



**MARK-TO-MARKET (M2M)
RELEASE 7.8.1
ONLINE SYSTEM
PAE USERS GUIDE**

for the

U.S. Department of Housing and Urban Development
Office of Recapitalization
(Recap)



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**Mark-to-Market (M2M)
RELEASE 7.8.1
Online System
PAE Users Guide
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1 M2M SYSTEM RELEASE 7.8.1 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.8.1 is a secured online HUD web application developed by the Department of Housing and Urban Development's (HUD) Office of Recapitalization (Recap) to support Recap and its Participating Administrative Entities (PAE) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

1.1 M2M Program Goals and Objectives

M2M RELEASE 7.8.1 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

- ◆ Critical dates tracking for M2M processes assigned to PAEs
- ◆ Deal restructure plans submission and closing data
- ◆ Reporting for PAE management
- ◆ Monitoring and auditing tools for Recap
- ◆ Other information relevant to the M2M Program

1.2 Business Functions

RELEASE 7.8.1 is designed to support M2M Program objectives by performing and centralizing the following functions:

- ◆ Tracking of assigned properties through the process or “pipeline” (tracking properties, assessment, due diligence, dates, etc.);
- ◆ Providing PAEs an online system to submit restructuring plan forms to Recap; and
- ◆ Reporting on the progress and performance of PAEs and their assigned properties.

Users of the M2M system include Recap (Headquarters (HQ) and Preservation Office (RO) levels); Recap's PAEs, with whom Recap has executed agreements; and Recap's support contractors.

1.3 System Requirements

RELEASE 7.8.1 uses browser-based technology to provide access via the World Wide Web. To access the system, a user must have access to the Internet using

an Internet Service Provider (ISP) and advanced browser software. Internet Explorer 11.0 or higher is recommended.

As M2M RELEASE 7.8.1 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. Only after a user is successfully registered, added to the system, has received a User ID, assigned to a system group, and assigned property, can they access the system as a user. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

Working within a browser-based application, submission data will be transferred and processed through a modem. Higher speed modems and central processing units (CPUs) load data and graphics more quickly on a user's screen.

Recap requires the following hardware and software to access and operate M2M RELEASE 7.8.1 and do business with Recap:

- ◆ Windows 2000 or Window XP
- ◆ Internet Explorer 7.0 or higher
- ◆ Compatibility mode should be off with IE 10 and above
- ◆ MS Word, MS Excel
- ◆ Adobe Acrobat Reader
- ◆ 486 processor or higher
- ◆ 16 megabyte memory or higher
- ◆ Hard Drive: 60MB Recommended;
- ◆ Video/Screen Resolution of 480x640 with 16 colors Display: SVGA;
- ◆ Internet Service Provider (ISP) connection with minimum modem speed of 28.8K bps (bits per second)

It is also expected that users of the M2M system have a basic understanding and proficiency in the use of computers, Windows, and web browsers.

1.4 Tips for Using the System (Before Getting Started)

Functions that are standard throughout the M2M system are explained in more detail in the following subsections.

1.4.1 Case-Sensitivity Sign-On

When signing onto the M2M system, it is necessary to note that user names and passwords are case-sensitive (i.e., whatever uppercase/lowercase convention is used to create User IDs and passwords, must be used to sign into the system).

1.4.2 Set Browser to Accept “Cookies”

Users must ensure that their browsers are set to “Accept First-party Cookies.” The following paragraphs provide instructions for Internet Explorer users to set this feature:

Internet Explorer 11.0 users: select “Tools” on the top tool bar; select “Internet Options”, click “Privacy” tab, select “Advanced” button and ensure “First-party Cookies” is checked.

For all other browsers, go through the “Help” section to ensure the browser is set to accept all cookies.

1.4.3 Saving Changes

After adding or updating data on any screen, follow the directions on that screen to retain any changes made before proceeding to another screen. In browser-based applications, data will be lost when navigating to other pages if not saved.

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the Critical Dates Tracking screen and the user clicks the Save button or Save and Continue, a confirmation message will appear (as seen below, in Figure 1-1, Confirmation Screen):

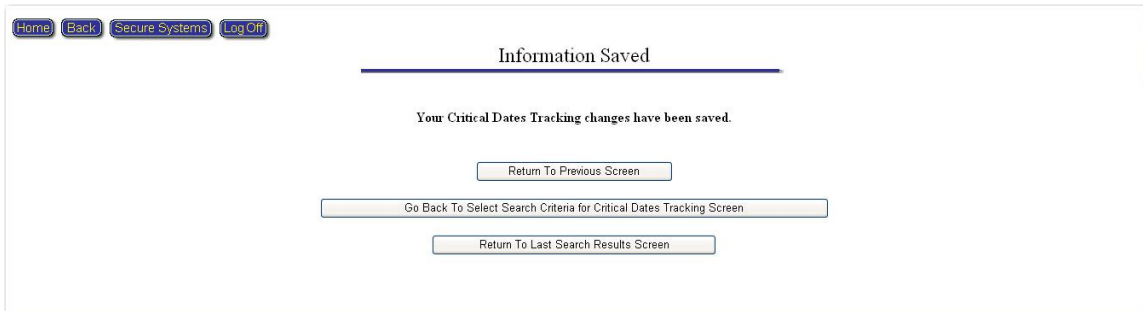


Figure 1-1, Confirmation Screen

1.4.4 Date Format

All dates must be entered in the **MM/DD/YYYY** format (as shown below in Figure 1-2, Date Format).

Enter all dates in **mm/dd/yyyy** format.
Click the **Save** button at the bottom of this screen to save all updates/changes.

Figure 1-2, Date Format

When clicking on an input date field you will be presented with a popup calendar that you could optionally use to select the desired input date (as shown below in Figure 1-3, Popup Calendar).



Figure 1-3, Popup Calendar

1.4.5 Error Messages

If an error message is encountered anywhere in the M2M system when navigating from one screen to the next, follow the instructions presented in the M2M Information/Error screen. If that does not resolve the problem, click the **“Reload”** or **“Refresh”** button on the browser’s toolbar to reload the page (as shown below in Figure 1-4, Netscape Reload Button), or review the information last entered on the screen for accuracy.

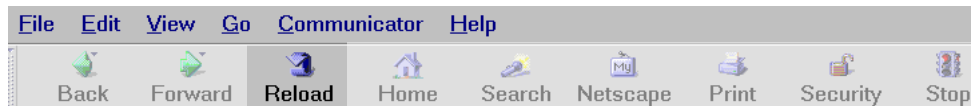


Figure 1-4, Netscape Reload Button

If further technical assistance is needed, return to the Home screen and send an **e-mail** message through the link (located on the **M2M home screen**). Describe the question or problem in detail, and include a reply e-mail address (if different than the sender’s), and name and telephone number of the contact person. A reply will be sent promptly.


2 M2M SYSTEM SECURITY

M2M is part of HUD's Secure Systems. The M2M database contains sensitive data concerning HUD's portfolios and program participants. To access and use the M2M system, a PAE representative must have a valid User ID and password. Detailed instructions for registering to use the M2M system were provided by Recap HQ representatives, when the business agreement was executed.

There are two types of PAE users that are referenced in this document: PAE Coordinator and PAE User. Each user type will be further defined in **Section 2.1, PAE Coordinator** and **Section 2.2, PAE User**, respectively.

2.1 PAE Coordinator

Each PAE organization must assign one or more of its representatives to serve as a "Coordinator" (property assignor) to control which users have access to the M2M system and which of the PAE's assigned properties they may access. Each PAE Coordinator will assign users, as required, to perform the work contracted with Recap.

 **Note:** To avoid potential conflicts of interest, the M2M coordinator **MAY NOT** be a coordinator for another business entity or property owner.

The PAE Coordinator is responsible for assigning properties to its PAE Users in Secured Systems, as needed. The Secured Systems web site address is: https://hudapps.hud.gov/HUD_systems.

2.2 PAE User

A PAE User (User), once assigned rights to properties (as assigned by the PAE Coordinator) can perform the required functions to enter data, review status and run reports. A User has no rights to assign User access to the M2M system. A User depends on its PAE Coordinator to provide access to the system and assign rights to access the M2M system and the assigned properties.

After PAE Users have registered to use the M2M system, User sign-on IDs will be mailed to the director of the PAE agency at its HUD-registered address. User IDs should be received within two weeks. If the IDs are not received, have your Coordinator send an e-mail detailing which User IDs were not received and the name of your PAE organization. The e-mail address is: m2minfo@hud.gov.

If Users need additional security-related assistance, send a detailed e-mail and a reply will be returned.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by registered system users via the Internet. Each User must have their own valid User ID and password. The Internet URL is: https://hudapps.hud.gov/HUD_Systems/.


🎵 **Note:** M2M RELEASE 7.8.1 utilizes a secured connection within HUD.

3.1 Login Procedures

Each User is prompted with a request for their User ID and password. Reminder: both the User ID and password are case-sensitive. Click the underlined Mark-to-Market (M2M) link on the list of HUD System Projects.

Any User that is unsuccessful in signing onto the system after several attempts may need to have their password reset. Send a password reset request to the System Administrator via e-mail at: m2minfo@hud.gov. This is not an immediate process, but will be addressed as soon as possible. Remember to include contact information (name, User ID, e-mail address (if different than sender's) and a brief explanation of the problem.

3.2 Log Off Procedure

Because M2M RELEASE 7.8.1 contains sensitive financial data, Users are requested to use the Log Off button  feature when exiting the system or when leaving your computer running for an extended period of time. If the log off button is not used, another User may be able to reopen your web browser and access system pages.

3.3 Time Out Feature

M2M RELEASE 7.8.1 has a “time-out” feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the Secured Systems log-in page to sign-in again.

4 M2M SYSTEM HOME SCREEN

Upon authentication from the server, the following home screen appears (Figure 4-1, M2M Home Screen):



Figure 4-1, M2M Home Screen

4.1 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties assigned to a PAE User. Within this module, PAEs and Recap Users enter critical dates data in accordance with the predetermined M2M Program timeline for **Mortgage Restructuring**, **Rent Reduction Only without Mortgage Restructuring** (Rent Reduction Only), **Rent Comparability Review (Comp Review)** and **Mark-Up-To-Market Comp Review** properties.

4.2 Restructuring Plans Module Button

The **Restructuring Plans** button provides Users with access to restructuring plan forms for M2M Program properties. Online forms are provided for properties going through the **Mortgage Restructuring** (Form 5.2 of the Operating Procedures Guide) and the **Rent Reduction Only** (Form 10.2) M2M Program options and may be submitted via the M2M system to Recap.

4.3 Closing Module Button

The **Closing** button gives Users a facility for tracking and updating select restructuring plan information and to retain the actual closing figures.

4.4 Reports Module Button

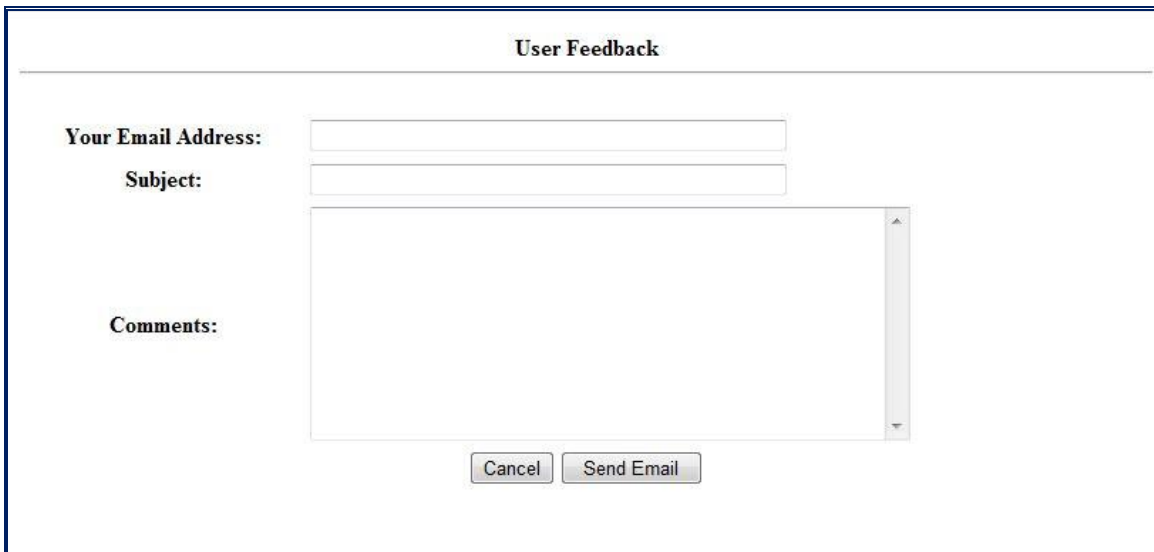
The **Reports** button gives Users access to the **Property Status** and **Management Tracking Reports** generated from the data entered in the Critical Dates Tracking module.

4.5 Green Retrofit Program Button

The **Green Retrofit Program** button gives Users in retrieving properties assigned to them under the GREEN RETROFIT PROGRAM portfolio and in entering critical date information relative to the recovery process.

4.6 E-Mail Link

The M2M system provides an **E-Mail** link on the home screen for Users of the system to send any questions or comments regarding the M2M system and problems or suggestions by clicking the **E-Mail** link to open the User Feedback popup screen (Figure 4-2, User Feedback Screen). Please be sure to include your name, a detailed narrative (if sending a question or if there is a problem), return e-mail address (if different from the sending address), contact name, and telephone number (including area code) to receive a timely reply. Please click the Send Email button to send your e-mail message.



The screenshot shows a 'User Feedback' form with the following fields and controls:

- Your Email Address:** A text input field.
- Subject:** A text input field.
- Comments:** A large text area with a vertical scrollbar.
- Buttons:** 'Cancel' and 'Send Email' buttons at the bottom.

Figure 4-2, User Feedback Screen

♪ **Note:** Click the **Close** button on the **Successful** page screen to return to the M2M system **after sending your e-mail message.**

4.7 Other HUDweb sites

Other useful HUDweb sites (such as HUD's home screen) are listed at the bottom of the screen. Click on an underlined link to visit a HUDweb site.

♪ **Note:** You will be exiting the M2M system if you click one of the external HUD links. Use Your Browser's **Back** button on the toolbar to return to the M2M system.

5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M RELEASE 7.8.1 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

A data entry screen is included within the **Critical Dates Tracking** module to record critical dates for each property in the M2M system. Each of these data entry screens were designed to reflect the actual dates within the execution of a M2M Program process. A M2M renewal option is one of four types:

1. **Mortgage Restructuring**—Mortgage restructuring with rent reduction
2. **Rent Reduction Only**—Rent reduction without debt restructuring (also referred to as Recap Lite)
3. **Comp Review**—An owner declares its rents are below market and HUD's hub office has requested a third party rent comparability review to determine market rents
4. **MU2M Comp Review**—Mark-Up-To-Market rent comparability review

It is imperative that attention to detail be paid the when entering data in the **Critical Dates Tracking** and the **Restructuring Plans** modules.

 **Note:** Inaccurate or incomplete data may misrepresent the progress (or lack thereof) of a property and associated contract throughout the M2M program.

If there are missing dates in, or prior to, the **Assignment/Assessment Phase** (e.g., **Field Office Refers to Recap**) please contact your Recap Preservation Office to have them enter or update these data fields.

Attention to detail must also be paid when entering, saving, and submitting Restructuring Plans Forms data. Data in certain fields in the **Restructuring Plans** module are **read-only** from HUD's Real Estate Management System (REMS) or are **system-calculated**. PAE Users will have an opportunity to enter any necessary corrections or fill-in missing data in **Data Entry/ PAE Corrections** fields next to the read-only fields. Users **will not** be able to update read-only data. Again, comment boxes are available to record any pertinent information related.

Additional detailed information concerning the **Critical Dates Tracking** and **Restructuring Plans** modules may be found in **Section 6, Critical Dates Tracking Module** and in **Section 7, Restructuring Plans Module**, respectively.

6 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the **Critical Dates Tracking** button on M2M's home screen.

Clicking the **Critical Dates Tracking** button retrieves a search selection criteria page, as shown below in Figure 6-1, Select Search Criteria:

Home Back Secure Systems Log Off

Select Search Criteria for Critical Dates Tracking

Select one of the following criteria:

REMS ID: FHA #: Contract #:

Or select one or more of the following options:

State:

Property:

Status:

Renewal Type:

Green Initiative Level:

Continue Clear

Or click [HERE](#) to get ALL properties.

Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk

Figure 6-1, Select Search Criteria

Select one of the following criteria available to retrieve properties for the **Critical Dates Tracking** module:

- ◆ Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- ◆ Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- ◆ Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

Or select one or more of the following options available to retrieve properties for the **Critical Dates Tracking** module:

- ◆ Select a **State** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **Property's Status** (Active or Completed)
- ◆ Select a **Renewal Type** (Mortgage Restructuring, Rent Reduction Only, Comp Review or Post M2M Comp Review)
- ◆ Select a **Green Initiative Level** (Level I, Level II or Level I & Level II)
- ◆ Click the underlined [HERE](#) link to retrieve all properties in the system (assigned to your ID).

6.1 Assigned Properties Screen

The **Assigned Properties** screen (Figure 6-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

[Home](#)
[Back](#)
[Secure Systems](#)
[Log Off](#)

Assigned Properties

The following 23 out of 23 properties met your **Active** search criteria.
To view/update a contract's critical dates, click its underlined Contract Number.

Status	Property Name ▼▲	Property ID ▼▲	FHA Number ▼▲	Sec 8 Contract Number ▼▲	Sec 8 Contract Renewal Type ▼▲	GI Level ▼▲	Expiration Date ▼▲	Property City ▼▲	State ▼▲
A	HEPULIN OAKS	000000328	06235600	AL090016032	Mortgage Restructuring	1	03/31/2034	HEPULIN	AL
A	Pecan Grove Apartments	000000734	08235436	AR1700152013	Mortgage Restructuring	1	03/31/2035	Dumas	AR
A	Trinity Towers	000000520	06135607	GA060000002	Mortgage Restructuring	1	10/31/2035	ATLANTA	GA
A	Autumn Park Apartments - Charleston	000000204	07435283	IA050000004	Mortgage Restructuring	1	04/30/2021	Charlton	IA
A	Autumn Park Apartments - Cherokee	000000205	07435283	IA050007026	Mortgage Restructuring	1	10/31/2040	Cherokee	IA
A	Autumn Park Apartments - Mason City	000000207	07435284	IA050011003	Mortgage Restructuring	1	04/30/2021	Mason City	IA
A	FAIRVIEWTON OF LEXINGTON	000007625	08335714	KY0900134980	Rent Reduction Only	1	07/31/2034	LEXINGTON	KY
A	Marcellus Place	000013309	05344015	NC190000037	Mortgage Restructuring	1	11/30/2035	Raidville	NC
A	MOUNT SINAI HOMES	000013070	05360030	NC190000064	Mortgage Restructuring	1	07/31/2039	FAYETTEVILLE	NC
A	CENTRAL PARK TOWER	000013547	10311076	NE040037002	Mortgage Restructuring	1	08/31/2021	OMAHA	NE
A	HAMPTON VALLEY APTS	000014166	03135254	NJ090048005	Rent Reduction Only	1	12/28/2035	NEWARK	NJ
A	BLANCHESIER FRIENDS	000018600	04611079	OH1070101001	Mortgage Restructuring	1	03/31/2040	Blanchester	OH
A	CHADWICK PLACE	000016390	04235512	OH120011886	Mortgage Restructuring	1	07/31/2039	ELYRIA	OH
A	CRESTLINE MANOR APARTMENTS	000010443	04235129	OH1200000159	Rent Reduction Only	1	03/31/2021	CRESTLINE	OH
A	CRESTLINE MANOR II	000010444	04244275	OH1200000189	Rent Reduction Only	1	08/31/2021	CRESTLINE	OH
A	FAIRWAY VISTA	000017352	04335179	OH160012044	Mortgage Restructuring	1	06/30/2035	Nashport	OH
A	OLEN MEADOWS APARTMENTS	000217400	04611062	OH1000100317	Mortgage Restructuring	1	01/31/2021	CINCINNATI	OH
A	PLAZA APARTMENTS	000017103	04235313	OH120011073	Mortgage Restructuring	1	08/31/2039	CANTON	OH
A	PLAZA VIEW II	000017105	04244069	OH1200000019	Rent Reduction Only	1	04/30/2034	YOUNGSTOWN	OH
A	RIDGEWOOD II APTS	000017166	04635712	OH100001001	Rent Reduction Only	1	07/31/2021	CINCINNATI	OH
A	WILLOWWOOD MANOR	000017505	04211166	OH177017017	Mortgage Restructuring	1	07/31/2038	FAIRVIEW PARK	OH
A	YELLOW SPRINGS VILLAGE	000017539	04635438	OH160007030	Post M2M Comp Review	1	03/31/2021	YELLOW SPRINGS	OH
A	KNOLLCREST MANOR	000020363	08611077	TN041000003	Mortgage Restructuring	1	05/31/2036	SPARTA	TN

Figure 6-2, Assigned Properties

Each PAE User will see a list of all of the properties assigned to them (based on the criteria used to retrieve property). If a PAE User has been assigned a property which is not included in the search results (again, depending upon the search criteria), the PAE User should check with its PAE Coordinator to ensure the assignment has been made in Secured Systems. If the Coordinator does not have access to the property to assign it, the Coordinator should notify its Recap Preservation Office or Recap HQ of the discrepancy to obtain a resolution. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

6.2 Contract Number Link

The **Assigned Properties** screen displays all assigned properties and associated contracts. It also contains the highlighted contract number [FL29M000113](#) as a link to access the **Critical Dates Tracking** module.

