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1 M2M SYSTEM RELEASE 7.7.4 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.7.4 is a secured online HUD web application developed by the Department of Housing and Urban Development’s (HUD) Office of Recapitalization (Recap) to support Recap and its Participating Administrative Entities (PAE) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

1.1 M2M Program Goals and Objectives

M2M RELEASE 7.7.4 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

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

1.2 Business Functions

RELEASE 7.7.4 is designed to support M2M Program objectives by performing and centralizing the following functions:

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

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

1.3 System Requirements

RELEASE 7.7.4 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 7.7.4 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. Only after a user is successfully registered, added to the system, has received a User ID, assigned to a system group, and assigned property, can they access the system as a user. Further information on the M2M system’s security may be found in Section 2, M2M System Security.

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

Recap requires the following hardware and software to access and operate M2M RELEASE 7.7.4 and do business with Recap:

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

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

1.4 Tips for Using the System (Before Getting Started)

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

1.4.1 Case-Sensitivity Sign-On

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

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

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

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

1.4.3 Saving Changes

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

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

![Figure 1-1, Confirmation Screen](image-url)
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).

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 1-2, Date Format](image)

![Figure 1-3, Popup Calendar](image)

1.4.5 Error Messages

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

![Figure 1-4, Netscape Reload Button](image)

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

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

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

2.1 PAE Coordinator

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

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

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

2.2 PAE User

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

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

If Users need additional security-related assistance, send a detailed e-mail and a reply will be returned.
3 ACCESS TO THE M2M LOGIN SCREEN

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

♫ Note: M2M RELEASE 7.7.4 utilizes a secured connection within HUD.

3.1 Login Procedures

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

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

3.2 Log Off Procedure

Because M2M RELEASE 7.7.4 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 7.7.4 has a “time-out” feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the Secured Systems log-in page to sign-in again.
4 M2M SYSTEM HOME SCREEN

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

![Figure 4-1, M2M Home Screen](image)

4.1 Critical Dates Tracking Module Button

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

4.2 Restructuring Plans Module Button

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

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

4.4 Reports Module Button

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

4.5 Green Retrofit Program Button

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

4.6 E-Mail Link

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

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

♫ Note: You will be exiting the M2M system if you click one of the external HUD links. Use Your Browser’s Back button on the toolbar to return to the M2M system.
5 GENERAL INFORMATION ABOUT THE M2M PROCESS AND DATA ENTRY

M2M RELEASE 7.7.4 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

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

1. Mortgage Restructuring—Mortgage restructuring with rent reduction

2. Rent Reduction Only—Rent reduction without debt restructuring (also referred to as Recap Lite)

3. Comp Review—An owner declares its rents are below market and HUD’s hub office has requested a third party rent comparability review to determine market rents

4. MU2M Comp Review—Mark-Up-To-Market rent comparability review

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

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

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

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

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

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

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

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

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

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

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

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

![Assigned Properties](image.png)

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

6.2 Contract Number Link

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

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

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

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

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

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

Figure 6-3-5, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Post M2M Comp Review assignment.
Figure 6-3-1, Mortgage Restructuring Critical Dates Screen
Figure 6-3-2, Mortgage Restructuring Critical Dates Screen (Partial)
Figure 6-3-3, Rent Reduction Only Critical Dates Screen
Figure 6-3-4, Comp Review Critical Dates Screen
The Critical Dates Tracking screens vary depending upon the M2M renewal type.

### 6.3.1 Critical Dates Data Entry

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

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

![Critical Dates Tracking](image)

Figure 6-3-5, Post M2M Comp Review Critical Dates Screen
an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

![Figure 6-4, Comment Fields](image)

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

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

### 6.3.2 Critical Dates Reporting

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

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

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

A message is displayed confirming changes were saved if the data was entered in the correct format.
There are additional comment buttons at the bottom of the screen for use by the PAE and Recap Users, respectively.

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

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

### 6.3.3 As Is Rents Screen

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

![Figure 6-5, As Is Rents Screen](image)
The ‘PAE Recommendation’ with drop down selection box for options ‘Project Based Assistance’ and ‘Tenant Based Assistance’ is required to be selected.

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

### 6.3.4 Comp Review Results Screen

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

![Comp Review Results Screen](image)

**Figure 6-6, Comp Review Results Screen**

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

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

![Comp Review to Determine Mark-Up-To-Market Eligibility](image)

Figure 6-7, Comp Review Results Screen

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

6.3.6 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the Critical Dates Tracking screen and the user clicks the Save and Continue button or Save button, a confirmation message will appear (as seen below, in Figure 6-8, Information Saved Screen):
The Restructuring Plans module is accessed by selecting the Restructuring Plans button from M2M's home screen. There are also links at the bottom of the Mortgage Restructuring and Rent Reduction Only Critical Dates Tracking screens to the associated property’s restructuring plan form. These restructuring plan forms are only one part of the final Restructuring Plan that must be submitted to Recap.

