



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

for the

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



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**Mark-to-Market (M2M)
RELEASE 7.8.1
Online System
Recap 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 (PAEs) 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:

- ◆ Assigned assets to PAEs
- ◆ Critical dates tracking for M2M processes assigned to PAEs
- ◆ Deal restructure plan forms submission and closing data
- ◆ Reporting for PAE management
- ◆ Monitoring and auditing tools for Recap
- ◆ Other information relevant to the M2M Program
- ◆ Accommodate the progressive requirements of the M2M Program administrators

1.2 Business Functions

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

- ◆ Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes
- ◆ 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 support Recap and its business partners in documenting and reporting on M2M Properties
- ◆ Reporting on the progress and performance of PAEs and their assigned properties. Provide Recap with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.

Users of the M2M system include Recap (Headquarters (HQ) and Preservation Office 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. Recap staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system's security may be found in **Section 2, M2M System Security**.

The following hardware and software is required to access and operate M2M RELEASE 7.8.1:

- ◆ Windows 2000 or XP
- ◆ Internet Explorer 7.0 or higher
- ◆ Compatibility mode should be off with IE 10 and above
- ◆ 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.

Recap staff may access the M2M System via either the **Intranet** (<http://hudapps.hud.gov/ssmaster>) or the **Internet** (https://hudapps.hud.gov/HUD_Systems/)

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 All 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):

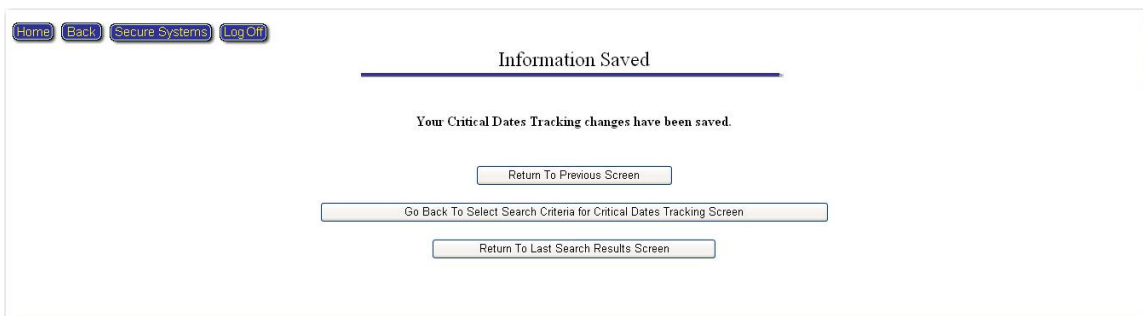


Figure 1-1, Confirmation Screen

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 resulting informational 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. Access to the system will be granted at the user level, restricted to selected Recap HQ, Preservation Offices, HUD Intranet Guests, and PAE;s using the Internet that are acting as agents for Recap. The M2M database contains confidential information on HUD's portfolios and program participants. To perform processing functions in the M2M system, a user must have a valid User ID and password with the necessary roles and security access. The HUD Intranet Guest user will have view-only access to the system (i.e., they will not be able to make any updates to M2M data).

2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

1. Recap HQ
2. Preservation Office
3. Guest
4. PAE

The Recap HQ and Preservation Office level users have a group property assignment function that associates them to all PAEs and properties referred to the M2M system.

The Preservation Offices have more restricted access to the M2M system than the Recap HQ user.

The Guest user has a "view only" access of the properties and the PAEs currently in the M2M system.

The PAE level has specific user property assignments for access to the system, the PAE user will be restricted to viewing and updating the properties to which they have been specifically assigned.

The M2M system reads the user's property assignments and their secured system group to provide additional security in the M2M system.

There are different levels of user access defined for the M2M system based on the user's group affiliation and property assignment is what they have access to view, make data entries or update information in the M2M system. There is an **M2M Administrator** responsible for the access permissions for the Recap (HUD) user ids and the coordination of the PAE registration for user and coordinator ids and their permission levels.

Recap users must fill out a form to obtain a HUD user id, then gain approval for a user id and M2M access from their supervisor and the M2M system administrator. ADP Security assigns a unique user id to all HUD staff requesting.

For PAEs, there are two roles: **Coordinator** and **User**.

For Recap, there are two roles: **HQ** and **Preservation Office** roles.

PAE coordinators are responsible for permission levels for the users registered under their Tax ID for the M2M system access. Property assignment maintenance is the primary responsibility of the PAE Coordinator.

Recap HQ has asset allocation rights, approval rights, and other data entry responsibilities

Recap Preservation Office users have similar rights as the Recap HQ users. The primary difference is the edit rights are restricted to HQ only.

The six M2M Recap Preservation Offices (**San Francisco; New York; Chicago; Washington, DC; Recap Transaction Center; and Centralized Closing**) have Recap HQ as their system administrator for the M2M program. The Preservation Offices will be responsible to notify Recap HQ of any changes in staff working on the M2M program in order to manage the access to the M2M system.

3 ACCESS TO THE M2M LOGIN SCREEN

The M2M home screen may be accessed by authorized system users through HUD's Intranet. Users must have a Secure System user ID and password. **Reminder: both the user ID and password are case-sensitive.**

3.1 Login Procedures


Recap staff may access the M2M system through HUD's Intranet home Screen in Secure Systems or via the Internet. Access through the **Intranet** is by typing the following Intranet address: <http://hudapps.hud.gov/ssmaster>.

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 its 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 Secure 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):

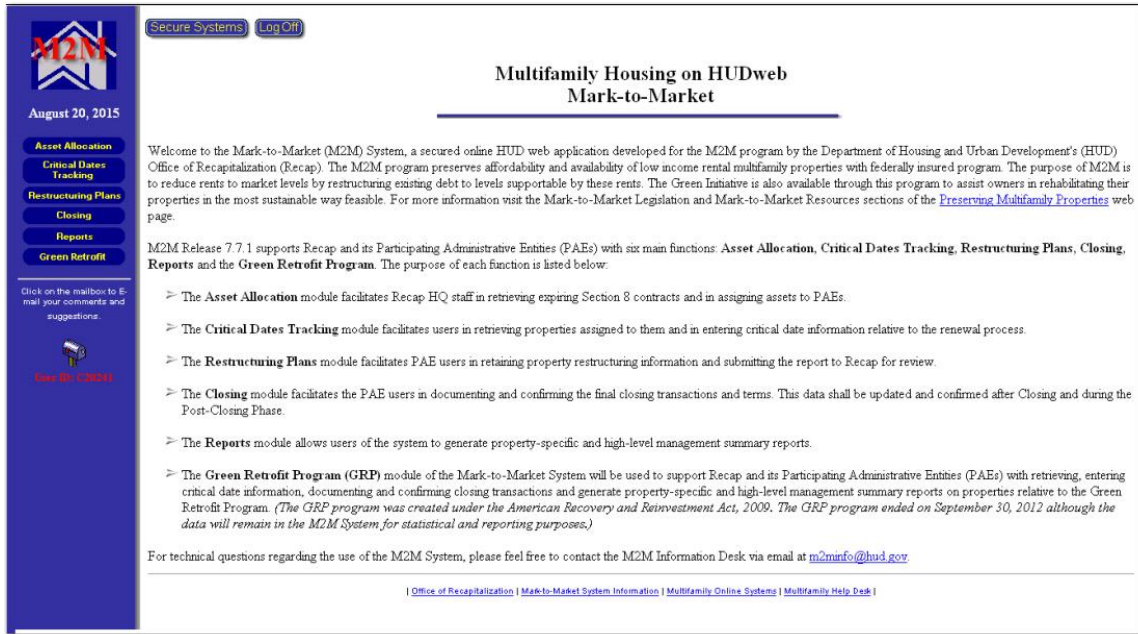


Figure 4-1, M2M Home Screen

4.1 Asset Allocation Module Button

The **Asset Allocation** button provides access for a Recap HQ user to add or update PAEs to the M2M system, after which, the PAE may be assigned properties by a HQ user.

4.2 Critical Dates Tracking Module Button

The **Critical Dates Tracking** button provides access to the M2M properties. Within this module, 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)**, and **Rent Comparability Review (Comp Review)** properties.

4.3 Restructuring Plans Module Button

The **Restructuring Plans** button provides Users with access to restructuring plan forms for assigned M2M properties. Online forms are for PAEs with properties going through the **Mortgage Restructuring** (Form 5.2, Part II.B Case Memorandum Term Sheet) and the **Rent Reduction Only** (Form 10.2 Recap Reduction of Rent and Section 8 Contract Renewal Justification) renewal options and must be submitted by the PAEs via the M2M system to Recap.

4.4 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.

4.5 Reports Module Button

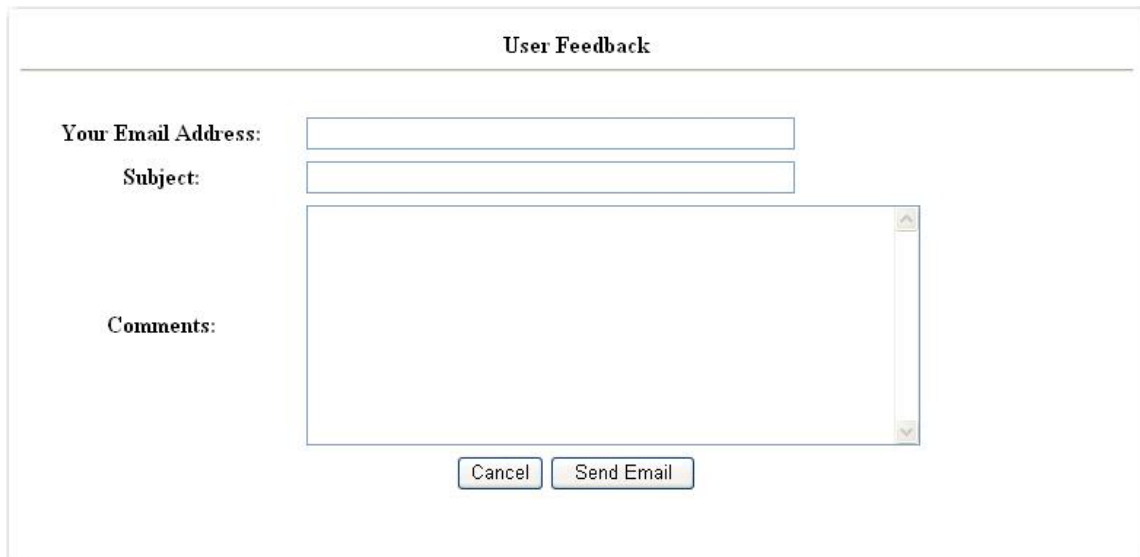
The **Reports** button gives Users access to the reports in the system.

4.6 Green Retrofit Button

The **Green Retrofit** button facilitates users in retrieving properties assigned to them under the Green Retrofit portfolio and in entering critical date information relative to the retrofit process.

4.7 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 image shows a 'User Feedback' popup window. It has a title bar with the text 'User Feedback'. Inside the window, there are three input fields: 'Your Email Address:' with a single-line text box, 'Subject:' with a single-line text box, and 'Comments:' with a larger multi-line text box. At the bottom of the window, there are two buttons: 'Cancel' and 'Send Email'.

Figure 4-2, User Feedback Screen

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

4.8 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 HUD web 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**—Renewal with mortgage restructuring
2. **Rent Reduction Only**—Renewal with rent reduction and no debt restructuring (also referred to as Recap Life)
3. **Comp Review**—An owner declares its rents are below market and HUD's field office has requested a third party rent comparability review to determine market rents
4. **Post M2M Comp Review**—Mark-Up-To-Market Comp Review, A Comp Review performed after a Rent Reduction Only or Mortgage Restructuring has been completed

It is imperative that attention to detail be paid when entering data in the **Critical Dates Tracking** and the **Restructuring Plans** modules. Reports use this data to determine the progress and performance of the PAEs, Preservation Offices, and Recap.

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

Additional detailed information concerning the Critical Dates Tracking and Restructuring Plans modules may be found in **Section 7, Critical Dates Tracking Module** and in **Section 8, Restructuring Plans Module**, respectively.

6 ASSET ALLOCATION MODULE

The Asset Allocation module is accessible to Recap and Guest Account users by selecting the **Asset Allocation** button on M2M's home screen. Recap RO and Guest Account users will see a limited set of the functions as view only.

6.1 Asset Allocation Screen

The following screen (Figure 6-1, Asset Allocation Screen) will be returned when the Asset Allocation module button is clicked:



Figure 6-1, Asset Allocation Screen

The **Asset Allocation** screen allows access to the following functions:

- ◆ Add New PAEs
- ◆ View Existing PAEs and Assigned Portfolios
- ◆ Retrieve New Contracts from REMS
- ◆ Retrieve Contracts Referred to Recap, but not through REMS
- ◆ Retrieve Mod/rehab Properties
- ◆ Review Assets Referred to Recap via REMS, but not yet received
- ◆ Review Assets Received at Recap waiting PAE Assignment

- ◆ Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
- ◆ Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment
- ◆ Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- ◆ Assign/Update Portfolio Manager
- ◆ Update Rehab Escrow Account Closed Date
- ◆ Change Preservation Office
- ◆ Ineligible Properties

The buttons appear in this order to logically instruct the user to complete the addition of a PAE (if not previously added to the M2M system) before attempting to assign properties.

The left side of this page provides access to the Critical Dates Tracking, Restructuring Plans, Closing, and Reports modules by clicking the respective buttons.

6.2 Add New PAEs Screen

This is the first step in adding new PAEs into M2M. When the **Add New PAEs** button is clicked, the screen below (Figure 6-2, Select a New PAE Screen), will appear:

The screenshot shows the 'Select A New PAE' screen. On the left sidebar, there is a logo with 'M2M' in red, the date 'September 14, 2001', and four buttons: 'Critical Dates Tracking', 'Restructuring Plans', 'Closing', and 'Reports'. Below these is a message about a mailbox and a 'User ID: C12259' at the bottom. The main content area has a title 'Select A New PAE' and instructions: 'To add a PAE to the Mark-to-Market system, enter the **Tax Identification Number** of the PAE below.' There is a text input field labeled 'PAE TIN #:' with 'Continue' and 'Clear' buttons. At the bottom, there are links: '| [HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#) |'.

Figure 6-2, Select a New PAE Screen

The Recap HQ user must have the **Tax ID Number (TIN)** of each PAE that will be added. The M2M administrator notifies the REMS' administrator of new PAEs and their Tax ID numbers. The PAE and its TIN must exist in the REMS' Participant table **before** the PAE can be added to the M2M system. If an error message is returned, please recheck the TIN entered and, if necessary, contact the Recap security administrator. Do not use a dash when entering a TIN.

When a valid REMS PAE TIN is entered, the following **Add a PAE** screen will appear (shown on the next page as Figure 6-3, Add a PAE Screen). Where applicable, existing data from the REMS system is used to populate fields. Some fields will appear blank if the information is not found in REMS. The Recap HQ user is encouraged to complete, update and correct the M2M PAE data, whenever possible. The data used in the M2M system is what will be retained for M2M reporting and later submitted back to HUD.

The screenshot shows the 'Add a PAE' screen with the following fields and values:

- PAE Name: Jeffrey F. Francoeur, Jr./DBA Francoeur Realty
- Address: 306 High St
- City: Somersworth
- State: NEW HAMPSHIRE
- Zip: 03878
- PAE Type: (dropdown menu)
- HFA Type: (dropdown menu)
- Jurisdiction: (dropdown menu)
- Contact 1 Name: (empty)
- Contact 1 Phone: (empty)
- Contact 1 E-mail: (empty)
- Contact 2 Name: (empty)
- Contact 2 Phone: (empty)
- Contact 2 E-mail: (empty)
- Telephone: (603) 692-2385
- Fax: (empty)
- Director: (empty)
- Project Manager: (empty)
- Proj. Mgr. Email: (empty)
- PAE Start Date: (empty)
- Assigned Preservation Offices: (dropdown menu)
- PAE Active Status: Active
- Cap: 0
- Current Active Property Assignment: 0
- Cumulative Property Assignment Number: 0
- Comment Box: (empty)
- GRP PAE: (dropdown menu)

Buttons: Save Changes, View Existing PAEs

Figure 6-3, Add a PAE Screen

After entering or updating PAE-related data, click the **Save Changes** button to save entered data.

6.2.1 Data Entry

The PAE Name field should have been automatically filled in. **Do not** change the spelling of the PAE Name.

It is mandatory that a value be chosen for the **PAE Type** field when adding a new PAE to the M2M system. The user must indicate by selecting from a drop-down box whether the entity is a **Public** or **Non-Public** PAE. If no value is chosen when an attempt is made to save data, an error message will be displayed.

6.2.2 Successful Record Addition

M2M displays a confirmation message after a new PAE is successfully added to the system. After a PAE has been added into the M2M system, it is now available to receive property assignments by Recap HQ.

Clicking the [View Existing PAEs](#) link will take the user to the PAEs screen, where all of the PAEs in the system may be viewed and/or updated. The PAEs screen is further explained in [Section 6.3, View/Update PAEs Screen](#).

6.3 View/Update PAEs Screen

After a PAE has been entered into the M2M system, the Recap HQ user may view or update PAE-related data, as necessary.

When the [View/Update PAEs](#) button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:

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

PAEs

To [View/Update](#) PAE Details, click an underlined PAE name.

PAE Name	PAE Type (Public/Non-Public)	Jurisdiction	PAE Status (Active/Inactive)	Cumulative Property Assignment	Active Total Full Life Comp	Cap Assigned Preservation Offices
City of Chicago Department of Housing	P	Chicago, IL	A	10	0 0 0 0	0 Chicago
City of Indianapolis	P	Indianapolis, IN	A	5	0 0 0 0	0 Chicago
Colorado Housing & Finance Authority	P	Colorado	A	15	0 0 0 0	0 San Francisco
Connecticut Housing Finance Authority	P	Connecticut	I	9	0 0 0 0	0 New York
CFC Recapture, Inc.	N	NY, PA, DE, NY	I	76	0 0 0 0	0 New York
CreditVest, Inc.	N	NY, PA, OH, DC, MD, WI	A	551	19 11 8 0	0 Multiple Assigned Preservation Office
DC Housing Finance Agency	P	DC	I	7	0 0 0 0	9 Washington
First Housing Development Corporation	N	AL, AR, FL, MS, OK, SC	A	263	0 0 0 0	0 Washington
Florida Housing Finance Corporation	P	Florida	I	22	0 0 0 0	25 Washington
Foley and Jodell, LLP	N	LA, MS, TN, TX, WV, FL, AL, SC	A	221	0 0 0 0	0 Washington
Housing Authority of the City of Atlanta	P	Atlanta, GA	A	26	0 0 0 0	0 Washington
Housing Dep. Commission of Montgomery Co.	P	Montgomery Co. MD	I	0	0 0 0 0	0 Washington
Hubs Housing & Finance Association	P	Idaho	A	3	0 0 0 0	4 San Francisco
Illinois Housing Development Authority	P	Illinois	A	18	0 0 0 0	0 Chicago
Indiana Housing Finance Authority	P	Indiana	A	51	0 0 0 0	0 Chicago
Iowa Housing Authority	P	Iowa	I	17	0 0 0 0	0 Chicago
Kentucky Housing Corporation	P	Kentucky	I	30	0 0 0 0	0 Washington
Knap Co. Consolidated Housing Authority	P	Knap Co., WA, OR	A	55	0 0 0 0	0 San Francisco
Louisiana Housing Finance Agency	P	Louisiana	A	56	0 0 0 0	0 Washington
Maine Housing Authority	P	Georgia (Ex-Atlanta)	A	13	0 0 0 0	0 Washington
Maine State Housing Authority	P	Maine	I	1	0 0 0 0	0 New York
Massachusetts Housing Finance Agency	P	Massachusetts	I	8	0 0 0 0	0 New York
Michigan State Housing Dev. Authority	P	Michigan	I	0	0 0 0 0	4 Chicago
Minnesota Housing Finance Agency	P	Minnesota	I	6	0 0 0 0	0 Chicago
Missouri Housing Dev. Commission	P	Missouri	I	12	0 0 0 0	19 Chicago
Norfolk Affordable Housing Partners	P	Alabama	A	69	0 0 0 0	23 Washington
New Hampshire Housing Finance Authority	P	New Hampshire	I	2	0 0 0 0	0 New York
New Jersey Housing & Mortgage FA	P	New Jersey	I	3	0 0 0 0	0 New York
New Mexico Mortgage Finance Authority	P	New Mexico	A	11	0 0 0 0	0 Washington
New York State Housing Finance Agency	P	New York	A	19	0 0 0 0	10 New York
North Carolina Housing Finance Agency	P	North Carolina	A	27	0 0 0 0	0 Washington
North Dakota Housing Finance Agency	P	North Dakota	A	12	0 0 0 0	7 San Francisco
NW Financial Group	N	Northwest US	A	247	0 0 0 0	0 New York
Ohio Housing Finance Agency	P	Ohio	I	10	0 0 0 0	43 Chicago
Oklahoma Housing Finance Agency	P	Oklahoma	I	2	0 0 0 0	19 Washington
ONTRA, Inc.	N	AL, AZ, CA, HI, IL, IN, MI, MN, MT, NE, NY, OH, TX, VA, WI, WV	A	478	0 0 0 0	0 Multiple Assigned Preservation Office
Puerto Rico Housing Finance Corporation	N	Puerto Rico	A	0	0 0 0 0	0 Washington
Recap Chicago - State	N		A	1	0 0 0 0	0 Chicago
Recap Transaction Center PAE	N		I	17	0 0 0 0	0
Recap WFO - CreditVest	N		A	2	0 0 0 0	0 Washington
Recap WFO - ONTRA	N		A	5	0 0 0 0	0 Washington
REP Scholastic, Inc.	N	multiple states	A	365	0 0 0 0	0 Multiple Assigned Preservation Office
Rhode Island Housing & Mortgage FC	P	Rhode Island	I	4	0 0 0 0	0 New York
Sizem Partners	N	Midwest/West	A	623	21 12 9 0	0 Multiple Assigned Preservation Office
South Carolina State RFD	P	South Carolina	I	10	0 0 0 0	0 Washington
South Dakota Development Authority	P	South Dakota	A	19	0 0 0 0	0 San Francisco
Southeast Texas Housing Finance Corp.	P	SE Texas	I	3	0 0 0 0	0 Washington
Tennessee Housing Development Agency	P	Tennessee	I	8	0 0 0 0	32 Washington
The David Group, Inc.	N	TX, OK, SC	A	162	0 0 0 0	0 Multiple Assigned Preservation Office
Utah Housing Corporation	P	Utah	A	11	0 0 0 0	0 San Francisco
Vermont Housing Finance Agency	P	Vermont	I	0	0 0 0 0	0 New York
Washington State Housing Finance Comm.	P	Washington	I	15	0 0 0 0	0 San Francisco
West Virginia Housing Development Fund	P	West Virginia	I	2	0 0 0 0	0 Washington
Wisconsin Housing & Econ. Dev. Authority	P	Wisconsin	I	23	0 0 0 0	0 Chicago

Figure 6-4, PAEs Screen

This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the Recap HQ user either through the [PAE View/Update PAE Details](#) screen or the [Add PAE](#) screen.

6.3.1 View/Update PAE Data

To view or update a PAE's existing data, click its underlined link and the following View/Update PAE Details screen will be returned, Figure 6-5, View/Update PAE Details Screen:

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

View/Update PAE Details

To view this PAE's assigned properties, click [Assigned Properties](#).

PAE Name: City of Chicago Department of Housing ID: 13762
Address: 318 South Michigan Ave.

City: Chicago
State: ILLINOIS
Zip: 60604-

PAE Name:
Address:
Suite
City:
State:
Zip: -
PAE Type:
HFA Type:
Jurisdiction:
Contact 1 Name:
Contact 1 Phone:
Contact 1 E-mail:
Contact 2 Name:
Contact 2 Phone:
Contact 2 E-mail:

Telephone:
Fax:
Director:
Project Manager:
Proj. Mgr. Email:
PAE Start Date:
Assigned Preservation Offices:
PAE Active Status:
Cap:
Current Active Property Assignment: 0
Cumulative Property Assignment Number: 10
Comment Box:
GRP PAE:

Assigned Properties

To view/update a contract's critical dates, click its underlined contract number.

