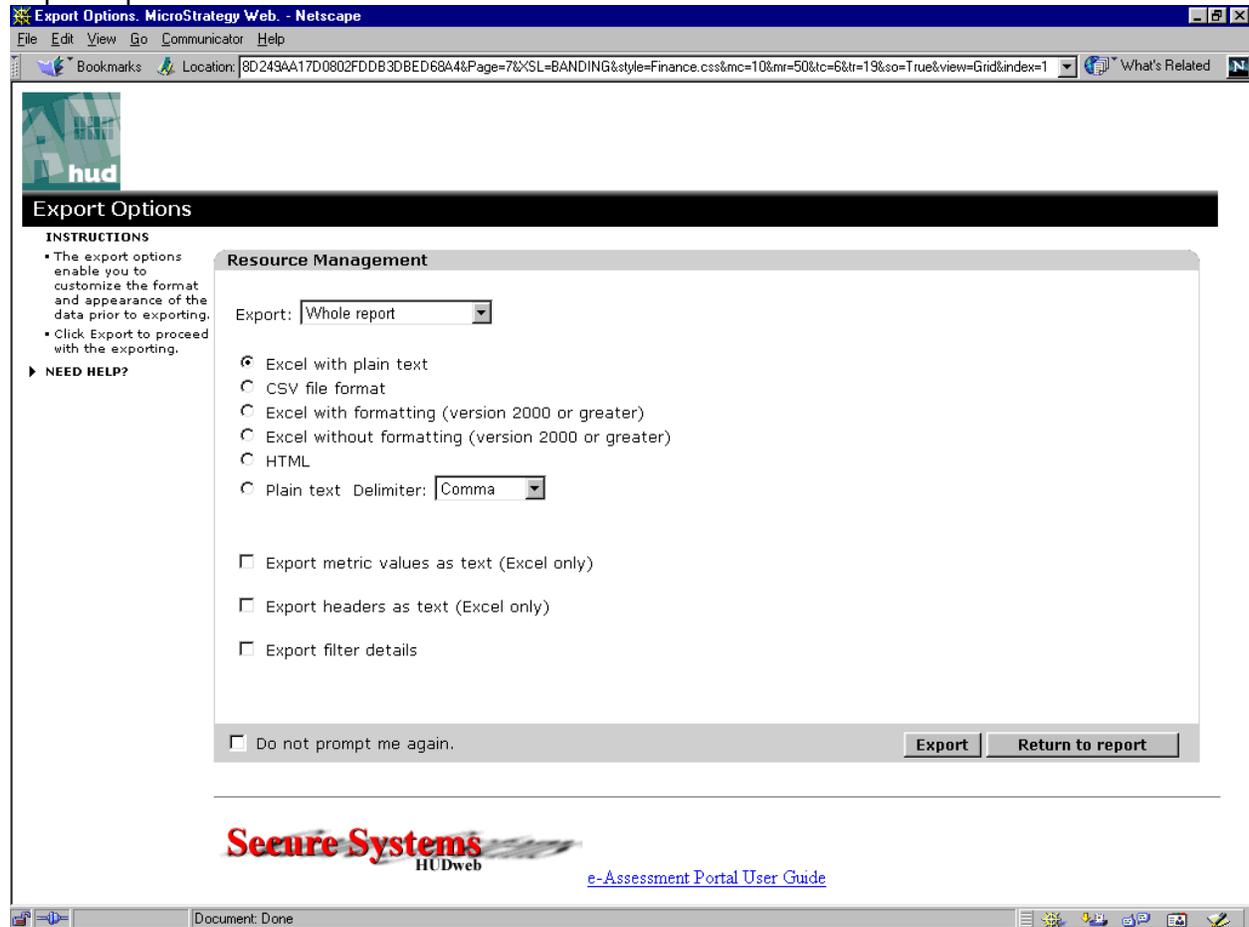
NOTE: You must print from the web browser using the “File” and then “Print” commands from the menu selections at the top of your browser window.

5.2. Export

Exporting data to a spreadsheet or some other application facilitates additional analyses. To export data from a report, follow these steps:

- First, click on the export icon at the top right of the report (to the immediate right of the print icon). You will then be prompted to select export options, as shown below:

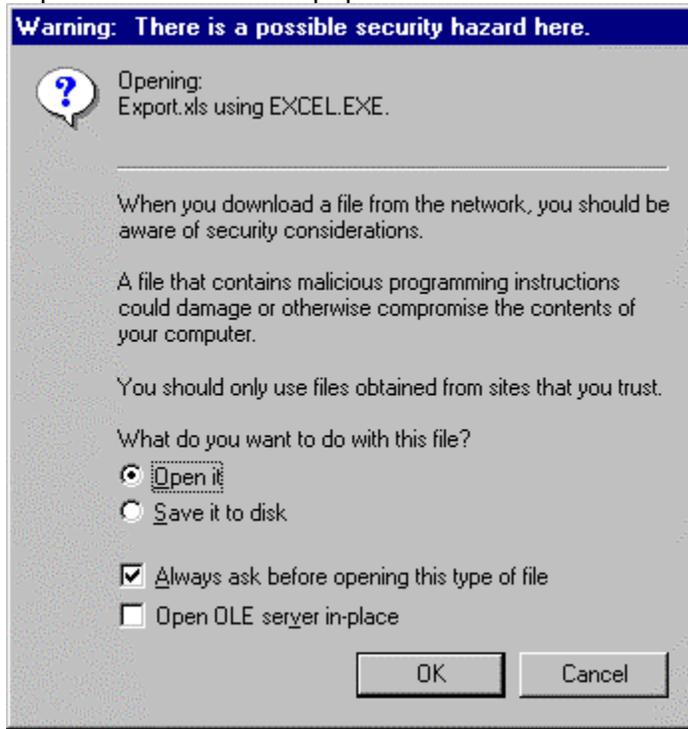
Export Options Screen



- Second, select the appropriate export options
- Third, click on the "Export" button at the lower right of the screen.