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

Each type of restructuring plan form (Form 5.2 and Form 10.2) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in Section 7.2 Mortgage Restructuring Plan Forms and Section 7.3 Rent Reduction Only Plan Forms, respectively. Figure 7-1, Restructuring Plans Screen, provides an example of the screen that will be retrieved when the Restructuring Plans module button is clicked. The button may be found on M2M’s home page and on the menu bar within other modules.
PAE Users may search for Restructuring Plans by clicking the Search for Property Plans link or retrieve submitted plans by clicking the Review Submitted Plans Awaiting Decision link. Clicking the Search for Property Plans link retrieves a search selection criteria page, as shown below in Figure 7-2, Restructuring Plans Search Criteria Screen.

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

- Enter a REMS ID for a specify property, or enter a Partial String for a Wildcard Search
- Enter a FHA Number for a specific property, or enter a Partial String for a Wildcard Search
- Enter a Contract Number for a specific property, or enter a Partial String for a Wildcard Search
Or select one or more of the following options available to retrieve properties for the Restructuring Plans:

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

7.1 Restructuring Plans General Information

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

![Assigned Properties Table]

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

Click an underlined contract number link to access the Restructuring Plans section. If a property’s contract is “Closed” (as indicated by a “C” in the Contract...
Status column) or if the restructuring plan form is Pending or has been Approved, the User will only be allowed to view or print the restructuring plan form.

### 7.1.1 Data Entry/PAE Corrections

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

![Figure 7-4, Data Entry/PAE Corrections Fields](image)

### 7.1.2 Negative Data Entry Fields

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

![Figure 7-5, Negative Field Indicators](image)

### 7.1.3 Navigating the Restructuring Plans Sections

Users may quickly “jump” to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. Clicking the Critical Dates Tracking button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the Printable Form button at any time or Return to the Last Search results by clicking the Last Search button. Figure 7-6, Restructuring Plan Menu Bar, shows an example of a Restructuring Plans menu bar.
The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key the data manually. Figure 7-7, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.
Also, let it be noted, that the PAE is responsible for entering the data and selecting the "submit" button to lock the data and notify Recap of the submission. Also, the PAE must mail in the full submission documentation and place a copy of the Underwriting Model on the centralized server. Recap is responsible for approving or returning for revision the submitted documentation.

7.2.1 Excel Underwriting Model v4

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

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

7.2.1.1 Instructions for uploading the Model v4 and the Model data

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

The M2M system has been upgraded in order to allow for PAEs to:

1. upload data from the M2M Excel Underwriting Model v6 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, the M2M Excel Underwriting model being submitted for review and approval must be uploaded and saved on the central, 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 v6 and save as the same – XLSM Property ID file or files (e.g., 1000000000.xls). It is very important to note the location where the model is saved and the XLSM file.
2. Go to the “Workbook” tab at the model named “Create M2M Upload Worksheet.”
3. Click on the “Upload 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 XLSM property ID file (e.g., 1000000000.xls)
6. Print a copy of the worksheet named “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 Plan Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Restructuring Plan 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 (.xls 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.”
7. Make sure that the file is the correct one, the data will be extracted and populate the Form 5.2 automatically.
8. The PAE should review the data by comparing the printed Form 5.2 Data worksheet.
9. Click on “Form 5.2 Data” file.
10. If there were errors, review the model and make corrections to 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 central server:

1. Go to the Restructuring Plan Module in the M2M system.
2. Select the property.
3. From the Restructuring Plan screen select the option “Download a copy of the Model to central storage”.
4. Either type in the path or location of the model (.xls file) or click on Browse to find it on the workstation.
5. Click on the button “Download 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 transmit the restructuring plan to Excel, click on Finish after uploading the model and extract data to the M2M system.