Property ID	Contract Status	Property Name	Contract Number	Contract Renewal Type	Expiration Date	Property City	Property State	Unassign Property
800005993	C	HYDE PARK APARTMENTS	IL060024001	Pull	03/01/2018	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800040051	C	LAKEVIEW TERRACES	IL001M09001	Ltr	12/05/2001	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006139	C	McOUI Parc	IL061000145	Ltr	10/31/2000	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006144	C	MICHIGAN TOWERS	IL060000061	Ltr	03/31/2013	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006225	C	PAUL G STEWART APTS III	IL060024006	Pull	10/31/2015	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006234	C	PETERSON PLAZA	IL060032016	Ltr	07/05/2022	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006260	C	PULLMAN WHEELWORKS	IL060000113	Pull	11/06/2031	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006335	C	SOUTH APTS	IL060048012	Ltr	05/12/2032	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800006401	C	THORNDALE MANOR	IL060032013	Ltr	10/31/2020	CHICAGO	ILLINOIS	<input type="button" value="C"/>
800040044	C	WEST END RESID	IL001M09001	Pull	03/28/2002	CHICAGO	ILLINOIS	<input type="button" value="C"/>

Figure 6-5, View/Update PAE Details Screen

This screen closely resembles the [Add New PAE](#) screen. Its purpose is to allow the Recap HQ user the ability to update or add PAE data, as necessary. For

example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

6.3.2 Assigned Properties Section

At the bottom of the View/Update PAEs screen, all of the current properties assigned to the PAE are listed in the **Assigned Properties** section. Clicking an underlined **contract number** link will take the user directly to the Critical Dates Tracking data entry screen for that property. No properties will appear unless they have been assigned (refer to **Section 6.8.3, Review Asset Received at Recap waiting PAE Assignment**). This module is further discussed in detail in **Section 7, Critical Dates Tracking Module**. A Comment field is also available for each property.

6.3.3 Unassign Property

Recap HQ users may unassign a property from a PAE by putting a check mark (☒) in the **Unassigned Property** box next to each property that is to be unassigned. Once the **Save Changes** button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Assets module. This action will reduce the PAE's **Current Active Property Assignment** and the **Cumulative Property Assignment Number** counts by one for each property unassigned as well as create a history record of the action. The Recap Receives Referral from Field Office' date is retained in the current critical dates to allow reassignment of the property.

6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M RELEASE 7.8.1 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

At least once a day, a Recap HQ user should retrieve new Section 8 contracts that qualify for the M2M Program from the REMS database by clicking the **Retrieve New Contracts from REMS** link (located on the **Asset Allocation** page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear.

From the **Retrieve New Contracts** confirmation screen, the Recap HQ user may select the **Review Assets** button to continue. The **Review Assets Referred to Recap via REMS, but not yet received** link (located on the **Asset Allocation** screen) will also take the User to the selection criteria for the Review Assets Referred to Recap via REMS, but not yet received section (as illustrated in

Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to Recap have been retrieved.

Note: To ensure that M2M-related properties are available for assignment on a timely basis, the Retrieve New Contracts button should be clicked at least once a day.

The screenshot shows a web application interface for M2M. On the left is a blue sidebar with a house icon and 'M2M' text, a date 'August 27, 2015', and buttons for 'Critical Dates Tracking', 'Restructuring Plans', 'Closing', 'Reports', and 'Green Retrofit'. The main content area has a title bar with 'Home', 'Back', 'Secure Systems', and 'Log Off' buttons. Below this is the heading 'Select Search Criteria for Reviewing Assets Referred to Recap via REMS But Not Received'. The form contains two sections: 'Select one of the following criteria:' with input fields for 'REMS ID:' and 'FHA #:', and 'Or select one or more of the following options:' with input fields for 'Property:' and a 'State:' dropdown menu. There are 'Continue' and 'Clear' buttons. At the bottom, a link 'HERE' is underlined, followed by the text 'to get ALL the properties Referred to Recap via REMS But Not Received.' and a footer with links: 'Office of Recapitalization | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk'.

Figure 6-6, Select Search Criteria

Select one of the following criteria available to search for properties to be received:

- ◆ 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 search for properties to be received:

- ◆ Enter a Property's Name for a specific property
- ◆ Select a state from the drop-down list
- ◆ Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

6.5 Retrieve Contracts Referred to Recap, but not through REMS Screen

Clicking this link from the Asset Allocation screen will display the screen shown below, Figure 6-7, Retrieve Contract Referred to Recap, but not through REMS. This function is for retrieving properties into M2M that have been referred to Recap, but have not had the proper renewal option code updated in REMS. The properties may be requested by property ID number or contract number.

M2M
August 27, 2015
Critical Dates Tracking
Restructuring Plans
Closing
Reports
Green Retrofit
Click on the mailbox to E-mail your comments and suggestions.
New 801 (2024)

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

Compile List Of Contracts Referred to Recap, but not through REMS

Enter Up To 10 Property IDs And/Or Contract Numbers In The Boxes Below:

Enter Up To Ten Property IDs Below:

1	2
3	4
5	6
7	8
9	10

Enter Up To Ten Contract Numbers Below:

11	12
13	14
15	16
17	18
19	20

Continue Clear

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Figure 6-7, Retrieve Contract Referred to Recap, but not through REMS

6.6 Retrieve Mod/Rehab Properties Screen

This function allows Recap HQ users to retrieve designated Mod/Rehab properties into M2M. The property may be selected by entering the Property Number or the FHA Number. Since these properties do not have renewal contracts, the user must enter a Contract Number and Expiration Date for tracking purposes within M2M. All currently saved mod/rehab contract numbers should be in the new format according to user defined specifications(For Example: FL001MR0001). The entry screen is show below in Figure 6-8, Mod/Rehab Properties Screen.

M2M
August 27, 2015
Critical Dates Tracking
Restructuring Plans
Closing
Reports
Green Retrofit
Click on the mailbox to E-mail your comments and suggestions.
New 801 (2024)

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

Select A Mod/Rehab Property

To add a Mod/Rehab Property to the Mark-to-Market system, enter the **Property Number** or the **FHA Number** and the **Contract Number** and its **expiration date** below.

Property #:
OR
FHA #:
AND
Contract #:
AND
Expiration Date:

Continue Clear

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Figure 6-8, Mod/Rehab Properties Screen

6.7 Review Assets Referred to Recap via REMS, but not yet received

The Review Asset Referred to Recap via REMS, but not yet received function allows Recap HQ users to review and assign receive dates to the selected

properties. The search screen is described and shown in [Section 6.4 Review New Contracts from REMS Screen](#) and [Figure 6-6, Select Search Criteria screen](#). The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

1. Click the Add check box ☐ next to the Property ID to indicate the property is have a Referral Receipt Date
2. If desired, click the Comment Box to enter any comments
3. Enter the desired Referral Receipt Date (defaulted to current date)
4. Repeat steps 1-3 for each additional property
5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
6. After all property selections have been made, enter your first name, middle initial, and last name in the [Enter Your Name](#) field

Enter Your Name:
7. Click the Submit button to save the Referral Receipt Dates and/or Ineligible designations for your selections

The Referral Receipt Date for a property will not be saved by M2M unless there is a check mark in the [Add](#) box in addition to the Recap HQ approver's name in the [Enter Your Name](#) field.

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the [Retrieve Asset Referred to Recap via REMS, but not yet received](#) page is retrieved (depending upon the selection criteria used). Shown below in [Figure 6-9, Review Asset Referred to Recap via REMS, but not yet received Screen](#), is a sample screen of selected properties.

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

Review Assets Referred to Recap via REMS But Not Received

The following 1 out of 1 properties met your All search criteria.

- Check the Add box (☒) next to each property that you are adding a referral receipt date.
- Click the pop-up box next to each property ID to add any comments.
- Click the Submit button below to save your additions.

Add	Property ID	Property Name	Property City	State	Sec 8 Contract Number	Effective Date	Project Manager	Referral Date	Sec 8 Contract Renewal Type	Referral Receipt Date	Ineligible	
<input type="checkbox"/>	<input type="text" value="C"/>	800001372	DEL AMO GARDENS	LONG BEACH	CA	CA16M000284	02/01/2019	JENNIFER.NGO	Lite	<input type="text" value="05/07/2020"/>	<input type="checkbox"/>	<input type="text" value="C"/>

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

Figure 6-9, Review Asset Referred to Recap via REMS, but not yet received Screen

6.8 Review Assets Received at Recap waiting PAE Assignment

The **Review Asset Received at Recap waiting PAE Assignment** screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the Recap HQ user the ability to:

- ◆ See the geographically recommended PAE for a property
- ◆ Choose another PAE for the property
- ◆ Review a summary of the PAE that is being considered for selection
- ◆ Review a listing of all the properties awaiting assignment in the M2M system
- ◆ Review the M2M renewal type currently entered in REMS and the option of changing it in M2M
- ◆ Utilize comment boxes to add information/comments, as needed, for each assignment
- ◆ Indicate that the property is to be Ineligible
- ◆ Indicate that the property is to be a partial assignment for a Mortgage Restructuring Plan and Rent Reduction Only.
- ◆ Selecting one of the 3 Recap PAE (Recap WPO – Creditvest, Recap WPO – ONTRA, Inc., or Recap Chicago – Heskin) shall require the property to be selected as a partial if it's a Full or Lite renewal type.

The screen is depicted below as Figure 6-10, Review/Assign Assets Screen:

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

Review / Assign Assets

The following 3 out of 3 properties met your **All** search criteria.

- Check the Assign box (☒) next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- Click the pop-up box next to each property ID to add any comments.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Partial	Sec 8 Contract Renewal Type	Preservation Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap
<input checked="" type="checkbox"/> <input type="text" value="C"/>	SENIOR HERITAGE PLAZA	COLORADO SPRINGS	CO	C099T851004	10/29/2027	<input type="checkbox"/>	Full		Colorado Housing & Finance Authority	15	0
<input checked="" type="checkbox"/> <input type="text" value="C"/>	BRITTANY COURT	Gardner	KS	KS16H156001	07/31/2008	<input type="checkbox"/>	Lite		No Assigned PAE	0	0
<input checked="" type="checkbox"/> <input type="text" value="C"/>	PINE TERRACE APTS	LAWTON	OK	OK560013006	06/30/2010	<input type="checkbox"/>	Full		No Assigned PAE	0	0

Enter Your Name: (First name, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

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

Review / Assign Assets

The following 3 out of 3 properties met your **All** search criteria.

(☒) next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.

box next to each property ID to add any comments.

Click the Submit button below to save your assignments.

Property City	State	Sec 8 Contract Number	Expiration Date	Partial	Sec 8 Contract Renewal Type	Preservation Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment	Indigible
COLORADO SPRINGS	CO	C099T851004	10/29/2027	<input type="checkbox"/>	Full		Colorado Housing & Finance Authority	15	0	2	<input type="checkbox"/> <input type="text" value="C"/>
Gardner	KS	KS16H156001	07/31/2008	<input type="checkbox"/>	Lite		No Assigned PAE	0	0	0	<input type="checkbox"/> <input type="text" value="C"/>
LAWTON	OK	OK560013006	06/30/2010	<input type="checkbox"/>	Full		No Assigned PAE	0	0	0	<input type="checkbox"/> <input type="text" value="C"/>

Enter Your Name: (First name, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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

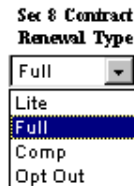
Figure 6-10, Review/Assign Assets Screen

The following steps direct users in making property assignments in the M2M system (for each property that will be assigned to a PAE):

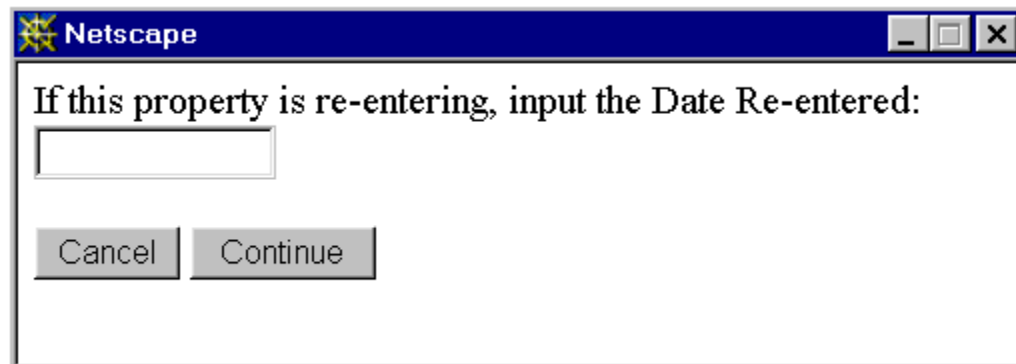
1. Review property data to ensure that it is accurate and complete

♪ **Note:** Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.

2. Review the Contract Renewal Type field for the property to ensure that it is accurate. If necessary, click the drop-down box to change the renewal option (This change should only be made with the documentation from the HUD Field Office or owner verifying the renewal option).



3. A pop-up window with the text 'If this property is re-entered, input the Data Re-entered:', and an input field shall be displayed if previously approved rent reduction only (lite) is changed to a mortgage restructuring (full).



♪ **Note:** This change is only effective within the M2M system and it may be necessary to contact other representatives of other systems to correct or update data.

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have "No Assigned PAE" as its Recommended PAE Name

No Assigned PAE

If there is no recommended PAE or to select a different PAE than what was recommended, click the Recommended PAE Name drop down list to select one from a list of PAEs. Click the Continue button to save the PAE selected from the list.

5. Click the Assign check box ☐ next to the Property ID to indicate assignment approval
6. If desired, click the Comment Box to enter any comments about the property assignment
7. If desired, click the Partial check box ☐ next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only)
8. If there is no selected Preservation Office or to select a different Preservation Office than what was selected, click the Preservation Office drop down list to select one from a list of Preservation Office.



A screenshot of a dropdown menu titled "Preservation Office". The menu is open, showing five options: "Chicago", "New York", "San Francisco", "Washington", and "Centralized Closing". Each option has a small downward arrow on the right side of the text.

9. Repeat steps 1-8 for each additional property assignment
10. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box
11. After all property assignments have been made, enter your first name, middle initial, and last name in the Enter Your Name field
Enter Your Name:
12. The system date is populated in the Enter Today's Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data that populates the critical dates field for the initial assignment Enter Today's Date:
13. Click the Submit button to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button) to make additional property assignments

The property-to-PAE assignment will not be created by M2M unless there is a check mark in the Assign box, values in the Contract Renewal Type and Recommended PAE Name fields (for each assigned property), in addition to the Recap HQ approver's name in the Enter Your Name field.

Any property that is not assigned when the assignments are made will be available the next time the **Review/Assign Assets** page is retrieved (depending upon the selection criteria used). Assets that were accurately assigned will not be retrieved on the page (unless they are later unassigned from the PAE and consequently returned to the pool).

The system will return a confirmation screen upon a successful assignment.

6.8.2 Assignment Dated Fields

The date the property is assigned automatically populates **Recap Initial Assignment Date** field in the **Critical Dates Tracking** module for the specific asset. The PAE must submit Conflict of Interest Form 2.2 for clearance before the Asset is Accepted by the PAE date is filled in.

The PAE has three days after the assignment by Recap HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the Recap

HQ user must unassign the property by going into the **View/Update PAEs** module, selecting the PAE, and entering a check mark in each **Unassigned Property** box under the **Assigned Properties** section, and saving the changes. This will make the property available for reassignment to another PAE in the **Review/Assign Assets** screen. More detail on this PAE/property unassignment may be found in **Section 6.3, View/Update PAEs Screen**.

For each property assignment, Recap HQ should review the **Critical Dates Tracking** screen to confirm the dates and data entered for the contracts assigned to the PAEs have complete and accurate data pulled from REMS.

6.9 Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received

This function allows Recap HQ users to enter the Referral Receipt Date and Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting ALL Properties Potentially Eligible for Mark-Up-To-Market, But Not Yet Received. The screen is depicted below in Figure 6-11, Review M2M Asset Potentially Eligible for Mark-Up-To-Market But Not Received Screen.

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Review M2M Assets Potentially Eligible for Mark-Up-To-Market, but not yet received

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

- Check the Add box (☒) next to each property that you are adding a referral receipt date.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type	Completed As	Referral Receipt Date	Referral Date
<input type="checkbox"/>	Magnolia Village	AMERICUS	GA	GA06L000006	05/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	CARMICHAELS ARBORS	CARMICHAELS	PA	PA280015017	08/12/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	MON VIEW HEIGHTS	WEST MIFFLIN	PA	PA28L000026	08/31/1999	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>
<input type="checkbox"/>	LAKEVIEW TERRACE APTS	CHAMBERLAIN	SD	SD99M000026	04/30/2000	Full		<input type="text" value="12/11/2002"/>	<input type="text" value="12/11/2002"/>

Enter Your Name: (First name, middle initial, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-11, Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Received Screen

To add or change the information for a property, check the Add box, enter the Referral Receipt Date and the Referral Date, your name, and click the SUBMIT button.

6.10 Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment

This function allows Recap HQ users to assign properties requesting Mark-up-to-Market Comp Reviews to a PAE. The search screen allows selecting ALL Properties Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment. The screen is depicted below in Figure 6-12, Review M2M Asset Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment Screen.

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Review / Assign Assets

The following 1 out of 1 properties met your All search criteria.

- Check the Assign box(☒) next to each property that you are assigning to a PAE. All of the contracts associated with the property will be assigned.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Renewal Type Completed As	Regional Office	Recommended PAE Name	Cumulative Property Assignment	Property Assignment Cap	Current Active Assignment
<input type="checkbox"/>	OXFORD PLACE	PROVIDENCE	RI	RI43H023013	01/24/2000	Lite	New York	Rhode Island Housing & Mortgage FC	4	20	3

Enter Your Name: (First name, middle initial, last name)

Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 6-12, Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment Screen

To assign a property, check the **Assign Box**, select a **Preservation Office** and a **PAE**, enter **your name** and a **date**, and click the **SUBMIT** button.

6.11 Assigned Properties Pending C.O.I. Approval and/or Referral receipt

This function allows Recap HQ users to enter the COI Approval Date and/or Referral Date for multiple properties at a time instead of going through each property's Critical Dates Tracking screen. The search screen allows selecting properties by PAE Name or ALL Properties Pending C.O.I. Approval and/or Referral Receipt. Only assigned properties that do not already have both a COI Approval Date and Referral Date are selected. The screen is depicted below in Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen.

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Assigned Properties Pending C.O.I. Approval and/or Referral Receipt

The following 10 out of 10 properties met your All search criteria.

Property ID	Property Name	City	State	Renewal Type	Recap Initial Assignment Date	Recap Receives Referral from Field Office	Recap Approves C.O.I. Form 2.2
CREDITVEST, INC.							
000012466	ANDREWS GARDENS APARTMENTS	ANDREWS	NC	Life	10/22/2009	12/29/2011	
00000263	FOUR WINDS WEST	BIRMINGHAM	AL	Full	09/07/2011	07/26/2002	
000014090	MARSHALL PLAZA I	LORAIN	OH	Life	07/01/2009		
00002022	WILLOW BROOK VILLA	LOS ANGELES	CA	Life	08/16/2012	07/23/1999	
M & M ASSOCIATES							
000016277	BYRNESPORT APARTMENTS II LIMITED PARTNERSHIP	TOLEDO	OH	Comp	12/28/2011	12/28/2011	
MACON HOUSING AUTHORITY							
000004017	Jefferson Apartments	MACON	GA		08/28/2012	02/15/2005	
ONTRA, INC.							
000011581	FRIENDSHIP MANOR	BLUE SPRINGS	MO	Full	09/07/2011	11/03/2010	
RER SOLUTIONS, INC.							
000020433	William H. Bell Apartments	GULFPORT	MS	MUTM Comp	12/28/2011	12/28/2011	
SIGNET PARTNERS							
000014662	CARVILLE PARK APARTMENTS	RENO	NV	Life	10/19/2011	10/19/2011	
000001396	DESERT VIEW APTS	PALMDALE	CA	Life	04/25/2009		

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-13, Assigned Properties Pending C.O.I. Approval and/or Referral Receipt Screen

To add or change the information for a property, enter the Referral Receipt Date and/or COI Approval Date, your name, and click the Save Changes button.

6.12 Assign/Update Portfolio Manager

This function allows Recap HQ users to assign or update the Portfolio Manager for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, Portfolio Manager, Closing Date, Assignment Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen. The Portfolio Manager screen is depicted below in Figure 6-14-2, Assign/Update Portfolio Manager Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

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Select Search Criteria for Assign/Update Portfolio Manager

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

Portfolio Manager:

Closing Date:

Assignment Status:

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

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Figure 6-14-1, Select Search Criteria for Assign/Update Portfolio Manager Screen

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Assign/Update Portfolio Manager Of Assigned Properties

The following is the result of your 800000093 property search.

Enter all dates in mm/dd/yyyy format.
 Enter Date Unassigned before you reassign a new portfolio manager.
 To assign/reassign Portfolio Manager, enter manager's name first. Then enter Date Assigned.
 Click the Save Changes button to save all updates/changes.

PAEName	Status	Property ID	Property Name	City	State	Portfolio Manager Name	Date Assigned	Date Unassigned	New Portfolio Manager Name	Date Assigned
ONTRA, Inc.	C	800000093	EXECUTIVE ESTATES	FAIRBANKS	AK	R.E.R., Inc.	11/19/2003	<input type="text"/>	<input type="text"/>	<input type="text"/>

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-14-2, Assign/Update Portfolio Manager Screen

To assign/change the Portfolio Manager for a property, select from the drop down options.

6.13 Update Rehab Escrow Account Closed Date

This function allows Recap HQ users to update the Rehab Escrow Account Closed Date for the selected properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, Closing Date, Rehab Escrow Account Status or ALL Assigned Properties. The Search screen is depicted below in Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen. The Update Rehab Escrow Account Closed Date Screen is depicted below in Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen. Removing or changing the Portfolio Manager of a property will generate a history record of the action.

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Select Search Criteria for Update Rehab Escrow Account Closed Date

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

Closing Date:

Rehab Escrow Account:

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

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Figure 6-15-1, Select Search Criteria for Update Rehab Escrow Account Closed Date Screen

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Update Rehab Escrow Account Closed Date

The following is the result of your 800000083 property search.

Enter all dates in mm/dd/yyyy format.
Click the **Save Changes** button to save all updates/changes.

PAE Name	Status	Property ID	Property Name	City	State	Rehab Escrow Account Closed Date
ONTRA, Inc.	C	800000083	AYALPIK APARTMENTS	BETHEL	AK	<input type="text"/>

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen

To Update Rehab Escrow Account Closed Date for a property, enter the Rehab Escrow Account Closed Date in mm/dd/yyyy format, and click the **Save Changes** button.

6.14 Change Preservation Office Screen

This function allows Recap HQ users to change the assigned Preservation Office for the selected properties. The search screen allows selecting properties by State, PAE Name, Property ID, or ALL Assigned Properties. The screen is depicted below in Figure 6-16, Change Preservation Office Screen. Changing the Preservation Office of a property will generate a history record of the action.

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Preservation Office Changes Of Assigned Properties

The following 5 out of 5 properties met your **MASSACHUSETTS HOUSING FINANCE AGENCY** PAE search criteria.

Status	Property ID	Property Name	City	State	Renewal Type	Preservation Office
A	800008520	GRANITE PLACE	QUINCY	MA	Full	Centralized Closing
A	800008606	JUDSON HOUSE	HAVERHILL	MA	Comp	New York
A	800008744	OLDE ENGLISH VILLAGE	GARDNER	MA	Lite	New York
A	800008749	ORANGE APARTMENTS	SPRINGFIELD	MA	Lite	New York
A	800008918	TANNERY II	PEABODY	MA	Lite	New York

Preservation Office Change
 Date: 11/09/2004
 (mm/dd/yyyy)
 Save Changes

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

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Figure 6-16, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,

Preservation Office

Washington
 Chicago
 New York
 San Francisco
 Washington
 Centralized Closing

enter the **Change Date** (defaulted to current date), and click the **Save Changes** button.

6.15 Ineligible Properties Screen

This function allows Recap HQ users to reactivate properties that have been designated as Ineligible. The search screen allows selecting properties by State, Property ID, or ALL Ineligible Properties. The screen is depicted below in Figure 6-17, Ineligible Properties Screen.

Ineligible Properties

The following **5** out of **5** properties met your **KS** state search criteria.

Property ID	Property Name	City	State	Date Selected As Ineligible	Comments	Reactivate Ineligible Property
800007194	DALE APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan bird Property	<input type="checkbox"/>
800007254	HILLSIDE TERRACE APTS	PRATT	KS	04/25/2001	Mark Up to Market - according to REIMS	<input type="checkbox"/>
800007262	JESSE COUP APTS	HOPE	KS	11/08/2000	demo	<input type="checkbox"/>
800007329	Osage Trails/Westgate Homes	PARSONS	KS	11/15/2000	Alan Bird property, HUD Hub performing the RCS	<input type="checkbox"/>
800007356	PLAZA APARTMENTS	COFFEYVILLE	KS	11/06/2000	Allan Bird Property	<input type="checkbox"/>

Enter Your Name: (First name, middle initial, last name)

Enter Eligibility Date:

Before proceeding to another screen, save all changes by clicking the Save Changes button.

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Figure 6-17, Ineligible Properties Screen

To reactivate a property, click the **checkbox** for the desired properties, enter your **name**, the **Eligibility Date** (defaulted to current date), and click the **Save Changes** button.

7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the **Critical Dates Tracking** button on M2M's home screen. Within the Critical Dates Tracking module, OHAP users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.