Select and click the underlined contract link to retrieve a Critical Dates Tracking screen to enter or view the critical dates related to that property. The contract highlighted will be the first expiring contract for the property. The resulting screen is the **Critical Dates Tracking** screen (discussed in the next section).

6.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property's M2M renewal option type). Figure 6-3-1, Mortgage Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Mortgage Restructuring renewal option.

Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment.

Figure 6-3-3, Rent Reduction Only Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment.

Figure 6-3-4, MU2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

Figure 6-3-5, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Post M2M Comp Review assignment.

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Critical Dates Tracking

REEM Property ID: 00000007
Primary FPA Number: 0022000
Contract Number: A07002009
Preservation Office: Washington
REEM Project Manager: JAMES R. AYI
Debt Restructuring Specialist: Recap/F&E Underwriter

Property Name: Borrowed Apartments
F&E Name: Digit Future
Revised Type: Mortgage Restructuring
Portfolio Manager: Dan Asgari
Date Assigned: 10/20/2013

Start Eligibility	Start Term Contract Renewal	Assignment to F&E	Data Collection	Underwriting	Loan Approval	Closing	Post Closing
-90	-45	Assignment to F&E	45	60	65	80	120

There are 119 days left until the Section 8 contract expires.
This contract is currently in the Data Collection Due Diligence phase.

Click the **Save** button near the bottom of the screen to save all updates/changes. Enter all dates in mm/dd/yyyy format.

Original Section 8 Expiration Date (Post MAJRA): 04/30/2015
Current Section 8 Expiration Date: 03/06/2014
Field Office Receiver Intent to Reuse From Owner: 03/06/2014
Recap Receiver Refused from Field Office: 06/02/2014

Phase: Assignment/Assessment
Recap Sends List of Potential Assets: 06/10/2014
Recap Approves COI Form 3.2: 06/17/2014
F&E Accepts Assignment: 09/24/2014
F&E's estimated Restructuring Plan (Form 3.2) Submission Date:
Amended FPA Submission Date Per 3.2.1.3 Waiver:
Recap Receives Property On Hold:
Anticipated On Hold Renewal Date:
Recap Removes Property From On Hold:

Phase: Data Collection/Due Diligence
Data Collection:
F&E and Owner Have Kickoff Meeting: 10/08/2014
F&E Sends Documents to Receiver:
Recap Returns Documents for F&E:
F&E Returns Documents:
Recap Approves OFCA: 10/08/2014
Approval Assigned by F&E:
Tenant Meeting #1:
Owner Submits Data Collection Report:
F&E's PCA Complete: 10/21/2014
F&E's Approval Complete: 11/13/2014
F&E Complete Due Diligence:
Title Being Down Order: 06/16/2015
Title Being Down Received: 06/30/2015

Phase: Underwriting/Restructuring Plan
Tenant Meeting #2:
Initial F&E Restructuring Plan Submission to Recap:
F&E Submits Restructuring Plan to Recap:
Recap Receives Complete Restructuring Plan and Form 3.2:
Date Assigned to Underwriter:
Review: F&E Staff

Phase: Loan Funding/Approval Process
Recap Approves Restructuring Plan:
Recap Returns Restructuring Plan to F&E for Revision:
Recap Receives F&E modifications:
Number of Revisions/Revisions:
Restructuring Plan Received by Recap:
Restructuring Commitment Executed by Owner:
MM Green Initiative:
Declined Green:
Level I Green:
Level II Green:
Closing Issues:
A-Mixed Pledge:
Broad Financing Existing Loan:
226BSP:
TPA:
Co-op:
QRP Data Relief:
Other Issues:
Most Issues:
Bankruptcy:
Awaiting Recap Policy:
Other:

Phase: Closing and Post Closing
Closing:
Recap approved 411 or 412:
Scheduled Closing Date:
Closing Date:
New Section 8 Contract Effective Date:
Section 8 Contract Type:
Post Closing:
Closing Documents Distributed by F&E:
Transmission Money submitted to Multifamily Housing:
Multifamily indicated on meeting was necessary:
Rebate Return Amount: \$0

Data Action Other Than Closing Completed:
(Use the 0001 and other input codes as needed as per 10-2 Chapter 1)
☐ Recap Determines Restructuring Plan is Not Feasible Due to Financially Not Viable
☐ Owner Prepaid FPA, Issued Loan (F&E must enter same market rate into Item 3.2)
☐ Ineligible for Recap - "Bad Owner" Determination
☐ Ineligible for Recap - Recap holder as required to Market
☐ Ineligible for Recap - Credit Review/State/Local Financing Documents and Restructuring Plan
☐ Ineligible for Recap as Other (Include discontinued program details)
☐ Date-related Owner is Unresponsive - F&E Plans Not to Recap Restructuring Commitment
☐ Restructuring Commitment Issued But Not Executed by Owner (F&E must enter same market rate into Item 3.2)
☐ Owner Opted Out of Section 8 Program
The listed options, if selected, will automatically update the Watchlist in REEM once the "End M2M Process" button is selected.

Recap Comment Text:
F&E Comment Text:

Restructuring Plan

Click here to go to Restructuring Plan for Form 3.2

Go Back To Select Search Criteria for Critical Dates Tracking Screen

Return To Last Search Results Screen

Clear

Figure 6-3-1, Mortgage Restructuring Critical Dates Screen

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Critical Dates Tracking (Partial)

HEREMS Property ID: 800005472
Primary FHA Number: 07435133
Contract Number: IAD00039008
Preservation Office: Chicago
HUD Project Manager: JANET S CURTIS
Debt Restructuring Specialist: LARRY D PACK
Recap/PAE Underwriter:

Property Name: Steller Woods Village
PAE Name: Signet Partners
Renewal Type: Mortgage Restructuring
Portfolio Manager: RER Solutions, Inc.
Date Assigned: 03/31/2003
Re-entered:

Owner Eligibility	Short-Term Contract Renewal	Assignment to PAE	Data Collection	Underwriting	Loan Approval	Closing	Post-Closing
-90	-45	Assignment to PAE	45	65	105	150	210
Days							

There are **2456** days left until this Section 8 contract expires.
This contract is currently in the **Closing and Post Closing** phase.

Enter all dates in mm/dd/yyyy format.
Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):
Current Section 8 Expiration Date: 05/31/2022

Field Office Receives Intent to Renew from Owner:
Field Office Refers to Recap:
Recap Receives Referral from Field Office: 06/26/2001

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 03/05/2002
Recap Approves COI Form 2.2: 04/04/2002
PAE Accepts Assignment: 04/08/2002

PAE's estimated Restructuring Plan (Form 5.2) Submission Date:
Amended PRA Milestone Date Per 2.15 Waiver: Reason:
Recap Places Property On Hold:
Anticipated On Hold Removal Date:
Recap Removes Property From On Hold:

Phase: Underwriting/Restructuring Plan	Due	Actual
Reviewer: GLENDA M BROWN	FA Staff	No

Phase: Loan Funding/Approval Process

	Due	Actual
M2M Green Initiative:		
Declined Green:	<input type="checkbox"/>	
Level I Green:	<input type="checkbox"/>	
Level II Green:	<input type="checkbox"/>	
Closing Issues:		
Additional Funds:	<input type="checkbox"/>	
Bond Financing Existing Loan:	<input type="checkbox"/>	
236/IRP:	<input type="checkbox"/>	
TPA:	<input type="checkbox"/>	
Co-op:	<input type="checkbox"/>	
QNP Debt Relief:	<input type="checkbox"/>	
Other Issues:		
Mod Rehab:	<input type="checkbox"/>	
Bankruptcy:	<input type="checkbox"/>	
Awaiting Recap Policy:	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="text"/>

Phase: Closing and Post Closing

	Due	Actual
Closing:		
Scheduled Closing Date:	05/16/2002	<input type="text"/>
New Section 8 Contract Effective Date:	06/01/2002	<input type="text"/>
Section 8 Contract Type:	Full	
Post Closing:		
Closing Documents Distributed by PAE:	11/19/2002	<input type="text"/>
Multifamily indicated no meeting was necessary:	Yes	
Rehab Escrow Account:	Yes	
Rehab Escrow Account Closed:	09/11/2003	

Date Action Other than Closing Occurred:
(Use date HUD and other required parties were notified as per OIG Chapter 6)

☐ Recap Determines Restructuring Plan is Not Feasible Due to Financially Not Viable
☐ Owner Prepaid FHA-Insured Loan (PAE must enter new market rents into form 5.2)
☐ Ineligible for Recap - "Bad Owner" Determination
☐ Ineligible for Recap - Rents below or equal to Market
☐ Ineligible for Recap - Conflict Between State/Local Financing Documents and Restructuring Plan
☐ Ineligible for Recap or Other (Include discontinued outyear deals)
☐ Determined Owner is Uncooperative - PAE Does Not Issue Restructuring Commitment
☐ Restructuring Commitment Issued But Not Executed by Owner (PAE must enter new market rents into form 5.2)
☐ Owner Opt's Out of Section 8 Program

The bolded options, if selected, will automatically update the Watchlist in REMS once the "End M2M Process" button is selected.

Recap Comment Text:
PAE Comment Text:

Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial)

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Critical Dates Tracking

HEREMS Property ID: 800003206
 Primary FHA Number: 07435285
 Contract Number: IA050003010
 Preservation Office: Washington
 HUD Project Manager:
 Debt Restructuring Specialist: WINIFRED J DUBECK
 Recap/PAE Underwriter:

Property Name: Auburn Park Apartments - Iowa City
 PAE Name: Signet Partners
 Renewal Type: Rent Reduction Only

There are -58 days left until this Section 8 contract expires.
 This contract is currently in the Rent Reduction Determination phase.

Enter all dates in mm/dd/yyyy format.
 Click the **Save** button near the bottom of this screen to save all updates/changes.

<p>Original Section 8 Expiration Date (Post MAHRA): 06/30/1999</p> <p>Current Section 8 Expiration Date: 06/30/2015 C</p> <p>Field Office Receives Request for Rent Reduction from Owner:</p> <p>Field Office Refers to Recap:</p> <p>Recap Receives Referral from Field Office: 02/11/2015</p>	
<p>Phase: Assignment/Assessment</p>	
<p>Recap Sends List of Potential Assets: 02/17/2015</p> <p>Recap Approves COI Form 2.2: 02/18/2015</p> <p>PAE Accepts Assignment: 02/23/2015</p> <p>PAE's estimated Recommendation (Form 10.2) Submission Date: 05/24/2015 C</p> <p>Tier 1 Incentive Due Date (Per PRA): 05/09/2015</p> <p>Amended Tier 1 Incentive Due Date: C</p> <p>Amended Tier 1 Due Date (Per Rel. Mgr.): C</p> <p>Tier 2 Incentive Due Date (Per PRA): 05/24/2015</p> <p>Amended Tier 2 Incentive Due Date: C</p> <p>Amended Tier 2 Due Date (Per Rel. Mgr.): C</p> <p>Recap Places Property On Hold: C</p> <p>Anticipated On Hold Removal Date: C</p> <p>Recap Removes Property From On Hold: C</p>	<p>Save and Continue</p>
<p>Phase: Rent Reduction Determination</p>	
<p>Tenant Notice Sent: 03/23/2015 C</p> <p>PCA Assigned by PAE: 03/02/2015 C</p> <p>Appraisal Assigned by PAE: 03/02/2015 C</p> <p>PAE's PCA Complete: 03/26/2015 C</p> <p>PAE's Appraisal Complete: 03/30/2015 C</p> <p>Initial PAE Restructuring Plan Submission to Recap: 04/24/2015</p> <p>PAE Submits Justification for Recommendation (Form 10.2): 04/24/2015 C</p> <p>Recap Receives Complete PAE Justification (Form 10.2) Submission: C</p> <p>Recap Approves PAE 'Lite' Recommendation: C</p> <p>Recap Notifies HUD Project Manager: C</p> <p>PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager: C</p> <p>PAE Receives Copy of Owner's Signed Sec. 8 Contract: C</p>	<p>Save and Continue</p>
<p>Status of Miscellaneous Items</p>	
<p>PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring: C</p> <p>Recap Approves Tier 2 Conversion (Form 2.16): C</p> <p>Recap Returns Submission to PAE for Revision: C</p> <p>Recap Receives PAE Resubmission: C</p> <p>Number of Resubmissions: 0</p> <p>New Section 8 Contract Effective Date: C</p> <p>Section 8 Contract Type:</p>	<p>Save and Continue</p>
<p>PAE Final Section 8 Renewal Recommendation:</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p><input type="radio"/> Clear Option Selected Below</p> <p><input type="radio"/> Renew as Tier 1</p> <p><input type="radio"/> Renew as Tier 2</p> <p><input checked="" type="radio"/> Watchlist - Ineligible, Recommended Conversion to Full</p> <p><input type="radio"/> Not to Renew</p> <p><input type="radio"/> Ineligible for Mark-to-Market - Rents below or equal to Market</p> <p><input type="radio"/> Ineligible for Mark-to-Market - Other C</p> <p><input type="radio"/> Owner Opt's Out of Section 8 Program</p> </div> <div style="flex: 0.5; text-align: right;"> <p>Save</p> </div> </div>	
<p>Recap Comment Text: C</p> <p>PAE Comment Text: C</p> <p style="text-align: center;">Save</p>	
<p>Restructuring Plan Click here to go to Restructuring Plan for Form 10.2.</p> <p>Go Back To Select Search Criteria for Critical Dates Tracking Screen</p> <p>Return To Last Search Results Screen</p> <p style="margin-top: 10px;">Clear</p>	

Figure 6-3-3, Rent Reduction Only Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800001103
Primary FHA Number: 12144801
Contract Number: CA39M000193
Preservation Office: Chicago
HUD Project Manager: RITA L LEE
Debt Restructuring Specialist: VAN VINCENT
Recap/PAE Underwriter:

Property Name: Beth Asher
PAE Name: Signet Partners
Renewal Type: Comp Review

There are **-5201** days left until this Section 8 contract expires.
 This contract is currently in the **Comparability Review** phase.

Enter all dates in **mm/dd/yyyy** format.
 Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):	05/31/1999	
Current Section 8 Expiration Date:	05/31/2001	<input type="text" value="C"/>
Field Office Receives Intent to Renew from Owner:	03/02/1999	
Field Office Refers to Recap:	03/02/1999	
Recap Receives Referral from Field Office:	03/10/1999	
Phase: Assignment/Assessment		
Recap Sends List of Potential Assets:	02/24/2003	
Recap Approves COI Form 2.2:	03/03/2003	
PAE Accepts Assignment:	03/14/2003	
PAE's estimated Comp Review submission Date:	05/28/2003	<input type="text" value="C"/>
Complete Comp Review Due (per PRA):	05/28/2003	
Amended Due Date (Per Rel. Mgr.):		<input type="text" value="C"/>
Phase: Comparability Review		
PAE Submits Review Results to Recap:	05/27/2003	<input type="text" value="C"/>
Recap Approves Review Results:	06/04/2003	<input type="text" value="C"/>
Recap Returns Review Results to PAE for Revision:		<input type="text" value="C"/>
PAE Notifies HUD Field Office:	06/06/2003	<input type="text" value="C"/>
Recap Receives Complete Comp Review:	05/28/2003	<input type="text" value="C"/>
Recap Receives PAE Resubmission:		<input type="text" value="C"/>
Number of Resubmissions:	0	
<div> <div> <input type="radio"/> Review in Process <input type="radio"/> Section 8 Contract Rent Over Market <input checked="" type="radio"/> Section 8 Contract Rent Equal/Under Market </div> <div> Approved Review Results: </div> </div> <div> <input type="button" value="Comp Review Results"/> <p>Click to review comp review results.</p> </div>		
<div>Recap Comment Text: <input type="text" value="C"/></div> <div>PAE Comment Text: <input type="text" value="C"/></div>		

Figure 6-3-4, Comp Review Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800002651
Primary FHA Number: 12235397
Contract Number: CA160007004
Preservation Office: Chicago
HUD Project Manager: RICK T LOMBARDI
Debt Restructuring Specialist:
Recap/PAE Underwriter:

Property Name: VALENCIA VILLA APTS
PAE Name: Signet Partners
Renewal Type: Post M2M Comp Review

There are **1311** days left until this Section 8 contract expires.
 This contract is currently in the **Assignment/Assessment** phase.

Enter all dates in **mm/dd/yyyy** format.
 Click the **Save** button near the bottom of this screen to save all updates/changes.

Original Section 8 Expiration Date (Post MAHRA):		
Current Section 8 Expiration Date:	03/31/2019	<input type="button" value="C"/>
Field Office Receives Intent to Renew from Owner:		
Field Office Refers to Recap:	07/31/2012	
Recap Receives Referral from Field Office:	07/31/2012	
Phase: Assignment/Assessment		
Recap Sends List of Potential Assets:	08/08/2012	
Recap Approves COI Form 2.2:		
PAE Accepts Assignment:		
PAE's estimated Comp Review submission Date:		<input type="button" value="C"/>
Complete Comp Review Due (per PRA):		<input type="button" value="C"/>
Amended Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>
Phase: Comparability Review		
PAE Submits Review Results to Recap:		<input type="button" value="C"/>
Recap Approves Review Results:		<input type="button" value="C"/>
Recap Returns Review Results to PAE for Revision:		<input type="button" value="C"/>
PAE Notifies HUD Field Office:		<input type="button" value="C"/>
Recap Receives Complete Comp Review:		<input type="button" value="C"/>
Recap Receives PAE Resubmission:		<input type="button" value="C"/>
Number of Resubmissions:	0	
<div> <input checked="" type="radio"/> Review in Process <input type="radio"/> Section 8 Contract Rent Over Market <input type="radio"/> Section 8 Contract Rent Equal/Under Market </div> <div> <input type="button" value="Comp Review Results"/> </div>		
<div> Approved Review Results: </div>		
<div> Recap Comment Text: <input type="button" value="C"/> </div>		
<div> PAE Comment Text: <input type="button" value="C"/> </div>		

Figure 6-3-5, Post M2M Comp Review Critical Dates Screen

The **Critical Dates Tracking** screens vary depending upon the M2M renewal type.

6.3.1 Critical Dates Data Entry

All **Critical Date** data entry boxes applicable to the PAE or Recap User may only be entered or updated by the applicable user type. For example, PAE Users have the ability to enter or update PAE-related date fields, such as **PAE's Appraisal Complete**. Recap Users only have the ability to **read** the data the PAE entered. The same holds true in reverse for the PAE User. i.e., PAEs may only **read** Recap fields, but not update or edit them.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the “**C**” button next to a critical date to enter comments (in a pop-up box) related to a specific date or phase. Generally, only the User allowed to enter that date field may update the associated comment boxes; however, comments may be viewed by all. Figure 6-4, Comment Fields, below is

an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

Phase: Data Collection/Due Diligence		
Data Collection:		
PAE and Owner Have Kickoff Meeting:	11/11/2000	C*
PCA Assigned by PAE:	05/04/2000	C*
Appraisal Assigned by PAE:	05/05/2000	C*
Tenant Meeting - #1:	05/05/2000	C*
Owner Submits Data Collection Report:	06/03/2000	C*

Figure 6-4, Comment Fields

On the Mortgage Restructuring Critical Dates Tracking screen (only) there is a yellow timeline that shows at a glance, the guidelines for completing phases and tasks (in accordance to the timeframes in the M2M Operating Procedures Guide).

All dates must be entered in the MM/DD/YYYY format. The Save button must be selected once the updates or changes are verified.

6.3.2 Critical Dates Reporting

Data entered in the Critical Dates Tracking module is used to generate the following reports:

- ◆ Assigned Active Property Report
- ◆ Submitted Plans Awaiting Decision
- ◆ Property Status Report
- ◆ Overview of the Portfolio Status Report
- ◆ Partial Assignments Report
- ◆ Rent Comparability Review Progress Report
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report

🎵 **Note:** Careful attention to detail must be paid when entering dates on the Critical Dates Tracking screen. Updates are made to the system's database once the User saves the changes. It is strongly suggested you review the Critical Dates Tracking data for accuracy before **and** after selecting the Save button.

A message is displayed confirming changes were saved if the data was entered in the correct format.

There are additional comment buttons at the bottom of the screen for use by the PAE and Recap Users, respectively.

If an action other than a closing occurred on a Mortgage Restructuring contract, there is a date and comment box available at the bottom of the screen. There are also radio button options below this date that should be selected.

Date Action Other than Closing Occurred:



🎵 **Note:** Remember to save any and all changes or updates before leaving this screen by selecting the **Save** button at the bottom of the screen.