- Fourth, authorize the export procedure by clicking 'OK' when you see the following screen:

Export Authorization Popup



If you selected “Open it”, your export file will appear in a new window. You can then work directly with the file or save it for future analysis before closing the window and returning to the application.

NOTE: When attempting to save an export file using Excel, you must change the default file type from “Web Page (*.htm; .html)” to “Microsoft Excel Workbook (*.xls)”.

5.3. Pivot

With the Pivot functionality you can easily control the layout of your report. Dimensions that are shown as columns can be converted to rows and vice versa. The following screen shots illustrate the use of the pivot functionality.

Pivot Functionality Illustrated (before)

The screenshot shows a web browser window displaying a report titled "Property List by Current FASS & PASS Score Zones". The report is presented in a table format. The table has the following structure:

Property	Metrics	FASS Score					PASS Score				
	Year	2002	2001	2000	1999	1998	2002	2001	2000	1999	1998
REMS ID: 800000015 BROOME CO VOA LIVING CTR			78				98	98	98		
REMS ID: 800000026 CLIFTON PARK			76				93	93	93		
REMS ID: 800014736 ABBEY RESIDENCES			87	90	81	83	90	90	73		
REMS ID: 800014745 AHEPA 37 APTS			89	83	89		95	95	95		
REMS ID: 800014774 AUBURN HEIGHTS APARTMENTS			94	94	91	93	91	78			
REMS ID: 800014782 Bishop Broderick Apartments			79	72	66		90	94	94	94	
REMS ID: 800014796 LONG MANOR APTS.			79	78	88	86	99	99	99		
REMS ID: 800014807 BEEKMAN TOWERS			80	70	63	66	93	66	87	87	
REMS ID: 800014814 BENNETT MANOR			100	100	100		99	65			
REMS ID: 800014820 BETHANY VILLAGE			76	80			96	96	96		
REMS ID: 800014821 BETHEL ESTATES			86	89	85	90	100	81	81		

To pivot a dimension, click on the leftmost box directly underneath the name of the dimension. For a column dimension that you wish to make a row dimension, this box will contain an arrow pointing down and left. For a row dimension that you wish to make a column dimension, this box will contain an arrow pointing up and right.

In the example above, Year is currently a column dimension. Moving it to a row dimension produces the output shown below.

Pivot Functionality Illustrated (after)

You are here: [Shared Reports](#) > [Property Lists](#) > [Property List by Current FASS & PASS Score Zones](#)

Property List by Current FASS & PASS Score Zones Last update: 5/20/2002 5:18:32 PM

Page-by: Field Office: Data as of:

Paged by: Field Office: Buffalo, Data as of: 5/15/2002 8:00:06 PM

Page 1 of 13 Rows: 1 - 50 of 644 Columns: 2

Year	Property	Metrics	FASS Score	PASS Score
2002	REMS ID: 800014807 BEEKMAN TOWERS			93
2002	REMS ID: 800015306 James F. Lettis Apartments		84	
2002	REMS ID: 800015347 KENNEDY GARDENS			93
2002	REMS ID: 800015401 LINWOOD CONGREGATE			99
2002	REMS ID: 800015493 METRO INTERFAITH			96
2002	REMS ID: 800015571 NEWPORT HIGHLANDS			94
2002	REMS ID: 800015798 SCHUYLER COURT APTS			96
2002	REMS ID: 800016100 WILCOX LANE SR CITIZEN			93
2002	REMS ID: 800027589 CHARLES T. SITRIN HEALTHCARE			100
2002	REMS ID: 800027688 PROVIDENCE HALL			99
2002	REMS ID: 800027826 EASTERN STAR NURSING HOME			100
2002	REMS ID: 800027843 WATERFRONT H.C.F.			97
2002	REMS ID: 800027849 MOUNT LORETTO NURSING HOME			93
2002	REMS ID: 800027864 Margaretville Nursing Home			90
2002	REMS ID: 800027886 EDEN PARK RESIDENTIAL HEALTH CARE FACILITY			92
2001	REMS ID: 800000015 BROOME CO VOA LIVING CTR		78	98
2001	REMS ID: 800000026 CLIFTON PARK		76	93
2001	REMS ID: 800014736 ABBEY RESIDENCES		87	90
2001	REMS ID: 800014745 AHEPA 37 APTS		89	95
2001	REMS ID: 800014774 AUBURN HEIGHTS APARTMENTS		94	91
2001	REMS ID: 800014782 Bishop Broderick Apartments		79	90

5.4. Page-By

The Page-By feature makes it possible to view data one page at a time based on one or more dimensions. Page-By dimensions are controlled via drop down boxes in the header of each report. Any Page-By dimension can be moved to the body of the report, and any dimension in the body of the report can be converted to a Page-By dimension. The following screen shots illustrate how this is done.