Clicking **Critical Dates Tracking** button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria for Critical Dates Tracking Screen.

The screenshot shows a web application interface for 'Select Search Criteria for Critical Dates Tracking'. On the left is a blue sidebar with the M2M logo, the date 'November 10, 2014', and a list of navigation buttons: 'Asset Allocation', 'Restructuring Plans', 'Closing', 'Reports', and 'Green Retrofit'. Below these is a link to 'Click on the mailbox to E-mail your comments and suggestions' and a 'New ID' button. The main content area has a title bar with 'Home', 'Back', 'Secure Systems', and 'Log Off' buttons. The title is 'Select Search Criteria for Critical Dates Tracking'. Below the title, it says 'Select one of the following criteria:' followed by three input fields: 'REMS ID:', 'FHA #:', and 'Contract #:'. Then it says 'Or select one or more of the following options:' followed by a series of dropdown menus and text input fields: 'State:', 'PAE:', 'Debt Restructuring Specialist:', 'Property:', 'Status:', 'Renewal Type:', and 'Green Initiative Level:'. At the bottom of these fields are 'Continue' and 'Clear' buttons. Below the buttons is a link: 'Or click [HERE](#) to get ALL properties.' At the very bottom, there is a small footer with links: 'Office of Affordable Housing Preservation | Mark-to-Market System Information | Multifamily Online Systems | Multifamily Help Desk |'.

Figure 7-1, Search Criteria for Critical Dates Tracking Screen

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
- ◆ Select a **PAE** from the drop-down list
- ◆ Select a **Debt Restructuring Specialist** from the drop-down list
- ◆ Enter a Property's Name for a specific property
- ◆ 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

7.1 Assigned Properties Screen

The **Assigned Properties** screen (shown below as Figure 7-2, Assigned Properties) will be returned once the search is performed (based on the criteria on the Select Search page).

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Assigned Properties

The following 27 out of 27 properties met your **Active, Mortgage Restructuring** 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	HEFFLEN OAKS	800000288	06235600	<u>AL00014632</u>	Mortgage Restructuring	1	03/31/2018	HEFFLEN	AL
A	Briarwood Apartments	800000557	08235333	<u>AR378252019</u>	Mortgage Restructuring	1	02/28/2019	Greenville	AR
A	Pecan Grove Apartments	800000734	08235456	<u>AR378252013</u>	Mortgage Restructuring	1	03/31/2015	Dumas	AR
A	POWDER MILL MANOR	800000746	08235528	<u>AR378252016</u>	Mortgage Restructuring	1	03/31/2015	ARKADELPHIA	AR
A	Leona Grove Apartments	800000919	12355503	<u>AZ100018003</u>	Mortgage Restructuring	1	05/31/2016	PHOENIX	AZ
A	Trinity Towers	800005020	06135607	<u>GA061000002</u>	Mortgage Restructuring	1	10/31/2015	ATLANTA	GA
A	Autumn Park Apartments - Chardon	800005204	07455283	<u>IA050000004</u>	Mortgage Restructuring	1	04/30/2021	Chardon	IA
A	Autumn Park Apartments - Cherokee	800005205	07455253	<u>IA050000006</u>	Mortgage Restructuring	1	10/31/2040	Cherokee	IA
A	Autumn Park Apartments - Mason City	800005207	07455284	<u>IA050015005</u>	Mortgage Restructuring	1	04/30/2021	Mason City	IA
A	FOWLER APARTMENTS	800006706	07344603	<u>IN368000038</u>	Mortgage Restructuring	1	11/30/2015	LAFAYETTE	IN
A	LASALLE PARK HOMES	800040949	07392006	<u>IN3680000115</u>	Mortgage Restructuring	1	02/28/2021	SOUTH BEND	IN
A	WILLOWS ON CLARK ROAD	800006980	07311462	<u>IN3680000231</u>	Mortgage Restructuring	1	06/30/1999	GARY	IN
A	ROLLINGWOOD MANOR	800010523	04811029	<u>NC280000103</u>	Mortgage Restructuring	1	09/30/1999	FLINT	MI
A	ROOSEVELT TOWNE APARTMENTS	800011861	08335474	<u>MO368100056</u>	Mortgage Restructuring	1	03/31/2018	St. Louis	MO
A	Golf Mist Apartments	800012133	06511030	<u>MS200014001</u>	Mortgage Restructuring	1	03/31/2015	GULFPORT	MS
A	Lakeland Senior Apartments	800012058	06511025	<u>MS200012008</u>	Mortgage Restructuring	1	06/30/2040	JACKSON	MS
A	Marcelus Place	800013309	05344013	<u>NC105000037</u>	Mortgage Restructuring	1	11/30/2015	Federale	NC
A	MOUNT SINAI HOMES	800013670	05336050	<u>NC105000004</u>	Mortgage Restructuring	1	07/31/2019	FAYETTEVILLE	NC
A	Mendenhall Heights	800013479	09411020	<u>ND000000004</u>	Mortgage Restructuring	1	08/31/2021	MINOT	ND
A	CENTRAL PARK TOWER	800012547	10311076	<u>NE200000200</u>	Mortgage Restructuring	1	03/31/2021	OMAHA	NE
A	BLANCHETTER FRIENDS	800014600	04611079	<u>OH107001001</u>	Mortgage Restructuring	1	03/31/2040	Blanchester	OH
A	CHADWICK PLACE	800014590	04235512	<u>OH120011086</u>	Mortgage Restructuring	1	07/31/2019	ELYRIA	OH
A	FAIRWAY VISTA	800017352	04235179	<u>OH140012044</u>	Mortgage Restructuring	1	06/30/2015	Nashport	OH
A	OLEN MANSION'S APARTMENTS	800217400	04611062	<u>OH108010017</u>	Mortgage Restructuring	1	01/31/2021	CINCINNATI	OH
A	PLAZA APARTMENTS	800017103	04235513	<u>OH120011073</u>	Mortgage Restructuring	1	08/31/2019	CANTON	OH
A	WILLOWOOD MANOR	800017505	04211166	<u>OH127011017</u>	Mortgage Restructuring	1	07/31/2018	FAIRVIEW PARK	OH
A	KNOLLCREST MANOR	800020303	08611077	<u>TX431000001</u>	Mortgage Restructuring	1	05/31/2016	SPARTA	TX

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Figure 7-2, Assigned Properties

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a **Critical Dates Tracking** 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.

7.2 Contract Number Link

The **Assigned Properties** screen displays all assigned properties and pertinent information. It also contains the highlighted **contract number** FL29M000113 as a link to access the **Critical Dates Tracking** form to enter or view the critical dates. 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).

7.3 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 7-3, 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. The **Critical Dates Tracking** screens vary depending upon the M2M renewal type.

Figure 7-3-1, 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. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

Figure 7-3-2, Rent Reduction only Critical Dates Screen, on the next page, provides an example of a Critical Dates Tracking screen for a property with a Rent Reduction only renewal option.

Figure 7-3-3, 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 Comp Review assignment.

Figure 7-3-4, 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 Post Mark-Up-To-Market Comp Review assignment.

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Figure 7-3, Mortgage Restructuring Critical Dates Screen

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Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)

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Critical Dates Tracking

HEREMS Property ID: 800004816

Primary FHA Number: 06111155

Contract Number: 0A96R300017

Preservation Office: Washington

HUD Project Manager: CHINH V DAO

Debt Restructuring Specialist:

Recap/PAE Underwriter:

Property Name: Jackson Hills Apartments

PAE Name: CreditVest, Inc.

Renewal Type: Rent Reduction Only

To view or update the Recap comments log, click on the Recap Comment Log link below:

[Recap Comment Log](#)

There are **125** days left until this Section 8 contract expires. This contract is currently in the **Rent Reduction Determination** phase.

If there was a successful appeal from the owner, click here to: [Update the Rents](#)

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):	12/31/2015	<input type="button" value="C"/>
Current Section 8 Expiration Date:		
Field Office Receives Request for Rent Reduction from Owner:		
Field Office Refers to Recap:		
Recap Receives Referral from Field Office:	12/17/2014	

Phase: Assignment/Assessment

Recap Sends List of Potential Assets:	12/18/2014	
Recap Approves COI Form 2.2:	12/18/2014	
PAE Accepts Assignment:	12/22/2014	
PAE's estimated Recommendation (Form 10.2) Submission Date:	03/07/2015	<input type="button" value="C"/>
Tier 1 Incentive Due Date (Per PRA):	03/07/2015	
Amended Tier 1 Incentive Due Date:		<input type="button" value="C"/>
Amended Tier 1 Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>
Tier 2 Incentive Due Date (Per PRA):		
Amended Tier 2 Incentive Due Date:		<input type="button" value="C"/>
Amended Tier 2 Due Date (Per Rel. Mgr.):		<input type="button" value="C"/>
Recap Places Property On Hold:		<input type="button" value="C"/>
Anticipated On Hold Removal Date:		<input type="button" value="C"/>
Recap Removes Property From On Hold:		<input type="button" value="C"/>

[Save and Continue](#)

Phase: Rent Reduction Determination

Tenant Notice Sent:	01/14/2015	<input type="button" value="C"/>
PCA Assigned by PAE:	12/23/2014	<input type="button" value="C"/>
Appraisal Assigned by PAE:	12/23/2014	<input type="button" value="C"/>
PAE's PCA Complete:		<input type="button" value="C"/>
PAE's Appraisal Complete:	02/03/2015	<input type="button" value="C"/>
Initial PAE Restructuring Plan Submission to Recap:	03/05/2015	
PAE Submits Justification for Recommendation (Form 10.2):	03/05/2015	<input type="button" value="C"/>
Recap Receives Complete PAE Justification (Form 10.2) Submission:		<input type="button" value="C"/>
Recap Approves PAE 'Lite' Recommendation:	04/06/2015	<input type="button" value="C"/>
Recap Notifies HUD Project Manager:		<input type="button" value="C"/>
PAE Sends New Sec. 8 Contract to Owner and Notifies HUD Project Manager:		<input type="button" value="C"/>
PAE Receives Copy of Owner's Signed Sec. 8 Contract:		<input type="button" value="C"/>

[Save and Continue](#)

Status of Miscellaneous Items

PAE Notifies Owner of Recommendation to Convert to Mortgage Restructuring:	04/09/2015	<input type="button" value="C"/>
Recap Approves Tier 2 Conversion (Form 2.16):		<input type="button" value="C"/>
Recap Returns Submission to PAE for Revision:		<input type="button" value="C"/>
Recap Receives PAE Resubmission:		<input type="button" value="C"/>
Number of Resubmissions:	0	
New Section 8 Contract Effective Date:		<input type="button" value="C"/>
Section 8 Contract Type:		<input type="button" value="C"/>

☐ Clear Option Selected Below
☐ Renew as Tier 1
☐ Renew as Tier 2
☒ **Watchlist - Ineligible, Recommended Conversion to Full**
☐ Not to Renew
☐ Ineligible for Mark-to-Market - Rents below or equal to Market
☐ Ineligible for Mark-to-Market - Other
☐ Owner Opt's Out of Section 8 Program

Recap Comment Text:

PAE Comment Text:

[Save](#)

[Restructuring Plan](#) Click here to go to Restructuring Plan for Form 10.2.

[End M2M Process](#) Click here if completed the M2M program.

[Change Renewal Type](#) Click here to change the M2M Renewal Type. (Approved Form 2.16 Required)

[Go Back To Select Search Criteria for Critical Dates Tracking Screen](#)

[Return To Last Search Results Screen](#)

[Clear](#)

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

Figure 7-3-2, Rent Reduction Only Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800000760
Primary FHA Number: 08235110
Contract Number: AR37M000038
Preservation Office: Washington
HUD Project Manager: JOELLA VENTERS
Debt Restructuring Specialist: WINIFRED J DUBECK
Recap/PAE Underwriter:

Property Name: Ross Apartments
PAE Name: ONTRA, Inc.
Renewal Type: Comp Review
Completed 10/05/2010 by H19569

[Restore Property](#)

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:

Historical Data

To view or update the Recap comments log, click on the Recap Comment Log link below:

Recap Comment Log

Previous Renewal Type: Rent Reduction

There are **94** days left until this Section 8 contract expires.
This contract is currently in the **Comparability Review** phase.

Original Section 8 Expiration Date (Post MAHRA): 05/31/1999

Current Section 8 Expiration Date: 11/30/2015

Field Office Receives Intent to Renew from Owner:

Field Office Refers to Recap:

Recap Receives Referral from Field Office: 01/06/2010

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 01/12/2010

Recap Approves COI Form 2.2: 01/13/2010

PAE Accepts Assignment: 01/18/2010

PAE's estimated Comp Review submission Date:

Complete Comp Review Due (per PRA): 04/03/2010

Amended Due Date (Per Rel. Mgr.):

Phase: Comparability Review

PAE Submits Review Results to Recap: 06/01/2010

Recap Approves Review Results: 07/19/2010

Recap Returns Review Results to PAE for Revision:

PAE Notifies HUD Field Office:

Recap Receives Complete Comp Review: 06/01/2010

Recap Receives PAE Resubmission:

Number of Resubmissions: 0

Approved Review Results:

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

Recap Comment Text:

PAE Comment Text:

Comp Review Results

[Click to review comp review results.](#)

Figure 7-3-3, M2M Comp Review Critical Dates Screen

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Critical Dates Tracking

HEREMS Property ID: 800001992
Primary FHA Number: 12235454
Contract Number: CA168023035
Preservation Office: San Francisco
HUD Project Manager: RICK T LOMBARDI
Debt Restructuring Specialist: CHARRON ALFONSO
Recap/PAE Underwriter:

Property Name: MIYAKO GARDEN APTS
PAE Name: ONTRA, Inc
Renewal Type: Post M2M Comp Review
 Completed 03/27/2003 by Unknown

[To view or update the Recap comments log, click on the Recap Comment Log link below:](#)
[Recap Comment Log](#)

There are **915** days left until this Section 8 contract expires.
 This contract is currently in the **Comparability Review** phase.

Original Section 8 Expiration Date (Post MAHRA):

Current Section 8 Expiration Date: 02/28/2018

Field Office Receives Intent to Renew from Owner: 12/05/2014

Field Office Refers to Recap:

Recap Receives Referral from Field Office: 11/19/2002

Phase: Assignment/Assessment

Recap Sends List of Potential Assets: 12/02/2002

Recap Approves COI Form 2.2: 12/06/2002

PAE Accepts Assignment: 12/09/2002

PAE's estimated Comp Review submission Date: 02/20/2003

Complete Comp Review Due (per PRA): 02/22/2003

Amended Due Date (Per Rel. Mgr.):

Phase: Comparability Review

PAE Submits Review Results to Recap: 02/20/2003

Recap Approves Review Results: 03/20/2003

Recap Returns Review Results to PAE for Revision:

PAE Notifies HUD Field Office:

Recap Receives Complete Comp Review:

Recap Receives PAE Resubmission:

Number of Resubmissions: 0

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

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

Click to review comp review results.

Recap Comment Text:
 PAE Comment Text:

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 [Multifamily Online Systems](#) |
 [Multifamily Help Desk](#)

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen

7.3.1 Historical Data Display

If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-4, History Notice.

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[Log Off](#)

Critical Dates Tracking

HEREMS Property ID: 800000170
Primary FHA Number: 06235213
Contract Number: AL090015023
Preservation Office: Washington
HUD Project Manager: SARAH RICHEY

Property Name: BRADLEY PARK
PAE Name: Jefferson County Assisted Housing Corp.
Renewal Type: Mortgage Restructuring

Debt Restructuring Specialist:

Portfolio Manager:
Date Assigned:
Re-entered:

To view previous PAE or Critical Dates for previous renewal type or previous Portfolio Manager, click on Historical Data link below:

[Historical Data](#)

Previous Renewal Type: Mortgage Restructuring

Figure 7-4, History Notice

To see a summary of the historical actions, click the **Historical Data** link to display the Historical Data screen as shown in Figure 7-5, Historical Data Summary Screen.

Historical Data for Property # 8000000000 EXECUTIVE ESTATES				
To view previous critical date detail, click on Renewal Type or PAE unassignment or Reactivation or Portfolio Manager link(s) below:				
Changed Information	From	To	On	By
Regional Office	San Francisco	OMHAR Transaction Center	05/09/2001	H14141
Regional Office	OMHAR Transaction Center	Washington	03/12/2003	C19725
Portfolio Manager	R.E.R., Inc.		11/18/2003	C12258

Figure 7-5, Historical Data Summary Screen

The Critical Date Detail, saved at the time the action was performed, can be viewed by clicking the **Renewal Type** or **PAE unassignment** or **Reactivation** links. Shown below, in Figure 7-6, Historical Critical Date Detail Screen, is a sample display. Clicking the **Portfolio Manager** link will display a popup window showing the date the indicated portfolio manager was assigned.

[Back](#)
[Print](#)

HEREMS Property ID: 800011581

Primary FHA Number: 08435183

Contract Number: MO160007005

Preservation Office: Washington

Debt Restructuring Specialist:

Recap/PAE Underwriter:

Property Name: FRIENDSHIP MANOR

PAE Name: CreditWest, Inc.

Renewal Type: Mortgage Restructuring

Re-entered:

Original Section 8 Expiration Date (Post MAHRA): 06/24/1999

Current Section 8 Expiration Date: 10/31/2006

Field Office Receives Intent to Renew from Owner: 06/17/2006

Field Office Refers to Recap:

Recap Receives Referral from Field Office: 11/03/2010

Assignment/Assessment

Recap Sends List of Potential Assets: 11/09/2010

Recap Approves COI Form 2.2: 11/17/2010

PAE Accepts Assignment: 11/19/2010

PAE's estimated Restructuring Plan (Form 5.2) Submission Date: 06/19/2011

Amended FRA Milestone Date Per 2.15 Waiver:

Reason:

Recap Places Property On Hold:

Anticipated On Hold Removal Date:

Recap Removes Property From On Hold:

Data Collection/Due Diligence

PAE and Owner Have Kickoff Meeting: 12/08/2010

PCA Assigned by PAE: 12/09/2010

PAE Sends Documents to Reviewer: 12/10/2010

GPCA Reviewer: ELAINE YAKALOPOULOS

Recap Returns Documents for Fixes:

PAE Resubmits Documents:

Recap Approves GPCA:

Appraisal Assigned by PAE: 12/01/2010

Tenant Meeting - #1: 01/27/2011

Owner Submits Data Collection Report: 01/31/2011

PAE's PCA Complete: 01/21/2011

PAE's Appraisal Complete: 01/17/2011

PAE Completes Due Diligence:

Title Bring Down Order: 12/14/2010

Title Bring Down Received: 01/05/2011

Underwriting/Restructuring Plan

Tenant Meeting - #2:

PAE Submits Restructuring Plan to Recap:

Recap Receives Complete Restructuring Plan and Form 5.2:

Date Assigned to Underwriter:

Reviewer

FA Staff

No

Loan Funding/Approval Process

Recap Approves Restructuring Plan:

Recap Returns Restructuring Plan to PAE for Revision:

Recap Receives PAE resubmission:

Number of Resubmissions: 0

Restructuring Plan Executed by Recap:

Restructuring Commitment Executed by Owner:

M2M Green Initiative:

Closing Issues:

Other Issues:

Other Comment:

Closing and Post Closing

Recap approved 4.1.1 or 4.1.2:

Scheduled Closing Date:

Closing Date:

New Section 8 Contract Effective Date:

Section 8 Contract Type:

Closing Documents Distributed by PAE:

Transmission Memo submitted to Multifamily Housing:

Rehab Escrow Account Closed:

Multifamily indicated no meeting was necessary:

Date Action Other than Closing Occurred:

Recap Comment:

Figure 7-6, Historical Critical Date Detail Screen

7.3.2 Recap Comment Log

If there is any Recap Comment Log for a property, a link will appear near the top of the Critical Dates Tracking screen as show below in Figure 7-5, Recap Comment Log Notice.

Home Back Secure Systems Log Off

Critical Dates Tracking

HEREMS Property ID: 800011381
 Primary FHA Number: 08435355
 Contract Number: MO160007005
 Preservation Office: Chicago
 HUD Project Manager: CORNELIUS P WEAVER

Property Name: FRIENDSHIP MANOR
 PAE Name: ONTRA, Inc.
 Renewal Type: Mortgage Restructuring

Portfolio Manager:
 Date Assigned:
 Re-entered:

Debt Restructuring Specialist:
 Recap/PAE Underwriter:

To view previous PAE or Critical Dates for previous renewal types or previous Portfolio Manager, click on Historical Data link below:
[Historical Data](#)

Previously Assigned PAE: CreditVest, Inc.
 Previous Preservation Office: Washington

To view or update the Recap comments log, click on the Recap Comment Log link below:
[Recap Comment Log](#)

Figure 7-7, Recap Comment Log Notice

To see a list of the Recap Comments Log, click the **OAHP Comment Log** link to display the Recap Comment Log screen as shown in Figure 7-8, Recap Comment Log Screen.

Home Back Secure Systems Log Off

Comment Log for Property # 800005020 Trinity Towers

There are currently no Recap Comments for this property.
 To add a new comment, enter comments in Comment box below and save.
 Comments will be saved with a timestamp.

Add/Edit a comment

Cancel Save

Go Back To Critical Dates Tracking Screen

Figure 7-8, Recap Comment Log screen

7.3.3 Critical Dates Data Entry

All **Critical Dates** data entry boxes applicable to the PAE or Recap User may be entered or updated by the Recap HQ users. The Recap RO Users may enter or update the critical date fields applicable to Recap, but 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 enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: **Original Section 8 Expiration Date (Post MAHRA)**, **Current Section 8 Expiration Date**, **Field Office Receives Intent to Renew from Owner**, **Field Office Receives Request for Rent Reduction from Owner**, **Field Office Refers to Recap**,

Recap Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

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. Figure 7-9, Comment Fields is an excerpt of a **Mortgage Restructuring Critical Dates Tracking** screen with highlighted comment boxes.

The screenshot shows a web interface for tracking critical dates. At the top, a yellow bar indicates the current phase: "Phase: Data Collection/Due Diligence". Below this, the section is titled "Data Collection:". A list of tasks follows, each with a date field and a "C" button (with an asterisk) for entering comments. A red arrow points to the "C" button for the first task.

Task	Date	Action
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 7-9, 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.

7.3.4 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 Report
- ◆ 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 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:	<input type="text"/>	<input type="button" value="C"/>
--	----------------------	----------------------------------

♪ **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.

7.3.5 Ending M2M Contract Process

After a contract has completed the M2M process, Recap may close it by clicking the End M2M Process button at the bottom of the screen. A confirmation window, as illustrated below as Figure 7-10, End M2M Process Confirmation Window, will be displayed. Select OK to end the contract or Cancel to return to the previous screen.

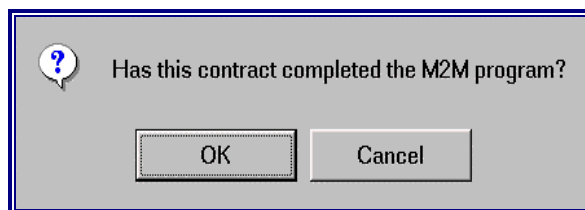


Figure 7-10, End M2M Process Confirmation Window

7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract's renewal type may be changed by selecting the Change Renewal Type button resulting in the Figure 7-11, Contract Renewal Type Change, screen (shown below).

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

Change Contract's Renewal Type

HEREMS Property ID: 800004437 **Property Name:** SHULLMANOR APARTMENTS
Primary FHA Number: **FAE Name:** Florida Housing Finance Corporation
Contract Number: FL29M000150

The renewal type of this contract is changed from **Mortgage Restructuring** to Rent Reduction Only on 07/11/1999
 (mm/dd/yyyy).

Comments: (Only the first 255 characters will be saved)

Figure 7-11, Contract Renewal Type Change

The **current** renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract's renewal type changed. Comments relating to the contract's changed status may also be entered.

After the user clicks the **Continue** button, a confirmation screen is displayed to let the user know the change was accepted. Changing the renewal type for a contract will generate a history record of the action. Clicking the **Continue** button will return a Critical Dates Tracking screen, based on the **new** renewal type.

7.3.7 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 7-12, As Is Rents Screen.

Click here to enter/update the As Is Rents.

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[Back](#)
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Mortgage Restructuring As Is Rents

HEREMS Property ID: 800000455

Primary FHA Number: 06244054

Contract Number: AL09M000044

Property Name: TALLADEGA DOWNS

PAE Name: Jefferson County Assisted Housing Corp.

PAE Recommendation: Project Based Assistance Required

Bedroom Type	# of Units (REMS)	As Is Rents
0		<input style="width: 100%;" type="text"/>
1	16	<input style="width: 100%;" type="text" value="427.00"/>
2	38	<input style="width: 100%;" type="text" value="587.95"/>
3	46	<input style="width: 100%;" type="text" value="1,124.25"/>
4		<input style="width: 100%;" type="text"/>
5		<input style="width: 100%;" type="text"/>
6		<input style="width: 100%;" type="text"/>
7		<input style="width: 100%;" type="text"/>

Cancel Clear Save

Figure 7-12, 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.