6.3.3 As Is Rents Screen

If a 'Date Action Other than Closing Occurred' is entered and saved, an 'As Is Rents' button will appear near the bottom of the screen. Clicking the 'As Is Rents' button will display a screen for entering as is rent information as shown below in Figure 6-5, As Is Rents Screen.

[As Is Rents](#) [Click here to enter/update the As Is Rents.](#)

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Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000139 Property Name: ALEXANDER COURT APTS
Primary FHA Number: 06235027 PAE Name: Jefferson County Assisted Housing Corp.
Contract Number: AL09M000031

PAE Recommendation: Tenant Based Assistance Required

Bedroom Type	# of Units (REMS)	As Is Rents
0	99	<input type="text"/>
1		<input type="text"/>
2		<input type="text"/>
3		<input type="text"/>
4		<input type="text"/>
5		<input type="text"/>
6		<input type="text"/>
7		<input type="text"/>

[Cancel](#) [Clear](#) [Save](#)

Figure 6-5, As Is Rents Screen

The 'PAE Recommendation' with drop down selection box for options 'Project Based Assistance' and 'Tenant Based Assistance' is required to be selected.

Input data fields allow the user to enter an 'As Is Rent' amount for each unit type.

6.3.4 Comp Review Results Screen

Clicking the 'Comp Review Results' button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 6-6, Comp Review Results Screen.

Approved Review Results:

☐ Review in Process
☐ Section 8 Contract Rent Over Market
☒ Section 8 Contract Rent Equal/Under Market

Comp Review Results

Click to enter / update comp review results.

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Comp Review Results

HEREMS Property ID: 800001447Property Name: EL CASA VERDE I
Primary FHA Number: 12135056PAE Name: Heskin Signet Partnership
Contract Number: CA39M000158

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	22	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Clear

Save

Figure 6-6, Comp Review Results Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

6.3.5 Comp Review to Determine Mark-Up-To-Market Eligibility Screen

Clicking the 'Comp Review Results' button that is displayed on a MU2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 6-7, Comp Review to Determine Mark-Up-To-Market Eligibility Screen.

☐ Review in Process

Approved Review Results:

☐ Section 8 Contract Rent Over Market
☒ Section 8 Contract Rent Equal/Under Market

Comp Review Results
Click to enter / update comp review results.

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Comp Review to Determine Mark-Up-To-Market Eligibility

HEREMS Property ID: 800000416

Primary FHA Number: 06235325

Contract Number: AL09M000025

Property Name: ROCKWOOD APARTMENTS

PAE Name: Marion County Housing Authority

Bedroom Type	# of Units (REMS)	Current Contract Rents	Owner's Submitted Rents	Determined Market Rents
0		<input type="text"/>	<input type="text"/>	<input type="text"/>
1	16	<input type="text" value="345.00"/>	<input type="text" value="425.00"/>	<input type="text" value="395.00"/>
2	48	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	24	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 6-7, Comp Review Results Screen

Input data fields allow the user to enter the Current Rent, Owner's Submitted Rent, and Determined Market Rent amounts for each unit type.

6.3.6 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the **Critical Dates Tracking** screen and the user clicks the **Save and Continue** button or **Save** button, a confirmation message will appear (as seen below, in Figure 6-8, Information Saved Screen):



Figure 6-8, Information Saved Screen

7 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the **Restructuring Plans** button from M2M's home screen. There are also links at the bottom of the **Mortgage Restructuring** and **Rent Reduction Only Critical Dates Tracking** screens to the associated property's restructuring plan form. These restructuring plan forms are only one part of the final Restructuring Plan that must be submitted to Recap.

Within this module are data entry screens on which PAE Users may enter data to calculate and populate the restructuring plan forms that must be electronically submitted (via M2M) to Recap for review and approval.

Each type of restructuring plan form (**Form 5.2** and **Form 10.2**) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in **Section 7.2 Mortgage Restructuring Plan Forms** and **Section 7.3 Rent Reduction Only Plan Forms**, respectively. Figure 7-1, Restructuring Plans Screen, provides an example of the screen that will be retrieved when the Restructuring Plans module button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.

M2M

September 7, 2001

Critical Dates Tracking

Closing

Reports

Click on the mailbox to E-mail your comments and suggestions.

[Home](#) [Back](#) [Log Off](#)

Restructuring Plans

Select the **Search for Property Plans** link to enter, review or update property plan information.

Select the **Review Submitted Plans Awaiting Decision** link to see your submitted plans that are awaiting a decision.

- [Search for Property Plans](#)
- [Review Submitted Plans Awaiting Decision](#)

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

Figure 7-1, Restructuring Plans Screen

PAE Users may search for **Restructuring Plans** by clicking the **Search for Property Plans** link or retrieve submitted plans by clicking the **Review Submitted Plans Awaiting Decision** link. Clicking the **Search for Property Plans** link retrieves a search selection criteria page, as shown below in Figure 7-2, Restructuring Plans Search Criteria Screen.

M2M

November 10, 2014

Critical Dates Tracking

Closing

Reports

Green Retrofit

Click on the mailbox to E-mail your comments and suggestions.

[Home](#) [Back](#) [Secure Systems](#) [Log Off](#)

Select Search Criteria for Restructuring Plans

Select one of the following criteria:

REMS ID: FHA #: Contract #:

Or select one or more of the following options:

State:

Property:

Plan Status: Date of Selected Plan Status:

Status:

Renewal Type:

Or click [HERE](#) to get ALL Restructuring Plans.

[Office of Affordable Housing Preservation](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#)

Figure 7-2 Restructuring Plans Search Criteria Screen

Select one of the following criteria available to retrieve properties for the Restructuring Plans:

- ◆ Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- ◆ Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- ◆ Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

Or select one or more of the following options available to retrieve properties for the Restructuring Plans:

- ◆ Select a **State** from the drop-down list
- ◆ Enter a **Property 's Name**
- ◆ Select a **Restructuring Plan Status** from the drop-down list
- ◆ Select a **Date of Selected Plan Status** from the drop-down list (For Restructuring Plan Status: Pending, Approved or Returned for Revision)
- ◆ Select a **Status** from the drop-down list
- ◆ Select a **Renewal Type** (Mortgage Restructuring or Rent Reduction Only)
- ◆ Click the underlined [HERE](#) link to retrieve all restructuring plans in the system (assigned to your ID).

7.1 Restructuring Plans General Information

Figure 7-3, Restructuring Plans Property Selection Screen, represents the results from the **Restructuring Plans Search Criteria** for a specific PAE (PAEs may not view plans assigned to other PAEs).

(Home) (Back) (Secure Systems) (Log Off)

Assigned Properties

The following 6 out of 6 properties met your **CONNECTICUT** search criteria.

To view/update a contract's restructuring plan, click its underlined Contract Number.

Note:

* You will only be able to update or save data for plans with a Not Submitted or Returned for Revision Approval Status.

* Properties that have **Comp Review** or **Opt Out** as a renewal option are not displayed, since there are no restructuring plans for these renewal types.

PAE Name ▼▲	Status	Approval Status ▼▲	Property Name ▼▲	Model Uploaded	Sec 8 Contract Number ▼▲	Sec 9 Contract Renewal Type ▼▲	Expiration Date ▼▲	Property City ▼▲	State ▼▲
CreditVest, Inc.	C	Approved	Dobbs Crossing Apts	<input type="radio"/>	CT260027003	Rent Reduction Only	09/30/2031	Vernon	CT
CreditVest, Inc.	C	Approved	Kensington Square I	<input checked="" type="radio"/>	CT26A004008	Mortgage Restructuring	03/30/2036	NEW HAVEN	CT
CreditVest, Inc.	C	Approved	KENSINGTON SQUARE II	<input checked="" type="radio"/>	CT26A004011	Mortgage Restructuring	05/31/2038	NEW HAVEN	CT
CreditVest, Inc.	C	Approved	North Street Townhouses	<input type="radio"/>	CT26B000032	Rent Reduction Only	02/25/2021	New Britain	CT
CreditVest, Inc.	C	Approved	OLD MIDDLETOWN HIGH	<input type="radio"/>	CT26B021008	Rent Reduction Only	01/31/2034	MIDDLETOWN	CT
CreditVest, Inc.	C	Approved	Saint Mary's Elderly Apts	<input type="radio"/>	CT260024002	Rent Reduction Only	09/30/2040	E Hartford	CT

[Office of Recaptialization](#) | [Mark-to-Market System Information](#) | [Multifamily Online Systems](#) | [Multifamily Help Desk](#)

Figure 7-3, Restructuring Plans Property Selection Screen

Note: Included in the search results page is an **Approval Status** column for each property. You will only be able to update and save data to restructuring plan forms that have a Not Submitted or Returned for Revision approval status.

Click an underlined contract number link to access the Restructuring Plans section. If a property's contract is "Closed" (as indicated by a "C" in the **Contract Status** column) or if the restructuring plan form is **Pending** or has been **Approved**, the User will only be allowed to **view** or **print** the restructuring plan form. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

7.1.1 Data Entry/PAE Corrections

PAE Users are encouraged to review the displayed property and loan data retrieved from REMS and to update any incorrect data or enter any omitted data in the **Data Entry/PAE Corrections** fields located next to the REMS read-only fields (as shown in Figure 7-4, Data Entry/ PAE Corrections Fields).

Loan Information	REMS		Data Entry/PAE Corrections
Original Loan Amount:	2,034,000.00	→	121,323,324.00
Annual Debt Service:	147,267.36	→	

Figure 7-4, Data Entry/ PAE Corrections Fields

7.1.2 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have **red negative number indicators** outside their data entry boxes (e.g., as represented below in the **Residential Bad Debt** and **Residential Vacancy** fields shown in Figure 7-5, Negative Field Indicators). The User is directed to enter **positive** numbers in these fields, as the system is programmed to **subtract** these values in calculations, where applicable.

Residential Bad Debt	-	<input type="text"/>
Residential Vacancy	-	<input type="text"/>

Figure 7-5, Negative Field Indicators

7.1.3 Navigating the Restructuring Plans Sections

Users may quickly “**jump**” to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. Clicking the **Critical Dates Tracking** button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the **Printable Form** button at any time or Return to the Last Search results by clicking the **Last Search** button. Figure 7-6, Restructuring Plan Menu Bar, shows an example of a Restructuring Plans menu bar.



A vertical menu bar with a blue background and yellow text. The menu items are arranged in a column and include: Restructuring Plans, General Information, Pre-Restructuring Loan Information, Property Information, Section 8 Contract Information, Mark-to-Market Rents, Operating Statement, Debt Restructuring, Sources & Uses, Asset Allocation, Critical Dates Tracking, Closing, Reports, Green Retrofit, Save, Printable Form, and Last Search. The first nine items are grouped by a horizontal line, and the last three items are grouped by a horizontal line.

Restructuring Plans

General Information

Pre-Restructuring
Loan Information

Property Information

Section 8
Contract Information

Mark-to-Market
Rents

Operating Statement

Debt Restructuring

Sources & Uses

Asset Allocation

Critical Dates
Tracking

Closing

Reports

Green Retrofit

Save

Printable Form

Last Search

Figure 7-6, Restructuring Plan Menu Bar

7.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 7-7, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

The screenshot displays the M2M System PAE Users Guide interface. On the left is a blue sidebar with the M2M logo, the date "September 8, 2015", and a list of navigation links: "Critical Dates Tracking", "Closing", "Reports", and "Green Retrofit". Below these links is a small icon of a mailbox and the text "Click on the mailbox to E-mail your comments and suggestions." and "New M2M MRC2000". The main content area has a top navigation bar with "Home", "Back", "Secure Systems", and "Log Off" buttons. The title "Restructuring Plans" is centered, with "Form 5.2 Mortgage Restructuring" below it. The main content area displays property information: "Property ID: 800000745", "FHA Number: 08235328", "Property Name: POWDER MILL MANOR", "PAE Name: Signet Partners", and "Date Model Uploaded: 03/30/2015". Below this, there are two sections: "Excel Underwriting Model v4" with links for "Instructions for uploading the Model v4 and the Model data" and "Open or Download Model", and "Online Form 5.2" with links for "Property & Loan Information Term Sheet", "Property Operating Statement", "Debt Restructuring", "Sources and Uses", and "Print the Entire Form 5.2". At the bottom, a footer bar contains links for "Office of Recapitalization", "Mark-to-Market System Information", "Multifamily Online Systems", and "Multifamily Help Desk".

Figure 7-7, Form 5.2 Mortgage Restructuring

Also, let it be noted, that the PAE is responsible for entering the data and selecting the “submit” button to lock the data and notify Recap of the submission. Also, the PAE must mail in the full submission documentation and place a copy of the Underwriting Model on the centralized server. Recap is responsible for approving or returning for revision the submitted documentation.

7.2.1 Excel Underwriting Model v4

The following subsections provide additional instructions detailed that is showing how to upload the Extract data and Model to the M2M System Screen:

- ◆ Instructions for uploading the Model v4 and the Model data
- ◆ Upload extracted data into the online Form 5.2
- ◆ Upload a copy of the Model for centralized storage
- ◆ Open or Download Model

7.2.1.1 Instructions for uploading the Model v4 and the Model data

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 7-8, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and the model to the M2M system for Form 5.2:

[Print](#) [Close](#)

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the M2M Excel Underwriting Model v4 automatically, (without having to perform data entry into the M2M Form 5.2). This new feature only works with the **version 4** of the model. Also,
2. the M2M Excel Underwriting model being submitted for review and approval must be uploaded and saved on this centralized, protected server.

Steps to Perform the Two Tasks:

To prepare the Model for uploading into the M2M system Form 5.2 online:

1. Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls or .xsm (e.g., 8000000000.xls). It is very important to note the location where the model is saved and the REMS #
2. Go to the Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model
5. The extract file is automatically named the REMS property id.txt (e.g., 8000000000.txt).
6. Print a copy of the worksheet called "Form 5.2 Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Form 5.2 online:

1. Log into the M2M system and go to the Restructuring Plans Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Restructuring Plans screen, select the option: Upload extracted data into the online Form 5.2
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation (It will be in the same folder as the model).
6. Click on the button "Upload the File."
 - If the filename or type of file is incorrect there will be an error displayed.
 - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Form 5.2 automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" worksheet.
8. Click on Save if the data is valid.
9. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
10. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server:

1. Go to the Restructuring Plans Module in M2M system.
2. Select the property.
3. From the Restructuring Plans screen select the option: Upload a copy of the Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.
8. If the PAE is ready to submit the restructuring plan to Recap, click on Submit after uploading the model and extracted data to the M2M system.

For the PAE or Recap to view or download to a workstation:

1. Go to the Restructuring plans screen.
2. Select the Property.
3. Select the option: Open or Download Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and ".xls" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 7-8, How to Upload Extract and Model Screen

7.2.1.2 Upload extracted data into the online Form 5.2

The **Upload extracted data into the online Form 5.2** (shown as Figure, 7-9, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

Figure 7-9, Form 5.2 Upload Screen

7.2.1.3 Upload a copy of the Model for centralized storage

The **Upload a copy of the Model for centralized storage** (shown on the next page as Figure, 7-10, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Figure 7-10, Excel Underwriting Model Upload Screen

7.2.1.4 Open or Download Model

The **Open or Download Model** function allows users to view or download the Excel Model that has been placed on the centralized server.

7.2.2 Online Form 5.2

The following subsections provide additional information on the data that is required to populate and generate the Form 5.2 Mortgage Restructuring Plan:

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement
- ◆ Debt Restructuring

- ◆ Sources and Uses
- ◆ Print the Entire Form 5.2

7.2.2.1 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet** (an example of which is on the next page as Figure, 7-11, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:

- ◆ General Information
- ◆ Pre-Restructuring Loan Information
- ◆ Property Information
- ◆ Section 8 Contract Information
- ◆ Mark-to-Market Rents

Home

Help

Advanced Search

Logout

Form 5.2

Property & Loan Information

General Information

Property ID: 800000000

FHA Number: 17644015

FHA Program Type: 236(j)(1)

Property Name: OMHAR Property

Property Address: 127 S FRANKLIN ST

City: JUNEAU

State: ALASKA

PAE Name: Test PAE

HUD Project Manager: KATHY CLAIBORNE

Owner: Gastineau Limited Partnership

Owner Contact: Ann Parrish

Management Company: Strategic Services

Identity of Interest: Yes If incorrect, please correct here:

Year Built: 1919

Year of Last Rehab:

Pre-Restructuring Loan Information

REMS

PAE Entry or Corrections

Original Loan Amount: 1,933,200.00

Annual Debt Service (Without MIP): 144,162.12

Annual Debt Service (With MIP):

Interest Rate (%): 7.0000

Original Term (In Years): 40.00

Maturity Date: 01/01/2013

Prepayment Penalty (%):

UPB as of 04/29/2003: 1,256,787.42

Property Information

REMS (Pre)

PAE Entry or Corrections (Pre)

Post Restructuring

Total Units:

Non-Revenue Units:

of Sect. 8 Assisted Units:

of Unassisted Units:

Current Physical Vacancy (%) (Apts Only):

Rural, Suburban or Urban:

Elderly/Family: Family

Appraisal Date:

Appraised Value:

New Assisted: No

Section 8 Contract Information

Contract #

Expiration Date

Current Contract Status

Unit Type

of Units

Contract Rents

Which Contract Is Being Renewed?

Is this Contract Being Combined?

HI10L000028

06/28/1999

Inactive

\$0.00

c

N/A

Mark-to-Market Rents

Approved Rent Appeal? No

Prior to Submission to OMHAR, PAE needs to determine the following:

Use of Exception Rents? No *

PAE Recommendation:

* Changing the value of this field will save all your current data and redisplay the screen with additional fields for Exception Rents or remove them if not needed.

Bedroom Type

of Pre Restructuring Contract Units (REMS)

of Pre Restructuring Contract Units (Corrected)

Pre Restructuring Average Monthly Contract Rents

of Post Restructuring Contract Units

Post Restructuring Monthly Market Rents

0

1

2

3

4

5

6

7

Use Weighted Average for Units Included in Mark-to-Market Only

Comments

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Figure 7-11, Property & Loan Information Term Sheet

7.2.2.2 Property Operating Statement

The **Property Operating Statement** contains pre- and post-restructuring revenue and expenses financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement consists of the following subsections:

- ◆ Property & Loan Information
- ◆ Annual Revenue
- ◆ Annual Expenses
- ◆ Net Operating Income

Figure 7-12, Property Operating Statement, provides a representation of an operating statement data entry screen for a specific property.

Form 5.2
Property Operating Statement

General Information
 Property ID: 800000000
 FHA Number: 00035194
 Property Name: OMHAR Property
 PAE Name: Test PAE

Annual Revenue	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income	(This Section is Project Based Units)									
Gross Residential Income	(Section 8 Project Based Units)	255,190.00	5,547.61	462.30	219,840.00	4,779.13	398.26	35,350.00	768.48	64.04
Commercial										
Other		5,182.00			2,900.00			1,282.00		
Gross Potential Income		259,372.00	5,638.52	469.88	222,740.00	4,842.17	403.51	36,632.00	796.35	66.36
Residential Vacancy	Pre(2.6)% Post(2.0)%									
Residential Bad Debt	Pre()% Post(2.0)%									
Commercial Vacancy	Pre()% Post()%									
Commercial Bad Debt	Pre()% Post()%									
Effective Gross Income		252,777.00	5,495.15	457.93	207,351.00	4,507.63	375.64	45,426.00	987.52	82.29

Annual Expenses	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base										
Real Estate Taxes		10,053.00	218.54	18.21	10,882.00	236.57	19.71	-829.00	-18.03	-1.50
Insurance		10,043.00	218.33	18.19	13,500.00	293.48	24.46	-3,457.00	-75.15	-6.26
Utilities		17,870.00	388.48	32.37	20,000.00	434.78	36.23	-2,130.00	-46.30	-3.86
Base Total		37,966.00	825.35	68.78	44,382.00	964.83	80.40	-6,416.00	-139.48	-11.62
Controllable										
Management Fees	Pre 7.9% Post 9.6%	19,920.00	433.04	36.09	20,000.00	434.78	36.23	-80.00	-1.74	-1.14
Salaries and Benefits		44,767.00	973.20	81.10	48,626.00	1,057.13	88.09	-3,861.00	-83.93	-6.99
Other Administrative		13,320.00	289.57	24.13	12,431.00	270.24	22.52	889.00	19.33	1.61
Section 8 Administrative										
Repairs and Maintenance		23,605.00	513.15	42.76	21,500.00	467.39	38.95	2,105.00	45.76	3.81
Other Controllable										
Controllable Total		101,612.00	2,208.96	184.08	102,559.00	2,229.54	185.80	-947.00	-20.58	-1.71
Other										
Security										
Neighborhood Network										
Capital Recovery Payment(CRP)					13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Other Total		0.00	0.00	0.00	13,263.00	288.33	24.03	-13,263.00	-288.33	-24.03
Total Expenses		139,578.00	3,034.30	252.86	160,204.00	3,482.70	290.22	-20,626.00	-448.40	-37.37

Net Income	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 10/01/2003			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income		113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Reserve for Replacement Contributions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Net Operating Income		113,199.00	2,460.85	205.07	47,147.00	1,024.93	85.41	66,052.00	1,435.92	119.66
Annual Debt Payments										
1 st Mortgage Annual Debt Service		\$117,955.00	\$2,564.24	\$213.69	\$18,226.00	\$396.22	\$33.02	\$99,729.00	\$2,168.02	\$180.67
IRP Applied to Debt Service										
Total Amount of 1 st Mortgage Debt Service Less IRP		117,955.00	2,564.24	213.69	18,226.00	396.22	33.02	99,729.00	2,168.02	180.67
Gross Cash Flow (After Debt Service)		-4,756.00	-103.39	-8.62	28,921.00	628.72	52.39	-33,677.00	-732.11	-61.01
Incentive Performance Fee (IPF)					6,484.00	140.96	11.75	-6,484.00	-140.96	-11.75
Surplus Cash		-4,756.00	-103.39	-8.62	22,437.00	487.76	40.65	-27,193.00	-591.15	-49.26
Post Restructuring 2 nd Mortgage										
Enter the Post Restructuring 2 nd Mortgage Surplus Cash Flow Split Percentage					100.0	%				
System Generated Post Restructuring 2 nd Mortgage Surplus Cash Flow Payment					22,437.00	\$				
Debt Service Coverage Ratio (1 st Mortgage Debt)					2.59					

* Value for Pre-Restructuring is from the Property and Loan Information Page's Annual Debt Service with MIP
 * Value for Post-Restructuring is from the Debt Restructuring Page's 1st Mortgage Annual Debt Service with MIP

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Figure 7-12, Form 5.2 Property Operating Statement

7.2.2.3 Debt Restructuring

The **Debt Restructuring** screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the **First Mortgage** (Figure 7-13, Debt Restructuring).