Page-By Functionality Illustrated (before)

The screenshot shows a web browser window displaying a report titled "Resource Management". The report is filtered by Year: 2001 and FASS Score Zone: GREEN. The data is presented in a table with columns for Property Count and Total. The table is paginated, showing 19 rows and 6 columns.

Hub	Metrics	Property Count					Total
	PASS Score Zone	Missing	0-59	60-79	80-89	90-100	
Atlanta		40	21	92	117	404	674
Baltimore		38	16	52	124	399	629
Boston		23	10	35	103	309	480
Buffalo		16	1	20	70	158	265
Chicago		14	15	55	80	215	379
Columbus		8	7	38	80	288	421
Denver		8	9	29	81	222	349
Detroit		13	2	24	71	166	276
Fort Worth		23	15	47	123	363	571
Greensboro		12	6	28	71	550	667
Jacksonville		20	6	43	111	299	479
Kansas City		25	8	40	145	312	530
Los Angeles		24	8	45	122	330	529
Minneapolis		19	5	34	137	248	443
New York		45	20	45	100	137	347
Philadelphia		28	14	51	112	408	613
San Francisco		24	5	30	116	432	607
Seattle		13	1	23	73	238	348
Total		393	169	731	1,836	5,478	8,607

To move a Page-By dimension to the body of a report, click on one of the boxes immediately to the left of the dimension name in the header of the report. To make the dimension part of the row layout, click on the leftmost box containing the arrow pointing down and left. To make the dimension part of the column layout, click on the rightmost box containing the arrow pointing down and right.

In the example above, Year is currently a Page-By dimension. Moving it to a row dimension produces the output shown below.

Page-By Functionality Illustrated (after)

Resource Management

You are here: [Shared Reports](#) > [Resource Management](#)

Resource Management

Properties Drill Filter details

Page-by: FASS Score Zone: GREEN Data as of: 5/15/2002 8:00:06 PM

Paged by: FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM

Page 1 of 2 Rows: 1 - 50 of 91 Columns: 6

Year	Hub	Metrics	Property Count					
		PASS Score Zone	Missing	0-59	60-79	80-89	90-100	Total
2002	Buffalo		1					1
2002	Chicago		1					1
2002	Columbus		1					1
2002	Fort Worth		3					3
2002	Jacksonville		2					2
2002	Kansas City		3					3
2002	Los Angeles		7				1	8
2002	New York			1				1
2002	San Francisco		3					3
2002	Seattle		2					2
2002	Total		23	1			1	25
2001	Atlanta		40	21	92	117	404	674
2001	Baltimore		38	16	52	124	399	629
2001	Boston		23	10	35	103	309	480
2001	Buffalo		16	1	20	70	158	265
2001	Chicago		14	15	55	80	215	379
2001	Columbus		8	7	38	80	288	421
2001	Denver		8	9	29	81	222	349
2001	Detroit		13	2	24	71	166	276
2001	Fort Worth		23	15	47	123	363	571

To change a row or column dimension to a Page-By dimension, click on the rightmost box directly underneath the dimension name containing an icon depicting two pages.

5.5. Sort

Reports can be sorted in either ascending or descending order by any column of choice. To sort a report by a specific column in ascending order, click on the inverted triangle that appears next to the column heading. To sort in descending order, click on the same triangle a second time.

NOTE: Due to a bug in the current version of MicroStrategy, the Sort function does not work in every instance. We expect this to be corrected in a subsequent release.

Sort Functionality Illustrated (before)

Resource Management

Page-by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM

Paged by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM

Rows: 19 Columns: 6

Hub	Metrics	Property Count					Total
	PASS Score Zone	Missing	0-59	60-79	80-89	90-100	
Atlanta		40	21	92	117	404	674
Baltimore		38	16	52	124	399	629
Boston		23	10	35	103	309	480
Buffalo		16	1	20	70	158	265
Chicago		14	15	55	80	215	379
Columbus		8	7	38	80	288	421
Denver		8	9	29	81	222	349
Detroit		13	2	24	71	166	276
Fort Worth		23	15	47	123	363	571
Greensboro		12	6	28	71	550	667
Jacksonville		20	6	43	111	299	479
Kansas City		25	8	40	145	312	530
Los Angeles		24	8	45	122	330	529
Minneapolis		19	5	34	137	248	443
New York		45	20	45	100	137	347
Philadelphia		28	14	51	112	408	613
San Francisco		24	5	30	116	432	607
Seattle		13	1	23	73	238	348
Total		393	169	731	1,836	5,478	8,607

In the example above, the data is initially sorted alphabetically by Hub. To resort the data by the count of properties with a PASS Score Zone of “0-59”, click on the inverted triangle next to the column labeled “0-59” to produce the output shown below.