7.3.8 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 7-13, 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.

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

Comp Review Results

HEREMS Property ID: 800001447

Primary FHA Number: 12135056

Contract Number: CA39M000158

Property Name: EL CASA VERDE I

PAE Name: Heskin Signet Partnership

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"/>

Figure 7-13, 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.

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

Clicking the 'Comp Review Results' button that is displayed on a Post M2M 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 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility 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.

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

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 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility 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.

7.3.10 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 7-13, Information Saved Screen):

Save and Continue

OR

Save

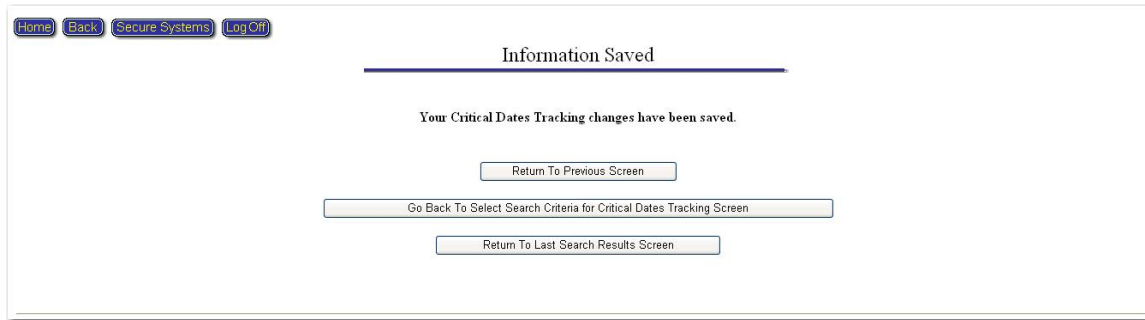


Figure 7-13, Information Saved Screen

8 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.

Note: These restructuring plan forms are only one part of the Draft Restructuring Plans and Subsidy Recommendations that must be submitted to Recap for approval.

Within this module are **Restructuring Plan Forms** that must be submitted and approved via M2M. 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 8.2 Mortgage Restructuring Plan Forms** and **Section 8.3 Rent Reduction Only Plan Forms**, respectively.

Figure 8-1, Restructuring Plans Screen, represents the screen that will be retrieved when the Restructuring Plans button is clicked. The button may be found on M2M's home page and on the menu bar within other modules.

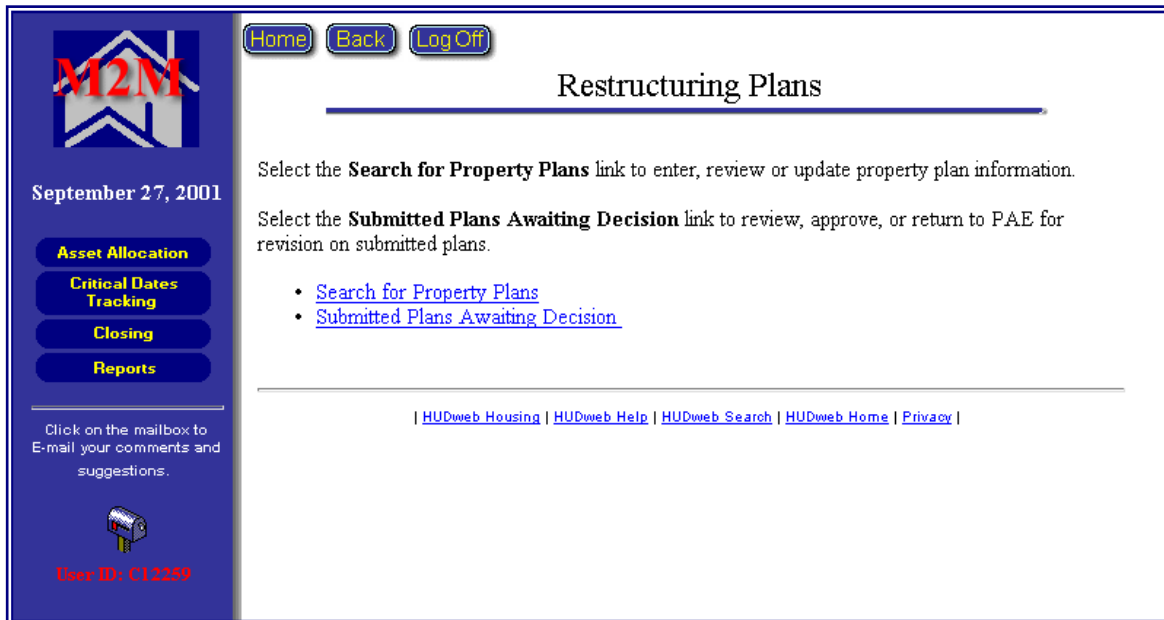


Figure 8-1, Restructuring Plans Screen

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 8-2, Restructuring Plans Search Criteria Screen.

Figure 8-2, 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 **Recap Region** 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 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

8.1 Restructuring Plans General Information

Figure 8-3, Restructuring Plans Property Selection Screen, represents the results from the **Restructuring Plans Search Criteria** based on a **PAE** and **Status** criterion search.

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Assigned Properties

The following **12** out of **12** properties met your **Signet Partners, Active** 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 8 Contract Renewal Type ▼▲	Expiration Date ▼▲	Property City ▼▲	State ▼▲
Signet Partners	A	Approved	Briarwood Apartments	●	AR17H5252019	Mortgage Restructuring	02/28/2019	Greenbrier	AR
Signet Partners	A	Approved	POWDER MILL MANOR	●	AR17H5252019	Mortgage Restructuring	03/31/2035	ARKADELPHIA	AR
Signet Partners	A	Approved	Lesson Grove Apartments	●	AZ160018001	Mortgage Restructuring	05/31/2036	PHOENIX	AZ
Signet Partners	A	Approved	CEDAR RIDGE APARTMENTS	●	IL0600352001	Rent Reduction Only	03/31/2036	RICHTON PARK	IL
Signet Partners	A	Approved	COLONA HOUSE	○	IL060039010	Rent Reduction Only	06/30/2021	EAST MOLENE	IL
Signet Partners	A	Approved	BRIARWOOD APARTMENTS COLUMBUS	○	IN160058014	Rent Reduction Only	12/31/2021	COLUMBUS	IN
Signet Partners	A	Approved	POWELL APARTMENTS	●	IN16L000001	Mortgage Restructuring	11/30/2035	LA FAYETTE	IN
Signet Partners	A	Not Submitted	HERITAGE HILLS	○	MI13M000001	Rent Reduction Only	10/31/2019	KALAMAZOO	MI
Signet Partners	A	Approved	ROLLINWOOD MANOR	●	MI16L000101	Mortgage Restructuring	09/30/1999	FLINT	MI
Signet Partners	A	Approved	ROOSEVELT TOWNE APARTMENTS	●	MO16H125056	Mortgage Restructuring	03/31/2036	St. Louis	MO
Signet Partners	A	Approved	Golf Mist Apartments	●	MS160016001	Mortgage Restructuring	05/31/2035	GULFPORT	MS
Signet Partners	A	Not Submitted	Meadowlark Heights	○	ND09H000004	Mortgage Restructuring	08/31/2021	MINOT	ND

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Figure 8-3, Restructuring Plans Property Selection Screen

Recap users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the Restructuring Plans section. If a property has completed the M2M process, it is **"completed"** (as indicated by a **"C"** in the **Contract Status** column) and 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.

8.1.1 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 8-4, Negative Field Indicators). Users are instructed to enter **positive** numbers in these fields, as the system is programmed to **subtract** these values in calculations, where applicable.

Residential Bad Debt -

Residential Vacancy -

Figure 8-4, Negative Field Indicators

8.1.2 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. It is important to know that the User should save before jumping to a different page in order to keep the data entered. 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. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.



Figure 8-5, Restructuring Plan Menu Bar

8.2 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 8-6, 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 shows the M2M Restructuring Plans interface. At the top, there are navigation buttons: (Home), (Back), (Secure Systems), and (Log Off). The title is "Restructuring Plans" with the subtitle "Form 5.2 Mortgage Restructuring". Below this, property details are listed: Property ID: 800000263, FHA Number: 06235157, Property Name: FOUR WINDS WEST, PAE Name: CreditVest, Inc., and Date Model Uploaded: 04/24/2003. The left sidebar contains a vertical menu with links: Asset Allocation, Critical Dates Tracking, Closing, Reports, and Green Retrofit. Below the menu, there is a note about clicking on the mailbox to email comments and suggestions, and a "New Box (2024)" button. The main content area has two sections: "Excel Underwriting Model v4" and "Online Form 5.2". The "Excel Underwriting Model v4" section contains four links: "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", and "Open or Download Model". The "Online Form 5.2" section contains five links: "Property & Loan Information Term Sheet", "Property Operating Statement", "Debt Restructuring", "Sources and Uses", and "Print the Entire Form 5.2".

Figure 8-6, 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.

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
- ◆ Upload extracted data into the online Form 5.2
- ◆ 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

The Instructions for uploading the Model v4 and the Model data (shown on the next page as Figure, 8-7, 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:

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 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 .xlsm (e.g., 800000000.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., 800000000.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 8-7, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Form 5.2

The **Upload extracted data into the online Form 5.2** (shown as Figure, 8-8, Form 5.2 Upload Screen) contains general and detailed information on how to upload extracted data into the online Form 5.2:

Figure 8-8, Form 5.2 Upload 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, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Figure 8-9, 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 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

- ◆ Submit a Decision for Restructuring Plan (for Pending properties only)

8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet** (an example of which is on the next page as Figure, 8-10, 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

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Form 5.2 Property & Loan Information

General Information

Property ID: 800000220
 FHA Number: 06244018
 FHA Program Type: 236(j)(1)
 Property Name: DANYA PARK GDNS
 Property Address: 113 DANYA COURT
 City: PRATTVILLE
 State: ALABAMA
 PAE Name: Jefferson County Assisted Housing Corp.
 HUD Project Manager: PAT ALLEN FORREST PITTS
 Owner:
 Owner Contact: HUGH V. SMITH
 Management Company:
 Identity of Interest: No If incorrect, please correct here.
 Year Built:
 Year of Last Rehab:

Pre-Restructuring Loan Information

	REMS	PAE Entry or Corrections
Original Loan Amount:	471,400.00	<input type="text" value="1,590,000.00"/>
Annual Debt Service (Without MIP):	37,225.80	<input type="text" value="133,988.00"/>
Annual Debt Service (With MIP):		<input type="text" value="140,810.00"/>
Interest Rate (%):	7.5000	<input type="text" value="7.4000"/>
Original Term (In Years):	40.00	<input type="text"/>
Maturity Date:	09/01/2013	<input type="text" value="03/01/2022"/>
Prepayment Penalty (%):		<input type="text"/>
UPB as of 08/27/2003:	324,238.59	<input type="text" value="1,355,879.00"/>

Property Information

	REMS (Pre)	PAE Entry or Corrections (Pre)	Post Restructuring
Total Units:	40	<input type="text" value="50"/>	<input type="text" value="50"/>
# Non-Revenue Units:		<input type="text"/>	<input type="text"/>
# of Sect. 8 Assisted Units:	0	<input type="text" value="50"/>	<input type="text" value="50"/>
# of Unassisted Units:	40	<input type="text"/>	<input type="text"/>
Current Physical Vacancy (%) (Apts Only):		<input type="text" value="3.0"/>	
Rural, Suburban or Urban:		<input type="text" value="Urban"/>	
Elderly/Family:	Family	<input type="text" value="Family"/>	
Appraisal Date:		<input type="text" value="07/26/2001"/>	
Appraised Value:		<input type="text" value="1,243,000.00"/>	
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?
AL120MR2345		Inactive			\$0.00	<input type="radio"/>	N/A

Mark-to-Market Rents Approved Rent Appeal?

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

Use of Exception Rents? *

PAE Recommendation:

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

Rebates Type	# of Pre Restructuring Contract Units (REMS)	# of Pre Restructuring Contract Units (Corrected)	Pre Restructuring Average Monthly Contract Rent	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rent	Post Restructuring Monthly Exception Rent	PDR	System Generated Exception PDR
0							343.00	
1	0	8	565.00	8	425.00	432.00	457.00	0.9453
2	0	36	658.00	36	510.00	519.00	599.00	0.8664
3	0	6	704.00	6	580.00	590.00	749.00	0.7877
4							841.00	
5							967.00	
6							1,093.00	
7							1,219.00	

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

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Figure 8-10, Property & Loan Information Term Sheet

8.2.2.2 Form 5.2 Property Operating Statement

The **Property Operating Statement** contains pre- and post-restructuring revenue and expense financial data (REMS read-only displays, PAE User entries, or system-calculated). The Property Operating Statement (an example of which is on the next page as Figure, 8-11, Property Operating Statement) consists of the following subsections:

- ◆ Annual Revenue
- ◆ Annual Expenses
- ◆ Net Operating Income (including Adjusted NOI and DSCR)

December 8, 2020

8.2.2.3 Form 5.2 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 8-12, Debt Restructuring).

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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"/>	<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 8-12, Debt Restructuring

8.2.2.4 Form 5.2 Sources and Uses

The **Sources and Uses** section is a data entry screen for Recap HQ, Recap RO, and PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 8-13, Sources and Uses, is an example of the Sources and Uses screen.

Home
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Secure Systems
Log Off

Form 5.2

Sources and Uses

Property ID: 800000220
Primary FHA Number: 06244018
Property Name: DANYA PARK GDNS
PAE Name: Jefferson County Assisted Housing Corp.

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="263,000.00"/>	Partial Payment of Existing Loan (if Modifying):	<input type="text"/>
Mortgage Restructuring Payment:	<input type="text" value="1,336,543.00"/>	Payoff Existing 1st Mortgage Loan (if Refinancing):	<input type="text" value="1,355,878.81"/>
EXISTING ACCOUNT BALANCES:			
Reserve for Replacement:	<input type="text" value="116,053.47"/>		
Residual Receipts:	<input type="text"/>	Other OAHF Approved Transaction Costs*:	<input type="text" value="40,363.90"/>
Existing Tax Escrow:	<input type="text" value="21,761.38"/>		
Existing Hazard Insurance:	<input type="text"/>		
Surplus Cash Account/Other Escrow:	<input type="text"/>	Owner's Share of Surplus Reserves:	<input type="text"/>
236 Rehab Grants:	<input type="text"/>		
OWNER'S CONTRIBUTION TOWARD:		ESCROWS:	
Rehabilitation Escrow:	<input type="text" value="13,337.63"/>	OAHF Approved Rehabilitation Costs:	<input type="text" value="66,688.17"/>
IDRR (If Greater Than Existing Reserve Balance):	<input type="text"/>	Initial Deposits to Replacement Reserves (IDRR):	<input type="text" value="263,500.00"/>
Other Transaction Costs:	<input type="text" value="8,640.00"/>	Tax Escrow:	<input type="text" value="23,793.60"/>
		Hazard Insurance Escrow:	<input type="text" value="9,111.00"/>
Repair Loan or Grant:	<input type="text"/>		
OTHER FUND SOURCES:		OTHER FUND USES:	
Debt Service Reserve 1:	<input type="text"/>	Tax Escrow Offset:	<input type="text" value="2,032.22"/>
2:	<input type="text"/>	Insurance Escrow Offset:	<input type="text" value="9,111.00"/>
3:	<input type="text"/>	Shortfall in Note Payoff:	<input type="text"/>
	<input type="text"/>	D:	<input type="text"/>
Other Sources Needed to Balance:	<input type="text"/>	Additional Recovery to HUD:	<input type="text"/>
Total Sources of Funds:		Total Uses of Funds:	
	<input type="text" value="1,759,335.48"/>		<input type="text" value="1,770,478.70"/>
<input type="button" value="Sources Comments"/>		<input type="button" value="Uses Comments"/>	

Figure 8-13, Sources and Uses

8.2.2.5 Print Entire Form

The Print Entire Form option requires several steps to print each of the pages. Each screen is printed using the browser's print button, one screen at a time.

8.2.2.6 Submit a Decision for Restructuring Plan

The Submit a Decision for Restructuring Plan option will only be present for properties that are in the Pending Status. The user can select their decision from the drop down box and the name, e-mail address, and date must be entered. The PAE will be notified via e-mail of the decision. Figure 8-14, Review of PAE Plan Submissions, show below, is a sample of the screen.

Home Back Secure Systems Log Off

Review of PAE Plan Submissions

The following 3 properties met your CreditVest, Inc. search criteria.

PAE Name: CreditVest, Inc.

State	Property Name	Property	Removal Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
KY	CARNARY SQUARE APARTMENTS	300007536	Rent Reduction Only	12/09/2010	Pending	09/08/2000	
MI	CLARK EAST TOWER	300010010	Rent Reduction Only	08/04/2010	Pending	01/19/2011	
OH	NANTUCKET CIRCLE APARTMENTS @ UNION SQUARE	300016959	Mortgage Restructuring	11/19/2010	Pending	12/13/2010	DONALD C HUNT

By selecting the button below, Recap is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

To continue, enter your first and last name: LING-JANE LIN

Enter your complete e-mail address:

Enter Decision Date: 08/28/2015

Click here to SUBMIT DECISIONS on the PAE RESTRUCTURING PLANS

Submit Decisions

Figure 8-14, Review of PAE Plan Submissions

8.3 Rent Reduction Only Plan Forms

The following subsections provide additional information on the data relative to 10.2 Rent Reduction Only Restructuring Plan Forms. Figure 8-15, Form 10.2 Rent Reduction Only, provides an example of the Rent Reduction Only Restructuring Plans main screen. It contains links to the following three major categories of data used to populate a property's Rent Reduction Only Restructuring Plan Form 10.2 as well as a print option and a submit decision option.

- ◆ Property & Loan Information Term Sheet
- ◆ Property Operating Statement
- ◆ Refinancing Sheet
- ◆ Print the Entire Form

- ◆ **Submit a Decision for Restructuring Plan** (Pending properties only)


The screenshot displays the M2M Restructuring Plans interface for Form 10.2 Rent Reduction Only. On the left, a sidebar contains the M2M logo, the date September 28, 2001, and navigation links for Asset Allocation, Critical Dates Tracking, Closing, and Reports. Below these links is a mailbox icon and a note about email notifications, along with a User ID: C12259. The main content area features navigation buttons (Home, Back, Log Off) and the title 'Restructuring Plans' with the subtitle 'Form 10.2 Rent Reduction Only'. Property details are listed: Property ID: 800016766, FHA Number: 04335192, Property Name: JEFFREY PLACE, and PAE Name: Ohio Housing Finance Agency. A list of links includes Property & Loan Information Term Sheet, Property Operating Statement, Refinancing Sheet, Print the Entire Form 10.2, and Submit a Decision for Restructuring Plan. At the bottom, a footer contains links for HUDweb Housing, HUDweb Help, HUDweb Search, HUDweb Home, and Privacy.

M2M

September 28, 2001

[Asset Allocation](#)
[Critical Dates Tracking](#)
[Closing](#)
[Reports](#)

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


User ID: C12259

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Restructuring Plans
Form 10.2 Rent Reduction Only

Property ID: 800016766 **FHA Number:** 04335192
Property Name: JEFFREY PLACE
PAE Name: Ohio Housing Finance Agency

- [Property & Loan Information Term Sheet](#)
- [Property Operating Statement](#)
- [Refinancing Sheet](#)
- [Print the Entire Form 10.2](#)
- [Submit a Decision for Restructuring Plan](#)

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

Figure 8-15, Form 10.2 Rent Reduction Only

8.3.1 Form 10.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet's** contents were covered in Section 8.2.2.1, Form 5.2 Property & Loan Information Term Sheet; however, it is important to note that there are some differences between the Form 5.2 and Form 10.2 Property & Loan Information Term Sheet.

8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, 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. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)

Home | Back | Logout

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 <small>As of FY ending 12/31/2000</small>			Post-Restructuring <small>As of 03/30/2001</small>			System-Generated Difference		
		Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month	Project Total	/Unit /Annum	/Unit /Month
Gross Residential Income <small>(Non-Section 8 Project Based Units)</small>										
Gross Residential Income <small>(Section 8 Project Based Units)</small>		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 <small>As of FY ending 12/31/2000</small>			Post-Restructuring <small>As of 03/30/2001</small>			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 <small>As of FY ending 12/31/2000</small>			Post-Restructuring <small>As of 03/30/2001</small>			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 | Comments

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

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Figure 8-16, Form 10.2 Property Operating Statement

8.3.3 Refinancing

If refinancing the existing mortgage is involved for the property, because it is a Tier 2, click the [Refinancing Sheet](#) button to go to the refinancing section, as represented in Figure 8-17, Refinancing Sheet.

♪ **Note:** A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.

Home
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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 8-17, Refinancing Sheet

8.4 Submitted Plans Awaiting Decisions

Recap users have the capability to review Restructuring Plan Forms prior to submission or plans submitted by PAEs. Those submitted require approval or return for revision decisions. Click the [Review Submitted Plans](#) link on the **Restructuring Plans** menu to select search criteria for generating a list of submitted Restructuring Plans (as illustrated in Figure 8-18, Select Search Criteria for Plan Submissions).

Figure 8-18, Select Search Criteria for Plan Submissions

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 **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 **Underwriter** from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all restructuring plans of Review of PAE Plan Submissions in the system

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[Log Off](#)

Review of PAE Plan Submissions

The following 3 properties met your CreditVest, Inc. search criteria.

State	Property Name	Property	Removal Type	Original Submit Date	Recap Decision	Current Submit Date	Underwriter
KY	CAPHASY SQUARE APARTMENTS	800007336	Rent Reduction Only	12/09/2010	Pending	09/08/2000	DONALD C HUNT
MI	CLARK EAST TOWER	800010010	Rent Reduction Only	08/04/2010	Pending	01/19/2011	
OH	NANTUCKET CIRCLE APARTMENTS & UNION SQUARE	800016959	Mortgage Restructuring	11/19/2010	Pending	12/13/2010	

By selecting the button below, Recap is finalizing the above options for the selected properties. By continuing, the associated Critical Dates will be entered into the M2M program for the selected properties.

To continue, enter your first and last name:

Enter your complete e-mail address:

Enter Decision Date:

Click here to [SUBMIT DECISIONS](#) on the PAE RESTRUCTURING PLANS

Figure 8-19, Review of PAE Plan Submissions

The following steps direct Recap users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

1. Click an underlined **Property Name** link to view property and loan data used to develop the Restructuring Plan
2. After reviewing Restructuring Plan data, select of the options in the Recap Decision field

Recap Decision

Pending

3. Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans
4. After all decisions have been made on the Restructuring Plans, enter your first name and last name in the To Continue, Enter Your First and Last Name field

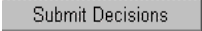
To continue, enter your first and last name:

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

Enter your complete e-mail address:

6. The system date populates the Enter Today's Date field. If necessary, it may be overwritten by the end-user if a corrected approval/return date needs to be entered

Enter Today's Date:

7. Click the **Submit Decisions** button  to save the Restructuring Plan decisions in the system. An approval message window (shown as Figure 8-20, Approval Message Window, provides the user with additional detail information:

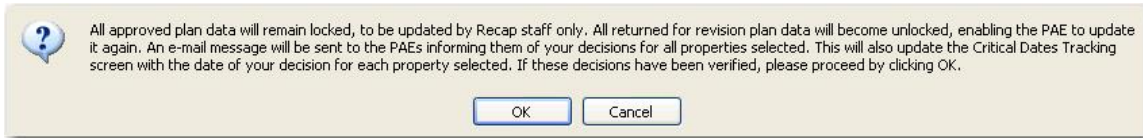


Figure 8-20, Approval Message Window

The successful submission of the restructuring plan form to Recap HQ will automatically populate the Critical Dates Tracking date field "PAE Submits Restructuring Plan to Recap" for that respective property (depending upon the renewal option type).

9 CLOSING MODULE

This module is designed to display, track, and update specific closing information from the Restructuring Plans information in the M2M system. This module should prove essential to Recap in collecting some of the data necessary to report total dollar savings from the M2M program.

There is a search screen when this module is selected as shown below in Figure 9-1, Select Search Criteria for Closing Screen.