Home
Back
Log Off

Form 5.2

Debt Restructuring (Annual)

Property ID: 800000000
Primary FHA Number: 00035194
Property Name: OMHAR Property
PAE Name: Test PAE

Remember to save all changes or updates by clicking **Save** button on the left.

If there was existing FHA or HUD Held subordinate debt before restructuring that will remain after restructuring, click here to enter the PRE and Post-Restructuring loan terms. Subordinate Debt

Debt Restructuring (Annual)	Pre Restructuring	Post Restructuring
First Mortgage		
(Take out or Modified Loan)		
Note: Leave blank if no refinancing or no modification to existing debt.		
New FHA Number		<input type="text" value="17635040"/>
Originator		<input type="text"/>
Loan Type	<input type="text"/>	<input type="text"/>
FHA Program Type	223(a)(7)/221(d)(4)M	<input type="text" value="223(a)7"/>
Original Loan Amount	3,168,400.00	<input type="text" value="1,865,498.00"/>
UPB as of 04/19/2001	3,114,688.00	
Annual Debt Service (Without MIP)	253,260.00	<input type="text" value="151,468.00"/>
Annual Debt Service (With MIP)	<input type="text" value="269,102.00"/>	<input type="text" value="160,795.00"/>
Loan Terms:		
Interest Rate (%)	7.6250	<input type="text" value="8.2500"/>
Original Term (Months)	348	<input type="text" value="480"/>
Remaining Amortization Period (Months)	<input type="text" value="356"/>	<input type="text"/>
Maturity Date	10/01/2030	<input type="text"/>
Prepayment Penalty (%)		
Lockout Date	<input type="text"/>	
Appraised LTV (%)		<input type="text" value="50.76"/>

Figure 7-13, Debt Restructuring

7.2.2.4 Sources and Uses

The **Sources and Uses** section is a data entry screen for PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 7-14, Sources and Uses, is an example of a Sources and Uses screen.

[Home](#)
[Back](#)
[Log Off](#)

Form 5.2 Sources and Uses

Property ID: 800000000

Primary FHA Number: 00035194

Property Name: OMHAR Property

PAE Name: Test PAE

Remember to save all changes or updates by clicking the **Save** button on the left.

Sources	Amount	Fund Uses	Amount
DEBT:			
Restructured 1st Mortgage Principal:	<input type="text" value="1,865,498.00"/>	Partial Payment of Existing Loan (if Modifying):	<input type="text"/>
Mortgage Restructuring Payment:	<input type="text" value="1,370,869.00"/>	Payoff Existing 1st Mortgage Loan (if Refinancing):	<input type="text" value="3,114,688.00"/>
EXISTING ACCOUNT BALANCES:			
Reserve for Replacement:	<input type="text" value="333,361.00"/>	Other OMHAR Approved Transaction Costs:	<input type="text" value="50,019.00"/>
Residual Receipts:	<input type="text"/>	Owner's Share of Surplus Reserves:	<input type="text"/>
Existing Tax Escrow:	<input type="text"/>		
Existing Hazard Insurance:	<input type="text"/>		
Surplus Cash Account/Other Escrow:	<input type="text"/>		
236 Rehab Grants:	<input type="text"/>		
OWNER'S CONTRIBUTION TOWARD:		ESCROWS:	
Rehabilitation Escrow:	<input type="text" value="20,416.00"/>	OMHAR Approved Rehabilitation Costs:	<input type="text" value="102,080.00"/>
IDRR (If Greater Than Existing Reserve Balance):	<input type="text"/>	Initial Deposits to Replacement Reserves (IDRR):	<input type="text" value="333,361.00"/>
Other Transaction Costs:	<input type="text" value="10,004.00"/>	Tax Escrow:	<input type="text"/>
		Hazard Insurance Escrow:	<input type="text"/>
Repair Loan or Grant:	<input type="text"/>		
OTHER FUND SOURCES:		OTHER FUND USES:	
Project Revenues	<input type="text" value="12,557.00"/>	Old Loan Interest	<input type="text" value="9,120.00"/>
<input type="text"/>	<input type="text"/>	New Loan Interest	<input type="text" value="3,437.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
Other Sources Needed to Balance:	<input type="text"/>	Additional Recovery to HUD:	<input type="text"/>
Total Sources of Funds: <input type="text" value="3,612,705.00"/>		Total Uses of Funds: <input type="text" value="3,612,705.00"/>	
<input type="button" value="Sources Comments"/>		<input type="button" value="Uses Comments"/>	

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Figure 7-14, Sources and Uses

♪ **Note:** Restructuring Plan Forms data may be entered and edited as often as necessary up until the plan is submitted for review and approval. PAE Users may view, but not update plan data after it has been submitted to Recap. Returned for Revision restructuring plan forms will be “unlocked” and available for updating by PAE Users. Once a plan form has been approved by Recap, it is considered a Final Restructuring Plan and no data may be changed by PAE Users. An e-mail will be sent to the PAE by Recap HQ informing them of its decision on the submitted restructuring plan form.

7.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data that is required to populate and generate 10.2 Rent Reduction Only Restructuring Plan Forms. Figure 7-15, Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following subsections:

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement
- ◆ Refinancing Sheet
- ◆ Print the Entire Form 10.2
- ◆ Submit Restructuring Plan to Recap

The screenshot shows the M2M Restructuring Plans interface. On the left is a blue sidebar with the M2M logo, the date September 10, 2001, and buttons for Critical Dates Tracking, Closing, and Reports. Below these is a mailbox icon and the text 'Click on the mailbox to E-mail your comments and suggestions.' At the bottom of the sidebar is the user ID 'User ID: SM9990'. The main content area has a title 'Restructuring Plans' and subtitle 'Form 10.2 Rent Reduction Only'. It includes navigation buttons (Home, Back, Log Off) and displays property information: Property ID: 800016640, FHA Number: 04635442, Property Name: Greenfield Meadows, and PAE Name: Ohio Housing Finance Agency. A list of links is provided: Property & Loan Information Term Sheet, Property Operating Statement, Refinancing Sheet, Print the Entire Form 10.2, and Submit Restructuring Plan to OMHAR. At the bottom is a footer with links: HUDweb Housing, HUDweb Help, HUDweb Search, HUDweb Home, and Privacy.

Figure 7-15, Form 10.2 Rent Reduction Only

There are two major categories of data entry that will be used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2:

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement.

7.3.1 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet's** contents were covered in Section 7.2.1, Property & Loan Information Term Sheet; however, it is important to note that there are some fields that are different on Form 5.2, Mortgage Restructuring.

7.3.2 Property Operating Statement

Refer to Section 7.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form.

Figure 7-16, Form 10.2 Property Operating Statement, provides a representation of an operating statement data entry screen for a specific property.

Form 10.2
Property Operating Statement

General Information

Property ID: 800000000
 FHA Number: 00035194
 Property Name: OMHAR Property
 PAE Name: Test PAE

Annual Revenue	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income (Minus Section 5 Project Based Units)										
Gross Residential Income (Section 5 Project Based Units)		947,484.00	7,641.00	636.75	932,640.00	7,521.29	626.77	14,844.00	119.71	9.98
Commercial										
Other		4,881.00			4,739.00			142.00		
Gross Potential Income		952,365.00	7,618.92	634.91	937,379.00	7,499.03	624.92	14,986.00	119.89	9.99
Residential Vacancy										
Pre(3.8)% Post(5.0)%		-35,584.00			-46,632.00			-11,048.00		
Residential Bad Debt										
Pre(1.4)% Post(2.0)%		-13,276.00			-18,653.00			-5,377.00		
Commercial Vacancy										
Pre()% Post()%										
Commercial Bad Debt										
Pre()% Post()%										
Effective Gross Income		903,505.00	7,228.04	602.34	872,094.00	6,976.75	581.40	31,411.00	251.29	20.94

Annual Expenses	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Base										
Real Estate Taxes		43,849.00	350.79	29.23	47,105.00	376.84	31.40	-3,256.00	-26.05	-2.17
Insurance		18,381.00	147.05	12.25	26,857.00	214.86	17.90	-8,476.00	-67.81	-5.65
Utilities		137,048.00	1,096.38	91.37	143,258.00	1,146.06	95.51	-6,210.00	-49.68	-4.14
Base Total		199,278.00	1,594.22	132.85	217,220.00	1,737.76	144.81	-17,942.00	-143.54	-11.96
Controllable										
Management Fees										
Pre()% Post()%		52,936.00	423.49	35.29	49,000.00	392.00	32.67	3,936.00	31.49	2.62
Section 8 Administrative										
Other Administrative		46,031.00	368.25	30.69	33,766.00	270.13	22.51	12,265.00	98.12	8.18
Salaries and Benefits		66,661.00	533.29	44.44	63,353.00	506.82	42.24	3,308.00	26.47	2.21
Repairs and Maintenance		76,772.00	614.18	51.18	76,273.00	610.18	50.85	499.00	4.00	.33
Other Controllable										
Controllable Total		242,400.00	1,939.20	161.60	222,392.00	1,779.14	148.26	20,008.00	160.06	13.34
Other										
Security										
Neighborhood Network										
Other Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses		441,678.00	3,533.42	294.45	439,612.00	3,516.90	293.07	2,066.00	16.52	1.38

Net Income	Comments	Pre-Restructuring As of FY ending 12/31/2000			Post-Restructuring As of 03/30/2001			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Net Operating Income		461,827.00	3,694.62	307.88	432,482.00	3,459.86	288.32	29,345.00	234.76	19.56
Reserve for Replacement Contributions		-24,828.00	198.62	16.55	-24,828.00	198.62	16.55	0.00	0.00	0.00
Adjusted Net Operating Income		436,999.00	3,495.99	291.33	407,654.00	3,261.23	271.77	29,345.00	234.76	19.56
1st Mortgage Annual Debt Service *		\$336,768.00	\$2,694.14	\$224.51	\$336,768.00	\$2,694.14	\$224.51	\$0.00	\$0.00	\$0.00
IRP Applied to Debt Service										
Total Amount of 1st Mortgage Debt Service Less IRP		336,768.00	2,694.14	224.51	336,768.00	2,694.14	224.51	0.00	0.00	0.00
Net Cash Flow (After Debt Service)		100,231.00	801.85	66.82	70,886.00	567.09	47.26	29,345.00	234.76	19.56
Debt Service Coverage Ratio		1.30			1.21			0.09		

Other Income

* Value is from the Property and Loan Information Page's Annual Debt Service with MIP

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Figure 7-16, Form 10.2 Property Operating Statement

7.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, click the [Refinancing Sheet](#) button to go to the refinancing section, as represented on the next page in Figure 7-17, Refinancing Sheet.

Note: A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 7.2, Mortgage Restructuring Forms.

Home
Back
Log Off

Form 10.2 Refinancing

Property ID: 800016640

FHA Number: 04635442

Property Name: Greenfield Meadows

PAE Name: Ohio Housing Finance Agency

Remember to save all changes or updates by clicking **Save** button on the left.

	Pre Restructuring	Post Restructuring	System Generated Difference
Originator		<input type="text"/>	
Loan Type	<input type="text"/>	<input type="text"/>	
FHA Program Type	221(d)(4)MKT	<input type="text"/>	
Original Loan Amount	82,800.00	<input type="text"/>	<input type="text"/>
UPB as of 07/04/1999	659,201.36		
Annual Debt Service (Without MIP)	65,188.56	<input type="text"/>	<input type="text"/>
Annual Debt Service (With MIP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loan Terms:			
Interest Rate (%)	7.5000	<input type="text"/>	<input type="text"/>
Original Term (Months)	480	<input type="text"/>	<input type="text"/>
Remaining Amortization Period (Months)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity Date	07/01/2018	<input type="text"/>	
<input type="button" value="Comments *"/>			

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Figure 7-17, Refinancing Sheet

7.3.4 Print the Entire Form 10.2

PAE Users can **print** and retain a hardcopy of the entire 10.2 Form.

7.4 Submit Restructuring Plan to Recap

PAE Users have the capability to submit their Restructuring Plan Forms to Recap HQ for review and approval. Plans that are returned for revision will receive a request to resubmit with the required edits.

PAE Users will click the **Submit Restructuring Plan to Recap** link [Submit Restructuring Plan to OMHAR](#) on the Restructuring Plans menu to submit a Restructuring Plan for one of its assigned properties (as illustrated in Figure 7-18, Restructuring Plan Form Submissions).

The screenshot shows a web form titled "PAE Form Submission to Recap". At the top, there are navigation links: Home, Back, Secure Systems, and Log Off. The form contains several sections:

- A header section with "For" (Briarwood Apartments) and "Property: 800000337".
- A section for "Mortgage Restructuring".
- A section for "You must select your recommendation." with radio buttons for "PAE Final Section 8 Renewal Recommendation: Tenant Based Assistance" and "Project Based Assistance".
- A section for "Please select the Debt Restructuring Specialist to be notified." with a dropdown menu.
- A section with instructions: "By selecting the Submit button below, the PAE is confirming Form 5.2 has been reviewed for completeness and accuracy. The form data will be sent to Recap for Review and Approval. Please print the form and include with the package being submitted to Recap. To continue, enter the following information and then click the Submit button."
- A section for user information: "Your first and last name: BRUCE KLAAS", "Your complete e-mail address: lingiane_x_lin@hud.gov", and "PAE submission date: 09/08/2015".
- A section for "Restructuring Comments" with a text area.
- A "Click here to SUBMIT FORM to Recap" button.

Figure 7-18, Restructuring Plan Form Submissions

The following steps direct PAE Users in submitting a **Final Restructuring Plan Form** to Recap HQ for approval:

1. The PAE User **must** print and retain a hardcopy of the entire form by clicking the appropriate print form button, e.g., Print the entire Form 10.2.
2. If a Debt Restructuring Specialist has not been assigned, select the Debt Restructuring Specialist of the property. Upon submission of the plan to Recap, an email message will be send to the designated Debt Restructuring Specialist, notifying him/her that the plan has been submitted.

3. Enter your first name and last name in the To Continue, Enter Your First and Last Name field

To continue, enter your first and last name:

4. Enter your e-mail address in the Enter your complete e-mail address field

Enter your complete e-mail address:

5. The system date is populates the Enter Today's Date field. If necessary, it may be overwritten by the end-User

Enter Today's Date: 07/11/1999

6. Enter any comments about the Restructuring Plan in the Restructuring Comments field and

7. Click the Click here to SUBMIT FINAL RESTRUCTURING PLAN to Recap button to submit and save the final plan in the system. A confirmation message window (as shown as Figure 7-19, Confirmation Message Window below), provides the User with additional detail information:

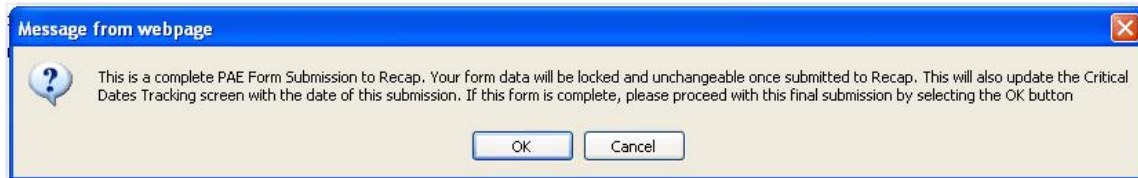


Figure 7-19, Confirmation Message Window

After the Restructuring Plan has been successfully saved in the system, a confirmation screen is displayed as shown below (Figure 7-20, Successful Restructuring Plan Form Submission).

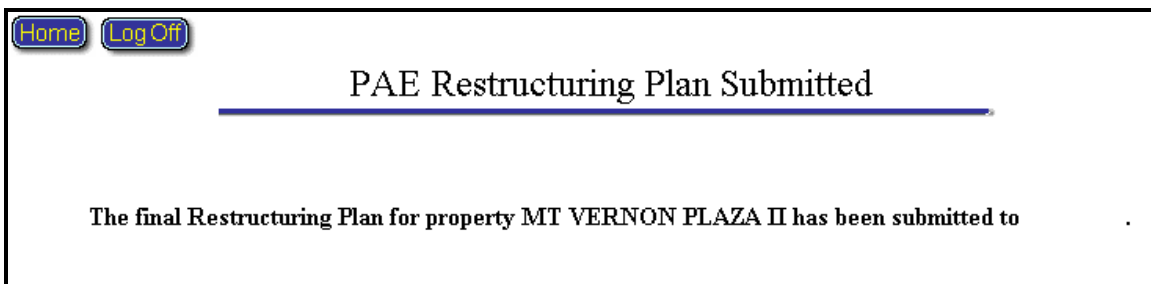


Figure 7-20, Successful Restructuring Plan Form Submission

The successful submission of the restructuring plan form to Recap HQ will automatically populate the Critical Dates Tracking date field: “PAE Submits Form XX.X to Recap” for that respective property (depending upon the renewal option).

7.5 Reviewing Submitted Restructuring Plans and Decisions

Restructuring Plans that have been submitted may be reviewed by PAE Users by clicking the **Review Submitted Plans** link [Review Submitted Plans](#). A list of all of its submitted Restructuring Plans will be displayed, as illustrated in Figure 7-21, Review of PAE Submissions. Included on this screen are the submission dates and Recap HQ’s decisions. Any comments provided by Recap and PAE Users are also available for review and updates.

State	Property Name	Property	Renewal Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
IA	Autumn Park Apartments - Iowa City	800005306	Rent Reduction Only	04/24/2015	Decision Pending	04/24/2015	
IN	POWERLINE APARTMENTS	800006706	Mortgage Restructuring	04/30/2015	Decision Pending	04/30/2015	
IN	LASALLE PARK HOMES	800040949	Mortgage Restructuring	05/18/2015	Decision Pending	05/18/2015	
TX	Southville Garden Aptc	800021348	Mortgage Restructuring	02/27/2015	Decision Pending	02/27/2015	

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Figure 7-21, Review of PAE Submissions

Clicking an underlined Property Name link, will take the User to the Restructuring Plan Form for that property. Any edits to the plan will not be saved (unless the plan was **Returned for Revision**).

8 CLOSING MODULE

The Closing module facilitates the PAE users in documenting and confirming the final closing transactions and terms. This data shall be updated and confirmed after Closing and during the Post Closing Phase.

The Closing module is accessed by clicking the **Closing** button on M2M’s home screen.

Clicking the **Closing** button retrieves a search selection criteria page, as shown below in Figure 8-1, Select Search Criteria for Closing:

(Home) (Back) (Secure Systems) (Log Off)

Select Search Criteria for Closing

If a property is not listed on the resulting screen(s) of your search, please verify in Critical Dates Tracking that the plan was submitted and approved and that a closing date has been entered.

Select one of the following criteria:

REMS ID: FHA #: Contract #:

Or select one or more of the following options:

State:

Property:

Closing Date:

Or click [HERE](#) to get ALL Closing.

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Figure 8-1; Select Search Criteria for Closing

Select one of the following criteria available to retrieve properties for the Closing properties:

- ◆ Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- ◆ Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- ◆ Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search

Or select one or more of the following options available to retrieve the Closing properties:

- ◆ Select a **State** from the drop-down list
- ◆ Enter a **Property's Name**
- ◆ Select a **Closing Date** (Month and/or Year)
- ◆ Click the underlined **HERE** link to retrieve all properties in the system (assigned to your ID).

8.1 Closed Properties

The **Closed Properties** screen (Figure 8-2, Closed Properties) will be returned once the search is performed. The closed properties assigned to the PAE are listed, based on the criteria of the Select Search page. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

[Home](#)
[Back](#)
[Secure Systems](#)
[Log Off](#)

Closed Properties

The following 4 out of 4 properties met your 2016 search criteria.