Sort Functionality Illustrated (after)

Resource Management. MicroStrategy Web. - Netscape

File Edit View Go Communicator Help

Location: ANNAD011&Project=Resource+Management&Port=0&Uid=rgraham&UMode=1&index=2&TS=5%2F20%2F2002+5%3A24%3A49+PM&status=7

Resource Management **SHARED REPORTS** | **MY REPORTS**

You are here: [Shared Reports](#) > [Resource Management](#)

Resource Management Last update: 5/20/2002 5:01:26 PM

Properties Drill Filter details

Page-by
 Year: 2001 FASS Score Zone: GREEN
 Data as of: 5/15/2002 8:00:06 PM **GO**

Paged by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM Rows: 19 Columns: 6

Hub	Metrics	Property Count					Total
	PASS Score Zone	Missing	0-59	60-79	80-89	90-100	
Atlanta		40	21	92	117	404	674
New York		45	20	45	100	137	347
Baltimore		38	16	52	124	399	629
Chicago		14	15	55	80	215	379
Fort Worth		23	15	47	123	363	571
Philadelphia		28	14	51	112	408	613
Boston		23	10	35	103	309	480
Denver		8	9	29	81	222	349
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Columbus		8	7	38	80	288	421
Greensboro		12	6	28	71	550	667
Jacksonville		20	6	43	111	299	479
Minneapolis		19	5	34	137	248	443
San Francisco		24	5	30	116	432	607
Detroit		13	2	24	71	166	276
Buffalo		16	1	20	70	158	265
Seattle		13	1	23	73	238	348
Total		393	169	731	1,836	5,478	8,607

Document: Done

5.6. Drill Down

The ability to drill down is one of the most powerful features of this analysis tool. By drilling down, it is possible to progressively examine information at greater levels of detail through progressive analyses.

In the Resource Management report, a drill path has been established that makes it possible to drill down from Hub to Field Office to Project Manager to Property. The following screen shots illustrate the first step of this process, drilling from Hub to Field Office.

Drill Down Functionality Illustrated (before)

Resource Management. MicroStrategy Web. - Netscape

Location: erver=HLANNAD011&Project=Resource+Management&Port=0&Uid=rgraham&UMode=1&index=1&TS=5%2F20%2F2002+5%3A21%3A47+PM

Resource Management **SHARED REPORTS** | **MY REPORTS**

You are here: [Shared Reports](#) > [Resource Management](#)

Resource Management Last update: 5/20/2002 5:01:26 PM

Page-by
 Year: 2001 FASS Score Zone: GREEN
 Data as of: 5/15/2002 8:00:06 PM

Paged by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM Rows: 19 Columns: 6

Hub	Metrics	Property Count					Total
	PASS Score Zone	Missing	0-59	60-79	80-89	90-100	
Atlanta		40	21	92	117	404	674
Baltimore		38	16	52	124	399	629
Boston		23	10	35	103	309	480
Buffalo		16	1	20	70	158	265
Chicago		14	15	55	80	215	379
Columbus		8	7	38	80	288	421
Denver		8	9	29	81	222	349
Detroit		13	2	24	71	166	276
Fort Worth		23	15	47	123	363	571
Greensboro		12	6	28	71	550	667
Jacksonville		20	6	43	111	299	479
Kansas City		25	8	40	145	312	530
Los Angeles		24	8	45	122	330	529
Minneapolis		19	5	34	137	248	443
New York		45	20	45	100	137	347
Philadelphia		28	14	51	112	408	613
San Francisco		24	5	30	116	432	607
Seattle		13	1	23	73	238	348
Total		393	169	731	1,836	5,478	8,607

In the starting screen above, we see information for each Hub. By clicking on the word “Atlanta” in the Hub column, we can drill down to the Atlanta Hub as shown below.

Drill Down Functionality Illustrated (after)

Resource Management ->Field Office

Properties | Drill | Filter details | Last update: 5/20/2002 5:26:13 PM

Page-by
 Year: 2001 | FASS Score Zone: GREEN
 Data as of: 5/15/2002 8:00:06 PM

Paged by: Year: 2001, FASS Score Zone: GREEN, Data as of: 5/15/2002 8:00:06 PM

Rows: 6 Columns: 6

Hub	Field Office	Metrics					Total
		PASS Score Zone	Missing	0-59	60-79	80-89	
Atlanta	Atlanta		6	9	30	38	106
Atlanta	Caribbean		8	9	26	8	39
Atlanta	Louisville		16	2	12	35	162
Atlanta	Nashville		6	1	14	19	47
Atlanta	Knoxville		4		10	17	50
Total			40	21	92	117	404

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We now see the same analysis at the Field Office level for the Atlanta Hub. We could then drill to the Project Manager level by clicking on a specific Field Office.

5.7. Drill Across

The ability to Drill Across is a powerful navigation tool. From any report within the application, it is possible to drill across to any of the eight different property level reports by clicking on the property name. In this way it is possible to view reports normally only accessible from the Property Reporting tab without entering a REMS ID or FHA Number. After clicking on the property name a report menu will popup as shown below. Click on the report of choice to drill across to that report.

Drill Across Functionality Illustrated

The screenshot displays a web browser window titled "Financial Summary. MicroStrategy Web. - Netscape". The page content includes a navigation bar with "Property Reporting" and "SHARED REPORTS | MY REPORTS". Below the navigation bar, there is a breadcrumb trail: "You are here: Shared Reports > Financial Reports by REMS ID > Financial Summary".