7.2.1.2 Upload extracted data into the online Form 5.2

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

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

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7.2.1.3 Upload a copy of the Model for centralized storage

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

7.2.1.4 Open or Download Model

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

7.2.2 Online Form 5.2

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

- Property & Loan Information Term Sheet
- Property Operating Statement
- Debt Restructuring
Sources and Uses
Print the Entire Form 5.2

7.2.2.1 Property & Loan Information Term Sheet

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

- General Information
- Pre-Restructuring Loan Information
- Property Information
- Section 8 Contract Information
- Mark-to-Market Rents
### Form 5.2

#### Property & Loan Information

**General Information**
- **Property ID:** 00000000
- **FHA Number:** 1744401
- **FHA Program Type:** 203K(11)
- **Property Name:** CMBSAR Property
- **Property Address:** 137 S SHANGHAI ST
- **City:** JUNEAU
- **State:** ALASKA
- **FAX Name:** Test FAX
- **HUD Project Manager:** KATHY CLAIRBONE
- **Owner:** G noktas Limited Partnership
- **Owner Contact:** Ann Parish
- **Management Company:** Strategic Services
- **Identity of Interest:** Yes
- **Year Built:** 1977
- **Year of Last Renovation:**

#### Pre-Restructuring Loan Information

<table>
<thead>
<tr>
<th>REMS</th>
<th>PAF Entry or Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Loan Amount:</td>
<td>$1,012,200.00</td>
</tr>
<tr>
<td>Annual Debt Service (Without MIP):</td>
<td>$14,162.12</td>
</tr>
<tr>
<td>Annual Debt Service (With MIP):</td>
<td></td>
</tr>
<tr>
<td>Interest Rate (%):</td>
<td>7.0000</td>
</tr>
<tr>
<td>Original Term (in Years):</td>
<td>40.00</td>
</tr>
<tr>
<td>Maturity Date:</td>
<td>01/01/2013</td>
</tr>
<tr>
<td>Prepayment Penalty (%):</td>
<td></td>
</tr>
<tr>
<td>UPI as of [01/27/2015]</td>
<td>$1,256,707.82</td>
</tr>
</tbody>
</table>

#### Property Information

<table>
<thead>
<tr>
<th>REMS</th>
<th>PAF Entry or Corrections (Per Unit)</th>
<th>Post Restructuring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Non-Residential Units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Section 8 Assisted Units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Unassisted Units:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Physical Vacancy (%):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Apex Only):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural, Suburban or Urban:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elderly Family:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Value:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Assisted:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Section 8 Contract Information

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Expiration Date</th>
<th>Current Contract Status</th>
<th>Unit Type</th>
<th># of Units</th>
<th>Contract Rent</th>
<th>Which Contract Is Being Combined?</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000025</td>
<td>06/30/1999</td>
<td>Inactive</td>
<td>$60,00</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Mark-to-Market Rents

**Prior to Submission to CMBSAR, PAF needs to determine the following:**

**Use of Exception Rents?**

**PAF Recommendation:**

| Season Type | # of Rent Restructuring
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

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

---

Figure 7-11, Property & Loan Information Term Sheet
7.2.2.2 Property Operating Statement

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

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

Figure 7-12, Property Operating Statement, provides a representation of an operating statement data entry screen for a specific property.
### Form 5.2 Property Operating Statement

#### General Information
- Property ID: 100010000
- FHA Numbers: 00021234
- Property Name: OSHR Property
- PAE Name: Test PAE

#### Annual Revenue

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Total</td>
<td>Unit Amount</td>
<td>Unit Month</td>
<td>Project Total</td>
<td>Unit Amount</td>
<td>Unit Month</td>
</tr>
<tr>
<td></td>
<td>$717,177.10</td>
<td>$477,736.00</td>
<td>$337,447.00</td>
<td>$577,736.00</td>
<td>$337,447.00</td>
<td>$240,290.00</td>
</tr>
<tr>
<td></td>
<td>$704,030.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$717,177.10</td>
<td>$477,736.00</td>
<td>$337,447.00</td>
<td>$577,736.00</td>
<td>$337,447.00</td>
<td>$240,290.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Annual Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Real Estate Taxes</th>
<th>Utility</th>
<th>Other Expandable Expenses</th>
<th>Other Non-Expandable Expenses</th>
<th>Other Expenses</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Total</td>
<td>Unit Amount</td>
<td>Unit Month</td>
<td>Project Total</td>
<td>Unit Amount</td>
<td>Unit Month</td>
</tr>
<tr>
<td></td>
<td>$1,431.64</td>
<td>$126.40</td>
<td>$850.97</td>
<td>$1,431.64</td>
<td>$126.40</td>
<td>$850.97</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Net Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Total</th>
<th>Unit Amount</th>
<th>Unit Month</th>
<th>Project Total</th>
<th>Unit Amount</th>
<th>Unit Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$39,076.40</td>
<td>$2,760.20</td>
<td>$2,780.20</td>
<td>$39,076.40</td>
<td>$2,760.20</td>
<td>$2,780.20</td>
</tr>
</tbody>
</table>