To view/update a contract's closing information, click its underlined Contract Number.

PAE Name ▼▲	Status	Property Name ▼▲	Model Uploaded	Sec 8 Contract Number ▼▲	Closing Date ▼▲	Expiration Date ▼▲	Property City ▼▲	State ▼▲
CreditVest, Inc.	A	HEFLIN OAKS		AL000016032	03/30/2016	03/31/2036	HEFLIN	AL
CreditVest, Inc.	A	CHADWICK PLACE		OH120011086	05/25/2016	07/31/2039	ELYRIA	OH
CreditVest, Inc.	C	MADONNA HOMES		OH16L000011	10/26/2016	10/31/2036	TOLEDO	OH
CreditVest, Inc.	A	KNOLLCREST MANOR		TN431L000005	05/26/2016	05/31/2036	SPARTA	TN

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Figure 8-2; Closed Properties

8.2 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 8-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.

[Home](#)
[Back](#)
[Secure Systems](#)
[Log Off](#)

Mortgage Restructuring Closing

Property ID: 800006192 FHA Number: 07235066
 Property Name: ORLANDO NORTHBROOK ESTATES
 PAE Name: Signet Partners
 Date Model Uploaded: 03/10/2011

Excel Underwriting Model v4

- [Instructions for uploading the Model v4 and the Model data \(Closing\)](#)
- [Open or Download Model](#)

Online Closing

- [Closing Module Screen](#)
- [Print the Transmission Memo](#)
- [Open or Save the Transmission Memo as a Word document](#)
- [Printable View of Closing Module Screen](#)

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Figure 8-3, Mortgage Restructuring Closing Screen

8.2.1 Excel Underwriting Model v4

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the M2M System:

- ◆ Instructions for uploading the Model v4 and the Model data (Closing)
- ◆ Upload extracted data into the online Closing Module
- ◆ Upload a copy of the Model for centralized storage
- ◆ Open or Download Model

8.2.1.1 Instructions for uploading the Model v4 and the Model data (Closing)

The Instructions for uploading the Model v4 and the Model data (Closing) (an example of which is on the next page as Figure, 8-4, How to Upload Extract and Model screen) contains general and detailed information showing how to upload extract and model to M2M system:

PrintClose

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

- upload data from the M2M Excel Underwriting Model v4 automatically into the Closing, (without having to perform data entry into the Closing Module). This new feature only works with the **version 4** of the model. Also,
- the final post-closing M2M Excel Underwriting model must be uploaded and saved on this centralized, protected server.

There are several steps outlined below to perform these two tasks:

To prepare the Model for uploading into the Closing Module online:

- Complete the data entry in the Underwriting Model v4 and save as the name - REMS Property Id.xls or .xlsm (e.g., 8000000000.xls). It is very important to note the location where the model is saved and the REMS #
- Go to the Worksheet Tab in the model named: "Create MIS Upload Worksheet."
- Click on the Button "Create Extract File."
- An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
- The extract file is automatically named the REMS property id.txt (e.g., 8000000000.txt).
- Print a copy of the worksheets called "Form 5.2 Data" and "Closing and Post Closing Data" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Closing Module online:

- Log into the M2M system and go to the Closing Module.
- Search for the property associated with the model to be uploaded.
- Select the property.
- From the Mortgage Restructuring Closing screen, select the option: Upload extracted data into the online Closing Module
- Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation (It will be in the same folder as the model)
- Click on the button "Upload the File."
 - If the filename or type of file is incorrect there will be an error displayed.
 - If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically.
- First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Form 5.2 Data" and the "Closing and Post Closing Data" worksheets.
- Click on Save if the data is valid.
- Click on Continue to make any addition updates to the Closing Module or click on Menu to return to the Mortgage Restructuring Closing screen.
- If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
- If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the M2M Excel Underwriting Model on the centralized server from the Closing Module:

- Go to the Closing Module in M2M system.
- Select the property.
- From the Mortgage Restructuring Closing screen select the option: Upload a copy of the Model for centralized storage
- Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
- Click on the Button "Upload the File."
- An error will display if there are problems, otherwise, click on Continue.
- The model is now saved on the server.

For the PAE or Recap to view or download to a workstation:

- Go to the Closing Module screen.
- Select the Property.
- From the Mortgage Restructuring Closing screen select the option: Open or Download Model
- If there is an error, it is most likely that the browser is not set up to view Excel and ".xls" needs to be added to the browser's list of applications.
- Otherwise, choose "save" or "open" – depending on your need.

Figure 8-4, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 8-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:

Home Back Secure Systems Log Off

Mortgage Restructuring Properties
Upload (Closing)

Property ID: 800050850
Property Name: CORONADO COURTS
PAE Name: Signet Partners
FHA Number: 12394013

Note: This process is to upload the CLOSING TERMS that were extracted from the final closing model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Excel model.

The filename of the data extract to be uploaded must match the REMS property id and have a .txt extension. Performing this upload will overwrite any Closing Terms data for this property that has previously been saved.

Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.

File to Upload:

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Figure 8.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 8-6, Mortgage Restructuring Upload (Closing) Screen):

Figure 8.6, Mortgage Restructuring Upload (Closing) Screen

Click the Save button at the bottom of the Mortgage Restructuring Upload Closing screen to save the uploaded data and open the Information Saved Screen (shown as Figure, 8-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

Home Back Secure Systems Log Off

Information Saved

The data was saved successfully.

If this property was built prior to 1978, please complete the Lead Based Paint Evaluation section below:

Risk Assessment/Inspection Completed: N/A

Date Owner Received:

Lead Based Paint Exists: N/A

Lead Based Paint Hazard: N/A

If there is a Section 8 Recapture agreement in place at Closing, please fill in the Expiration Date of the Recapture Agreement here:

If this property was a TPA (Transfer of Physical Assets), did HUD forgive the Mortgage Restructuring Note? No

The Contingency Repayment Note? No

If there are any unusual or important issues that should be brought to the attention of the HUD Project Manager, please enter them in this comment box to appear on the Transmission Memo. Special Conditions *

Save

Otherwise, click "Continue" to go to the Closing Module screen.

Continue

Figure 8.7, Upload (Closing) Information Saved Screen

8.2.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 8-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Home Back Secure Systems Log Off

Excel Underwriting Model Upload

Property ID: 800050850

Property Name: CORONADO COURTS

PAE Name: Signet Partners

FHA Number: 12394013

Note: The filename of the model to be uploaded must match the property id and have a .xls or .xlsx extension. Performing this upload will overwrite any model for this property that has previously been uploaded.

Enter the path and filename of the model in the space below or click the browse button to locate the model on your workstation.

File to Upload: Browse...

Upload the File

Office of Recapitalization | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk

Figure 8-8, Excel Underwriting Model Screen

8.2.1.4 Open or Download Model

The **Open or Download Model** function allows users to view or download the Excel Model that has been placed on the centralized server

8.2.2 Navigating the Closing Sections

Users may quickly “jump” to another section within the Closing module by clicking one of the buttons on the menu bar located on the left side of the screen. Clicking the **Critical Dates Tracking** button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may Upload extracted Data, Upload the Model, View the Model, Print the Transmission Memo, Go to the Printable View or Return to the Last Search results by clicking the buttons on the left menu at any time. Figure 8-9, Closing Menu Bar, shows an example of a Closing Menu Bar.



Figure 8-9, Closing Menu Bar

8.2.2.1 Online Closing

The following subsections provide additional information on the data that is required to populate Mortgage Restructuring Closing terms:

- ◆ Closing Module Screen
- ◆ Print the Transmission Memo
- ◆ Printable View of Closing Module Screen

8.2.2.2 Closing Module Screen

If no properties appear on the resulting screen from the search criteria, the User should verify in Critical Dates Tracking that the plan was submitted, approved, and a closing date was entered. Clicking an underlined **contract number** link will take the user directly to the Closing Module screen, shown in Figure 8-9, for that property. The screen consists of the following subsections:

- ◆ Mark to Market Rents
- ◆ IRP
- ◆ CRP
- ◆ First Mortgage
- ◆ Second Mortgage
- ◆ Third Mortgage
- ◆ Sources
- ◆ Fund Uses
- ◆ Lead Based Paint Hazard
- ◆ Rehab Escrow
- ◆ Confirm

Figure 8-10, Closing Module Screen

8.2.2.3 Print the Transmission Memo

The **Print the Transmission Memo** (an example of which is on the next page as Figure, 8-10, Closing Memo for Mortgage Restructuring Properties) contains all the Closed property's information for printing:

Office of Recapitalization

Memo

To: Project Manager Chicago
From: Portfolio Office Director
Date: September 8, 2015
Subject: Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

Project Name: ORLANDO NORTHBROOK ESTATES
Project Address: 710-1 W ORLANDO ST
 NORTHBROOK, ILLINOIS 60061

Date Closed: 01/24/2002
Date Model Uploaded: 03/10/2011

Restructured Loans

Loan Position*	Lender	Type of Loan	Post Closing FHA No.	Principal Amount
1st	Cambridge Risky Capital of Illinois	FHA-Secured	07235030	2,065,200.00
2nd	HUD	M2M Mortgage Restructuring Note	07235066v	1,223,400.00
3rd	HUD	M2M Contingency Repayment Note	07235066v	509,287.00

* Loan positions and mortgages can vary. Borrowers should be modified to fit the terms of the transaction.

Terms of 1st Mortgage

Interest Rate	Term	Maturity Date	Monthly P&I Payment (incl. MIP)
6.7500%	372 Mos.	02/01/2033	13,393.30

Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Maturity Date	Payment Terms
3.0000%	372 Mos.	02/01/2033	75.0% of Surplus Cash

Terms of Contingent Repayment Note (CRN)

Interest Rate	Term	Maturity Date	Payment Terms
3.0000%	372 Mos.	02/01/2033	Due at Maturity of MRN or 75.0% of Surplus Cash after Payoff of MRN

M2M Surplus Cash Calculation

Reflecting projected first year cash flow of the transaction:

MF Gross Income (Scheduled and unscheduled rents + Coupons & other income - vacancy/deferred debt)	700,237.00
Less: Expenses	393,911.00
Reserve for Replacement	61,000.00
CRP (deferred funds returned to owner; amount anticipated per underwriting)	6,876.00
Equals: A202	247,310.00
Less: 1st Mortgage Debt Service (includes MIP)	168,440.00
Plus: IRP	
Equals: Gross Cash Flow	78,862.00
Less: IRP (owner incentive fee, calculated 1st year, available thereafter if cash flow and performance allow; amount anticipated per underwriting)	21,251.00
Equals: Surplus Cash Available for MRN (or CRN) and Owner Split	57,611.00
Amount to MRN (or CRN)	43,509.25
Amount to Owner	14,101.75

CRP and IRP

CRP - Monthly Payments	591.33
CRP - Number of Months	64
IRP - Percentage of Effective Gross Income	3.00

R4R

Initial Post-M2M R4R Account Balance	456,389.00
R4R Minimum Annual Amount (includes OY recapture or IRP)	61,000.00
R4R Monthly Deposit (includes OY recapture or IRP)	5,083.33

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	
Date Order Received	
Lead Based Paint Results	
Lead Based Paint Remed	

Rehab Escrow

Indicate Total Amount Escrowed and Contingency Amount. Attach Schedule of Items and Costs.

Total Amount Escrowed	37,717.00
Contingency Amount	

Rehabilitation Escrow Administration:

Cash Management	Organization and Contact Name:	Hedlin / Sigant Partners - Leslie Lott
	Address:	1400 E. Cassin Ave, Ste 110 Greenwood Village, CO 80111
	Phone Number:	303.773.3330
Repair Oversight	Organization and Contact Name:	Hedlin / Sigant Partners - Leslie Lott
	Address:	1400 E. Cassin Ave, Ste 110 Greenwood Village, CO 80111
	Phone Number:	303.773.3330

Other Escrow

Taxes Escrowed at Closing	
Hazard Insurance Escrowed at Closing	
Operating Deficit Escrow Amount	

IRP and Section 8 Out-Year Recapture (if applicable)

IRP Available:

IRP Payments to be made to R4R	
IRP Payments to be applied to 1st Mortgage Debt Service	
Number of Months	

Section 8 Out-Year Recapture Funds Available:

Section 8 Payments applied to R4R per Month (This amount plus the monthly R4R deposit amount get added together and total goes in the Regulatory Agreement w/ the owner's required R4R deposit)	
Section 8 Payments applied to 2nd & 3rd Mortgage Debt Service	
Section 8 Payments applied to Other Approved Uses	
Number of Months	
Expiration Date of Payments Agreement	

Rent Determination for Next HAP Contract (to be adjusted by OCAF if applicable):

0 Bedrooms	0.00
1 Bedrooms	472.00
2 Bedrooms	515.00
3 Bedrooms	615.00
4 Bedrooms	0.00
5 Bedrooms	0.00
6 Bedrooms	0.00

Other Special Conditions or Issues:

Direct questions to: Direct post-closing cash management questions to Beverly Rudman, Recap Closing Technical Manager at (202) 402-8395.

Please note that the information in this Transmission Memo is current as of the date of the Memo. Any updates to the data or changes to the transaction subsequent to the date of this Transmission Memo, may, however, make this Transmission Memo inaccurate. We will endeavor to keep you updated if changes occur post closing. If however, you believe changes have occurred, you may always verify the accuracy of this information via an automatically updated version of this memorandum located in Recap's MIS site (Closing Module) in Secure Systems. Approximately 90-120 days post closing you should receive a final docket of closing related documents that will be the final reference point for all information related to this restructuring.

Figure 8-11, Closing Memo

8.2.2.4 Printable View of Closing Module Screen

The **Printable View of Closing Module Screen** (an example of which is on the next page as Figure, 8-11, Printable View for Mortgage Restructuring Properties) contains all the Closed property's information for printing:

Closing Module Screen
For Mortgage Restructuring Properties

Property ID: 80006192
Previous FHA Number: 0721066
New FHA Number(s): 1st: 0721066
PAE Name: ORLANDO NORTHBROOK ESTATES
Preservation Office: Creditors Closing
Debt Restructuring Specialist:
Closing Date: 01/04/2002
Debt Service Coverage: 1.47

2nd: 0721066v
3rd: 0721066w
Flac Terms: 1.47

If this property was a TPA (Transfer of Physical Assets) is a QOP (Qualified Non Profit), has the QOP requested forgiveness/assignment/modification of the Mortgage Restructuring New? He
He

Mark-to-Market Status Surviving Section 8 Contract Number: 1100004001

Refinance Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rate	Post Market Rate Status at Closing
1	10	472.00	0.00
2	10	512.00	0.00
3	10	612.00	0.00
4			0.00
5			0.00
6			0.00
7			0.00

Section 8 Recapture Agreement

Total Section 8 Program Amount Available		
Amount Applied to Requirement of Post Mortgage		
Amount Applied to Requirement of Section 8 Third Mortgage		
Amount Applied to Section 8 Requirement (SRS)		
Amount Applied to Other Agreement Due		
Total Section 8 Program Amount Applied		0.00
Amount Section 8 Amount to SRS		0.00
Balance of Section 8 Amount		
Excessive Due to the Section 8 Agreement		

ERP

Amount of ERP Available		
Amount of ERP Applied to Debt Service		
Amount of ERP Applied to Section 8 Requirement (SRS)		
Amount Applied to Other Agreement Due		
Balance of ERP Amount		0.00

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment		361.33
Balance of Monthly Applied		00

First Mortgage (Take Out or Modified Loan)

Original	Restructuring Plan Terms	Final Closing Terms
Loan Type: FHA Insured		
FHA Program Type: 228207		
Original Loan Amount: 2,041,200.00		
Annual Debt Service (Without MIP): 138,222.00		
Annual Debt Service (With MIP): 140,444.00		
Loan Term: 3.0000		
Interest Rate (Fixed): 372		
Original Term (Months): 372		
Remaining Amortization Period (Months): 624(15000)		
Monthly Due: 36.61		
Approved LTV (%): 36.61		

Second Mortgage (Mortgage Restructuring Note)

Original Loan Amount		Restructuring Plan Terms	Final Closing Terms
Annual Debt Service (Without MIP)		1,231,200.00	1,231,200.00
Loan Term		40,200.00	40,200.00
Interest Rate (Fixed)		3.0000	3.0000
Original Term (Months)		372	372
Monthly Due		624(15000)	624(15000)

Third Mortgage (Contingent Repayment Note)

Original Loan Amount		Restructuring Plan Terms	Final Closing Terms
Annual Debt Service (Without MIP)		300,000.00	300,000.00
Loan Term		21,200.00	21,200.00
Interest Rate (Fixed)		3.0000	3.0000
Original Term (Months)		372	372
Monthly Due		624(15000)	624(15000)

Source

	Restructuring Plan Terms	Final Closing Terms
Restructured 1st Mortgage Principal		
Mortgage Restructuring Payment		
Amount for Repayment		
Residual Income		
Existing Tax Return		
Existing Social Insurance		
Capital Cash Account/Other Source		
201 Social Income		
Rehabilitation Return		
SRS (If Over Than Existing Source Return)		
Other Transaction Code		
Equal Loan or Debt		
Other Paid Source 1		
Other Paid Source 2		
Other Paid Source 3		
Other Paid Source 4		
Other Source Included in Source		
Total Source of Funds		
02,002,000.00		
02,002,000.00		

Fund Use

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (if Modifying)		
Payoff Existing 1st Mortgage Loan (if Refinancing)		
Other Being Approved Transaction Code		
Owner's Share of Existing Source		
Being Approved Rehabilitation Code		
Initial Deposits to Repayment Source (SRS)		
Tax Return		
Social Insurance Return		
Other Paid Source 1		
Other Paid Source 2		
Other Paid Source 3		
Other Paid Source 4		
Additional Recovery to SRS		
Total Use of Funds		
02,002,000.00		
02,002,000.00		

* Subtotal of all transaction costs less the tax and hazard insurance escrow increases. This would resulting the increases fees, as they will already be reflected in the tax and hazard insurance escrows in the uses.

Local Board Point Evaluation

Risk Assessment/Requirement Completed:	
Date Order Issued:	
Local Board Point Score:	
Local Board Point Status:	

Rehab Escrow

Rehabilitation Escrow Administrator:

Escrow Account:	
Cash Management Organization and Contact Name: Reilly / Robert Patten - Leslie Lott	
Address: 7400 E. Oakdale Dr., Box 130	
City: Steamboat Springs	
State: COLORADO Zip: 80411	
Phone Number: 303.575.2100	
Deposit Oversight Organization and Contact Name: Reilly / Robert Patten - Leslie Lott	
Address: 7400 E. Oakdale Dr., Box 130	
City: Steamboat Springs	
State: COLORADO Zip: 80411	
Phone Number: 303.575.2100	

Operating Deficit Escrow

Operating Deficit Escrow Account:	
Confirmation Name: Don Vining	
Confirmation Date: 09/23/2001	

Figure 8-12, Printable View of Closing Screen

9 REPORTS MODULE

The **Reports** module is accessed by selecting the **Reports** button from M2M's home screen. The reports within the module are a summarization of the data entered in the **Critical Dates Tracking** screens and are management tracking tools to view the overall status of where the assigned properties are in the restructuring process. In addition, there are internal management level reports to assist Recap and its business partners in the management of its M2M Program assets.

Generally, only **active** properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M's Reports, though some reports include **completed** properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the **Property Status Report**, only properties that have at least **one critical date** entered into the system are included on the report. The **Property and Report Selection** page is shown below as Figure 9-1, Property and Report Selection Screen:

[Home](#)
[Back](#)
[Log Off](#)

Property and Reports Selection


Report Information


Click On Report Title Below:


- Management Reports
- Assigned Active Properties Report
- Submitted Plans Awaiting Decision Report
- Property Status Report
- Overview of the Portfolio Status Report
- Partial Assignments Report**

And View Its Description Here:

The Partial Assignments Report provides a listing of the properties that have been assigned to the designated PAE for completing a specific portion of the full restructuring process. The report shows the due dates and actual dates of the assigned phases. Also, there

Click Here 
To View Printable Version Only ¹

Click Here 
To View Screen Version

Click Here 
To Download Electronic Version Only ²

Click On SELECT SEARCH OPTIONS Button To Continue:

[SELECT SEARCH OPTIONS](#)

Click On Clear Selections Button To Restore Default Settings:

[Clear Selections](#)

¹ To print a selected report:

1. Select the **View Printable Version** Button above.
2. Click 'Select Search Options' Button.
3. Select search options and click 'Continue' Button.
4. Select **Print** on the File menu.
5. Click on **Properties**.
6. Select **Letter** or **Legal*** on the Paper Size option.
7. Select **Potrait** or **Landscape*** on the Orientation option.
8. Click **OK**.

² To download a selected report:

1. Select the **Download Electronic Version** Button above.
2. Click 'Select Search Options' Button.
3. Select search options and click 'Continue' Button.
4. Click the "Save File..." button when it appears and name the file any name with a ".csv" extension (e.g., "testrept.csv").

Open Microsoft Excel (or other application of choice) and open the saved file. The file may now be resaved in the format of Excel or other chosen application.