The main content area is titled "Financial Summary" and includes a "Last update: 5/20/2002 5:27:36 PM" timestamp. Below this, there are several filter controls:

- Page-by:** Building Type: Low Rise/Garden Apartment; FHA Number: 06135213; City: ATLANTA; County: GA FULTON
- State:** GA; **Zip Cd:** 30308; **SOA Code:** 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams; **Loan Type:** 221(d)4
- Data as of:** 5/15/2002 8:00:06 PM

Below the filters, a summary line reads: "Paged by: Building Type: Low Rise/Garden Apartment, FHA Number: 06135213, City: ATLANTA, County: GA FULTON, State: GA, Zip Cd: 30308, SOA Code: 221(d)(4) Mkt. Rate Mod Inc/ Disp Fams, Loan Type: 221(d)4, Data as of: 5/15/2002 8:00:06 PM".

The main data table is titled "REMS ID: 800004762" and has 17 rows and 4 columns. The columns are labeled "Property", "REMS ID: 800004762", "Property", and "Property". The rows include various financial metrics:

Property	REMS ID: 800004762	Property	Property
Fy End Date	12/31/2001	12/31/2000	
Date Received	4/29/2002 10:54:33 AM	4/7/2001 10:38:31 AM	
Year	2001	2000	1999
Referral Type	None	None	None
Number of Units	157	157	157
Number of Beds			
Unpaid Principal Amount	\$ 1,574,951.00	\$ 1,619,193.00	\$ 1,660,248.00
Net Operating Income Amount	\$ 188,806.00	\$ 253,274.00	\$ 164,379.00
Operating Expense	\$ 1,070,706.00	\$ 899,660.00	\$ 906,133.00
Debt Service Coverage Ratio	1.15	1.53	1.02
Quick Ratio	1.01	1.00	0.57
Vacancy Rate	1.00%	1.00%	1.00%
Expense to Income Ratio	0.85	0.78	0.85
Reserves per Unit	\$ 131.98	\$ 124.95	\$ 126.88
Surplus Cash per Unit	\$ 506.86	\$ 953.45	\$ 432.59

A context menu is open over the "Property" column, listing the following options:

- Financial Summary
- Physical Inspection Reporting
- Schedule of Reserve for Replacements
- Balance Sheet
- Statement of Cash Flows
- Statement of Profit and Loss / Activities
- Statement of Profit and Loss / Activities (\$ per Unit)
- Statement of Changes in Owner's Equity / Net Assets

Appendix 1: Source Data and Methodology

Data for the e-Assessment Portal is derived from three primary locations. The Financial Assessment Sub-System (FASS) provides individual property financial information. The Physical Assessment Subsystem (PASS) provides physical scores, building types and area scores. The Real Estate Management System (REMS) provides building characteristics, including SOA Codes, location other collateral- and loan-level information, and subsidy information for each property. Some of the elements drawn from REMS are actually contained within several of HUD's other systems, including the subsidy information (originally in TRACS).

It is important to note that the accuracy of the information contained in the application depends largely on the accuracy of the data taken from the above-mentioned sources. Data such as loan-level information (i.e. Program Type), collateral-level information (i.e. number of units, location, construction type, etc.) and subsidy contract status (categories described in detail below) were extracted from FASS, PASS and REMS. As such, many data inaccuracies pertaining to these source systems will be reflected in the e-Assessment Portal as well. Some inaccuracies that have already been identified are:

- Mismatched geographic designations (e.g., county and state)
- Inconsistent use of capitalization
- Misspellings
- PASS and FASS scores over 100

A limited amount of standardization has been performed for the City text field. In addition, all PASS scores over 100 in the source system have been set to 100. FASS scores over 100 in the source system have been set to missing where it was clearly identified that no actual assessment occurred.

Figure 1 below illustrates at a high level the NASS-MF data architecture with source systems and data repositories containing extracts of property information. For the Asset Management Data Mart, data was included for all properties according to the following criteria:

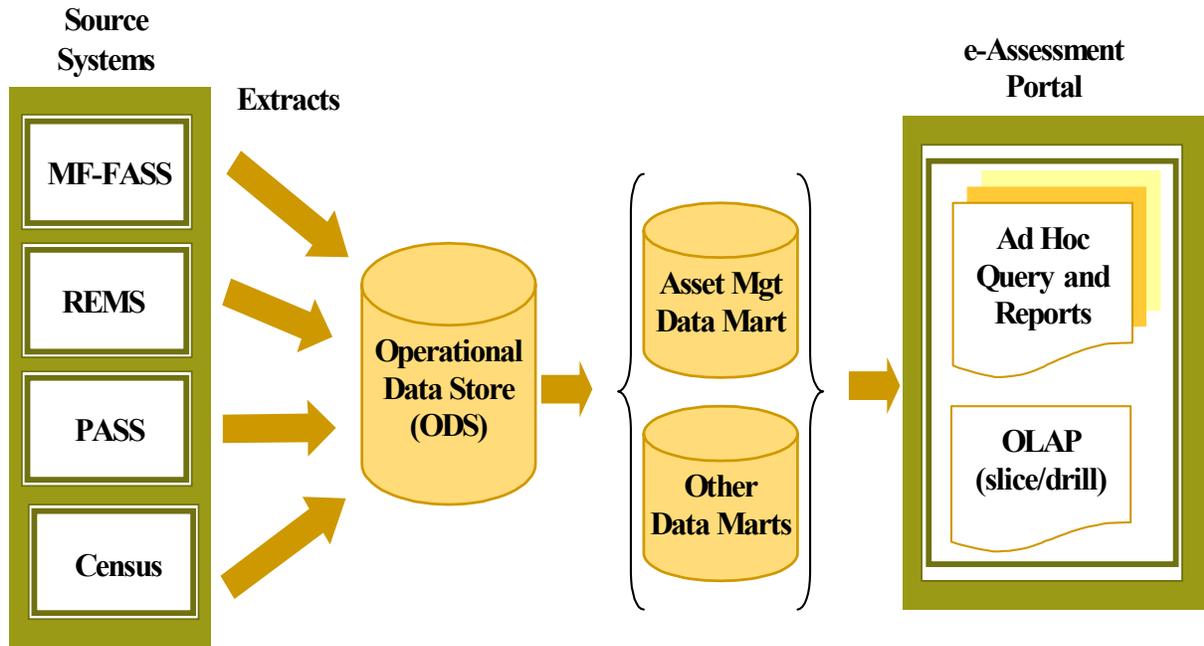
- 1) AFS submitted at any time, or
- 2) Physical inspection at any time, or
- 3) Active Primary Loan (based on primary SOA code), or
- 4) Active Subsidy Contract

Data for this data mart will be extracted on a semi-monthly basis (the 15th and last day of each month) beginning on May 15, 2002.

Current plans anticipate that additional data marts will be developed for other subject areas and/or for the same area but containing non-sensitive information and aggregates for external use.

Figure 1

NASS-MF Data Architecture



Appendix 2: Loan Type Stratification

The pilot data set contains information relevant to the current primary SOA code associated with a particular property. These SOA codes are grouped according to the following matrix based on previous analysis that indicated similarities in financial performance, and reflects categories similar to those used for the purposes of financial assessment with a few minor changes.

Financing Instruments by SOA Code and Program Type

SOA CODE	SOA CODE DESCRIPTION	LOAN TYPE
OMC	221(d)(4) Co-Insurance Converted to Full Insurance	221(d)4
OMD	221(d)(4) Mkt. Rate - Delegated	221(d)4
OMI	221(d)(4) Mkt. Rate Mod Inc/ Disp Fams	221(d)4
OML	221(d)(4) Mkt. Rate/ 223(e)Declin. Area	221(d)4
OMM	221(d)(4)/ 244 Mkt. Rate/ Co-Insurance	221(d)4
OMR	221(d)(4) Mkt. Rate - Single Room Occupancy	221(d)4
OMS	221(d)(4) Mkt. Rate - Delegated/ Single Room Occup	221(d)4
HRD	207/ 223(f) Co-Insurance Converted to Full Insurance	Market Rate
HRE	207 Pre-War Legislation	Market Rate
HRF	207 Exception (Sale of PMM)	Market Rate
HRH	207 Co-Insurance Converted to Full Insurance	Market Rate
HRI	207/ 223(f) Pur/ Refin Hsg.	Market Rate
HRK	207/ 223(f)/ 223(e) Declining Area	Market Rate
HRL	207/ 223(f)/ 244 Co-Insurance	Market Rate
HRM	207 Military Impact Area	Market Rate
HRN	207/ 244 Military Impact Area Co-Insurance	Market Rate
HRP	207 Rental Projects	Market Rate
HRS	207/ 223(f) - Delegated	Market Rate
LUR	220 Urban Renewal Hsg.	Market Rate
LUS	220/ 223(e) Declin. Area	Market Rate
MMC	221(d)(3) Co-Insurance Converted to Full Insurance	Market Rate
MMD	221(d)(3) Mkt. Rate - Delegated	Market Rate
MME	221(d)(3) Mkt. Rate/ 223(e) Declin. Area	Market Rate
MMF	221(d)(3)/ 244 Mkt. Rate/ Co-Insurance	Market Rate
MMI	221(d)(3) Mkt. Rate Moderate Inc/ Disp Fams	Market Rate
MMJ	221(d)(3) No MIP MIR ACC 10(c)	Market Rate
MMR	221(d)(3) Mkt. Rate - Single Room Occupancy	Market Rate
MMS	221(d)(3) Mkt. Rate - Delegated/ Single Room Occup	Market Rate
QET	231/ 223(e) Elderly Housing/ Declin. Area	Market Rate
REB	223(a)(7)/207 Refinanced Insurance	Market Rate
REC	223(a)(7)/236(j)(1) Refi/ Lower Inc Families	Market Rate
RED	223(a)(7)/213 Refi/ Mgmt Projects	Market Rate
REF	223(a)(7)/220 Refi/ Urban Renewal	Market Rate
REH	223(a)(7)/221(d)(3) MKT Refi/ Moderate Income	Market Rate
REJ	223(a)(7)/221(d)(4) MKT Refi/ Moderate Income	Market Rate