#### Other

<table>
<thead>
<tr>
<th>Component</th>
<th>Project Total</th>
<th>Unit Amount</th>
<th>Unit Month</th>
<th>Project Total</th>
<th>Unit Amount</th>
<th>Unit Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,932.00</td>
<td>$500.00</td>
<td></td>
<td></td>
<td>$13,932.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Debt Service Coverage Ratio

<table>
<thead>
<tr>
<th>Ratios</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.00</td>
</tr>
</tbody>
</table>

---

Figure 7-12, Form 5.2 Property Operating Statement
7.2.2.3 Debt Restructuring

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

![Debt Restructuring Screen](image)

**Figure 7-13, Debt Restructuring**
7.2.2.4 Sources and Uses

The Sources and Uses section is a data entry screen for PAE Users to record a summation of the property funding and the anticipated distribution of those funds. Figure 7-14, Sources and Uses, is an example of a Sources and Uses screen.
## Form 5.2
### Sources and Uses

<table>
<thead>
<tr>
<th>Property ID</th>
<th>8000000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary FHA Number</td>
<td>00035194</td>
</tr>
<tr>
<td>Property Name</td>
<td>OMHAR Property</td>
</tr>
<tr>
<td>PAE Name</td>
<td>Test PAE</td>
</tr>
</tbody>
</table>

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

### Sources

<table>
<thead>
<tr>
<th>Debt:</th>
<th>Fund Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restructured 1st Mortgage Principal:</td>
<td>Partial Payment of Existing Loan (if Modifying):</td>
</tr>
<tr>
<td>Mortgage Restructuring Payment:</td>
<td>Payoff Existing 1st Mortgage Loan (if Refinancing):</td>
</tr>
</tbody>
</table>

### Existing Account Balances:

<table>
<thead>
<tr>
<th>Debt:</th>
<th>Fund Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve for Replacement:</td>
<td>Other OMHAR Approved Transaction Costs:</td>
</tr>
<tr>
<td>Residual Receipts:</td>
<td>$10,019.00</td>
</tr>
<tr>
<td>Existing Tax Escrow:</td>
<td>Owner's Share of Surplus Reserves:</td>
</tr>
<tr>
<td>Existing Hazard Insurance:</td>
<td></td>
</tr>
<tr>
<td>Surplus Cash Account/Other Escrow:</td>
<td></td>
</tr>
<tr>
<td>236 Rehab Grants:</td>
<td></td>
</tr>
</tbody>
</table>

### Owner's Contribution Toward:

<table>
<thead>
<tr>
<th>Debt:</th>
<th>Fund Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitation Escrow:</td>
<td>OMHAR Approved Rehabilitation Costs:</td>
</tr>
<tr>
<td>IDRR (If Greater Than Existing Reserve Balance):</td>
<td>Initial Deposit to Replacement Reserves (IDRR):</td>
</tr>
<tr>
<td>Other Transaction Costs:</td>
<td>Tax Escrow:</td>
</tr>
<tr>
<td></td>
<td>Hazard Insurance Escrow:</td>
</tr>
</tbody>
</table>

### Repair Loan or Grant:

<table>
<thead>
<tr>
<th>Debt:</th>
<th>Fund Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Revenues:</td>
<td>Old Loan Interest:</td>
</tr>
<tr>
<td></td>
<td>New Loan Interest:</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Other Sources Needed to Balance:</td>
<td>Additional Recovery to HUD:</td>
</tr>
</tbody>
</table>

### Total Sources of Funds: 5,612,705.00

### Total Uses of Funds: 7,612,705.00

![Image of Form 5.2 Sources and Uses]

---

Figure 7-14, Sources and Uses
Note: Restructuring Plan Forms data may be entered and edited as often as necessary up until the plan is submitted for review andapproval. PAE Users may view, but not update plan data after it has been submitted to Recap. Returned for Revision restructuring plan forms will be “unlocked” and available for updating by PAE Users. Once a plan form has been approved by Recap, it is considered a Final Restructuring Plan and no data may be changed by PAE Users. An e-mail will be sent to the PAE by Recap HQ informing them of its decision on the submitted restructuring plan form.