Reports with an asterisk (*) must be printed in landscape mode on legal-sized paper.

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |

Figure 9-1, Property and Report Selection Screen

9.1 Property and Report Selection

The **Reports** module allows users to generate the following reports:

- ◆ Assigned Active Properties Report
- ◆ Submitted Plans Awaiting Decision Report
- ◆ Overview of the Portfolio Status Report
- ◆ Partial Assignments Report
- ◆ Late Submissions Report
- ◆ Green Initiative Projects Report
- ◆ Completed Projects Report
- ◆ Rehab Escrow Account Closed Report

- ◆ Rent Comparability Review Progress Report
- ◆ Rent Comparability Review Progress Report – MU2M
- ◆ Rent Reduction Only Progress Report
- ◆ Mortgage Restructuring Progress Report
- ◆ Focus on Production Report
- ◆ Properties On Hold Report
- ◆ Underwriting Tracking Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

1. Select the Download Electronic Version radio button
2. Click the 'Select Search Options' button
3. Select search options and click the 'Continue' button
4. Click the "Save File..." button and name the file a name with a ".csv" extension (e.g., "testrept.csv").
5. Open application of choice (e.g., Microsoft Excel) and the saved file.
6. The file may be resaved in the format of the application.

9.2 Assigned Active Properties Report

The **Assigned Active Properties Report** (Figure 9-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.

Home Back Secure Systems Log Off									
Assigned Active Properties Report									
Today's Date: 08/20/2015									
Preservation Office: Washington									
PAE Name	Property Name	Section 8 Contract Renewal Type (*Mod/Rehab)	Last Critical date	Date	Property ID	Property City	Property State	Green Level	
Signet Partners	Briewood Apartments	Mortgage Restructuring	Title Bring Down Received	06/30/2015	000000372	Greensboro	AR		
Signet Partners	POWDER MILL MANOR	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	03/06/2015	000000742	ARKADELPHIA	AR	1	
Signet Partners	Lemon Grove Apartments	Mortgage Restructuring	PAE's Appraisal Complete	09/08/2014	000000912	PHOENIX	AZ		
Signet Partners	Autumn Park Apartments – Iowa City	Rent Reduction Only	PAE Submits Justification for Recommendation (Form 10.2)	04/24/2015	000001206	Iowa City	IA		
Signet Partners	Colonial House Apartments	Mortgage Restructuring	PAE's Appraisal Complete	12/02/2014	000014248	DEKALB	IL		
Signet Partners	Golden Oaks Apartment	Rent Reduction Only	Recap Approves PAE 'Lte' Recommendation	02/02/2015	000006489	WOOD RIVER	IL		
Signet Partners	Lakeland Apartments	Rent Reduction Only	Recap Approves PAE 'Lte' Recommendation	04/06/2015	000014246	FOX LAKE	IL		
Signet Partners	MCOLL TERRACE	Mortgage Restructuring*	Tenant Meeting - #2	05/13/2015	000040094	CHICAGO	IL		
Signet Partners	FOWLER APARTMENTS	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	04/30/2015	000006706	LAFAYETTE	IN		
Signet Partners	GREENCROFT MANOR II	Rent Reduction Only	Recap Approves Tier 2 Conversion (Form 2.16)	12/08/2014	000006744	OSHEEN	IN		
Signet Partners	LASALLE PARK HOMES	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	05/18/2015	000040942	SOUTH BEND	IN		
Signet Partners	WILLOWS ON CLARK ROAD	Mortgage Restructuring	Date Action Other than Closing Occurred	01/28/2015	000006380	GARY	IN		
Signet Partners	ROLLINGWOOD MANOR	Mortgage Restructuring	Recap Approves Restructuring Plan	03/12/2015	000010523	FLINT	MI		
Signet Partners	ROOSEVELT TOWNE APARTMENTS	Mortgage Restructuring	Recap Approves Restructuring Plan	06/29/2015	000011863	Saint Louis	MO		
Signet Partners	Gulf Mist Apartments	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	07/08/2015	000012133	GULFPORT	MS	1	
Signet Partners	CEDAR RIDGE TOWNHOUSES	Rent Reduction Only	Recap Approves PAE 'Lte' Recommendation	03/11/2015	000019869	RAPID CITY	SD		
Signet Partners	Smithville Gardens Apts	Mortgage Restructuring	PAE Submits Restructuring Plan to Recap	02/27/2015	000021346	Smithville	TX		

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Figure 9-2, Assigned Active Properties Report

9.3 Submitted Plans Awaiting Decision Report

The Submitted Plans Awaiting Decision Report contains a listing of all of the current restructuring plans submitted by PAEs that do not have an “Approved” or “Returned for Revision” status and are awaiting a decision from Recap.

Home Back Secure Systems Log Off					
Submitted Plans Awaiting Decision Report					
Today's Date: 08/09/2013					
Preservation Office: Chicago					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	RIVER RUN APARTMENTS	IN	Mortgage Restructuring	800202693	12/23/2011
Preservation Office: Washington					
PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013
Office of Affordable Housing Preservation Mark-to-Market System Information Multifamily Online Systems Multifamily Help Desk					

Figure 9-3, Submitted Plans Awaiting Decision Report

9.4 Overview of the Portfolio Status Report

The **Overview of the Portfolio Status Report** (Figure 9-4, **Overview of the Portfolio Status Report**) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and “Other Completed” Dates sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

Home Back Secure Systems Log Off

Overview of the Portfolio Status Report

Today's Date: 08/09/2013

Preservation Office: Chicago

PAE Name	Property State	Property Name	Property ID	Status	Section 8 Contract Renewal Type	Accepted Date	Submitted Date	Approved Date	Closing Date	Other Completed Date
Signet Partners	AR	South Pointe Apartments	80000683	Active	Mortgage Restructuring	12/01/2011	06/29/2012	08/02/2012	03/27/2013	
Signet Partners	IA	Robinson Heights Apartments	800005445	Active	Mortgage Restructuring	03/03/2010	02/29/2012	04/03/2012	06/15/2012	
Signet Partners	IL	HUMBOLDT BUILDING	800005288	Active	Mortgage Restructuring	08/15/2011	04/11/2012	05/22/2012	12/06/2012	
Signet Partners	IN	BELMONT ESTATES	800006556	Active	Mortgage Restructuring	03/23/2009	06/28/2013	07/10/2013		
Signet Partners	IN	RIVER RUN APARTMENTS	800020923	Active	Mortgage Restructuring	06/01/2010	12/23/2011			
Signet Partners	KS	MISSION PLACE	800007309	Active	Mortgage Restructuring	08/22/2011	08/13/2012	09/04/2012	03/27/2013	
Signet Partners	MI	GARDENVIEW	800010137	Active	Mortgage Restructuring	09/26/2011	07/30/2012	10/02/2012	03/27/2013	
Signet Partners	TN	MONUMENTAL PRIDE HOMES	800020352	Active	Mortgage Restructuring	01/25/2010	02/10/2011	04/24/2012	10/25/2012	

| Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 9-4, Overview of the Portfolio Status Report

9.5 Partial Assignments Report

The **Partial Assignments Report** (Figure 9-5, **Partial Assignments Report**) is a list of all the Properties that are designated as partial assignments, sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

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Partial Assignments Report

Today's Date: 08/20/2015

Preservation Office: New York

PAE Name	State	Property Name	Property ID	Status	Due Diligence Due Date	Due Diligence Actual Date	Title Bring Down Order Actual Date	Title Bring Down Received Actual Date	Submit Due Date	Submit Actual Date	Recap Executed Restructuring Plan Due Date	Recap Executed Restructuring Plan Actual Date	Owner Executed Restructuring Commitment Due Date	Owner Executed Restructuring Commitment Actual Date	Closing Due Date	Closing Actual Date	Action Other Than Closing Date
Signet Partners	MA	OLDE ENGLISH VILLAGE	800008744	Completed						01/03/2003					03/31/2004	03/31/2004	

| Office of Recapitalization | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |

Figure 9-5, Partial Assignments Report

9.6 Late Submissions Report

The **Late Submissions Report** (Figure 9-6-1, **Late Submissions Report part I**) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 9-6-2, **Late Submissions Report part II**) on which properties comprise the total number, sorted by Preservation Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is a direct link to the property's critical date's page to view the current dates and update, if necessary.

Home Back Secure Systems Log Off	
<h3>Recap Report of Late Submissions</h3>	
As of 9/8/2015	
Comp Reviews	
Rent Reductions	<u>2</u>
Mortgage Restructurings*	<u>5</u>
Total	<u>7</u>
*Based on 3 month submissions.	
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Figure 9-6-1, Late Submissions Report part I

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Recap Report of Late Submissions

As of 9/8/2015

Preservation Office: Washington

Total: 4

Signet Partners						
State	Property Name	Type	Property ID	Days Late	Last Milestone Completed	Date
IL	MOGILL TERRACE	Mortgage Restructuring	800040094	136	Tenant Meeting - #2	05/13/2015
AZ	Lemon Grove Apartments	Mortgage Restructuring	800000919	160	PAE's Appraisal Complete	09/08/2014
AR	Brierwood Apartments	Mortgage Restructuring	800000537	109	Title Bring Down Received	06/30/2015
IL	Colonial House Apartments	Mortgage Restructuring	800214248	80	PAE's Appraisal Complete	12/02/2014

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Figure 9-6-2, Late Submissions Report part II

9.7 Green Initiative Projects Report

The **Green Initiative Projects Report** (illustrated as Figure 9-7 on the next page) represents a list of M2M Program properties that have opted to participate in the Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.

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Green Initiative Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	Status	FHA Number	Date Closed	Total Units	Green Level
800000683	South Pointe Apartments	AR	Active	08231068	03/27/2013	80	I
800005445	Robinson Heights Apartments	IA	Active	07435125	06/15/2012	100	I
800005988	HUMBOLDT BUILDING	IL	Active	07194040	12/06/2012	29	I
800006146	MILAN MANOR	IL	Active	07135411	07/23/2013	72	I
800006556	BELMONT ESTATES	IN	Active	07335635		56	I
800007012	STRATFORD COMMONS	IN	Active	07335688		159	I
800007193	CYPRESS GLEN	KS	Active	10235240	04/30/2013	20	I
800010019	CLINTON PLACE	MI	Active	04435500	05/21/2013	283	I
800010132	GARDENVIEW	MI	Active	04835097	03/27/2013	118	I
800010532	RYAN COURT APARTMENTS	MI	Active	04494055		215	I
800010655	VILLAGE MANOR APARTMENTS	MI	Active	04411079		123	I
800011578	FORUM MANOR APTS.	MO	Active	08335495	05/02/2013	44	I
800020419	PARKVIEW MANOR APARTMENTS	TN	Active	08111052		50	I
800209693	RIVER RUN APARTMENTS	IN	Active	07335531		120	I
800213296	COLONY AND FISHER ARMS APARTMENTS	MI	Active	04411075		160	I

Total Active Green Initiative Projects: 15

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Figure 9-7, Green Initiative Projects Report

9.8 Completed Projects Report

The **Completed Projects Report** (illustrated as Figure 9-8 on the next page) represents a list all of M2M Program properties that have completed the M2M Program.

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Completed Projects Report								
Today's Date: 10/11/2012								
Property ID	Property Name	Property State	FHA Number	PAE Name	Renewal Type (*AOTC)	Date Completed	Total Units	Green Level
800002972	HEBRON TOWNHOUSES	IL	07135745	Signet Partners	Mortgage Restructuring*	02/04/2010	63	I
800006334	SLATE CREEK APARTMENTS	IL	07211080	Signet Partners	Mortgage Restructuring	02/07/2012	113	I
800006486	WILDBERRY VILLAGE	IL	07135734	Signet Partners	Mortgage Restructuring*	11/02/2011	74	I
800006490	WILLOW OAKS APTS.I	IL	07235652	Signet Partners	Mortgage Restructuring	08/22/2012	112	I
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Figure 9-8, Completed Projects Report

9.9 Rehab Escrow Account Closed Report

The **Rehab Escrow Account Closed Report** (illustrated as Figure 9-9 on the next page) represents a list all of M2M Program properties that have completed the Rehab Escrow Administrative Process.

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Rehab Escrow Account Closed Report								
Today's Date: 08/09/2013								
Property ID	Property Name	Property State	Status	FHA Number	Date Completed	Total Units	Green Level	Rehab Escrow Account Closed
800000683	South Pointe Apartments	AR	Active	08211068		80	I	
800001445	Robinson Heights Apartments	LA	Active	07435125		100	I	
800001988	HUMBOLDT BUILDING	IL	Active	07194040		29	I	
800006146	MILAN MANOR	IL	Active	07135411		72	I	
800007193	CYPRESS GLEN	KS	Active	10235340		20	I	
800010019	CLINTON PLACE	MI	Active	04435500		283	I	
800010137	GARDENVIEW	MI	Active	04835097		118	I	
800011278	FORUM MANOR APTS.	MO	Active	08535495		44	I	
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Figure 9-9, Rehab Escrow Account Closed Report

9.10 Rent Comparability Review Progress Report

The **Rent Comparability Review Progress Report** (illustrated as Figure 9-10 on the next page) represents the progress and status of the active Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to Recap and the date Recap approves the results.

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Rent Comparability Review Progress Report										
Today's Date: 08/20/2015										
	Property State	Status	Primary FHA Number	Field Office Refers to Recap	Recap Initial Assignment	Recap Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to Recap	Recap Approves Review Results Date	Approved Review Results
Signet Partners										
Preservation Office: San Francisco										
	EL CASA VERDE II	CA	Completed	12135105	12/20/1999	02/02/2000	02/04/2000	04/11/2000	05/01/2000	Over Market
Preservation Office Total				0	1	1	1	1	1	
PAE Total				0	1	1	1	1	1	
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Figure 9-10, Rent Comparability Review Progress Report

9.11 Rent Comparability Review Progress Report - MU2M

The **Rent Comparability Review Progress Report** (illustrated as Figure 9-11 on the next page) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the

referral and acceptance dates, the dates review results were submitted to Recap and the date Recap approves the results.

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Post M2M Rent Comparability Review Progress Report

Today's Date: 08/20/2015

	Property State	Status	Primary FHA Number	Field Office Refers to Recap	Recap Initial Assignment	Recap Approves COI Form 2.2	PAE Accepts Assignment	PAE Submits Review Results to Recap	Recap Approves Review Results Date	Approved Review Results
Signet Partners										
Preservation Office: Chicago										
	VALENCIA VILLA APTS	CA	Completed	12235397	07/31/2012	08/08/2012				Review in Process
Preservation Office Total					1	1	0	0	0	
PAE Total					1	1	0	0	0	

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Figure 9-11, Post M2M Rent Comparability Review Progress Report

9.12 Rent Reduction Only Progress Report

The **Rent Reduction Only Progress Report** represents the progress and status of the active M2M Program Rent Reduction Only properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Rent Reduction Only Restructuring Plan was submitted to Recap and the date Recap issues a decision on submitted plans.

Figure 9-12-1, Rent Reduction Only Progress Report (Part I) and Figure 9-12-2, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

Note: It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

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Rent Reduction Only Progress Report -- Part I

Today's Date: 09/08/2015

	Property State	Status (*Partial)	Primary FHA Number	Recap Initial Assignment	Recap Approves COI Form 2.2	PAE Accepts Assignment	Tier 1 Due Date	Amended Tier 2 Due Date (Per Rel. Mgr.)	Tenant Notice Sent	PCA Assigned by PAE	Appraisal Assigned by PAE	PAE's PCA Complete	PAE's Appraisal Complete	PAE Submits Justification for Recommendation (Form 10.2)	Recap Receives Complete PAE Justification (Form 10.2) Submission	Recap Approves PAE Recommendation	
Signet Partners																	
Preservation Office: Washington																	
	Aurum Park Apartments - Iowa City	IA	Active	07435283	02/17/2015	02/18/2015	02/23/2015	05/04/2015		03/03/2015	03/02/2015	03/02/2015	03/06/2015	03/08/2015	04/24/2015		
	Orchard Oaks Apartment	IL	Active	07235671	10/15/2014	10/17/2014	10/23/2014	01/31/2015		11/31/2014	11/03/2014	11/03/2014	12/03/2014	12/09/2014	12/18/2014		02/02/2015
	Lakeland Apartments	IL	Active	07135831	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/09/2014	12/02/2014	12/02/2014	12/18/2014	12/31/2014	01/23/2015		04/06/2015
	GREENCROFT MAJOR II	IN	Active	07338019	08/26/2014	09/02/2014	09/12/2014	12/11/2014	01/10/2015	10/01/2014	09/25/2014	09/25/2014	10/10/2014	10/24/2014	11/26/2014		02/19/2015
	CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/11/2014	12/02/2014	12/02/2014	01/18/2015	01/14/2015	01/28/2015		03/11/2015
Preservation Office Total					5	5	5	5	1	5	5	5	5	5	5	0	4
PAE Total					5	5	5	5	1	5	5	5	5	5	5	0	4

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Figure 9-12-1, Rent Reduction Only Progress Report (Part I)

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Rent Reduction Only Progress Report -- Part II

Today's Date: 09/08/2015

	Property State	Status (*Partial)	Primary FHA Number	Recap Approves PAE Life Recommendation	Recap Notifies Sec. 8 Contract Administrator	PAE Notifies Sec. 8 Contract Administrator	PAE Receives Sec. 8 Contract Administrator's Confirmation of Receipt	PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring	Recap Approves Tier 2 Conversion (Form 2.16)	Recap Returns to PAE for Revision	Recap Receives PAE Resubmission
Signet Partners											
Preservation Office: Washington											
	Aurman Park Apartments - Iowa City	IA	Active	07433285							
	Golden Oaks Apartment	IL	Active	07235671	02/02/2015						
	Lakeland Apartments	IL	Active	07135831	04/06/2015						
	GREENCROFT MANOR II	IN	Active	07338019	02/10/2015				12/06/2014		
	CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	03/11/2015						
Preservation Office Total				4	0	0	0	0	1	0	0
PAE Total				4	0	0	0	0	1	0	0

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Figure 9-12-2, Rent Reduction Only Progress Report (Part II)

9.13 Mortgage Restructuring Progress Report

The **Mortgage Restructuring Progress Report** details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to Recap and the date Recap issues a decision on submitted plans. An example of this report is presented as Figure 9-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 9-13-2, Mortgage Restructuring Progress Report (Part II).

Note: It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

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Mortgage Restructuring Progress Report

(Critical Dates up to the Tenant Meeting - #2)

Today's Date: 09/08/2015

	State	Status (*Partial)	Primary FHA Number	Recap Initial Assign.	Recap Approves COI Form 2.2	Amended PRA Milestone Date Per 2.15 Waiver	PAE Accepts Assign.	Owner Kickoff Meeting	PCA Assigned by PAE	PAE Sends Documents to Reviewer	Recap Returns Documents for Fixes	PAE Resubmits Documents	Recap Approves GPCA	Appraisal Assigned by PAE	Tenant Meeting - #1	Owner Submits Data Collection Report	PCA Complete	Appraisal Complete	PAE Completes Due Diligence	Title Bring Down Order	Title Bring Down Received	Tenant Meeting - #2
Signet Partners																						
Preservation Office: New York																						
	OLDE ENGLISH VILLAGE	MA	Completed*	02344191	02/05/2003	02/10/2003		02/11/2003														
Preservation Office Total				1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAE Total				1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Figure 9-13-1, Mortgage Restructuring Progress Report (Part I)

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Mortgage Restructuring Progress Report

(Critical Dates from PAE's Draft Plan Submission)

Today's Date: 09/08/2015

	State	Status (*Partial)	Primary FHA Number	PAE Submits Restr. Plan to Recap	Recap Receives Complete Restr. Plan and Form 5.2	Date Assigned to UW	Recap Approves Restr. Plan	Recap Returns Restr. Plan for Revision	Recap Receives PAE Resub	Restructuring Plan Executed by Recap	RC Executed by Owner	Recap Approved 4.11 or 4.12	Scheduled Closing Date	Closing Date	New Section 8 Contract Effective Date	Closing Documents Distributed by PAE	Trans Memo submitted to Multifamily Housing	Date Action Other than Closing Occurred
Signet Partners																		
Preservation Office: New York																		
OLDE ENGLISH VILLAGE	MA	Completed*	02344191	01/03/2003		01/21/2003							03/31/2004		07/14/2004	05/18/2004		
				1	0	0	1	0	0	0	0	0	0	1	0	1	1	0
Preservation Office Total				1	0	0	1	0	0	0	0	0	0	1	0	1	1	0
PAE Total				1	0	0	1	0	0	0	0	0	0	1	0	1	1	0

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Figure 9-13-2, Mortgage Restructuring Progress Report (Part II)

9.14 Focus on Production Report

The **Focus on Production Report** (Figure 9-14-1, Focus on Production Report Part I) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 9-14-2, Focus on Production Report Part II) by Preservation Office and PAE. Also, there is a direct link to the property's critical dates' page to view the current dates and update, if necessary.