REK	223(a)(7)/207/223(f) Refinanced Insurance	Market Rate
RNG	232/ 223(e) Assisted Living/ Declin. Area	Market Rate
RNH	232/ 223(e) Board & Care/Declin. Area	Market Rate
SEB	233/207 Experimental Hsg.	Market Rate
SEF	233/220 Experimental Hsg./ Urban Renewal	Market Rate
SEG	233/ 221(d)(4) Exp. Hsg./ Mod Income	Market Rate
SEL	233(a)(2) Exp Hsg./ New Technologies	Market Rate
SEM	233/ 234 Experimental Hsg./ Condominium	Market Rate
SET	233/ 236/ 223(e) Exp. Hsg./Declin. Area	Market Rate
STB	223(c) / 221(d)(3) MR Asset Sales	Market Rate
STC	223(c) / 221(d)(4) MR Asset Sales	Market Rate
TCH	234(d) Condominium	Market Rate
WHB	608 Veteran Housing	Market Rate
WHD	608 War Housing	Market Rate
WHF	608-610 Pub. Hsg. Disposition	Market Rate
ZAD	803 Armed Services Housing	Market Rate
ZAF	803 Military Housing	Market Rate
ZEF	Title XI/ 223(e)/Group Practice Declin. Area	Market Rate
ZGF	Title XI Group Practice	Market Rate
ZHL	242 Hospitals	Market Rate
ZHM	242/ 223(e)/Hospitals/Declin. Area	Market Rate
ZLC	Title X 1004 New Communities	Market Rate
ZLD	Title X 1002 Land Development	Market Rate
ZMC	810 Armed Services Housing	Market Rate
ZND	908 National Defense Housing	Market Rate
ZYI	701 Yield Insurance	Market Rate
MMT	221(d)(3) BMIR/ 223(e)	Below Market Rate
NRE	221(h) Rehab Sales/ 223(e) Declin. Area	Below Market Rate
NRP	221(h) Rehab. Sales Project	Below Market Rate
NRR	221(j)(2) BMIR Converted to Coop.	Below Market Rate
RFM	223(a)(7)/221(d)(3)BMIR/Urban Renewal/Coop Hsg	Below Market Rate
SEH	233/ 221(d)(3) BMIR Exp. Hsg.	Below Market Rate
SEJ	233/ 221(d)(3) BMIR/ 223(e) Exp. Hsg. Declin. Area	Below Market Rate
STD	223(c) / 221(d)(3) BMIR Asset Sales	Below Market Rate
VAE	236(j)(1)/ 223(e)/Lower Income Families/Declin. Area	Below Market Rate
VAR	236(j)(1)/ Lower Income Families	Below Market Rate
VAT	236(j)(1)/ 202 Elderly Hsg.	Below Market Rate
ZFR	241(f)/ 236 Equity Loan	Below Market Rate
REQ	223(a)(7)/232 Refi/ Nursing Home	Nursing Homes*
RNC	232 Co-Insurance Converted to Full Insurance	Nursing Homes*
RNP	232/ 223(e) Nursing Hms/ Declin. Area	Nursing Homes*
RNQ	232/ 223(f)/Pur/Refin/ Nursing Hms	Nursing Homes*
RNS	232(i) Fire Safety	Nursing Homes*
HRB	207 Nursing Homes	Nursing Home
RND	232 Nursing Homes - Delegated	Nursing Home

RNF	232 Nursing Homes	Nursing Home
RNM	232/ 244 Nursing Hms. Co-Insurance	Nursing Home
XTQ	223(d)/ 232 Two Yr. Opr. Loss/ Nursing Hm	Nursing Homes*
ZSQ	241(a)/ 232 /Improvements & Additions / Nursing Homes	Nursing Homes*
REL	223(a)(7)/232 Refi/ Assisted Living	Assisted Living / Board Care
REM	223(a)(7)/232 Refi/ Board and Care	Assisted Living / Board Care
RNA	232/ 223(f)/Pur/Refin/ Assisted Living	Assisted Living / Board Care
RNB	232/ 223(f)/Pur/Refin/ Board & Care	Assisted Living / Board Care
RNL	232 Assisted Living Facility	Assisted Living / Board Care
RNT	232 Board and Care Facility	Assisted Living / Board Care
XTC	223(d)/ 232 2yr Op Loss/ Brd & Care	Assisted Living / Board Care
ZPD	811 Capital Advance for Disabled Persons	202 / 811 Capital Grants
ZPE	202 Capital Advance for Elderly	202 / 811 Capital Grants
QER	231 Elderly Housing	202 Direct / 231 Elderly
REN	223(a)(7)/231 Refi/ Elderly Housing	202 Direct / 231 Elderly
ZPC	202 Direct Loan Converted to Cap Adv w/PRAC	202 Direct / 231 Elderly
ZPF	202/8 Direct Loan/ Elderly-Handicapped	202 Direct / 231 Elderly
ZPH	202 Direct Loan/ Elderly/ Pre - 1974	202 Direct / 231 Elderly
ZPI	202/162 Direct Loan for Handicapped w/PAC	202 Direct / 231 Elderly
KCP	213 Sales and Inv. Cooperative	Co-ops / Mobile Homes
KCS	213 Management Cooperative	Co-ops / Mobile Homes
KCT	213(i) Consumer Cooperative	Co-ops / Mobile Homes
MMB	221(d)(3) BMIR Urban Renewal/ Coop Hsg	Co-ops / Mobile Homes
SED	233/213 Experimental Hsg./ Cooperative	Co-ops / Mobile Homes
SER	233(c)/ 236 Experimental Hsg./ Rental Co-op	Co-ops / Mobile Homes
ZSD	241(a)/ 213 Improvements & Additions /Coops	Co-ops / Mobile Homes
HRC	207 Mobile Home Courts	Other
KCL	213(j) Supplementary Loans	Other
LUL	220(h) Improvement Loans	Other
REA	223(a)(7)/221(d)(4)/223(e) Refi/MR/Declin. Area	Other
REE	223(a)(7)/207/244 Refi/Mil Imp Co-In	Other
REG	223(a)(7)/220/223(e) Refi/ Declining Areas	Other
REI	223(a)(7)/207/223(f)/244 Refi/Pur/Refin Co-in	Other
REO	223(a)(7)/232/244 Refi/Nursing Home Co-In	Other
REP	223(a)(7)/241(a)/236 Refi/Improvements & Additions	Other
RER	223(a)(7)/241(a)/221-BMIR Refi/Improvements & Add	Other
RES	223(a)(7)/241(a)/ Refi/Impro & Adds - Apts(not 236/BMIR)	Other
RET	223(a)(7)/242 Refi/ Hospital	Other
REU	223(a)(7)/241(a)/232 Refi/Improvements & Additions	Other