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:

Preservation Office:

State:

PAE:

Property:

Closing Date:

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

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Figure 9-1, Select Search Criteria for Closing Screen

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 **Recap Region** 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 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 9-2, 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 Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen. 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 9 out of 9 properties met your 2015 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	Pecan Grove Apartments	●	AR37H232033	03/24/2015	03/31/2035	Dumas	AR
Signet Partners	A	POWDER MILL MANOR	●	AR37H232016	03/25/2015	03/31/2035	ARKADELPHIA	AR
CreditVest, Inc.	A	Trinity Towers	●	GA06L000002	10/28/2015	10/31/2035	ATLANTA	GA
Signet Partners	A	POWLER APARTMENTS	●	IN16L000058	11/18/2015	11/30/2035	LAFAYETTE	IN
Signet Partners	A	ROLLINGWOOD MANOR	●	MD18L000101	09/14/2015	09/30/1999	FLINT	MD
Signet Partners	A	Gulf Mist Apartments	●	MS260016001	05/26/2015	05/31/2035	GULFPORT	MS
CreditVest, Inc.	A	Marcellus Place	●	NC18L000037	11/24/2015	11/30/2035	Raidsville	NC
CreditVest, Inc.	A	FAIRWAY VISTA	●	OH160013044	06/23/2015	06/30/2035	Nashport	OH
CreditVest, Inc.	A	PLAZA APARTMENTS	●	OH120011075	11/19/2015	08/31/2039	CANTON	OH

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Figure 9-2, Closed Properties Screen

9.1 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 9-3, 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: 800050850 FHA Number: 12394013
 Property Name: CORONADO COURTS
 PAE Name: Signet Partners
 Date Model Uploaded: 01/03/2012

Excel Underwriting Model v4

- [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](#)

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 9-3, Mortgage Restructuring Closing Screen

9.1.1 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

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

The Instructions for uploading the Model v4 and the Model data (Closing) (shown on the next page as Figure, 9-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the M2M system for closing:

Print Close

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 .xsm (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 9-4, How to Upload Extract and Model Screen

9.1.1.2 Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, 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 9.5, Upload (Closing) Screen

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):

Mortgage Restructuring Properties Upload (Closing)

Property ID: 000000000 Property Name: OHLAR PROPERTY FHA Number: 06235379
 FMR Name: FMR FMR

You uploaded the following data:

	1st	2nd	3rd
New FHA Number(s)	07233337	07233339	07233338
UPB as of 07/27/2003	1135879		

Mark-to-Market Rate

Use of Escrow Rents? ☐ Yes ☒ No

FAR Recommendation: 07233338

Section Type	# of Post Restructuring Contract Items	Post Restructuring Rate of Escrow	Post Restructuring Rate of Escrow	FAR
0	0	415	432	133
1	0	415	432	432
2	14	510	510	509
3	5	550	550	749
4	1			511
5	1			507
6	1			1003
7	1			1218

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:

Amount Applied to Repayment of Second & Third Mortgage:

Amount Applied to Reserve for Replacement (RAR):

Amount Applied to Other Approved Uses:

Amount Section 8 Excess to HUD:

Number of Months Applied:

IDP

Amount of IDP Available:

Amount of IDP Applied to Debt Service:

Amount of IDP Applied to Reserve for Replacement (RAR):

Number of Months Applied:

Capital Recovery Payment (CRP) Terms

Number of Months Applied:

Annual Revenue

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Gross Residential Income (See Sec 8)		
Gross Residential Income (Sec 8)	500104	100160
Commercial		
Other	4561	4764
Residential Vacancy	0733	11408
Residential Bad Debt	190	4167
Commercial Vacancy		
Commercial Bad Debt		

Annual Expenses

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Rent Estate Taxes	07410	04444
Insurance	0532	0000
Utilities	40170	00911
Management Fees %	01	00
Management Fees \$	10001	00000
Salaries and Benefits	17627	07247
Other Administrative	07000	04444
Section 8 Administrative		
Repairs and Maintenance	00044	00000
Other Controllable		
Security		
Neighborhood Network		
Capital Recovery Payment (CRP)		0131

Net Income

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Reserve for Replacement Contributions	10134	04000
IDP Applied to Debt Service		
Incentive Performance Fee (IPF)		0110
2nd Mortgage Surplus Cash Flow Split %		00.0

First Mortgage

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Origination		00000000
Loan Type	FHA Insured	FHA Insured
FHA Program Type		011 (M) V
Original Loan Amount		01000
Annual Debt Service (Without MIP)		00412
Annual Debt Service (With MIP)		00719
Interest Rate %		0.15
Original Term (Months)		040
Remaining Amortization Period (Months)	020	050
Maturity Date		07/17/2003
Lockout Date		

Second Mortgage

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Loan Type		
FHA Program Type		
Original Loan Amount		00000000
UPB as of		
Annual Debt Service (Without MIP)		00000
Interest Rate %		0.00
Original Term (Months)		040
Remaining Amortization Period (Months)		
Maturity Date		07/17/2003

Third Mortgage

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Original Loan Amount		000000
Annual Debt Service		00000
Interest Rate %		0.00
Original Term (Months)		040
Maturity Date		07/17/2003

Sources

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Restructured 1st Mortgage Principal	040000.00	
Mortgage Restructuring Payment	010000.00	
Reserve for Replacement	110000.00	
Revised Receipts		
Existing Tax Excess	01004.50	
Existing Hazard Insurance		
Surplus Cash Account/Other Excess		
256 Rehab Grants		
Rehabilitation Excess	01000.00	
Other Transaction Costs	0000.00	
Repair Loans to Grant		
Direct Service Reserve		
01		
01		
Other Sources Needed to Balance		

Fund Uses

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Partial Payment of Existing Loan		
Payoff Existing 1st Mortgage Loan	010000.00	
Other OMBAR Approved Transaction Costs	01000.00	
Owner's Share of Surplus Reserves		
OMBAR Approved Rehabilitation Costs	0000.00	
Initial Deposits to Replacement Reserves (DRRs)	010000.00	
Tax Excess	01000.00	
Hazard Insurance Excess	0100.00	
Tax Excess Offset	0000.00	
Insurance Excess Off	0100.00	
Insurance Paid to HUD %		
01		
Additional Recovery to HUD		

Rehab Review

	Pre Restructuring As of Ending 07/27/03	Post Restructuring As of Ending 07/27/03
Contingency Amount	0000	
Cash Management Organization and Contact Name	00000000000000000000	
Address	7400 E. Central Ave. Suite 100	
City	Greenwood Village	
State	CO	
Zip	80111	
Phone Number	3037733330	
Repair Oversight Organization and Contact Name	00000000000000000000	
Address	7400 E. Central Ave. Suite 100	
City	Greenwood Village	
State	CO	
Zip	80111	
Phone Number	3037733330	

If they are correct, click "Save" to save them to the database.

Figure 9.6, 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, 9-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

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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 9.7, Upload (Closing) Information Saved Screen

9.1.1.3 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, 9-8, 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: 800000905

Property Name: HACIENDA DEL RIO

PAE Name: Signet Partners

FHA Number: 12335160

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

HUDweb Help | HUDweb Search | HUDweb Home | Privacy

Figure 9-8, Excel Underwriting Model Screen

9.1.1.4 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.

9.1.2 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

9.1.2.1 Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 9-10, Closing Module Screen, contains the following sections:

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

After reviewing the information, Recap users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the **Confirm** button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the **Save** button on the left menu. Also, 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 following buttons on the left menu (Figure 9-9).



Figure 9-9, Closing Module Menu

Closing Module Screen For Mortgage Restructuring Properties

Full report data in the table that occurred at closing in the column below labeled Final Closing Terms. If closing did not occur on the date indicated, either contact the lender or the servicer to obtain the data.

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

Property ID:	000000001
Previous FHA Number:	000000001
Post FHA Number:	000000001
Property Name:	CENTRAL AREA APTD
Post Name:	Florida Housing Finance Corporation
Preparation Office:	Washington
Closing Date:	11/12/2004
Final Closing Terms:	11/12/2004

Loan Service Coverage: 0.75

If this property was a TPA (Transfer of Physical Asset) to a GSE (Qualified Non-Profile), has the GSE requested Progress/Assignment/Modification of the Mortgage Restructuring Terms? ☐ Yes ☒ No

If there was an amendment to the Restructuring Commitment that affected the Operating Statement requires, click here to update Restructuring Terms: [Update Restructuring Terms](#)

If there is any other FHA or HUD-related information that should be brought to the attention of the HUD Project Manager, please enter them in the comment box. [Restructuring Comments](#)

If there are any unrecorded or important items that should be brought to the attention of the HUD Project Manager, please enter them in the comment box. [Restructuring Comments](#)

Mark-to-Market Rates	Section 8 Recapture Agreement																																
<table border="1"> <thead> <tr> <th>Mark-to-Market Rates</th> <th>Section 8 Recapture Agreement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>0.00</td> </tr> <tr> <td>3</td> <td>0.00</td> </tr> <tr> <td>4</td> <td>0.00</td> </tr> <tr> <td>5</td> <td>0.00</td> </tr> <tr> <td>6</td> <td>0.00</td> </tr> <tr> <td>7</td> <td>0.00</td> </tr> </tbody> </table>	Mark-to-Market Rates	Section 8 Recapture Agreement	1	0.00	2	0.00	3	0.00	4	0.00	5	0.00	6	0.00	7	0.00	<table border="1"> <tbody> <tr> <td>Total Section 8 Recapture Amount Available</td> <td>0.00</td> </tr> <tr> <td>Amount Applied to Repayment of First Mortgage</td> <td>0.00</td> </tr> <tr> <td>Amount Applied to Repayment of Second & Third Mortgage</td> <td>0.00</td> </tr> <tr> <td>Amount Applied to Repayment of Replacement (REPL)</td> <td>0.00</td> </tr> <tr> <td>Amount Applied to Other Approved Uses</td> <td>0.00</td> </tr> <tr> <td>Total Section 8 Recapture Amount Applied</td> <td>0.00</td> </tr> <tr> <td>Amount Section 8 Borrower to HUD</td> <td>0.00</td> </tr> <tr> <td>Expiration Date of Recapture Agreement</td> <td>11/01/2014</td> </tr> </tbody> </table>	Total Section 8 Recapture Amount Available	0.00	Amount Applied to Repayment of First Mortgage	0.00	Amount Applied to Repayment of Second & Third Mortgage	0.00	Amount Applied to Repayment of Replacement (REPL)	0.00	Amount Applied to Other Approved Uses	0.00	Total Section 8 Recapture Amount Applied	0.00	Amount Section 8 Borrower to HUD	0.00	Expiration Date of Recapture Agreement	11/01/2014
Mark-to-Market Rates	Section 8 Recapture Agreement																																
1	0.00																																
2	0.00																																
3	0.00																																
4	0.00																																
5	0.00																																
6	0.00																																
7	0.00																																
Total Section 8 Recapture Amount Available	0.00																																
Amount Applied to Repayment of First Mortgage	0.00																																
Amount Applied to Repayment of Second & Third Mortgage	0.00																																
Amount Applied to Repayment of Replacement (REPL)	0.00																																
Amount Applied to Other Approved Uses	0.00																																
Total Section 8 Recapture Amount Applied	0.00																																
Amount Section 8 Borrower to HUD	0.00																																
Expiration Date of Recapture Agreement	11/01/2014																																

CRP

CRP is a 100 Loan Rate

CRP Rate Rate of the CRP applied across may be used

Amount of CRP Available	0.00
Amount of CRP Applied to First Mortgage	0.00
Amount of CRP Applied to Second & Third Mortgage	0.00
Amount of CRP Applied to Replacement (REPL)	0.00
Amount of CRP Applied to Other Approved Uses	0.00
Amount of CRP Applied to HUD	0.00
Number of Months Applied	0.00

Capital Recovery Payment (CRP) Terms

CRP Monthly Payments	127.58
Number of Months Applied	120

First Mortgage (New or Existing Loan)

Restructuring Plan Terms	Final Closing Terms
Original	The Florida Company
Loan Type	FHA - Standard
FHA Program Type	203(a)(2)
Original Loan Amount	300,000.00
Annual Debt Service (Without MIP)	30,818.00
Annual Debt Service (With MIP)	42,445.00
Loan Term	30 Years
Interest Rate (%)	7.0000
Original Term (Months)	360
Remaining Amortization Period (Months)	00/01/2014
Maturity Date	11/01/2014
Approved LTV (%)	80.00

Second Mortgage (Mortgage Restructuring Terms)

Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	715,000.00
Annual Debt Service (Without MIP)	27,397.00
Loan Term	30 Years
Interest Rate (%)	1.0000
Original Term (Months)	360
Maturity Date	11/01/2014

Third Mortgage (Mortgage Restructuring Terms)

Restructuring Plan Terms	Final Closing Terms
Original Loan Amount	114,976.00
Annual Debt Service (Without MIP)	4,438.00
Loan Term	30 Years
Interest Rate (%)	1.0000
Original Term (Months)	360
Maturity Date	11/01/2014

Sources

Restructuring Plan Terms	Final Closing Terms
DEBT:	
Revolving 1st Mortgage Principal	500,000.00
Mortgage Restructuring Payment	829,976.39
EXISTING ACCOUNT BALANCES:	
Reserve for Replacement	4,509.84
Residual Escrowage	12,849.60
Residual Insurance	9,001.20
Residual Cash Account/Other Reserve	18,897.40
OWNERS CONTRIBUTION TOWARD:	
Rehabilitation Reserve	7,130.20
DEBT or Owners (Than Existing Reserve Balance)	17,920.00
Other Transaction Costs	27,296.76
OTHER FUND SOURCES:	
1. The Lender's UPB at \$16.45	16.45
2. Interest in life lease	72.08
3. Other Fund Sources	944.93
Other Sources Identified to Balance	
Total Sources of Funds:	1,389,773.76

Final Uses

Restructuring Plan Terms	Final Closing Terms
DEBT:	
Partial Payment of Existing Loan (if Maturity)	
Payoff Existing 1st Mortgage Loan (if Refinancing)	1,071,172.00
EXISTING ACCOUNT BALANCES:	
Other (GSE Approved Transaction Costs)	95,923.33
Owner's Share of Existing Reserve	
RESERVE:	
GSE Approved Rehabilitation Costs	25,451.00
Total Deposits to Replacement Reserve (REPL)	164,500.00
Tax Reserve	6,325.94
Shared Insurance Reserve	9,001.20
OTHER FUND USES:	
A. The Lender's UPB at \$16.45	16.45
with loan costs in the amount	
OMBIAF - Approved Transaction Cost	72.08
3. Interest in life lease D	944.93
Additional Recovery to HUD:	
Total Uses of Funds:	1,389,397.42

1. Refund of all transaction costs from the tax and interest income reserve increases. This would create the income reserve, as they will already be collected in the tax and interest income reserve in the year.

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of Lead Based Paint Test	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Lead Based Paint Hazard	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Rehab Reserve

Contingency Amount	
Rehabilitation Reserve Administration:	
Cash Management Organization and Contact Name:	
Address:	
City:	
State:	
Phone Number:	
Repair Oversight Organization and Contact Name:	
Address:	
City:	
State:	
Phone Number:	

Operating Deficit Reserve

Operating Deficit Reserve Amount	5,000.00
----------------------------------	----------

To Confirm, Enter Year

Year and Lead Based Paint

Confirmation Date: 11/12/2004

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Figure 9-10, Closing Module Screen

9.1.2.2 Print the Transmission Memo

The **Print the Transmission Memo** (an example of which is on the next page as Figure, 9-11, Closing Memo for Mortgage Restructuring Properties) contains all the property's closing information for printing:

Office of Recapitalization

Memo

To: LYNN M SERFLING, Project Manager Phoenix
From: Portfolio Office Director
Date: August 26, 2015
Subject: Mark-to-Market (M2M) Debt Restructuring Post Closing Transmission to HUD

Project Name: CORONADO COURTS
Project Address: 1830 BONITA AVENUE
 DOUGLAS, ARIZONA 85607-1721

Date Closed: 09/24/2010
Date Model Uploaded: 01/03/2012

Restructured Loans

Loan Division*	Lender	Type of Loan	Post Closing PIA No.	Principal Amount
1st	Red Mortgage Capital, Inc.	PIA-backed	12394014	2,802,000.00
2nd	HUD	M2M Mortgage Restructuring Note	12394013V	1,678,247.80
3rd	HUD	M2M Contingency Repayment Note	12394013W	1,677,794.68

* Loan portions and mortgages can vary. Boldface text should be modified to fit the terms of the transaction.

Terms of 1st Mortgage

Interest Rate	Term	Monthly Date	Monthly P&I Payment (incl. MIP)
4.8350%	360 Mos.	10/01/2040	16,703.93

Terms of Mortgage Restructuring Note (MRN)

Interest Rate	Term	Monthly Date	Payment Terms
3.0000%	360 Mos.	10/01/2040	75.0% of Regular Cash

Terms of Contingent Repayment Note (CRN)

Interest Rate	Term	Monthly Date	Payment Terms Due at Maturity of MRN or Other
3.0000%	360 Mos.	10/01/2040	75.0% of Regular Cash after Payoff of MRN

M2M Surplus Cash Calculation:

Subtracting projected first year cash flow of the transaction:

RF: Gross Income (Securitized and unsecuritized rents + Comm. & other income - vacancy/lost debt)	875,239.00
Less: Expenses	582,930.00
Reserve for Replacement	50,750.80
CRP (directed funds retained to owner; amount anticipated per underwriting)	
Equals: AHH	241,249.00
Less: 1st Mortgage Debt Service (includes MIP)	188,844.54
Plus: IRP	
Equals: Gross Cash Flow	51,604.46
Less: IRP (owner incentives fee, calculated 1st year, available thereafter if cash flow and performance allow; amount anticipated per underwriting)	39,282.80
Equals: Regular Cash available for MRN (or CRN) and Owner Split	12,321.66
Amount to MRN (or CRN)	9,364.59
Amount to Owner	3,054.96

CRP and IRP

CRP - Monthly Payments	
CRP - Number of Months	
IRP - Percentage of Effective Gross Income	4.50

R4R

Initial Post-M2M R4R Account Balance	188,800.00
R4R Minimum Annual Amount (excludes OV receipts or IRP)	50,750.80
R4R Monthly Deposit (excludes OV receipts or IRP)	4,229.17

Lead Based Paint Evaluation

Risk Assessment/Inspection Completed	Yes
Date Owner Received	08/04/2010
Lead Based Paint Exists	Yes
Lead Based Paint Hased	No

Rehab Escrow:

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

Total Amount Escrowed	1,758,841.11
Contingency Amount	

Rehabilitation Escrow Administrators:

Cash Management	Organization and Contact Name: Address: Phone Number:
Repair Oversight	Organization and Contact Name: Address: Phone Number:

Other Escrow

Taxes Escrowed at Closing	17,243.41
Hazard Insurance Escrowed at Closing	29,692.88
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 Recapture applied to R4R per Month (This amount plus the monthly R4R deposit amount get added together and total goes in the Regulatory Agreement as the owner's required R4R deposit)	
Section 8 Recapture applied to 2nd & 3rd Mortgage Debt Service	
Section 8 Recapture applied to Other Approved Use	
Number of Months	
Expiration Date of Recapture Agreement	

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

0 Bedrooms	422.00
1 Bedrooms	345.00
2 Bedrooms	470.00
3 Bedrooms	614.00
4 Bedrooms	745.00
5 Bedrooms	
6 Bedrooms	

Other Special Conditions or Issues:

Reap: Open Initiative Property:
 This project has been restructured as a Level I under Recap's Open Initiative. Under the Open Use Agreement, owner must provide a copy of each request for reimbursement from the Reserve for Replacement Account (including supporting documentation) to an office designated by the Secretary for monitoring the owner's compliance with the Open Commitments. The designated office is: The Office of Affordable Housing Preservation, Office of Portfolio Management, Jack E. Levin Federal Building, 26 Federal Plaza, Room 12-102, New York, NY 10278-0069, attention: Rehabilitation Escrow Manager. In addition, HUD FPM are encouraged to review the Open Operating & Maintenance Plan for this project in the closing binder upon arrival.

Coronado Court LRP ? The property has been certified as lead-free, but due to trace amounts an LRP OAM Plan was required as a condition of the Restructuring Commitment. TPA - On August 20, 2010, OAHF granted preliminary TPA approval for Coronado Court (Coronado). The TPA transfers ownership of Coronado Court Limited Partnership to Coronado Court Properties LLC (CCCLLC), an Arizona limited liability company jointly formed to acquire Coronado. Final TPA approval is contingent upon OAHF's receipt of a HUD-approved LRP for CCCLLC. This project has been restructured as a Level I under OAHF's Open Initiative. Under the Open Use Agreement, Owner must provide a copy of each request for reimbursement from the Reserve for Replacement Account (including supporting documentation) to an office designated by the Secretary for monitoring the Owner's compliance with the Open Commitments. The designated office is: The Office of Affordable Housing Preservation, Office of Portfolio Management, Jack E. Levin Federal Building, 26 Federal Plaza, Room 12-102, New York, NY 10278-0069, attention: Rehabilitation Escrow Manager. In addition, HUD FPM are encouraged to review the Open Operating & Maintenance Plan for this project in the closing binder upon arrival.

Figure 9-11, Closing Memo

9.1.2.3 Printable View of Closing Module Screen

The [Printable View of Closing Module Screen](#) (an example of which is on the next page as Figure, 9-12, Printable View of Closing Module Screen) contains all the property's closing information for printing:

Closing Module Screen
For Mortgage Restructuring Properties

Property ID: 00000001
Previous FBA Number: 0603001
New FBA Number(s): 141, 04231574, 04231589, 3rd, 04231586W
Property Name: CENTRAL AREA APTS
PAR Name: Florida Housing Finance Corporation
Preservation Office: Washington
Debt Restructuring Specialist:
Closing Date: 07/28/2000
Closing Terms: 2.75
Debt Service Coverage: 2.75

Closing Terms: 2.54

If this property was a TPA (Transfer of Physical Assets) in a QNP (Qualified Non-Profits), has the QNP requested forgiveness/assignment/modification of the Mortgage Restructuring Note? Yes

The Contingency Payment Note? Yes

Mark-to-Market Results

Subsec. Type	# of Post Restructuring Contract Units	Post Restructuring Monthly Market Rate	Post Market Rent Rate at Closing	Post Monthly Exception Rate	Post Exception Rent Rate at Closing
1	200	130.00	400.00		371.00
2		400.00			
3		121.00			
4					
5					
6					
7					

Section 8 Recapture Agreement

Total Section 8 Recapture Amount Available:		
Amount Applied to Payment of Post Mortgage:		
Amount Applied to Payment of Section 8, Third Mortgage:		
Amount Applied to Payment for Supplement (SHE):		
Amount Applied to Other Approved Use:		
Total Section 8 Recapture Amount Applied:	0.00	
Amount Section 8 Recapture to HUD:	0.00	
Number of Months Applied:		
Expiration Date of Recapture Agreement:	12/31/2002	

BDP

Amount of BDP Available:		
Amount of BDP Applied to Debt Service:		
Amount of BDP Applied to Payment for Supplement (SHE):		
Amount Recaptured to HUD:	0.00	
Number of Months Applied:		

Capital Recovery Payment (CRP) Terms

CRP Monthly Payment:	127.16
Number of Months Applied:	120

First Mortgage (Take Out or Modified Loan)

	Restructuring Plan Terms	Final Closing Terms
Originator:	The Home Company	Old, Later Physical Group
Loan Type:	FHA Rental	FHA Rental
FHA Program Type:	203(a)	203(a)
Original Loan Amount:	300,000.00	300,000.00
Annual Debt Service (FHA Rent, MIP):	26,200.00	18,262.00
Annual Debt Service (FHA Rent, MIP):	42,000.00	26,200.00
Loan Term:		
Interest Rate (%):	7.0000	6.0000
Original Term (Months):	360	360
Outstanding Amortization Period (Months):	360	360
Monthly Due:	08/01/2004	11/01/2004
Approved LTV (%):	71.25	77.61

Second Mortgage (Mortgage Restructuring Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	112,000.00	1,100,000.00
Annual Debt Service (FHA Rent, MIP):	27,200.00	112,000.00
Loan Term:		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):	360	360
Monthly Due:		11/01/2004

Third Mortgage (Contingent Payment Note)

	Restructuring Plan Terms	Final Closing Terms
Original Loan Amount:	114,000.00	1,179,000.00
Annual Debt Service (FHA Rent, MIP):	6,000.00	122,000.00
Loan Term:		
Interest Rate (%):	1.0000	1.0000
Original Term (Months):	360	360
Monthly Due:		11/01/2004

Summary

	Restructuring Plan Terms	Final Closing Terms
Repayment for Mortgage Principal:	300,000.00	300,000.00
Mortgage Restructuring Payment:	622,000.00	6,000,000.00
Payment for Supplement:	4,200.00	331,774.74
Residual Revenue:		
Residual Tax Revenue:	11,000.00	67,000.00
Residual Debt Revenue:	9,000.00	9,275.00
Residual Cash Account/Other Revenue:		34,000.00
20% Rehab Credit:	7,200.00	
Rehabilitation Revenue:		
DPH (if Owner then Residual Revenue Balance):	17,000.00	27,000.00
Other Transaction Costs:		
1. The Landlord's 10% to 10% A.S.	1,200.00	16.41
2. Business to 10% to 10%:		72.00
3. Other:		944.40
Other Final Income 4:		
Other Revenue (Rehab to Balance):		
Total Income of Funds:	\$1,242,775.76	\$7,210,224.97

Fund Uses

	Restructuring Plan Terms	Final Closing Terms
Partial Payment of Existing Loan (if Mortgage):		
Partial Payment for Mortgage Loan (if Refinance):	1,071,275.00	6,000,000.00
Other (SHE Approved Transaction Costs):	91,000.00	89,204.93
Owner's Share of Rehab Revenue:	31,000.00	
CRP Approved Rehabilitation Costs:	300,000.00	694,221.81
Initial Repayment to Supplement Revenue (SHE):	6,200.00	79,262.00
Residual Revenue:	9,000.00	35,000.00
A. The Landlord's 10% to 10% A.S.	1,200.00	16.41
10% Rehab Credit to the Market:		72.00
CRP Approved Transaction Cost:		944.40
C. Business to 10% to 10%:		
Additional Recovery to HUD:		
Total Use of Funds:	\$1,242,207.43	\$7,210,224.97

* Subtotal of all transaction costs less the tax and hazard insurance reserve increases. This avoids counting the increases twice, as they will already be reflected in the tax and hazard insurance reserves in the uses.