Home Back Log Off				
Focus on Production Report				
As of 9/13/2001				
Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	<u>13</u>		<u>1</u>	<u>12</u>
Next Week	<u>2</u>			<u>2</u>
September, 2001	<u>47</u>		<u>1</u>	<u>46</u>
October, 2001	<u>53</u>			<u>53</u>
November, 2001	<u>3</u>			<u>3</u>
December, 2001				
January, 2002				
February, 2002				
September, 2001 - February, 2002	<u>103</u>		<u>1</u>	<u>102</u>
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy				

Figure 9-14-1, Focus on Production Report Part I

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Focus on Production Report

Plans (Mortgage Restructuring) Due in Week of 11/14/2004

Preservation Office: Washington

Total: 3

NW Financial Group

Total: 1

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
NY	BURNIE C MCCARLEY GARDENS	800055705	04/23/2004	11/19/2004

Comment:

FER Solutions, Inc.

Total: 2

State	Property Name	Property ID	Date of Acceptance	Estimated Submission Date
MD	FOXWELL MEMORIAL APTS	800009221	07/21/2004	11/17/2004
MD	FRANKLIN SQUARE SCHOOL 100	800009224	07/21/2004	11/17/2004

Comment:

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Figure 9-14-2, Focus on Production Report Part II

9.15 Properties On Hold Report

The **Properties On Hold Report** (Figure 9-15, Properties On Hold Report) lists all assets currently On Hold. A property is placed on hold when impediments to the restructuring process are completely outside of the PAE's control. The 'Recap Places Property On Hold' date freezes the property for all Recap PRA required dates.

Home Back Secure Systems Log Off						
Properties On Hold Report						
Today's Date: 08/09/2013						
	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Signet Partners						
Preservation Office: Washington						
RYAN COURT APARTMENTS	MI	Active	04494055	Mortgage Restructuring	06/24/2013	11/30/2013
Preservation Office Total					1	1
PAE Total					1	1
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Figure 9-15, Properties On Hold Report

9.16 Underwriting Tracking Report

The **Underwriting Tracking Report** (Figure 9-16, Underwriting Tracking Report) lists all Full Debt Restructurings currently submitted to Recap for Underwriting Review.

Home Back Secure Systems Log Off							
Underwriting Tracking Report							
Today's Date: 08/09/2013							
	State	Status (*Partial)	Primary FHA Number	Date Originally Submitted	Date Currently Submitted	Date Assigned to Underwriter	Underwriter Name
Signet Partners							
Preservation Office: Chicago							
Crestal Court	CA	Completed	12135705	03/04/2002	07/17/2002		VAN VICENT
Parkside Villa	CA	Completed	12135904	07/17/2012	07/17/2012		
NEWLAND SQUARE	CO	Completed	10135276	10/24/2002	10/24/2002	10/28/2002	GLEND A M BROWN
RIVER RUN APARTMENTS	IN	Active	07335531	12/23/2011	12/23/2011	12/29/2011	BARBARA LISTOKIN
SEVEN OAKS	MO	Completed	08435225	09/19/2002	09/19/2002		
Avenue Apartments	OH	Completed	04635258	10/11/2001	05/02/2001		
SEM VILLA I	OH	Completed	04644080	10/11/2001	10/11/2001	10/03/2001	NANCY J RICHARDS
Preservation Office Total				7	7	3	
PAE Total				7	7	3	
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Figure 9-16, Underwriting Tracking Report

Note to Users: The Green Retrofit Program (GRP) was created under the American Recovery and Reinvestment Act, 2009 and ended on September 30, 2012 although the data will remain in the M2M System for statistical and reporting purposes. In addition, the references of “Office of Affordable Housing Preservation” and/or “OAHP” will remain in the Green Retrofit Program (GRP) sections of the user guide

10 GREEN RETROFIT PROGRAM MODULE

The Green Retrofit Program module is accessible to OAHP, RO, PAE and Guest Account users by selecting the **Green Retrofit** button on M2M's home screen to open the Green Retrofit Program Screen. Guest Account users will see a limited set of the functions as view only.

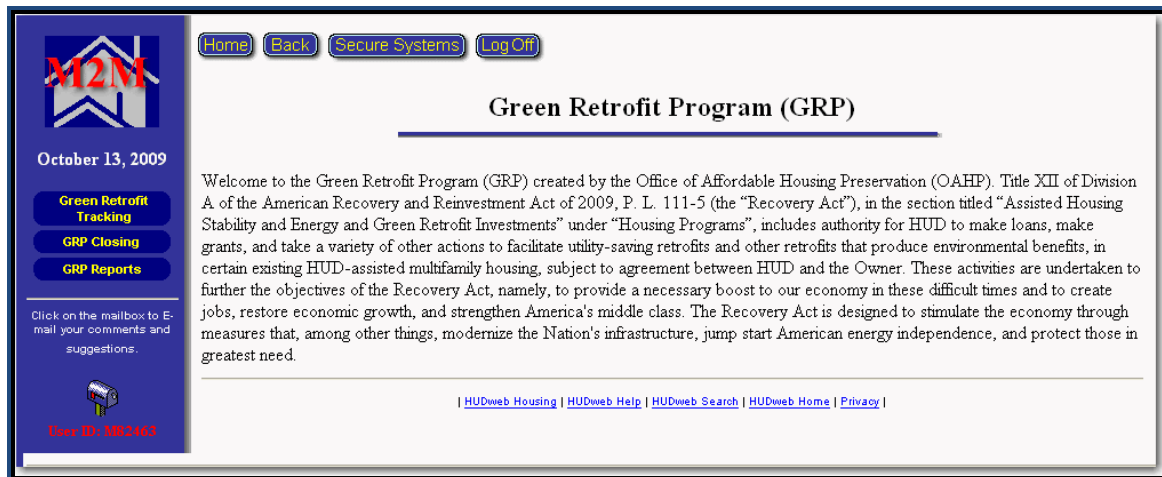


Figure 10, Green Retrofit Program Screen

10.1 Green Retrofit Tracking Module Button

The **Green Retrofit Tracking** button provides access to the GRP properties. Within this module, PAE Users enter Tracking dates data in accordance with the predetermined Green Retrofit Program timeline for **GRP** properties.

10.2 GRP Closing Module Button

The **GRP Closing** button gives Users a facility for tracking and updating select Green Retrofit Properties information and to retain the actual closing figures.

10.3 GRP Reports Module Button

The GRP **Reports** button gives Users access to the reports in the system.

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the **Green Retrofit Tracking** button on left menu of Green Retrofit Menu screen. Within the Green Retrofit Tracking module, PAE users may enter and modify critical date fields and their associated comments, and end the Green Retrofit process.

Clicking **Green Retrofit Tracking** button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 10-1, Search Criteria for Critical Dates Tracking Screen.

The screenshot shows a web application interface for selecting search criteria. At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. The main heading is "Select Search Criteria for Green Retrofit Program Tracking". Below this, the instruction "Select one of the following criteria:" is followed by two input fields: "REMS ID:" and "FHA #:". A horizontal line separates this section from the next. The next section is titled "Or select one or more of the following options:". It contains several dropdown menus and one text input field: "State:", "PAE:", "Debt Restructuring Specialist:", "Property:", "Status:", "Entity Type:", "Section of the Act (SOA):", and "Grant/Loan:". Below these fields are "Continue" and "Clear" buttons. At the bottom, there is a link: "Or click [HERE](#) to get ALL properties." and a footer with links: "HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |".

Figure 10-1, Select Search Criteria for Green Retrofit Program Tracking

Select one of the following criteria available to retrieve properties for the **Green Retrofit Program Tracking** module:

- * Enter a REMS ID for a specify property
- * Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve properties for the **Green Retrofit Program Tracking** module:

- * Select a **State** from the drop-down list
- * Enter a **Property's Name**
- * Select a **Property's Status** (Active or Completed)
- * Select an **Entity Type** (Profit or Non Profit)
- * Select a **Section of the Act** (SOA)
- * Select a **Grant/Loan** (Grant or Grant/Loan)
- * Click the underlined [HERE](#) link to retrieve all properties in the system (assigned to your ID).

10.4.1 Assigned Properties Screen

The **Assigned Green Retrofit Program Properties** screen (Figure 10-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

Status	Property Name	Section of Act	Sec 8 Contract Number	Entity Type	Grant/Loan	Expiration Date	Property City	State
C	Cranberry Ridge	202	AK06S991002	Non-Profit	Grant/Loan	04/25/2007	HOUSTON	AK

Figure 10-2, Assigned Green Retrofit Program Properties

Each PAE User will see a list of all of the properties assigned to them (based on the criteria used to retrieve property). If a PAE User has been assigned a property which is not included in the search results (again, depending upon the search criteria), the PAE User should check with its PAE Coordinator to ensure the assignment has been made in Secured Systems. If the Coordinator does not have access to the property to assign it, the Coordinator should notify its OAHP Preservation Office or OAHP HQ of the discrepancy to obtain a resolution.

10.4.2 Contract Number Link

The **Assigned Green Retrofit Program Properties** screen displays all assigned properties and associated contracts. It also contains the highlighted contract number [FL29M000113](#) as a link to access the **Green Retrofit Program Tracking** module.

Select and click the underlined contract link to retrieve a Green Retrofit Program Tracking screen to enter or view the critical dates related to that property. The contract highlighted will be the first expiring contract for the property. The resulting screen is the **Green Retrofit Program Tracking** screen (discussed in the next section).

10.4.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 10-3, Green Retrofit Program Tracking Screen,

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Green Retrofit Program Tracking

HEREMS Property ID: 800211718
Primary FHA Number: 1768B016
Contract Number: AK065991002
Preservation Office: Washington
HUD Project Manager: LEONA L BLANKENSHIP
Region: Seattle
Debt Restructuring Specialist: NORMAN DAILEY
OAHF/PAE Underwriter: NANCY J RICHARDS

Property Name: Cranberry Ridge
PAE Name: Heskin Signet Partnership
Entity Type: Non-Profit
Grant/Loan: Grant/Loan
Section of the Act (SOA): 202

Enter all dates in mm/dd/yyyy format
Click the **Save** button near the bottom of this screen to save all up-dates/changes.

Original Section 5 Expiration Date (Post MAHRA):

Current Section 5 Expiration Date: 04/25/2007 C

OAHF Receives Green Retrofit Package: 04/24/2009 C*

Complete Application: ☐ Yes ☐ No C

Duplicate Application: ☐ Yes ☐ No C

OAHF Returns Green Retrofit Package: ☒ Yes ☐ No: 04/24/2009 C*

Phase: Assignment/Assessment

OAHF Sends List of Potential Assets: 04/21/2009 C

PAE Clears and OAHF Approves COI: 04/19/2009 C

PAE Accepts Assignment: 04/20/2009

PAE IFA Validation Feasibility Test Completed: ☒ Pass ☐ Fail: 04/21/2009 C

OAHF Approved PAE's IFA Analysis: 04/22/2009 C

Phase: Waivers/Holds

Waiver: 05/01/2009 C Reason: Due Diligence

Waiver No. of Days: 123 C

OAHF Places Property On Hold: 05/02/2009 C Reason: Closing

Anticipated On Hold Removal Date: 05/03/2009 C

OAHF Removes Property From On Hold: 05/04/2009 C

Phase: Due Diligence

3rd Party Reports Ordered: 06/01/2009 C

Tenant Meeting: 06/02/2009 C

3rd Party Reports Accepted as Approvable: 06/03/2009 C

Title Being-Down Received: 06/04/2009 C

Due Diligence Completed: 06/05/2009 C

Phase: Underwriting

PAE Submits Green Retrofit Plan Submission to OAHF: 07/01/2009 C

OAHF Receives PAE's Green Retrofit Plan Submission: 07/02/2009 C

Date Proposed OR Plan Assigned to Underwriter: 07/03/2009 C

Date Underwriter Review of OR Plan Complete: 07/04/2009 C

GPCA Reviewer: ELAINE VAKALOPOULOS

Exhibit A Review Approval Date: 07/05/2009 C

PO/HQ Loan Committee Date: 07/06/2009 C

Green Retrofit Plan Approved by OAHF: 07/07/2009 C

Phase: Commitment Stage

Green Retrofit Plan Commitment Received by OAHF: 08/01/2009 C

Green Retrofit Plan Commitment Reviewed by OAHF: 08/02/2009 C

718-Package Completed and Delivered by OAHF: 08/03/2009 C

718 Approved: 08/04/2009 C Reason: Commitment

718-Approved Grant Amount: C

718-Approved Loan Amount: C

Green Retrofit Plan Commitment Sent to Owner: 08/05/2009 C

Green Retrofit Plan Commitment Executed by Owner: 08/06/2009 C

Green Retrofit Plan Commitment Executed by OAHF: 08/07/2009 C

Expiration Date of Green Retrofit Plan Commitment: 08/08/2009 C

Phase: Closing

Scheduled Closing Date: 09/01/2009 C

PAE Counsel Ready to Close Date: 09/02/2009 C

Closing Date: 09/03/2009 C

Amount of Closed Grant: 12,345.00 C

Amount of Closed Loan: 54,321.00 C

Phase: Post-Closing

Critical Documents Received by OAHF: 10/01/2009 C

Closing Documents Distributed by PAE: 10/02/2009 C

GRF Pre-Development Incentive Paid (Date): 10/03/2009 C

GRF Pre-Development Incentive Paid (Amount): 35,000.00 C

Retrofit/Repair Completion Date: 10/04/2009 C

GRF Efficiency Incentive Paid (Date): 10/05/2009 C

GRF Efficiency Incentive Paid (Amount): 2,468.00 C

Job Creation Incentive Paid (Date): 10/06/2009 C

Job Creation Incentive Paid (Amount): 345,678.00 C

Number of Jobs Created/Saved: 2,468 C

Expected Utility Savings per Project: 123,456.00 C

OAHF Comment Text: C*

PAE Comment Text: C*

Save

Figure 10-3, Green Retrofit Program Tracking Screen

10.5 GREEN RETROFIT PROGRAM CLOSING MODULE

This module is designed to display, and track specific closing information from the Green Retrofit Program information in the M2M system. This module should prove essential to OAHP in collecting some of the data necessary to report total dollar savings from the Green Retrofit program.

There is a search screen when this module is selected as shown below in Figure 10-4, Select Search Criteria for GRP Closing Screen.

Home Back Secure Systems Log Off

Select Search Criteria for Green Retrofit Program Closing

If a property is not listed on the resulting screen(s) of your search, please verify in Green Retrofit Tracking that a closing date has been entered.

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

Preservation Office:

State:

PAE:

Property:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

Closing Date:

Or click: [HERE](#) to get ALL Closings.

| HUDweb Housing | HUDweb Help | HUDweb Search | HUDweb Home | Privacy |

Figure 10-4, Select Search Criteria for GRP Closing Screen

Select one of the following criteria available to retrieve properties for the Closing properties:

- ◆ Enter a REMS ID for a specify property
- ◆ Enter a FHA Number for a specific property

Or select one or more of the following options available to retrieve the Closing properties:

- ◆ Select a **Preservation Office** from the drop-down list
- ◆ Select a **State** from the drop-down list
- ◆ Select a **PAE Name** from the drop-down list

- ◆ Enter a **Property's Name**
- ◆ Select an **Entity Type** (Profit / Non Profit)
- ◆ Select a **Section of Act** (SOA)
- ◆ Select a **Grant/Loan Type**
- ◆ Select a **Closing Date** from the drop-down list
- ◆ Click the underlined [HERE](#) link to retrieve all closing properties in the system

The optional selections of **Closing Date Month** and **Closing Date Year** may be selected by themselves or in combination with the other selections. Figure 10-5, GRP Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Green Retrofit Program Closing screen for that property as shown below in Figure 10-5, Green Retrofit Program Closed properties Screen.





Home Back Secure Systems Log Off											
Green Retrofit Program Closed Properties											
The following 4 out of 4 properties met your All search criteria.											
To view/update a contract's closing information, click its underlined Contract Number .											
PAE Name	Status	Property Name	Section of Act	Model Uploaded	Sec 8 Contract Number	Entity Type	Grant/Loan	Closing Date	Expiration Date	Property City	State
City of Chicago Department of Housing	A	AASC Housing I, Inc.	811		AK06Q971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK
Illinois Housing Development Authority	C	Aurora Commons	236		AK06Q981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTHA	AK
Hedkin Signet Partnership	C	Cranberry Ridge	202		AK06S991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK
Hedkin Signet Partnership	A	Cuphuq House	515		AK06S971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEEBENS	AK
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy											

Figure 10-5, GRP Closed Properties Screen

10.5.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 10-6, Green Retrofit Program Closing Screen, provides an example of the Green Retrofit Program Closing main screen with subdivisions for the model functions and the online Closing screen.

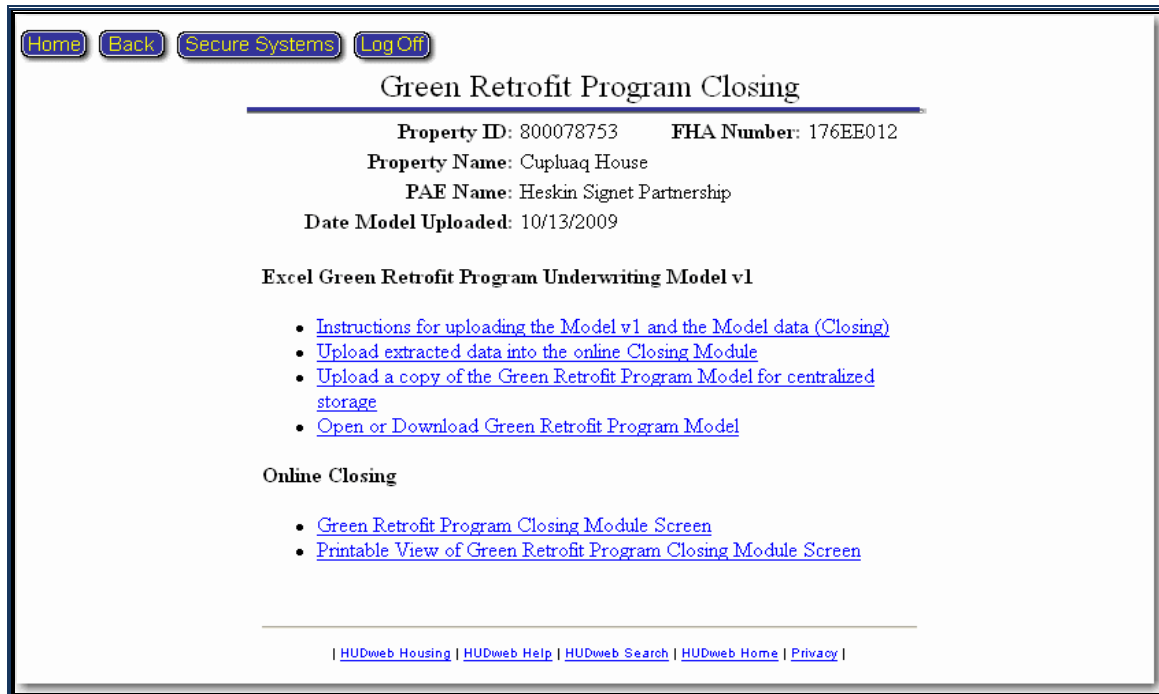


Figure 10-6, Green Retrofit Program Closing Screen

10.5.2 Excel Green Retrofit Program Underwriting Model v1

The following subsections provide detailed instructions showing how to upload the Extract data and Model to the Green Retrofit Program:

- ◆ Instructions for uploading the Model v1 and the Model data (Closing)
- ◆ Upload extracted data into the online Closing Module
- ◆ Upload a copy of the Model for centralized storage

10.5.2.1 Instructions for uploading the Model v1 and the Model data (Closing)

The [Instructions for uploading the Model v1 and the Model data \(Closing\)](#) (shown on the next page as Figure, 10-7, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the Green Retrofit Program for closing:

PrintClose

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for PAEs to

1. upload data from the GRP Excel Underwriting Model automatically into the Closing, (without having to perform data entry into the Closing Module).
2. the final GRP Excel Underwriting model must be uploaded and saved on this centralized, protected server.

There are several steps outlined below to perform these two tasks:

To prepare the Model for uploading into the Closing Module online:

1. Complete the data entry in the GRP Excel Underwriting Model and save as the name - [REMS Property Id][G].xslm (e.g., 800000000G.xslm). It is very important to save the file with the property id number and the "G" suffix and to note the location where the model is saved as well as the REMS #.
2. Go to the last Worksheet Tab in the model named: "Create MIS Upload Worksheet."
3. Click on the Button "Create Extract File."
4. An "extract" file is created automatically and saved in the SAME folder or location as the current Model.
5. The extract file is automatically named the REMS property id.txt (e.g., 8000000000.txt).
6. Print a copy of the worksheets called "Green Export" – to use in the validation of the uploaded data.