REV	223(a)(7)/221(d)(4) MKT/244 Refi/Mod Income Co-In	Other
REW	223(a)(7)/241(f)/221 - MR Refi/Equity Loan	Other
REX	223(a)(7)/241(f)/221 - BMIR Refi/Equity Loan	Other
REY	223(a)(7)/241(f)/236 Refi/Equity Loan	Other
RFA	223(a)(7)/223(d)Refi/2 yr Op Loss Loan-Apts(not 236/BMIR)	Other
RFB	223(a)(7)/223(d)/232 Refi/ 2 yr Op Loss Loan - Health Care	Other

Appendix 3: Region Breakdown

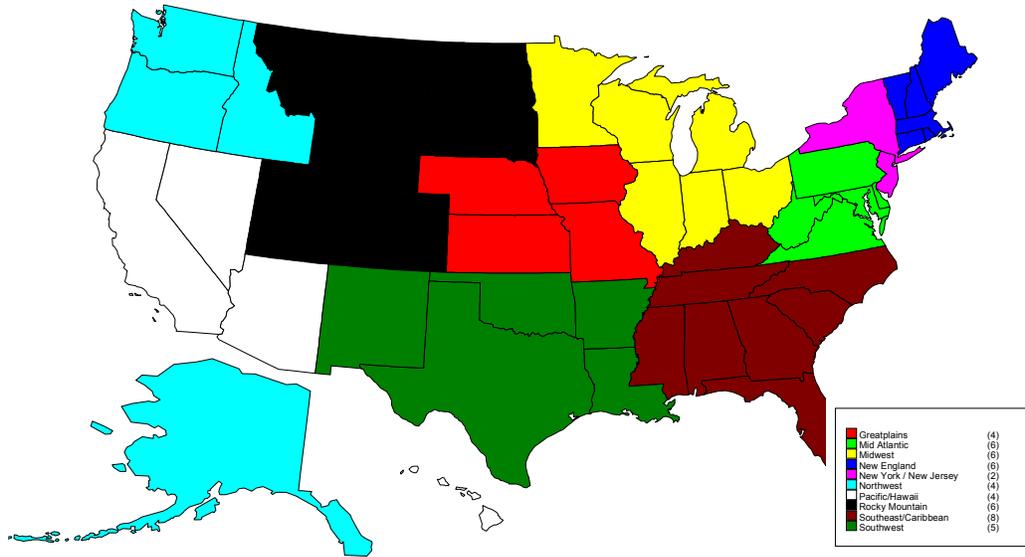


Figure 2: Region Map

One significant factor in determining truly comparable real estate properties is location. For example, properties in rural Montana will perform in a significantly different manner than those in urban locations such as New York or New Jersey. The current reports stratify HUD's Portfolio according to state location and HUD-defined Region. The 10 HUD-defined regions are illustrated in figure 2 above and listed in the table below.

Region	States Included
New England	<i>Vermont, New Hampshire, Maine, Massachusetts, Connecticut, Rhode Island</i>
New York / New Jersey	<i>New York, New Jersey</i>
Mid-Atlantic	<i>Pennsylvania, Maryland, Virginia, District of Columbia, West Virginia, Delaware</i>
Southeast/Caribbean	<i>North Carolina, Georgia, Alabama, Mississippi, South Carolina, Kentucky, Tennessee, Florida, Puerto Rico</i>
Midwest	<i>Minnesota, Illinois, Indiana, Ohio, Michigan, Wisconsin</i>
Great Plains	<i>Nebraska, Iowa, Kansas, Missouri</i>
Southwest	<i>Texas, New Mexico, Oklahoma, Arkansas, Louisiana</i>
Rocky Mountains	<i>Montana, Colorado, South Dakota, North Dakota, Utah, Wyoming</i>
Northwest	<i>Oregon, Alaska, Idaho, Washington</i>
Pacific/Hawaii	<i>California, Nevada, Arizona, Hawaii, Virgin Islands</i>