Local Based Point Evaluation

High Amount/Depreciation Completed:	
One (One) Revenue:	
Local Based Point Rate:	
Local Based Point Rate:	

Rehab Error

Contingency Amount:	
---------------------	--

Rehabilitation Error Administrator:

Cash Management Operations and Contact Name:	
Address:	
City:	
State:	
Zip:	
Phone Number:	
Request Oversight Operations and Contact Name:	
Address:	
City:	
State:	
Zip:	
Phone Number:	

Operating Deficit Error

Operating (Index) Error Amount:	1,000.00
---------------------------------	----------

Confirmation Name:
Confirmation Date:

Figure 9-12, Printable view of Closing Module Screen

10 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 10-1, 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 **Portrait** 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 10-1, Property and Report Selection Screen

10.1 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 – Post M2M
- * Rent Reduction Only Progress Report
- * Mortgage Restructuring Progress Report
- * Focus on Production Report
- * Properties On Hold Report
- * Underwriting Tracking Report
- * M2M Activity 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.

10.2 Assigned Active Properties Report

The **Assigned Active Properties Report** (Figure 10-2, 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: 09/08/2015

PAE Name	Property Name	Section 8 Contract Renewal Type (*Mod/Rehab)	Last Critical date	Date	Property ID	Property City	Property State	Green Level
CreditVest, Inc.	CHADWICK PLACE	Mortgage Restructuring	Restructuring Plan Executed by Recap	04/29/2015	800016390	ELYRIA	OH	I
CreditVest, Inc.	CRESTLINE MANOR APARTMENTS	Rent Reduction Only	PAE Accepts Assignment	07/10/2015	800016463	CRESTLINE	OH	
CreditVest, Inc.	MADONNA HOMES	Rent Reduction Only	PAE Accepts Assignment	06/26/2015	800016877	TOLEDO	OH	
CreditVest, Inc.	PLAZA APARTMENTS	Mortgage Restructuring	Restructuring Plan Executed by Recap	04/29/2015	800017103	CANTON	OH	I
CreditVest, Inc.	PLAZA VIEW II	Rent Reduction Only	Appraisal Assigned by PAE	05/08/2015	800017105	YOUNGSTOWN	OH	
CreditVest, Inc.	THE LINKS, LTD., an OH. LTD. PARTNT	Mortgage Restructuring	Transmission Memo submitted to Multifamily Housing	07/08/2015	800017352	NASHPORT	OH	

[Office of Recapitalization](#)
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Figure 10.2, Assigned Active Properties Report

10.3 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. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.

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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	800209693	12/23/2011

Preservation Office: Washington

PAE Name	Property Name	Property State	Section 8 Contract Renewal Type	Property ID	Date Submitted
ONTRA, Inc.	Sojourner Truth Manor	CA	Mortgage Restructuring	800002456	07/17/2013
Signet Partners	Morningside Courts	IL	Rent Reduction Only	800219171	07/01/2013
Signet Partners	STRATFORD COMMONS	IN	Mortgage Restructuring	800007012	06/25/2013
CreditVest, Inc.	PINEHURST APTS.	OH	Mortgage Restructuring	800017097	06/25/2013
CreditVest, Inc.	West Alex Village	OH	Mortgage Restructuring	800017463	06/25/2013
CreditVest, Inc.	HERITAGE PARK	PA	Rent Reduction Only	800018309	07/11/2013

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Figure 10-3, Submitted Plans Awaiting Decision Report

10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, 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.

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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	800020963	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	800020392	Active	Mortgage Restructuring	01/25/2010	02/10/2011	04/24/2012	10/25/2012	

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Figure 10-4, Overview of the Portfolio Status Report

10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, 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
CredaVest, Inc.	PA	LEO MEYER MANOR	800018604	Completed	10/10/2001	10/11/2001			10/30/2001	06/08/2001			11/01/2001	11/17/2001	01/30/2002	01/18/2002	
CredaVest, Inc.	RI	OXFORD PLACE	800012383	Completed	06/28/2001	06/29/2001			09/01/2001	08/20/2001			10/18/2001	09/17/2001	12/18/2001	01/03/2002	
Foley and Judell, LLP	MA	CITYWIDE APTS.	800028733	Completed					02/12/2002						07/31/2002	07/29/2002	
Signet Partners	MA	OLDE ENGLISH VILLAGE	800008744	Completed					01/03/2003						03/31/2004	03/31/2004	

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Figure 10-5, Partial Assignments Report

10.6 Late Submissions Report

The **Late Submissions Report** (Figure 10-6-1, **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 10-6-2, **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.

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<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 10-6-1, Late Submissions Report (Part I)

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Recap Report of Late Submissions

As of 9/8/2015

Preservation Office: Washington

Total: 5

Signet Partners							
State	Property Name	Type	Property ID	Days Late	Total: 5	Last Milestone Completed	Date
IL	MOGILL TERRACE	Mortgage Restructuring	800040094	186	Tenant Meeting - #2		05/13/2015
AZ	Lemon Grove Apartments	Mortgage Restructuring	800000919	160	PAE's Appraisal Complete		09/08/2014
AR	Briarwood Apartments	Mortgage Restructuring	800000337	109	Title Bring Down Received		06/30/2015
IL	Colonial House Apartments	Mortgage Restructuring	800214248	80	PAE's Appraisal Complete		12/02/2014
IL	CEDAR RIDGE APARTMENTS	Rent Reduction	800006276	79	Recap Approves Tier 2 Conversion (Form 2.16)		05/15/2015

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Figure 10-6-2, Late Submissions Report (Part II)

10.7 Green Initiative Projects Report

The **Green Initiative Projects Report** (illustrated as Figure 10-7) 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
800005972	HEBRON TOWNHOUSES	IL	Completed	07135745		63	I
800006334	SLATE CREEK APARTMENTS	IL	Completed	07211080	08/31/2011	113	I
800006486	WILDBERRY VILLAGE	IL	Completed	07135734		74	I
800006490	WILLOW OAKS APTS I	IL	Completed	07235652	02/22/2012	112	I
800006498	Golden Oaks Apartment	IL	Completed	07235075		40	II
800039733	AUBURN MANOR APARTMENTS	IL	Completed	07111122	03/26/2012	107	I
Total Completed Green Initiative Projects: 6							

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Figure 10-7, Green Initiative Projects Report

10.8 Completed Projects Report

The **Completed Projects Report** (illustrated as Figure 10-8) represents a list all of M2M Program properties that have completed the M2M Program.

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Completed Projects Report

Today's Date: 08/09/2013

Property ID	Property Name	Property State	FHA Number	PAE Name	Renewal Type (*AOTC)	Date Completed	Total Units	Green Level
800005972	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
800006498	Golden Oaks Apartment	IL	07235075	Illinois Housing Development Authority	Mortgage Restructuring*	08/06/2009	40	II
800039733	AUBURN MANOR APARTMENTS	IL	07111122	Signet Partners	Mortgage Restructuring	01/10/2013	107	I

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Figure 10-8, Completed Projects Report

10.9 Rehab Escrow Account Closed Report

The **Rehab Escrow Account Closed Report** (illustrated as Figure 10-9) 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
800007656	GREEN VALLEY APTS	KY	Active	08335089		48	I	
800007676	HIGH POINT	KY	Completed	08335589	06/01/2012	44	I	01/10/2013
800007744	LOCUST RIDGE	KY	Completed	08335582	08/13/2010	72	I	06/20/2011
800007812	PINECREEK APARTMENTS	KY	Active	08335163		32	I	
800007834	REEBER COURT APARTMENTS	KY	Completed	08335430	03/22/2013	54	I	
800007882	ST. ALOYSIUS APARTMENTS	KY	Completed	08336608	02/18/2009	48	I	11/12/2009
800007924	GARDENS AT GREENUP	KY	Completed	08335454	03/22/2013	20	I	
800007956	WOODLAND HEIGHTS	KY	Completed	08335033	09/27/2010	100	II	09/21/2011

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Figure 10-9, Rehab Escrow Account Closed Report

10.10 Rent Comparability Review Progress Report

The **Rent Comparability Review Progress Report** (illustrated as Figure 10-10) 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	
Preservation Office: San Francisco											
Caldera Housing & Finance Authority											
	ROSEWOOD VILLA APTS	UT	Completed	8833603		11/06/2001	12/10/2001	12/12/2001	03/27/2002	04/11/2002	Equal/Under Market
PAE Total					0	1	1	1	1	1	
ONTRA, Inc.											
	BUTTE RIDGE HOUSING	MT	Completed	8935913		05/08/1999	01/16/2003	01/20/2003	04/04/2003	04/02/2003	Equal/Under Market
	COLUMBUS PLAZA	MT	Completed	8934854		01/16/2003	01/16/2003	01/20/2003	04/03/2003	04/02/2003	Equal/Under Market
PAE Total					0	2	2	2	2	2	
RER Solutions, Inc.											
	HAUSTON GARDENS	DC	Completed	14033074		05/18/2000	08/02/2000	08/07/2000	11/21/2000	12/11/2000	Over Market
PAE Total					0	1	1	1	1	1	
Signet Partners											
	EL CASA VERDE	CA	Completed	12153103		12/28/1999	03/02/2000	03/04/2000	04/01/2000	03/01/2000	Over Market
PAE Total					0	1	1	1	1	1	
Preservation Office Total					0	5	5	5	5	5	
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Figure 10-10, Rent Comparability Review Progress Report

10.11 Rent Comparability Review Progress Report – Post M2M

The **Rent Comparability Review Progress Report – Post M2M** (illustrated as Figure 10-11) 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	
Preservation Office: San Francisco											
ONTRA, Inc.											
	MIYAKO GARDEN APTS	CA	Completed	12233454		12/02/2002	12/06/2002	12/09/2002	03/20/2003	03/20/2003	Equal/Under Market
	NEW HAMPSHIRE ARMS	CA	Completed	12235680		12/02/2002	12/06/2002	12/09/2002	03/20/2003	03/21/2003	Equal/Under Market
	WILLOW BROOK VILLA	CA	Completed	12235682	06/26/2003	07/21/2003	07/31/2003	08/04/2003	10/13/2003	10/28/2003	Equal/Under Market
PAE Total					1	3	3	3	3	3	
Preservation Office Total					1	3	3	3	3	3	

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Figure 10-11, Rent Comparability Review Progress Report – Post M2M

10.12 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 10-12-1, Rent Reduction Only Progress Report (Part I) and Figure 10-12-2, 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 your 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 Lite Recommendation
Preservation Office: Washington																
CreditVest, Inc.																
Jackson Hill Apartments	GA	Active	06111155	12/18/2014	12/18/2014	12/22/2014	03/22/2015		01/14/2015	12/23/2014	12/23/2014		02/03/2015	03/05/2015		04/06/2015
FABINGTON OF LEGNOTON	KY	Active	08335714	07/07/2015	07/07/2015	07/10/2015	10/08/2015									
LORE OAK MANOR	KY	Active	08335730	11/14/2014	11/18/2014	11/21/2014	02/19/2015		12/11/2014	11/25/2014	11/26/2014	01/13/2015	01/16/2015	02/02/2015		04/06/2015
BRIAR CREST I	MI	Active	04711025	09/10/2014	09/17/2014	09/22/2014	12/31/2014		10/16/2014	09/25/2014	09/25/2014	11/05/2014	11/13/2014	11/25/2014	11/26/2014	12/23/2014
BRIAR CREST II	MI	Active	04711026	09/10/2014	09/17/2014	09/22/2014	12/31/2014		10/16/2014	09/25/2014	09/25/2014	11/05/2014	11/13/2014	11/25/2014	11/26/2014	12/23/2014
CRESTLINE MANOR APARTMENTS	OH	Active	04255129	07/07/2015	07/07/2015	07/10/2015	10/08/2015									
MADONNA HOMES	OH	Active	04255330	06/19/2015	06/24/2015	06/26/2015	09/24/2015									
PLAZA VIEW II	OH	Active	04244093	04/29/2015	05/01/2015	05/05/2015	08/03/2015				05/08/2015					
PAE Total				8	8	8	8	0	4	4	5	3	4	4	2	4
Signet Partners																
Aurora Park Apartments - Iowa City	IA	Active	07435285	02/17/2015	02/18/2015	02/23/2015	03/24/2015		03/23/2015	03/02/2015	03/02/2015	03/26/2015	03/26/2015	04/04/2015		
CEDAR RIDGE APARTMENTS	IL	Active	07111272	03/13/2015	03/17/2015	03/23/2015	06/01/2015	07/01/2015								
Oakdale Apartment	IL	Active	07235671	10/15/2014	10/17/2014	10/23/2014	01/21/2015		11/21/2014	11/03/2014	11/03/2014	12/03/2014	12/09/2014	12/18/2014		02/02/2015
Lakeland Apartments	IL	Active	07133831	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/09/2014	12/02/2014	12/02/2014	12/18/2014	12/19/2014	01/23/2015		04/06/2015
GREENCROFT MANOR 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		02/10/2015
OAK KNOLL RENAISSANCE APARTMENTS	IN	Active	07311584	04/29/2015	05/01/2015											
HERITAGE HILLS	MI	Active	04711087	05/28/2015	06/02/2015											
FLATVIEW APARTMENTS	NE	Active	10335134	05/15/2015	05/20/2015											
CEDAR RIDGE TOWNHOUSES	SD	Active	09144045	11/14/2014	11/18/2014	11/24/2014	02/22/2015		12/01/2014	12/02/2014	12/02/2014	01/19/2015	01/14/2015	01/29/2015		03/11/2015
PAE Total				9	9	6	6	2	5	5	5	5	5	5	0	4
Preservation Office Total				17	17	14	14	2	9	9	10	8	9	9	2	8

Figure 10-12-1, 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 Ltr 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
Preservation Office: Washington											
Credit/Vest, Inc.											
Jackson Hills Apartments	GA	Active	06111155	04/06/2015				04/09/2015			
FAIRMINGTON OF LEXINGTON	KY	Active	00333714								
LORE OAK MANOR	KY	Active	00333730	04/06/2015				04/09/2015			
BRIAR CREST I	MI	Active	04711025	12/23/2014	12/30/2014	06/01/2015		01/05/2015			
BRIAR CREST II	MI	Active	04711026	12/23/2014	12/30/2014	06/01/2015		01/05/2015			
CRESTLINE MANOR APARTMENTS	OH	Active	04253129								
MADONNA HOMES	OH	Active	04253330								
PLAZA VIEW II	OH	Active	04244093								
PAE Total				4	2	2	0	4	0	0	0
Signet Partners											
Aurora Park Apartments - Iowa City	IA	Active	07433205								
CEDAR RIDGE APARTMENTS	IL	Active	07111272						05/15/2015		
Golden Oaks Apartment	IL	Active	07233671	02/02/2015							
Lakeland Apartments	IL	Active	07133831	04/06/2015							
GREENCROFT MANOR II	IN	Active	0738019	02/10/2015					12/08/2014		
OAK KNOLL RENAISSANCE APARTMENTS	IN	Active	07311584								
HERITAGE HILLS	MI	Active	04711087								
PLATTEVIEW APARTMENTS	NE	Active	10333134								
CEDAR RIDGE TOWNHOUSES	SD	Active	00144045	03/11/2015							
PAE Total				4	0	0	0	0	2	0	0
Preservation Office Total				8	2	2	0	4	2	0	0

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Figure 10-12-2, Rent Reduction Only Progress Report (Part II)

10.13 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 10-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 10-13-2, 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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Home Back Secure Systems Log Off		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 2.1.5 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
Preservation Office: Washington																					
CreditVest, Inc.																					
HEPLIN OAKS	AL	Active	06235600	05/08/2015	05/08/2015		05/12/2015	05/18/2015	05/15/2015					05/14/2015	07/01/2015	06/05/2015				06/05/2015	
LYNWOOD TERRACE	AL	Active	06235124	01/16/2014	01/23/2014		01/27/2014	07/23/2014	01/28/2014					01/28/2014	11/06/2014	10/01/2014		03/13/2014		08/12/2014	09/10/2014
Pecan Grove Apartments	AR	Active	08235436	01/16/2014	01/23/2014	04/27/2014	01/27/2014	02/07/2014	02/07/2014				04/14/2014	01/29/2014	03/19/2014	03/09/2014	04/14/2014	04/04/2014	04/16/2014	02/19/2014	03/10/2014
Trinity Towers	GA	Active	06135607	05/16/2014	05/16/2014		05/20/2014	05/27/2014	05/23/2014					05/21/2014	07/24/2014	06/19/2014	08/12/2014	07/21/2014	08/12/2014	06/04/2014	06/25/2014
Marshall Place	NC	Active	0334015	12/22/2014	12/22/2014		12/30/2014	01/12/2015	01/08/2015					01/07/2015	03/12/2015	02/13/2015	03/16/2015	02/26/2015	03/17/2015	02/02/2015	02/11/2015
CHADWICK PLACE	OH	Active	04235512	07/02/2014	07/08/2014		07/10/2014	07/23/2014	07/22/2014					07/16/2014	09/17/2014	08/11/2014	09/23/2014	09/10/2014	09/23/2014	07/01/2014	08/06/2014
PLAZA APARTMENTS	OH	Active	04235513	07/25/2014	07/25/2014		07/29/2014	08/07/2014	08/06/2014					07/30/2014	09/18/2014	08/18/2014	10/09/2014	09/22/2014	10/09/2014	08/01/2014	08/07/2014
THE LIBRIS, LTD. - an OH LTD. PARTNERSHIP	OH	Active	04335179	08/01/2011	08/02/2011		09/07/2011	09/16/2011	09/15/2011				11/29/2011	09/13/2011	10/27/2011	11/22/2011	11/29/2011	11/01/2011	11/29/2011	10/06/2011	10/27/2011
WOODSTOCK COOPERATIVE	PA	Active	03435134	06/26/2015	06/26/2015		07/01/2015														
HILLDALE, LP	SC	Active	05436081	01/16/2015	01/20/2015		01/22/2015	01/30/2015	02/04/2015				04/13/2015	01/30/2015	04/02/2015		04/13/2015	03/12/2015	04/13/2015	03/17/2015	04/06/2015
KNOLLCREST MAJOR	TH	Active	08611077	05/12/2015	05/12/2015		05/15/2015	05/26/2015	05/26/2015					05/19/2015						05/27/2015	06/11/2015
PAE Total			11	11	1	11	10	10	0	0	0	3	10	9	8	7	8	7	10	9	
Signet Partners																					
Riverwood Apartments	AR	Active	08235333	09/10/2014	09/17/2014		09/24/2014		10/09/2014					10/09/2014			10/31/2014	11/13/2014		06/18/2015	06/30/2015
POWDER MILL MAJOR	AR	Active	08235328	12/12/2013	12/17/2013		12/27/2013	12/27/2013	12/27/2013	12/27/2013			01/30/2014	12/27/2013	12/27/2013	12/27/2013	01/30/2014	12/27/2013	01/30/2014	12/27/2013	12/27/2013
Lemon Grove Apartments	AZ	Active	12335303	07/29/2014	07/29/2014		08/04/2014		08/08/2014					08/08/2014			08/02/2014	09/08/2014			
Colonial House Apartments	IL	Active	07135830	10/15/2014	10/17/2014		10/23/2014		11/03/2014					11/03/2014			12/03/2014	12/02/2014			
MCGILL TERRACE	IL	Active	07135802	06/25/2014	06/27/2014		07/09/2014	07/10/2014	07/22/2014					07/22/2014	08/25/2014	07/23/2014	08/29/2014	08/18/2014	08/29/2014	07/29/2014	08/06/2014
FOWLER APARTMENTS	IN	Active	07344403	02/25/2014	02/25/2014		02/28/2014	09/03/2014	03/04/2014	10/21/2014				03/04/2014	10/28/2014	10/21/2014	03/31/2014	04/03/2014	12/03/2014	10/21/2014	10/28/2014
LASALLE PARK HOMES	IN	Active	07392006	08/26/2014	09/02/2014		09/12/2014	09/15/2014	09/25/2014					09/24/2014	10/27/2014	11/24/2014	11/20/2014	10/24/2014	12/18/2014	11/25/2014	12/18/2014
WILLOWS ON CLARK ROAD	IN	Active	07311462	09/11/2013	09/11/2013		09/16/2013	01/27/2014	10/02/2013	04/04/2014				10/02/2013	03/24/2014	05/01/2014	11/06/2013	10/31/2013	05/09/2014	03/11/2014	03/24/2014
ROLLINGWOOD MAJOR	MI	Active	04011029	01/16/2014	01/23/2014		01/28/2014	02/04/2014	02/19/2014	03/24/2014			04/21/2014	01/31/2014	03/13/2014	02/21/2014	03/21/2014	03/03/2014	04/21/2014	02/24/2014	04/01/2014
ROOSEVELT TOWNE APARTMENTS	MO	Active	08335474	07/23/2014	07/29/2014		08/04/2014	08/06/2014	08/08/2014	09/11/2014				08/08/2014	10/02/2014	09/08/2014	09/10/2014	08/29/2014	11/13/2014	09/16/2014	09/29/2014
Oak Mist Apartments	MS	Active	06511030	01/16/2014	01/23/2014		01/28/2014	02/03/2014	02/07/2014	03/19/2014			04/10/2014	01/31/2014	03/06/2014	03/10/2014	04/10/2014	03/03/2014	04/10/2014	02/24/2014	03/05/2014
Shadyside Garden Aptg	TX	Active	11535336	06/11/2014	06/13/2014		06/19/2014	06/23/2014	06/27/2014	08/05/2014				06/19/2014	01/15/2015	07/10/2014	07/31/2014	06/19/2014	07/31/2014	07/11/2014	07/18/2014
PAE Total			12	12	0	12	9	12	7	0	0	3	12	9	9	12	12	9	10	10	
Preservation Office Total			23	23	1	23	19	22	7	0	0	6	22	18	17	19	20	16	20	19	
Office of Re-capitalization Mark-to-Market System Information Multifamily Online Systems Multifamily Help Desk																					

Figure 10-13-1, 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 PHA 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
Preservation Office: Washington																		
CreditVest, Inc.																		
HEFLIN OAKS	AL	Active	06235600															
LYNNWOOD TERRACE	AL	Active	06235124															
Pecan Grove Apartments	AR	Active	08235436	08/25/2014			11/13/2014			12/03/2014	12/08/2014		03/24/2015	03/24/2015	04/01/2015		05/05/2015	
Trinity Towers	GA	Active	06133607	05/01/2015			06/30/2015											
Martinez Place	NC	Active	05344015	07/28/2015	07/29/2015	07/30/2015												
CHADWICK PLACE	OH	Active	04235512	02/03/2015			04/07/2015		04/08/2015	04/29/2015								
PLAZA APARTMENTS	OH	Active	04235513	02/13/2015			04/21/2015		04/29/2015									
THE LINKS, LTD., an OH LTD. PARTN	OH	Active	04335179	05/22/2012	05/23/2012	05/25/2012	07/25/2012				04/24/2015		06/23/2015	06/23/2015	09/01/2012		07/08/2015	
WOODSTOCK COOPERATIVE	PA	Active	03435134															
HILLDALE, LP	SC	Active	05435681															
KNOLLCREST MANOR	TN	Active	08611077															
PAE Total				6	2	2	5	0	1	3	2	0	2	2	2	0	2	0
Signet Partners																		
Briarwood Apartments	AR	Active	08235333															
POWDER MILL MANOR	AR	Active	08235328	06/30/2014	07/01/2014	07/02/2014	11/21/2014			12/09/2014	01/03/2015			03/25/2015	03/25/2015	06/01/2015		05/06/2015
Lemon Grove Apartments	AZ	Active	12335503															
Colonial House Apartments	IL	Active	07135830															
MCGILL TERRACE	IL	Active	07135802															
FOWLER APARTMENTS	IN	Active	07344403	04/30/2015														
LASALLE PARK HOMES	IN	Active	07392006	05/18/2015														
WILLOWS ON CLARK ROAD	IN	Active	07311462	11/19/2014	11/20/2014	11/21/2014	01/28/2015											01/28/2015
ROLLINGWOOD MANOR	ME	Active	04011029	09/30/2014			03/12/2015											
ROOSEVELT TOWNE APARTMENTS	MO	Active	08335474	05/05/2015			06/29/2015											
Oak Mist Apartments	MS	Active	06511030	08/26/2014	09/02/2014	09/02/2014	11/21/2014				02/16/2015		05/26/2015	05/26/2015	06/01/2015		07/08/2015	
Shaderville Gardens Apts	TX	Active	11535536	02/27/2015														
PAE Total				8	3	3	5	0	0	1	2	0	1	2	2	1	2	1
Preservation Office Total				14	5	5	10	0	1	4	4	0	3	4	4	1	4	1

Figure 10-13-2, Mortgage Restructuring Progress Report (Part II)

10.14 Focus on Production Report

The **Focus on Production Report** (Figure 10-14-1, 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 10-14-2, 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 Secure Systems Log Off				
Focus on Production Report				
As of 11/15/2004				
Plans Due	Total	Comp Reviews	Rent Reductions	Mortgage Restructurings
This Week	6		3	3
Next Week				
November, 2004	21		13	8
December, 2004	21	2		19
January, 2005	12		4	8
February, 2005	15		2	13
March, 2005	30		1	29
April, 2005	7			7
November, 2004 - April, 2005	106	2	20	84
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy				

Figure 10-14-1, 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:

RFR 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:

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

Figure 10-14-2, Focus on Production Report (Part II)

10.15 Properties On Hold Report

The **Properties On Hold Report** (Figure 10-15, 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: 11/12/2004						
	State	Status (*Partial)	Primary FHA Number	Section 8 Contract Renewal Type	Date put on Hold	Anticipated On Hold Removal Date
Preservation Office: Washington						
Florida Housing Finance Corporation						
TIDEWATER APARTMENTS	FL	Active	06335043	Rent Reduction Only	12/25/2000	12/31/2000
PAE Total					1	1
Jefferson County Assisted Housing Corp.						
TALLADEGA DOWNS	AL	Active	06244054	Mortgage Restructuring	07/30/2003	09/30/2003
PAE Total					1	1
Preservation Office Total					2	2
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy						

Figure 10-15, Properties On Hold Report

10.16 Underwriting Tracking Report

The **Underwriting Tracking Report** (Figure 10-16-1, Underwriting Tracking Report by Preservation Office) lists all Full Debt Restructurings currently submitted to Recap for Underwriting Review sorted by Preservation Office.