To Upload the Extracted Data in order to populate the Closing Module online:

1. Log into the M2M system and go to the Green Retrofit Module and then access the GRP Closing Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Green Retrofit Program Closing screen, select the option: Upload extracted data into the online Closing Module
5. Either type in the path or location of the extract file (txt file) or click on Browse to find it on the workstation. (It will be in the same folder as the model).
6. Click on the button "Upload the File."
 - o If the filename or type of file is incorrect there will be an error displayed.
 - o If the filename matches the REMS property id and is the correct file, the data will be extracted and populate the Closing Module automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the printout from the Model "Green Export" worksheet.
8. Click on Save if the data is valid.
9. Click on Continue to return to the Green Retrofit Program Closing screen.
10. If there were errors in the data and the PAE doesn't want to save the data into the system, cancel by clicking the Back button.
11. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

To upload and save a copy of the GRP Excel Underwriting Model on the centralized server from the Closing Module:

1. Go to the GRP Closing Module in M2M system.
2. Select the property.
3. From the Green Retrofit Program Closing screen select the option: Upload a copy of the Green Retrofit Program Model for centralized storage
4. Either type in the path or location of the Model (excel) file or click on Browse to find it on the workstation.
5. Click on the Button "Upload the File."
6. An error will display if there are problems, otherwise, click on Continue.
7. The model is now saved on the server.

For the PAE or OAHP to view or download to a workstation:

1. Go to the GRP Closing Module screen.
2. Select the Property.
3. From the Green Retrofit Program Closing screen select the option: Open or Download Green Retrofit Program Model
4. If there is an error, it is most likely that the browser is not set up to view Excel and "xslm" needs to be added to the browser's list of applications.
5. Otherwise, choose "save" or "open" – depending on your need.

Figure 10-7, How to Upload Extract and Model Screen

10.5.2.2 Upload extracted data into the online Closing Module

The **Upload extracted data into the online GRP Closing Module** (shown as Figure, 10-8, Upload GRP (Closing) Screen) contains general and detailed information on how to upload extracted data into the online GRP Closing Module:

Home Back Secure Systems Log Off

Green Retrofit Program Properties Upload (Closing)

Property ID: 800078753 FHA Number: 176EE012
Property Name: Cupluag House
PAE Name: Heskin Signet Partnership

Note: This process is to upload the GREEN RETROFIT PROGRAM CLOSING TERMS that were extracted from the Green Retrofit Program model into the text file that was created by clicking the 'Create extract file' button on the 'Create MIS upload worksheet' in the Green Retrofit Program Excel model.

The filename of the data extract to be uploaded must match the REMS property id and have a .txt extension. Performing this upload will overwrite any Closing Terms data for this property that has previously been saved.

Enter the path and name of the data extract file in the space below or click the browse button to locate the file on your workstation.

File to Upload:

[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)

Figure 10-8, Green Retrofit Program Properties Upload (Closing) Screen

Click the Upload the File button to open the Green Retrofit Program Properties Upload (Closing) Screen (shown as Figure, 10-9, Green Retrofit Program Properties Upload (Closing) Screen):

Figure 10-9, GRP Properties Upload (Closing) Screen

Update data and click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to open the Information Saved Screen (shown as Figure, 10-10, GRP Properties Upload (Closing) Information Saved Screen), Then Click the Save button in the screen to save data into M2M database.

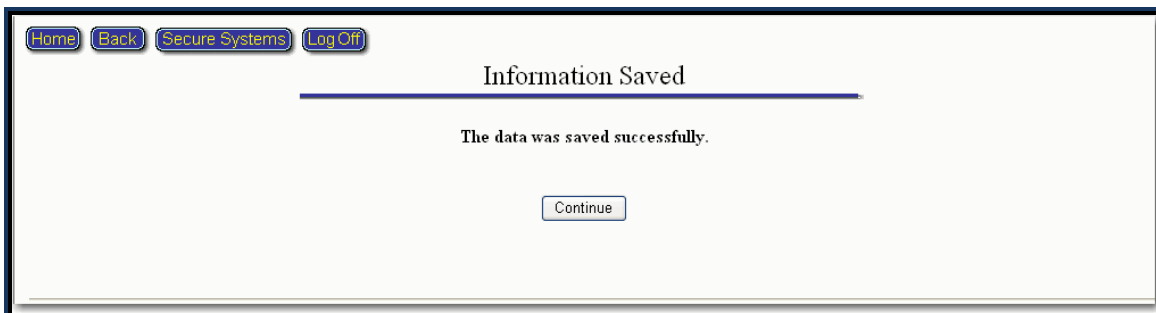


Figure 10-10, GRP Properties Upload (Closing) Information Saved Screen

10.5.2.3 Upload a copy of the Model for centralized storage

The **Upload a copy of the Model for centralized storage** (shown on the next page as Figure, 10-11, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

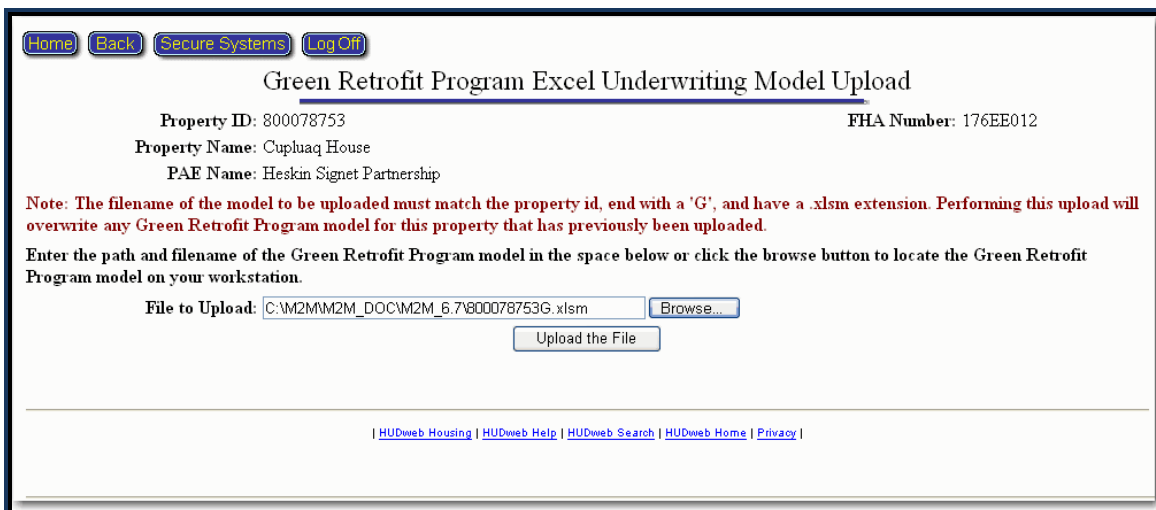


Figure 10-11, Excel Underwriting Model Screen

Performing Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 10-12, GRP Excel Underwriting Model Upload was Successful

Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Screen.

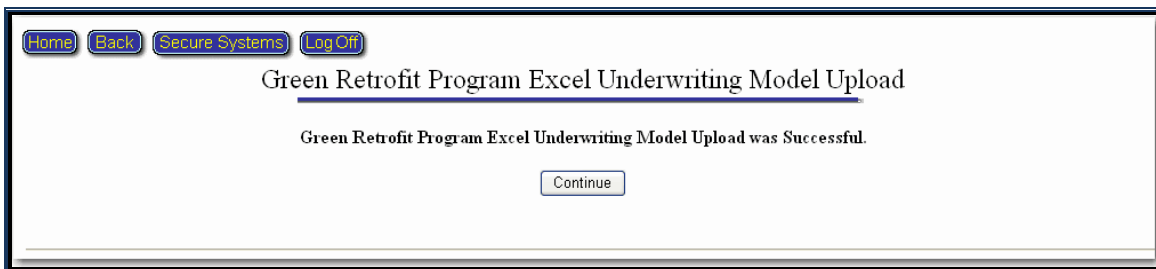


Figure 10-12, GRP Excel Underwriting Model Upload Information Screen

10.5.2.4 Open or Download Model

The **Open or Download Model** function allows users to view or download the GRP Excel Model that has been placed on the centralized server.

10.5.3 Online Closing

The following subsections provide additional information on the data that is required to populate Green Retrofit Program Closing terms:

- * Green Retrofit Program Closing Module Screen
- * Printable View of Green Retrofit Program Closing Module Screen

10.5.3.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 13-9, Closing Module Screen, contains the following sections:

- * General Information
- * Current Unit Summary
- * First Mortgage Loan
- * Other Amortizing Loan
- * Subsidy Contract
- * Utility
- * Sources & Uses
- * Rehab Escrow Needs

After reviewing the information, OAHF users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the **Submit** button on the left menu. Any data changes that may have been made will also be saved.

Figure 10-13, GRP Closing Module Screen

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December 8, 2020

[illegible]

Figure 10-14, Printable View of GRP Closing Module Screen

10.6 GRP REPORTS MODULE

The GRP **Reports** module is accessed by selecting the **Reports** button from GRP's home screen. The reports within the module are a summarization of the data entered in the **Critical Dates Tracking** screens and are management tracking tools to view the overall status of where the assigned properties are in the GRP process. In addition, there are internal management level reports to assist OAHP and its business partners in the management of its Green Retrofit Program assets.

Generally, only **active** properties in the Green Retrofit Program that are assigned to and accepted by a PAE appear in GRP's Reports, though some reports include **completed** properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the GRP **Property Status Report**, only properties that have at least **one critical date** entered into the system are included on the report. The **Property and Report Selection** page is shown below as Figure 10-15, Property and Report Selection Screen:

GRP Property and Reports Selection

October 13, 2009

GRP Asset Allocation
Green Retrofit Tracking
GRP Closing

Click on the mailbox to E-mail your comments and suggestions.

View ID: C1P72K

(Home) (Back) (Secure Systems) (Log Off)

Report Information

Click On Report Title Below:	And View Its Description Here:
Management Reports	The Green Retrofit Assigned Active Properties Report is a list of all of the current Green Retrofit properties, the assigned PAE, and the Green Retrofit phase in which each property resides.
Green Retrofit Assigned Active Properties Report	
Progress Reports	
Green Retrofit Progress Report I	
Green Retrofit Progress Report II	
Green Retrofit Focus on Production Report	

Click Here ☐ To View Printable Version Only ¹

Click Here ☒ To View Screen Version

Click Here ☐ To Download Electronic Version Only ²

Click On **SELECT SEARCH OPTIONS** Button To Continue:

SELECT SEARCH OPTIONS

Click On **Clear Selections** Button To Restore Default Settings:

Clear Selections

¹ To print a selected report:

1. Select the **View Printable Version** Button above.
2. Click **Select Search Options** Button.
3. Select search options and click **Continue** Button.
4. Select **Print** on the File menu.
5. Click on **Properties**.
6. Select **Letter** or **Legal*** on the Paper Size option.
7. Select **Potrait** or **Landscape*** on the Orientation option.
8. Click **OK**.

² To download a selected report:

1. Select the **Download Electronic Version** Button above.
2. Click **Select Search Options** Button.
3. Select search options and click **Continue** Button.
4. Click the **Save** button when it appears, name the file any name and save as type Microsoft Office Excel Comma Separated Value File.

Open Microsoft Excel (or other application of choice) and open the saved file. The file may now be resaved in the format of Excel or

Figure 10-15, GRP Property and Report Selection Screen

10.6.1 GRP Property and Report Selection

The GRP **Reports** module allows users to generate the following reports:

- ◆ Green Retrofit Assigned Active Properties Report
- ◆ Green Retrofit Progress Report I
- ◆ Green Retrofit Progress Report II
- ◆ Green Retrofit Focus on Production Report

To view a report, click the report title in the scroll down selection box and click one of the viewing options. Reports may be viewed on-screen, printed, or downloaded and saved in an electronic format. Next, click the Select Search Options button and make your selections in the opened window.

To save a downloadable version of a report:

7. Select the Download Electronic Version radio button
8. Click the 'Select Search Options' button
9. Select search options and click the 'Continue' button
10. Click the "Save File..." button and name the file a name with a ".csv" extension (e.g., "testrept.csv").
11. Open application of choice (e.g., Microsoft Excel) and the saved file.
12. The file may be resaved in the format of the application.

10.6.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit **Assigned Active Properties Report** (Figure 10-16, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.

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Green Retrofit Assigned Active Properties Report

Today's Date: 10/13/2009

Preservation Office: Chicago									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
City of Chicago Department of Housing	AASC Housing I, Inc.	Non-Profit	Grant/Loan	811	Closing Date	12/29/2009	800078767	ANCHORAGE	AK
CreditVest, Inc.	ALPINE ALTEN ZIMMER	Non-Profit	Grant	515	OAHP Sends List of Potential Assets	07/29/2009	800009877	GAYLORD	MI

Preservation Office: San Francisco									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Heskin Signet Partnership	Cuphuag House	Profit	Grant/Loan	515	Closing Date	08/25/2009	800078713	STEBBINS	AK
Foley and Judell, LLP	Access Anaheim	Profit	Grant/Loan	202	OAHP Sends List of Potential Assets	05/06/2009	800000996	ANAHEIM	CA
ONTRA, Inc.	BAY VISTA METHODIST HEIGHTS	Profit	Grant/Loan	223(c)/221(d)	OAHP Sends List of Potential Assets	08/05/2009	800052180	SAN DIEGO	CA
The Siegel Group, Inc.	MILWOOD APTS	Non-Profit	Grant/Loan	221(d)	OAHP Sends List of Potential Assets	04/29/2009	800001979	CANOGA PARK	CA

Preservation Office: Washington									
PAE Name	Property Name	Entity Type	Grant/Loan Type	Section of Act	Last Critical date	Date	Property ID	Property City	Property State
Jefferson County Assisted Housing Corp.	KNOLLWOOD RETIREMENT CENTER	Non-Profit	Grant	207/223(f)	OAHP Receives Green Retrofit Package	07/25/2009	800000405	ROANOKE	AL
CreditVest, Inc.	BOOTH TOWERS	Profit	Grant/Loan	Other	OAHP Sends List of Potential Assets	09/14/2009	800009125	CUMBERLAND	MD

Figure 10-16, Green Retrofit Assigned Active Properties Report

10.6.3 Green Retrofit Progress Report

The **Green Retrofit Progress Report** details the progress and status of the active GRP properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Green Retrofit Program was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 10-17, Green Retrofit Progress Report (Part I) and Figure 10-18, Green Retrofit Progress Report (Part II).

 **Note:** It is necessary to load legal-sized paper and set you printer to print in landscape mode for this progress report.

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Green Retrofit Progress Report I

Today's Date: 05/05/2014

	State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	OAHP Receives GRP	Complete Application	Duplicate Application	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAHP Places Property On Hold	Anticipated On Hold Removal Date	OAHP Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Approvable
Signet Partners																							
Preservation Office: Chicago																							
Porter Collins Gordon Mason	AR	Completed		Non- Profit	Grant/Loan	800000605	515	06/10/2009	06/04/2009			09/01/2009	09/01/2009	09/02/2009	10/06/2009						10/29/2009	11/18/2009	01/14/2010
CHERRY HEIGHTS- PHASE A	ND	Completed	09444017	Non- Profit	Grant	800013405	256	06/15/2009	06/22/2009			07/13/2009	07/15/2009	07/16/2009	07/21/2009						08/06/2009	09/04/2009	11/03/2009
Preservation Office Total								2	2	0	0	2	2	2	2	0	0	0	0	2	2	2	
PAE Total								2	2	0	0	2	2	2	2	0	0	0	0	2	2	2	

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Retrofit Progress Report I

Today's Date: 05/05/2014

te on	OAHP Returns GRP	OAHP Sends List of Potential Assets	PAE Clears and OAHP Approves COI	PAE Accepts Assign.	PAE IFA Validation Feasibility Test Completed	OAHP Approved PAE's IFA Analysis	Waiver	OAHP Places Property On Hold	Anticipated On Hold Removal Date	OAHP Removes Property from On Hold	3rd Party Reports Ordered	Tenant Meeting	3rd Party Reports Accepted as Approvable	Title Bring- Down Received	Due Diligence Completed	PAE Submits GRP Submission to OAHP	OAHP Receives PAE's GRP Submission	Date Proposed GRP Assigned to Underwriter	Date Underwriter Review of GRP Complete	Exhibit A Review Approval Date	PO/HQ Loan Committee Date	GRP Approved by OAHP
		09/01/2009	09/01/2009	09/02/2009	10/06/2009								10/29/2009	11/18/2009	01/14/2010	11/16/2009	01/14/2010					
		07/13/2009	07/15/2009	07/16/2009	07/21/2009								08/06/2009	09/04/2009	11/03/2009	06/10/2009	11/03/2009					
	0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0
	0	2	2	2	2	0	0	0	0	0	2	2	2	2	2	0	0	0	0	0	0	0

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Figure 10-17, Green Retrofit Progress Report (Part I)

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Green Retrofit Progress Report II

Today's Date: 05/05/2014

	State	Status	Primary FHA Number	Entity Type	Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718. Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date
Signet Partners																					
Preservation Office: Chicago																					
Porter Collier Gordon Manor	AR	Completed		Non-Profit	Grant/Loan	800000605	515														
CHERRY HILLS PHASE A	ND	Completed	09444017	Non-Profit	Grant	800013405	236														
Preservation Office Total								0	0	0	0	0	0	0	0	0	0	0	0	0	
PAE Total								0	0	0	0	0	0	0	0	0	0	0	0	0	

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Green Retrofit Progress Report II

Today's Date: 05/05/2014

Grant/Loan	Property ID	SOA	GRP Commitment Received by OAHF	GRP Commitment Reviewed by OAHF	718. Package Completed and Delivered by OAHF	718 Approved	GRP Commitment Sent to Owner	GRP Commitment Executed by Owner	GRP Commitment Executed by OAHF	Expiration Date of GRP Commitment	Scheduled Closing Date	PAE Counsel Ready to Close Date	Closing Date	Critical Documents Received by OAHF	Closing Documents Distributed by PAE	GRP Pre-Development Incentive Paid Date	Retrofit/Repair Completion Date	GRP Efficiency Incentive Paid Date	Job Creation Incentive Paid Date
Grant/Loan	800000605	515																	
Grant	800013405	236																	
e Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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Figure 10-18, Green Retrofit Progress Report (Part II)

10.6.4 Green Retrofit Focus on Production Report

The **Focus on Production Report** (Figure 10-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.

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Green Retrofit Focus on Production Report

As of 10/13/2009

Preservation Office	Total Received	207/223 (0)	220	221 (0)	221(0)(0) BMIR	221(0)(0) MKT	223(0) (0)	223 (0)	223 231 236	236 241 241/221 241/223 241/236 515	524 (0)	511	Med Rehab	Other Profit	Non-Profit	Grant	Grand/Lean	
Chicago	3	0	0	0	0	0	0	0	0	0	1	0	0	0	0	3	1	2
New York	2	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2
San Francisco	6	1	0	0	1	0	0	1	0	0	1	0	0	0	4	2	2	4
Washington	3	1	1	0	0	0	0	0	0	0	0	0	0	1	1	2	1	2
Total	14	3	1	0	1	0	0	1	0	0	1	1	0	0	6	8	4	10

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Figure 10-19, Green Retrofit Focus on Production Report

11 GLOSSARY AND ACRONYMS

11.1 Glossary

The following are three terms used in the M2M Release 7.8.1. These terms are the three possible options that the PAE is contracted to perform on a property for Recap:

Comp Review (Rent Comparability Review)—One of the three scopes of work possible for assets that are sent to Recap by the HUD Program Centers or Preservation Offices. The owner has determined that current contract rents on the project are below market and submits a request to renew the Section 8 contract at the current rent (Option 1 on the 98-34 form). The HUD Program Center or Preservation Office may refer this property for a rent comparability review to Recap to have a third party market rent determination. The PAE conducts the comparability review to confirm whether current rents are actually below market.

Mortgage Restructuring—One of the three scopes of work possible for assets that are sent to Recap by the HUD Program Centers or Preservation Offices. The owner has determined that contract rents are above market and that the reduction in rents will necessitate restructuring of the project debt. The owner, therefore, requests renewal of the Section 8 contract at market rates, and requests a mortgage restructuring (Option 2 on the 98-34 form). The PAE develops a Restructuring Plan for the assigned property including a reduction in contract rents and restructuring of the mortgage. This level of scope is also referred to as an Recap-Full.

Rent Reduction Only (Rent Reduction Only without Debt Restructuring)—One of the three scopes of work possible for assets that are sent to Recap by the

HUD Program Centers or Preservation Offices. In this scope, the owner requests renewal of the Section 8 contract with rents reduced to market. However, the owner does not request a mortgage restructuring (Option 1 on the 98-34 form). The PAE develops a Subsidy Restructuring Recommendation, which it submits to Recap. This level of scope is also referred to as an Recap-Lite.

Green Retrofit Program (GRP)— Created by the OAHP, in the section titled “Assisted Housing Stability and Energy and Green Retrofit Investments” under “Housing Programs”, includes authority for HUD to make loans, make grants, and take a variety of other actions to facilitate utility-saving retrofits and other retrofits that produce environmental benefits, in certain existing HUD-assisted multifamily housing, subject to agreement between HUD and the Owner.

11.2 Acronyms

FHA	Federal Housing Authority
FMR	Fair Market Rent
FO	Field Office
HFA	Housing Finance Agency
HQ	Headquarters
HUD	Department of Housing and Urban Development
ISP	Internet Service Provider
OAHP	Office of Affordable Housing Preservation
Recap	Office of Recapitalization
PAE	Participating Administrative Entities
PNA	Physical Needs Assessment
URL	Uniform Resource Locator