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
Preservation Office: San Francisco							
Kitsap Co. Consolidated Housing Authority							
PIONEER PARK PLAZA	CA	Completed	14335027	06/19/2002	06/19/2002		FA Staff
WALNUT GARDENS	NY	Completed	12553061	06/30/2003	06/30/2003	07/02/2003	FA Staff
PAE Total				2	2	1	
North Dakota Housing Finance Agency							
DAKOTA ESTATES	ND	Completed	09435014	04/30/2004	04/30/2004		
ELDON SENIOR CITIZENS APTS	ND	Completed	09435006	11/06/2000	01/30/2001		
PAE Total				2	2	0	
ONTRA, Inc.							
Filipino Center	CA	Completed	13644054	08/01/2003	08/01/2003	07/11/2003	FA Staff
LAWRENCE F MOORE MAJOR	CA	Completed	12144019	07/10/2003	07/10/2003	07/11/2003	FA Staff
Ostheim Manor	CA	Completed	12144017	06/26/2003	07/31/2003	05/20/2003	FA Staff
TRAILSIDE APTS	KF	Completed	10235162	05/16/2003	05/16/2003	05/20/2003	FA Staff
BARCLAY TOWNHOUSES	MD	Completed	05235310	02/21/2003	02/21/2003	02/24/2003	FA Staff
PAE Total				5	5	5	
Signet Partners							
Southwest Apartments	CA	Completed	13635046	12/01/2000	12/01/2000		
PARKSIDE APTS	WY	Completed*	10935039	04/03/2001	03/30/2001		
PAE Total				2	2	0	
Preservation Office Total				11	11	6	
Office of Affordable Housing Preservation Mark-to-Market System Information MultiFamily Online Systems MultiFamily Help Desk							

Figure 10-16-1, Underwriting Tracking Report by Preservation Office

10.17 M2M Activity Report

The **M2M Activity Report** (Figure 10-17-1, M2M Activity Report(Part I)) provides a roll up of the total number of the M2M activities from various data tables in the system during the selected date period. Clicking on the total numbers underlined in blue will display the detailed activity(Figure 10-17-2, M2M Activity Report(Part II)) for the selected table.

Home Back Secure Systems Log Off

M2M Activity Report

From 1/1/2014 Through 7/30/2014

Table	Total	Inserts	Updates	Deletes
critical_date_detail	<u>1038</u>	<u>733</u>	<u>274</u>	<u>31</u>
pae	<u>89</u>		<u>89</u>	
project	<u>369</u>	<u>24</u>	<u>345</u>	
project_detail	<u>162</u>	<u>26</u>	<u>136</u>	
property_annual_expense	<u>49</u>	<u>19</u>	<u>30</u>	
property_annual_revenue	<u>45</u>	<u>19</u>	<u>26</u>	
property_closing	<u>8</u>		<u>8</u>	
property_first_mortgage	<u>37</u>	<u>12</u>	<u>25</u>	
property_second_mortgage	<u>28</u>	<u>12</u>	<u>16</u>	
property_third_mortgage	<u>25</u>	<u>12</u>	<u>13</u>	
property_net_income	<u>41</u>	<u>19</u>	<u>22</u>	
property_refinancing	<u>4</u>	<u>4</u>		
property_source	<u>32</u>	<u>12</u>	<u>20</u>	
property_unit_rent	<u>151</u>	<u>54</u>	<u>97</u>	
	2078	954	1093	31

Figure 10-17-1, M2M Activity Report(Part I)

Home Back Secure Systems Log Off

M2M Detailed Activity Report

critical_date_detail

From 01/01/2015 Through 02/10/2015

Date Time	Activity Type	User	User Type	Property ID	Property Name
01/05/2015 09:17:58.690	Insert	M88257	PAE	800013309	Marcellus Place
01/05/2015 09:17:58.720	Insert	M88257	PAE	800013309	Marcellus Place
01/05/2015 16:45:21.566	Insert	MKX381	PAE	800214246	Lakeland Apartments
01/07/2015 14:33:17.283	Insert	H19569	HQ	800010059	DETROIT BAPTIST MANOR - GAMMA
01/07/2015 14:35:00.590	Insert	H19569	HQ	800007006	SAINT JOHN HOMES
01/09/2015 11:10:19.513	Insert	MKX381	PAE	800209693	RIVER RUN APARTMENTS
01/13/2015 15:52:53.640	Insert	MKX381	PAE	800000745	POWDER MILL MANOR

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

Figure 10-17-2, M2M Activity Report (Part II)

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.

11 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.

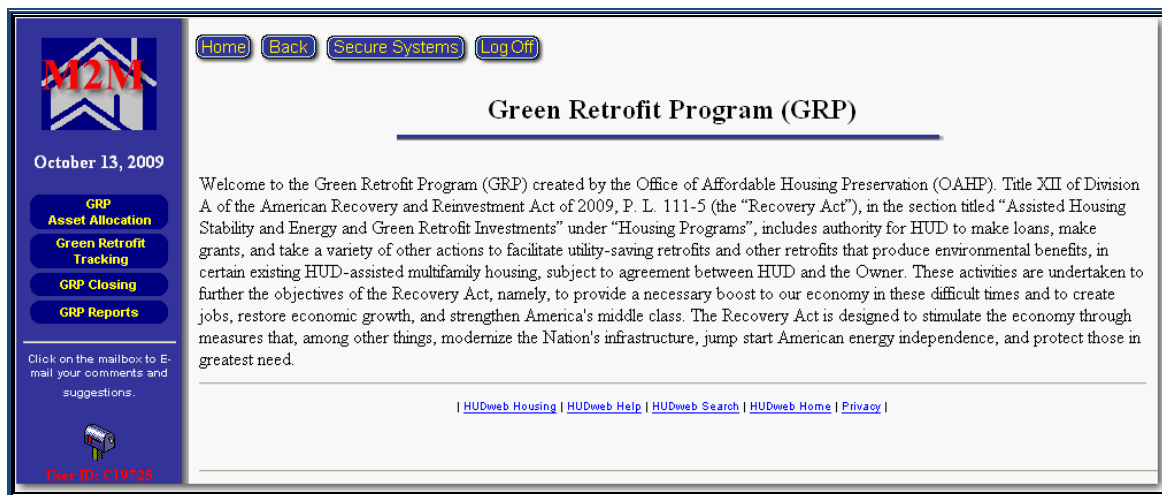


Figure 11, Green Retrofit Program Screen

11.1 GRP Asset Allocation Module Button

The **Asset Allocation** button provides access for an OAHP HQ user to add or update properties to the Green Retrofit Program, after which, the PAE may be assigned properties by a HQ user.

11.2 Green Retrofit Tracking Module Button

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

11.3 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.

11.4 GRP Reports Module Button

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

12 GRP ASSET ALLOCATION MODULE

The following screen (Figure 12-1, Asset Allocation Screen) will be returned when the Green Retrofit module button is clicked:

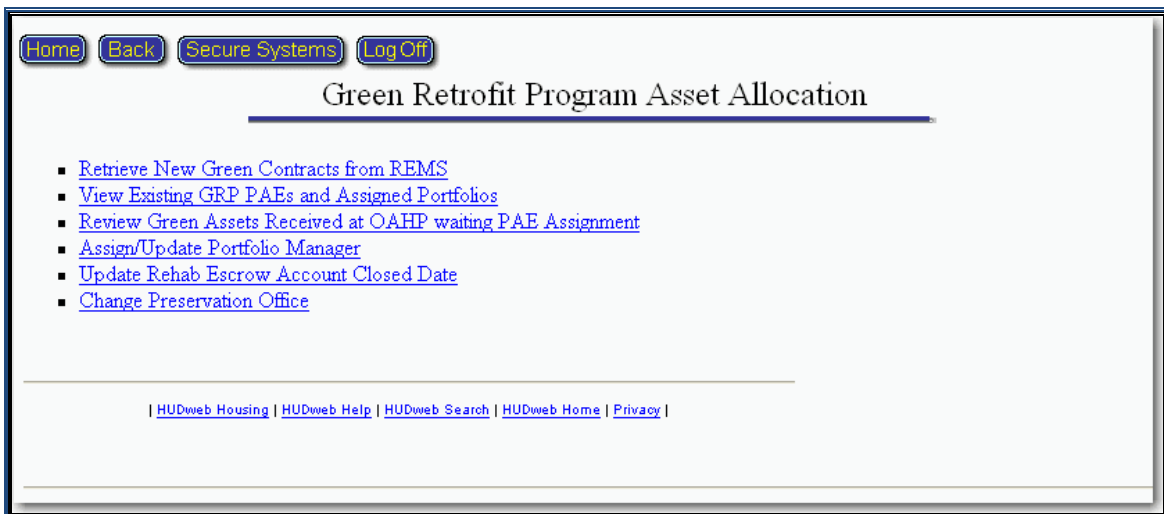


Figure 12-1, GRP Asset Allocation Screen

The **Green Retrofit Asset Allocation** screen allows access to the following functions:

- * Retrieve New Green Contracts from REMS
- * View Existing GRP PAEs and Assigned Portfolios
- * Review Green Assets Received at OAHP waiting PAE Assignment
- * Assign/Update Portfolio Manager
- * Update Rehab Escrow Account Closed Date
- * Change Preservation Office

12.1 Retrieve New Green Contracts from REMS Screen

OAHP HQ user should retrieve new Green contracts that qualify for the M2M Green Retrofit Program from the REMS database by clicking the [Retrieve New Green Contracts from REMS](#) link (located on the [Green Retrofit Asset Allocation](#) page). It may take several minutes for this process to complete. After the process has completed, a confirmation screen will appear. This facilitates a focused search of properties once contracts referred to OAHP have been retrieved (as illustrated in Figure 12-2, Select Search Criteria below).

The screenshot shows a web form titled "Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit Program via REMS". At the top, there are navigation buttons: Home, Back, Secure Systems, and Log Off. Below the title, a horizontal line separates the header from the content. The form instructs the user to "Select one of the following criteria:" and provides two input fields: "REMS ID:" and "FHA #:". Below these, another horizontal line separates the first section from the second. The second section instructs the user to "Or select one or more of the following options:" and provides three input fields: "Property:" (a text box), "Section of Act (SOA):" (a dropdown menu), and "State:" (a dropdown menu). Below these fields are two buttons: "Continue" and "Clear". At the bottom of the form, there is a link: "Or click [HERE](#) to get ALL the properties to Enter M2M Green Retrofit Program via REMS." Below this link is a footer with several links: [HUDweb Housing](#), [HUDweb Help](#), [HUDweb Search](#), [HUDweb Home](#), and [Privacy](#).

Figure 12-2, Select Search Criteria for Reviewing Assets to Enter M2M Green Retrofit via REMS

Select one of the following criteria available to search for properties to be received:

- * 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 search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Select a state from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

Shown below in Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen, is a sample screen of selected properties.

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

Review Assets to Enter M2M Green Retrofit Program

The following 50 out of 61178 properties met your All search criteria.

- Check the Add box (☒) next to each property that you are adding to M2M Green Retrofit Program.
- Click the Submit button below to save your additions.

Add	Property Name	Property City	State	Sec #	Contract Number	Expiration Date	FHA Num	Entity Type	Grant/Loan Type	Section of Act
<input type="checkbox"/>	WOODLAND ESTATES (TLR REALTY)		00		RH3Q991001	12/31/2008				Other
<input type="checkbox"/>	WOODLAND ESTATES (TLR REALTY)		00		RH3Q991001	12/31/2008	016HD025			811
<input type="checkbox"/>	13TH AND EAGLE APARTMENTS	ANCHORAGE	AK		AK02ED00001	10/31/2005				Other
<input type="checkbox"/>	ALPINE TERRACE	ANCHORAGE	AK		AK06ED00004	12/31/2006				Other
<input type="checkbox"/>	ALPINE TERRACE	ANCHORAGE	AK		AK06ED00004	12/31/2006	17635029			221(d)(4)MKT
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020000601	05/31/2021				Other
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020000601	05/31/2021	17635019			221(d)
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020000601	05/31/2021	17635019			221(d)
<input type="checkbox"/>	AYALPIK APARTMENTS	BETHEL	AK		AK020000601	05/31/2021	17635039			223(a)(7)
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MD00010	08/31/2010				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MD00022	10/31/2008				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK06L000005	09/30/1999				Other
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MD00010	08/31/2010	17644020			236
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK02MD00022	10/31/2008	17644020			236
<input type="checkbox"/>	BAYSIDE APARTMENTS	SEWARD	AK		AK06L000005	09/30/1999	17644020			236
<input type="checkbox"/>	BAYVIEW TERRACE	KODIAK	AK		AK020001001	07/31/2001				Other
<input type="checkbox"/>	BAYVIEW TERRACE	KODIAK	AK		AK020001001	07/31/2001	17635012			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007				Other
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17635009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17635009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17635009			221(d)(4)MKT
<input type="checkbox"/>	CHENANA APARTMENTS	FAIRBANKS	AK		AK020002001	07/31/2007	17635042			223(a)(7)
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MD00013	07/31/2004				Other
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MD00023	07/31/2007				Other
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MD00013	07/31/2004	17644024			236
<input type="checkbox"/>	CHESTER CREEK ESTATES	ANCHORAGE	AK		AK02MD00023	07/31/2007	17644024			236
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK02MD00012	08/31/2006				Other
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK06L000009	09/30/1999				Other
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK02MD00012	08/31/2006	17644018			236
<input type="checkbox"/>	CHESTER PARK ESTATES	ANCHORAGE	AK		AK06L000009	09/30/1999	17644018			236
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006				Other
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006	17611039			207/223(f)
<input type="checkbox"/>	CHNOOK APARTMENTS	JUNEAU	AK		AK06L000017	10/31/2006	17635024			221(d)(4)MKT
<input type="checkbox"/>	CHUGACH VIEW	ANCHORAGE	AK		AK020102002	11/30/2017				Other
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006				Other
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006	17611040			207/223(f)
<input type="checkbox"/>	COHO PARK	JUNEAU	AK		AK020007002	09/30/2006	17635020			221(d)(4)MKT
<input type="checkbox"/>	CRESTVIEW APARTMENTS	DILLINGHAM	AK		AK02R000005	06/30/2005				515
<input type="checkbox"/>	DAYBREAK APARTMENTS (CMD)	PALMER	AK		AK02T851001	03/14/2008				Other
<input type="checkbox"/>	DAYBREAK APARTMENTS (CMD)	PALMER	AK		AK02T851001	03/14/2008	1763EH03			202
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021				Other
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17635014			221(d)(4)MKT
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17635037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17635037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17635037			223(a)(7)
<input type="checkbox"/>	EXECUTIVE ESTATES	Fairbanks	AK		AK020004001	05/31/2021	17635040			223(a)(7)
<input type="checkbox"/>	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK		AK06Q021001	12/31/2010				Other
<input type="checkbox"/>	FAIRBANKS COMMUNITY HOMES	FAIRBANKS	AK		AK06Q021001	12/31/2010	1761HD021			811
<input type="checkbox"/>	GASTINEAU APARTMENTS	JUNEAU	AK		AK02MD00015	11/30/2003				Other
<input type="checkbox"/>	GASTINEAU APARTMENTS	JUNEAU	AK		AK02MD00015	11/30/2003	17644015			236

Enter Your Name: (First name, last name)

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen

The **Review Assets to Enter M2M Green retrofit** function allows OAHP HQ users to review and assign Entity Type, Grant/Loan Type and Section of Act (SOA) to the selected properties. The displayed properties are active, not assigned to a PAE. The following steps direct users in making Receipt assignments:

1. Click the Add check box ☐ next to the Property ID to indicate the property is have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
2. Optionally select the Profit or Non Profit from the Entity Type drop down box
3. Optionally select the Grant or Grant/Loan from the Grant/Loan Type drop down box
4. Select one Section of Act (SOA) from the drop down list box
5. Repeat steps 1-4 for each additional property
6. After all property selections have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field
Enter Your Name:
7. Click the Submit button to save the M2M Green Retrofit Properties

12.2 Green Retrofit Program PAE Screen

When the **View Existing Green Retrofit Program PAEs and Assigned Portfolios** link is selected, the following screen (Figure 12-4, PAEs Screen) will appear:

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

Green Retrofit Program PAEs

To View/Unassign PAE Properties, click an underlined PAE name.

PAE Name	Cumulative Property Assignment	Total	Active Sections Of Acts																		
			207/223 (f)	220	221 (d)	221(d)(6) BMBR	221(d)(4) MKT	223(a) (f)	223(b)/221 (d)	223 (d)	231 233(f) 236	236	241	241/221	241/223	241/236	515	524 (c)	611	Mod Rehab	Other
City of Chicago Department of Housing	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
CreditVest, Inc.	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Foley and Jodell, LLP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hedden Signet Partnership	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Illinois Housing Development Authority	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jefferson County Assisted Housing Corp.	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M & M Associates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ONTEA, Inc.	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
The Stengel Group, Inc.	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[Green Retrofit Program Asset Allocation](#)

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OAHP HQ users may unassign a property from a PAE by putting a check mark (☑) in the **Unassigned Property** box next to each property that is to be unassigned. Once the **Save Changes** button is clicked, each property will then be available for reassignment to another PAE in the Review/Assign Green Retrofit Program Assets module.

12.4 Retrieve Green Assets Receive at OAHP waiting PAE Assignment Screen

OAHP HQ user should retrieve Green Retrofit Asset Assignment by clicking **Retrieve Green Assets Receive at OAHP waiting PAE Assignment** link (located on the **Green Retrofit Asset Allocation** page). After the process has completed, a confirmation screen will appear. (as illustrated in Figure 12-6, Select Search Criteria below). This facilitates a focused search of Green Retrofit Asset Assignment properties have been retrieved.

The screenshot shows a web form titled "Select Search Criteria for Green Retrofit Program Asset Assignment". At the top, there are navigation buttons: "Home", "Back", "Secure Systems", and "Log Off". Below the title, 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. Below the line, the instruction "Or select one or more of the following options:" is followed by four input fields: "Property:" (a text box), "Section of Act (SOA):" (a dropdown menu), "Entity Type:" (a dropdown menu), and "State:" (a dropdown menu). Below these fields are two buttons: "Continue" and "Clear". At the bottom of the form, there is a link: "Or click [HERE](#) to get ALL the properties awaiting assignment." and a footer with links: "[HUDweb Housing](#) | [HUDweb Help](#) | [HUDweb Search](#) | [HUDweb Home](#) | [Privacy](#)".

Figure 12-6, Select Search Criteria for Green Retrofit Assets Assignment

Select one of the following criteria available to search for properties to be received:

- * 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 search for properties to be received:

- * Enter a Property's Name for a specific property
- * Section of Act (SOA)
- * Entity Type
- * Select a state from the drop-down list
- * Click the underlined [HERE](#) link to retrieve all referred properties awaiting to be received

12.5 Review / Assign Green Retrofit Program Assets Screen

The **Review / Assign Green Retrofit Program** screen is used to review and assign Green Retrofit Asset properties to PAEs within the M2M system. M2M generates recommended Green Retrofit property assignments based on predefined geographical criteria. This screen allows the OAHQ HQ user the ability to:

- * Review a listing of all the Green Retrofit Program properties awaiting assignment in the M2M system
- * Review the M2M Entity type and the option of changing it
- * Review the Grant/Loan type and the option of changing it
- * Review the Section of Act and the option of changing it
- * Selecting one of the Preservation Office from the drop down list box.
- * Choose a PAE for the Green Retrofit property

The **screen** is depicted below as Figure 12-7, Review/Assign Green Retrofit Assets Screen:

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

Review / Assign Green Retrofit Program Assets

The following 37 out of 37 properties met your All search criteria.

- Check the Assign box (☒) next to each property that you are assigning to a PAE. All of the contracts associated with the Green Retrofit Program property will be assigned.
- Click the Submit button below to save your assignments.

Assign	Property Name	Property City	State	Sec 8 Contract Number	Expiration Date	Entity Type	Grant/Loan Type	Section of Act	Preservation Office	Recommended PAE Name
<input type="checkbox"/>	COMMODORE PARK	ANCHORAGE	AK	AK06S961001	12/31/2006	Profit		202		No Assigned PAE
<input type="checkbox"/>	Denali View Senior Housing	Chugiak	AK	AK06S011002	05/04/2008	Profit	Grant	202		No Assigned PAE
<input type="checkbox"/>	ETOLIN HEIGHTS	WRANGELL	AK	AK06L000008	06/30/2007	Profit	Grant	202		No Assigned PAE
<input type="checkbox"/>	FIREWEED HOUSING DEVELOPMENT	WASILLA	AK	AK06Q921001	07/05/2014	Profit	Grant	811		No Assigned PAE
<input type="checkbox"/>	AGAPE HOUSE	BIRMINGHAM	AL	AL09Q921010	06/21/2015	Profit		811		Jefferson County Assisted Housing
<input type="checkbox"/>	AGAPE II	BIRMINGHAM	AL	AL09Q961001	06/09/2007	Non-Profit		811		Jefferson County Assisted Housing
<input type="checkbox"/>	AHEFA 23 III	Montgomery	AL	AL09S001002	08/31/2009	Profit		202		Jefferson County Assisted Housing
<input type="checkbox"/>	CLAIBORNE ARMS APTS	MOBILE	AL	AL090021022	10/31/2006	Profit	Grant/Loan	Mod Rehab		Jefferson County Assisted Housing
<input type="checkbox"/>	RAINBOW APARTMENTS	Rainbow City	AL	AL090021050	09/30/2022	Profit	Grant/Loan	Other		Jefferson County Assisted Housing
<input type="checkbox"/>	Meadow Park Apartments	ROGERS	AR	AR37MD000046	08/31/2006			221(d)		No Assigned PAE
<input type="checkbox"/>	Cannon Apts	LOS ANGELES	CA	CA16MD000385	12/31/2010	Profit	Grant	241/221		No Assigned PAE
<input type="checkbox"/>	DILLON CHRISTIANE WESTERN	SACRAMENTO	CA	CA30L000031	12/31/2010	Non-Profit	Grant	233(c)236		No Assigned PAE
<input type="checkbox"/>	EUCALYPTUS PARK	INGLEWOOD	CA	CA168023007	07/31/2006	Profit	Grant/Loan	221(d)(4)MKT		No Assigned PAE
<input type="checkbox"/>	TAMARIN APTS	DURANGO	CO	CO99H001082	05/31/2008	Non-Profit	Grant	524(c)		No Assigned PAE
<input type="checkbox"/>	Cavalier Apartments	WASHINGTON	DC	DC39A001003	02/23/2007	Non-Profit	Grant/Loan	223(a)(7)		No Assigned PAE
<input type="checkbox"/>	SOUTH SHORE BEACH APARTMENTS	CHICAGO	IL			Non-Profit	Grant	241/223		City of Chicago Department of Housing
<input type="checkbox"/>	Aberdeen Housing for Elderly	ABERDEEN	MD					Other		No Assigned PAE
<input type="checkbox"/>	Aberdeen Senior Housing	Aberdeen	MD					Other		No Assigned PAE
<input type="checkbox"/>	ABUNDANT LIFE TOWERS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ABUNDANT LIFE TOWERS II	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	Access	COLUMBIA	MD					Other		No Assigned PAE
<input type="checkbox"/>	ADVENT SENIOR HSNO	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	AIMCO	HYATTSVILLE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALDEN PARK APTS	COLLEGE PARK	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALEXANDER HOUSE	HAGERSTOWN	MD					Other		No Assigned PAE
<input type="checkbox"/>	ALICE ANNE TOWNHOUSES	BEL AIR	MD					Other		No Assigned PAE
<input type="checkbox"/>	AMITY FARMLE APARTMENTS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ANDOVER GROUP HOME	FREDERICK	MD					Other		No Assigned PAE
<input type="checkbox"/>	Andrew Kim House	OLNEY	MD					Other		No Assigned PAE
<input type="checkbox"/>	APOSTOLIC TOWERS	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ARBUTA ARMS II	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	Arlington Estates Cooperative Apts	BALTIMORE	MD					Other		No Assigned PAE
<input type="checkbox"/>	ARNOLD GARDENS APTS	SUTLAND	MD					Other		No Assigned PAE
<input type="checkbox"/>	TALLMAN TOWERS	NYACK	NY	NY36L000130	09/30/2006	Non-Profit	Grant	223(c)/221(d)		No Assigned PAE
<input type="checkbox"/>	Albina Plaza	PORTLAND	OR			Non-Profit	Grant	241		No Assigned PAE
<input type="checkbox"/>	SOMERVILLE HOMES	PHILADELPHIA	PA	PA26L000023	12/31/2009	Non-Profit	Grant/Loan	241/236		No Assigned PAE
<input type="checkbox"/>	BRYANT MANOR	SEATTLE	WA	WA19L000005	07/31/2007	Non-Profit	Grant/Loan	233(c)236		No Assigned PAE

Enter Your Name: (First name, last name)
Enter the Initial Assignment Date:

Before proceeding to another screen, save all changes by selecting the SUBMIT button.

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Figure 12-7, Review/Assign Green Retrofit Assets Screen

1. Click the Add check box ☐ next to the Property ID to indicate the property is to have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).
2. Review the Entity Type Profit / Non Profit and option to change
3. Review the Grant/Loan Type and option to change it
4. Review the Section of Act and option to change it
5. Select a Preservation Office from the drop down list box
6. Assign a PAE from the Recommended PAE Name drop down list box
7. Repeat steps 1-6 for each additional property
8. After all property selections have been made, enter your first name, middle initial, and last name in the **Enter Your Name** field
Enter Your Name:
9. Click the Submit button to save the M2M Green Retrofit Assigned PAE Properties

12.6 Assign/Update Portfolio Manager

This function is not operational at this time.

12.7 Update Rehab Escrow Account Closed Date

This function is not operational at this time.

12.8 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected Green Retrofit properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, or ALL Assigned Properties. The Search screen is depicted below in Figure 12- 8, Change Preservation Office Screen is depicted below in Figure 12- 9. Changing the Preservation Office of a property will generate a history record of the action.

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Select Search Criteria for Changing Preservation Office

Select one of the following criteria:

REMS ID:

FHA #:

Or select one or more of the following options:

Property:

State:

PAE:

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

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Figure 12-8, Select Search Criteria for Changing Preservation Office Screen

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Preservation Office Changes Of Assigned Properties

The following 4 out of 4 properties met your **CALIFORNIA** state search criteria.

Status	Property ID	Property Name	City	State	Entity Type	Preservation Office
CITY OF INDIANAPOLIS						
A	800000993	AARON HOUSE	ROHNERT PARK	CA	Non-Profit	Centralized Closing
CREDITVEST, INC.						
A	800001089	BEAR MOUNTAIN RESIDENCES	SAN ANDREAS	CA	Profit	Washington
ILLINOIS HOUSING DEVELOPMENT AUTHORITY						
A	800002877	1215 D STREET	SACRAMENTO	CA	Non-Profit	Washington
SIGNET PARTNERS						
A	800001599	Sunny Meadows	FREEDOM	CA	Non-Profit	San Francisco

Preservation Office Change Date:

(mm/dd/yyyy)

Before proceeding to another screen, save all changes by clicking the Save Changes button above.

Figure 12-9, Change Preservation Office Screen

To change the Preservation Office for a property, select from the drop down options,

Preservation Office

Washington

Chicago

New York

San Francisco

Washington

Centralized Closing

Enter the **Change Date** (defaulted to current date), and click the **Save Changes** button.

13 GREEN RETROFIT TRACKING MODULE

The Green Retrofit Tracking module is accessed by clicking the **Green Retrofit Tracking** button on left menu of Green Retrofit Assets Allocation Menu screen. Within the Green Retrofit Tracking module, OHAP 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 13-1, Search Criteria for Critical Dates Tracking Screen.

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

Select Search Criteria for Green Retrofit Program Tracking

Select one of the following criteria:

REMS ID: FHA #:

Or select one or more of the following options:

State:

PAE:

Debt Restructuring Specialist:

Property:

Status:

Entity Type:

Section of the Act (SOA):

Grant/Loan:

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

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Figure 13-1, Search Criteria for Green Retrofit Tracking Screen

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

- * Select a **State** from the drop-down list
- * Select a **PAE** from the drop-down list
- * Select a **Deb Restructuring Specialist** from the drop-down list
- * Enter a Property's Name for a specific property
- * Select a Property's **Status** (Active or Completed)
- * Select a **Entity Type** (Profit / Non Profit)
- * Select a **Section of Act** (SOA)
- * Select a **Grant/Loan Type**
- * Click the underlined **HERE** link to retrieve all properties in the system

13.1 Assigned Green Retrofit Properties Screen

The **Assigned Green Retrofit Properties** screen (shown below as Figure 13-2, Assigned Green Retrofit 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 Green Retrofit Program Properties								
The following 12 out of 12 properties met your All search criteria.								
To view/update a contract's critical dates, click its underlined Contract Number.								
Status	Property Name	Section of Act	Sec 8 Contract Number	Entity Type	Grant/Loan	Expiration Date	Property City	State
A	AASC Housing I, Inc.	811	AR060971001	Non-Profit	Grant/Loan	12/04/2006	ANCHORAGE	AK
C	Andrews Apartments	811	AR060931001	Profit	Grant	12/31/2014	ANCHORAGE	AK
C	Aurora Commons	236	AR060981002	Non-Profit	Grant/Loan	02/28/2007	SOLDOTHA	AK
C	Cranberry Ridge	202	AR060991002	Non-Profit	Grant/Loan	04/25/2007	HOUSTON	AK
A	Cupisnig House	515	AR060971002	Profit	Grant/Loan	02/08/2007	STEBBINS	AK
C	DOUGLAS TERRACE APARTMENTS	202	AR060951003	Non-Profit	Grant/Loan	11/30/2006	JUNEAU	AK
A	KNOLLWOOD RETIREMENT CENTER	207/223(d)	AL09T821010	Non-Profit	Grant	06/26/2010	ROANOKE	AL
A	Access Anaheim	202	CA16T931020	Profit	Grant/Loan	10/22/2006	ANAHEIM	CA
A	BAY VISTA METHODIST HEIGHTS	223(c)/221(d)	CA33M000051	Profit	Grant/Loan	05/31/2009	SAN DIEGO	CA
A	MILWOOD APTS	221(d)	CA16M000339	Non-Profit	Grant/Loan	05/31/2007	CANOGA PARK	CA
A	BOOTH TOWERS	Other	MD06M000079	Profit	Grant/Loan	07/31/2006	CUMBERLAND	MD
A	ALPINE ALTEN ZIMMER	515	MT38R000045	Non-Profit	Grant	06/18/2011	GAYLORD	MI
HUDweb Housing HUDweb Help HUDweb Search HUDweb Home Privacy								

Figure 13-2, Assigned Green Retrofit Properties

All of the assigned Green Retrofit properties that have a SOA, Entity Type and Grant/Loan Type option will be displayed (based on the criteria used to select property) and have a link to a **Green Retrofit Tracking** form.

13.2 Contract Number Link

The **Assigned Green Retrofit Properties** screen displays all assigned properties and pertinent information. It also contains the highlighted **contract number** Contract Number
[FL29M0000113](#) as a link to access the **Green Retrofit Tracking** form to enter or view the critical dates. The contract highlighted will be the first expiring contract for the property. The resulting screen is the **Green Retrofit Tracking** screen (discussed in the next section).

13.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 13-3, Green Retrofit Tracking Screen.

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

Green Retrofit Program Tracking

HERMES Property ID: 800078767
Primary IFA Number: 176H013
Contract Number: AK06Q01001
Preservation Office: Chicago
HUD Project Manager: LEONA L BLANKENSHIP
Region: Seattle
Debt Restructuring Specialist: PATRICIA AMERSON
OAHF/FAE Underwriter: PATRICIA AMERSON
To view or update the OAHF comments log, click on the OAHF Comment Log link below.
[OAHF Comment Log](#)

Property Name: AASC Housing 1, Inc.
FAE Name: City of Chicago Department of Housing
Entity Type: Non-Profit
Grant/Loan: Grant/Loan
Section of the Act (SOA): S11

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: 12/04/2006
 OAHF Receives Green Retrofit Package: 05/01/2009
 Complete Application: ☐ Yes ☒ No
 Duplicate Application: ☐ Yes ☒ No
 OAHF Returns Green Retrofit Package: ☒ Yes ☐ No

Phase: Assignment/Assessment
 OAHF Sends List of Potential Assets: 04/22/2009
 FAE Clears and OAHF Approves COI: 05/15/2009
 FAE Accepts Assignment: 05/29/2009
 FAE IFA Validation Feasibility Test Completed: ☐ Pass ☐ Fail
 OAHF Approved FAE's IFA Analysis

Phase: Waiver/Notice
 Waiver: 12/30/2009
 Waiver No. of Days:
 OAHF Places Property On Hold:
 Anticipated On Hold Removal Date:
 OAHF Removes Property From On Hold:

Phase: Due Diligence
 3rd Party Reports Ordered: 06/03/2009
 Tenant Meeting: 06/22/2009
 3rd Party Reports Accepted as Approvable: 06/29/2009
 Title Being Down Received: 07/02/2009
 Due Diligence Completed: 08/01/2009

Phase: Underwriting
 FAE Submits Green Retrofit Plan Submission to OAHF: 08/03/2009
 OAHF Receives FAE's Green Retrofit Plan Submission: 08/05/2009
 Date Proposed OR Plan Assigned to Underwriter: 08/05/2009
 Date Underwriter Review of OR Plan Complete: 08/09/2009
 OPCA Reviewer: PATRICIA AMERSON
 Establish A Review Approval Date:
 PO/HQ Loan Committee Date: 09/01/2009
 Green Retrofit Plan Approved by OAHF: 09/09/2009

Phase: Commitment Stage
 Green Retrofit Plan Commitment Received by OAHF: 09/20/2009
 Green Retrofit Plan Commitment Reviewed by OAHF: 10/01/2009
 718 Package Completed and Delivered by OAHF: 10/10/2009
 718 Approved: 10/11/2009
 718-Approved Grant Amount: 110,000.00
 718-Approved Loan Amount: 96,000.00
 Green Retrofit Plan Commitment Sent to Owner: 10/21/2009
 Green Retrofit Plan Commitment Executed by Owner: 10/22/2009
 Green Retrofit Plan Commitment Executed by OAHF: 10/23/2009
 Expiration Date of Green Retrofit Plan Commitment: 11/22/2009

Phase: Closing
 Scheduled Closing Date: 12/23/2009
 FAE Counsel Ready to Close Date: 11/29/2009
 Closing Date: 12/29/2009
 Amount of Closed Grant: 99,000.00
 Amount of Closed Loan: 96,000.00

Phase: Post Closing
 Critical Documents Received by OAHF: 01/01/2010
 Closing Documents Distributed by FAE: 01/02/2010
 GRP Pre-Development Incentive Paid (Date):
 GRP Pre-Development Incentive Paid (Amount):
 Retrofits/Repairs Completion Date:
 GRP Efficiency Incentive Paid (Date):
 GRP Efficiency Incentive Paid (Amount):
 Job Creation Incentive Paid (Date):
 Job Creation Incentive Paid (Amount):
 Number of Jobs Created/Saved:
 Expected Utility Savings per Project:

OAHF Comment Text:
 FAE Comment Text:
 Save

End Green Retrofit Program Process Click here if completed the Green Retrofit Program Process.

Clear

Figure 13-3, Green Retrofit Program Tracking Screen

14 GRP 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 14-1, Select Search Criteria for GRP Closing Screen.

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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.

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Figure 14-1, 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 a **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 13-2, 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 14-2, 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.												
FAE 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	<input type="radio"/>	AK06Q971001	Non-Profit	Grant/Loan	12/29/2009	12/04/2006	ANCHORAGE	AK	
Illinois Housing Development Authority	C	Aurora Commons	236	<input type="radio"/>	AK06Q981002	Non-Profit	Grant/Loan	08/03/2009	02/28/2007	SOLDOTNA	AK	
Heskin Signet Partnership	C	Cranberry Ridge	202	<input type="radio"/>	AK06S991002	Non-Profit	Grant/Loan	09/03/2009	04/25/2007	HOUSTON	AK	
Heskin Signet Partnership	A	Cuplaug House	515	<input checked="" type="radio"/>	AK06S971002	Profit	Grant/Loan	08/25/2009	02/08/2007	STEEBENS	AK	
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Figure 14-2, GRP Closed Properties Screen

14.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user must upload and populate the terms with data extracted from the Excel Underwriting Model. Figure 14-3, 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.

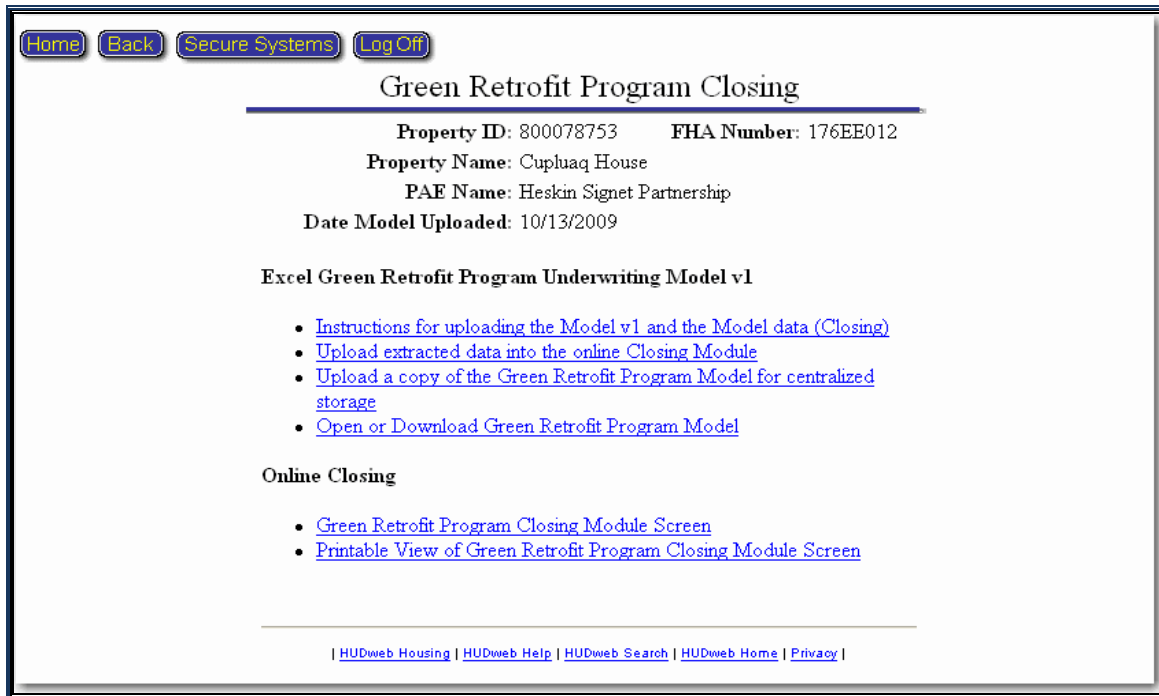


Figure 14-3, Green Retrofit Program Closing Screen

14.1.1 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](#)

14.1.1.1 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, 14-4, 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:

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 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 14-4, How to Upload Extract and Model Screen

14.1.1.2 Upload extracted data into the online Closing Module

The **Upload extracted data into the online GRP Closing Module** (shown as Figure, 14-5, Upload GRP (Closing) Screen) contains general and detailed information on how to upload extracted data into the online GRP Closing Module:

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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 14-5, 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, 14-6, Green Retrofit Program Properties Upload (Closing) Screen):

Figure 14-6, GRP Properties Upload (Closing) Screen

Click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to save data into M2M database and open the Information Saved Screen (shown as Figure, 14-7, GRP Properties Upload (Closing) Information Saved Screen).

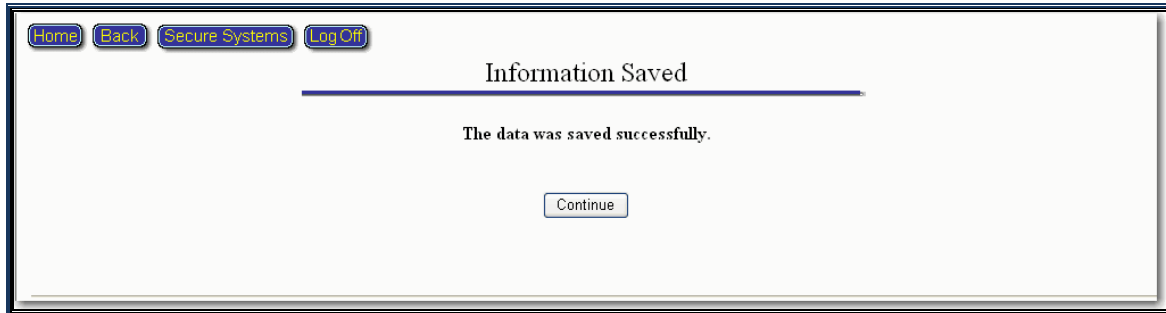


Figure 14.7, GRP Properties Upload (Closing) Information Saved Screen

14.1.1.3 Upload a copy of the Model for centralized storage

The **Upload a copy of the Model for centralized storage** (shown as Figure, 14-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

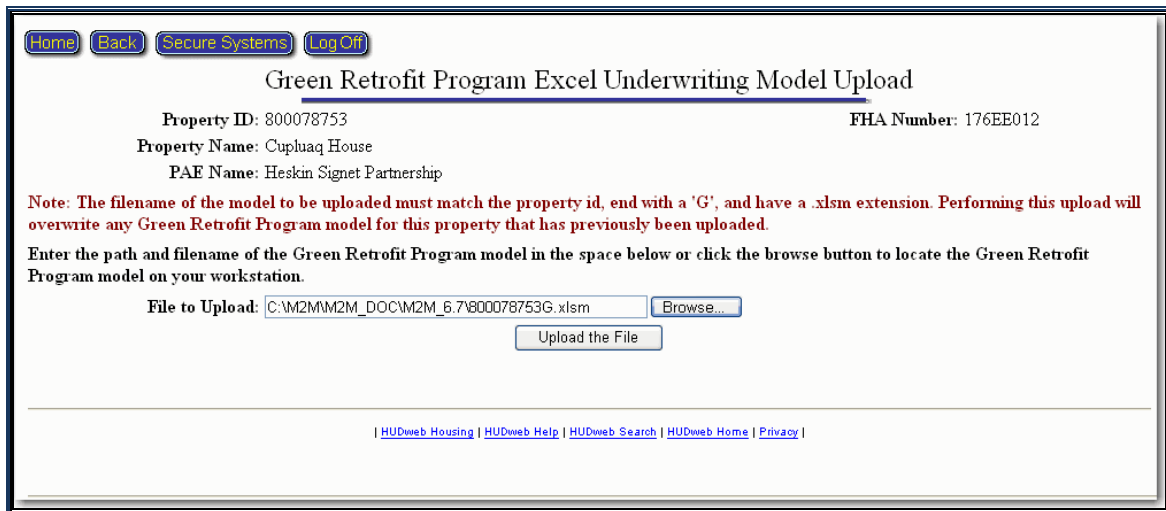


Figure 14-8, Excel Underwriting Model Screen

Perform Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to save the model and open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 14-9, 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.

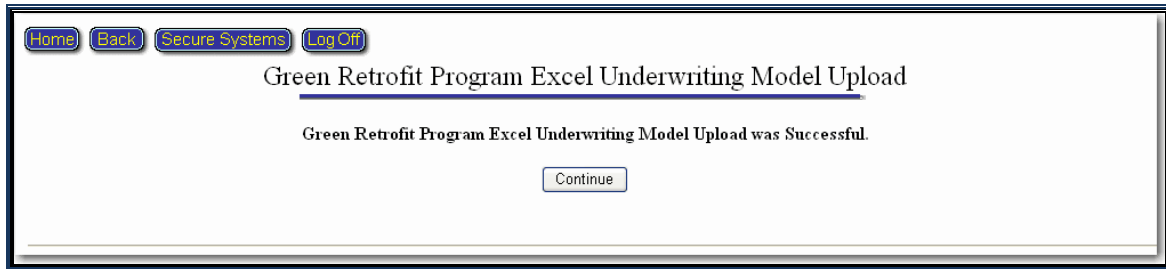


Figure 14-9, GRP Excel Underwriting Model Upload Information Screen

14.1.1.4 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.

14.1.2 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

14.1.2.1 Green Retrofit Program Closing Module Screen

The Closing Module screen for the selected property, as shown below in Figure 14-10, 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.

Figure 13-10, GRP Closing Module Screen

Figure 14-11, Printable View of GRP Closing Module Screen

15 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 also 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 OAHF 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 are 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 15-1, 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.

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Report Information

Click On Report Title Below:	And View Its Description Here:
Management Reports	
Green Retrofit Assigned Active Properties Report	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.
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 **Portrait** 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 15-1, GRP Property and Report Selection Screen

15.1 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.

15.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit **Assigned Active Properties Report** (Figure 15-2, 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	800073767	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	800073713	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 15-2, Green Retrofit Assigned Active Properties Report

15.3 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 15-3, Green Retrofit Progress Report (Part I) and Figure 15-4, Green Retrofit Progress Report (Part II).

 **Note:** It is necessary to load legal-sized paper and set your 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
Preservation Office: Chicago																							
Signet Partners																							
Porter Collier Gordon Minor	AR	Completed		Non- Profit	Grant/Loan	800000693	515	08/10/2009	08/04/2009			09/01/2009	09/01/2009	09/02/2009	10/06/2009						10/28/2009	11/18/2009	01/14/2010
CHERRY HEDRITS- PHASE A	ND	Completed	09444017	Non- Profit	Grant	800013405	236	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
PAE Total								2	2	0	0	2	2	2	2	0	0	0	0	0	2	2	2
Preservation Office Total								2	2	0	0	2	2	2	2	0	0	0	0	0	2	2	2

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Retrofit Progress Report I

Today's Date: 05/05/2014

ite ion	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	FO/HQ Loan Committee Date	GRP Approved by OAHP
		09/01/2009	09/01/2009	09/02/2009	10/06/2009						10/28/2009	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	08/10/2009	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 15-3, 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
Preservation Office: Chicago																					
Signet Partners																					
Porter Collins Gordon Maurer	AR	Completed		Non- Profit	Grant/Loan	800000605	515														
CHERRY- HEIGHTS- PHASE A	ND	Completed	09444017	Non- Profit	Grant	800013405	236														
PAE Total								0	0	0	0	0	0	0	0	0	0	0	0	0	0
Preservation Office Total								0	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																	
			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 15-4, Green Retrofit Progress Report (Part II)

15.4 Green Retrofit Focus on Production Report

The **Focus on Production Report** (Figure 15-5, 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	202	207/223 (0)	220	221 (0)	221(0)(0) BMIR	221(0)(0) MKT	223(0) (7)	223 (0)	223 (0)	231	233(0) 236	236	241	241/221	241/223	241/236	515	524 (0)	611	Med Rehab	Other	Profit	Non-Profit	Grant	Grant/Lease
Chicago	3	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	3	1	2
New York	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2
San Francisco	6	1	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	1	0	1	0	0	4	2	2	4
Washington	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	1	2
Total	14	3	1	0	1	0	0	0	1	0	0	1	1	0	0	0	0	2	0	2	1	1	6	8	4	10

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Figure 15-5, Green Retrofit Focus on Production Report