7.3 Rent Reduction Only Plan Forms

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

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

![Restructuring Plans](Image)
There are two major categories of data entry that will be used to populate a property’s Rent Reduction Only Restructuring Plan Form 10.2:

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

### 7.3.1 Property & Loan Information Term Sheet

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

### 7.3.2 Property Operating Statement

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

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

### General Information
- **Property ID:** 00000000
- **FHA Number:** 00015194
- **Property Name:** COHAR Property
- **PAE Name:** Test PAE

### Annual Revenue

<table>
<thead>
<tr>
<th></th>
<th>Pre-Reestructuring</th>
<th>Post-Reestructuring</th>
<th>System Generated Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of (01/01/2000)</td>
<td>As of (02/20/2001)</td>
<td></td>
</tr>
<tr>
<td>Gross Residential Income</td>
<td>$72,340.00</td>
<td>$72,640.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Gross Residential Income (Discounted Present Value)</td>
<td>$72,340.00</td>
<td>$72,640.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Gross Potential Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$420.00</td>
<td>$420.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Effective Gross Income

- $74,810.00
- $74,110.00
- $70,040.00
- $67,970.00
- $72,190.00
- $69,170.00
- $74,810.00

### Annual Expenses

<table>
<thead>
<tr>
<th></th>
<th>Pre-Reestructuring</th>
<th>Post-Reestructuring</th>
<th>System Generated Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of (01/01/2000)</td>
<td>As of (02/20/2001)</td>
<td></td>
</tr>
<tr>
<td>Real Estate Taxes</td>
<td>$17,320.00</td>
<td>$17,220.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$2,050.00</td>
<td>$2,050.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$3,900.00</td>
<td>$3,900.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controllable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Fees</td>
<td>$1,950.00</td>
<td>$1,950.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Section 8 Administrative</td>
<td>$2,050.00</td>
<td>$2,050.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Administrative</td>
<td>$1,950.00</td>
<td>$1,950.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>$1,950.00</td>
<td>$1,950.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>$1,950.00</td>
<td>$1,950.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Controllable</td>
<td>$1,950.00</td>
<td>$1,950.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Expenses

- $41,320.00
- $41,320.00
- $41,320.00
- $41,320.00
- $41,320.00
- $41,320.00

### Net Income

<table>
<thead>
<tr>
<th></th>
<th>Pre-Reestructuring</th>
<th>Post-Reestructuring</th>
<th>System Generated Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of (01/01/2000)</td>
<td>As of (02/20/2001)</td>
<td></td>
</tr>
<tr>
<td>Net Operating Income</td>
<td>$64,490.00</td>
<td>$64,320.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Reserve for Replacement Contributions</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjusted Net Operating Income</td>
<td>$65,540.00</td>
<td>$65,370.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>1st Mortgage Annual Debt Service</td>
<td>$22,604.14</td>
<td>$22,604.14</td>
<td>$0.00</td>
</tr>
<tr>
<td>1st Mortgage Annual Debt Service (Discounted Present Value)</td>
<td>$22,604.14</td>
<td>$22,604.14</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Amount of 1st Mortgage Debt Service Less MIP</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Cash Flow (After Debt Service)</td>
<td>$42,935.86</td>
<td>$42,745.86</td>
<td>$190.00</td>
</tr>
<tr>
<td>Debt Service Coverage Ratio</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Other Income

- $0.00
- $0.00
- $0.00
- $0.00
- $0.00
- $0.00

---

Figure 7-16, Form 10.2 Property Operating Statement
7.3.3 Refinancing

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

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

---

**Form 10.2**

**Refinancing**

| Property ID: | 8000:6640 |
| FHA Number: | 0463:4432 |
| Property Name: | Crossfield Meadows |
| PAE Name: | Ohio Housing Finance Agency |

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

### Loan Terms:

- **Interest Rate (%)**: 7.500
- **Original Term (Months)**: 480
- **Remaining Amortization Period (Months)**: 
- **Maturity Date**: 07/01/2018

---

Figure 7-17, Refinancing Sheet
7.3.4  Print the Entire Form 10.2

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

7.4  Submit Restructuring Plan to Recap

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

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

![Figure 7-18, Restructuring Plan Form Submissions](image)

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

1. The PAE User must print and retain a hardcopy of the entire form by clicking the appropriate print form button, e.g., Print the entire Form 10.2.

2. If a Debt Restructuring Specialist has not been assigned, select the Debt Restructuring Specialist of the property. Upon submission of the plan to Recap, an email message will be send to the designated Debt Restructuring Specialist, notifying him/her that the plan has been submitted.
3. Enter your first name and last name in the To Continue, Enter Your First and Last Name field

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

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

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

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

![Confirmation Message Window](image)

Figure 7-19, Confirmation Message Window

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

![Successful Restructuring Plan Form Submission](image)

Figure 7-20, Successful Restructuring Plan Form Submission
The successful submission of the restructuring plan form to Recap HQ will automatically populate the Critical Dates Tracking date field: “PAE Submits Form XX.X to Recap” for that respective property (depending upon the renewal option).

### 7.5 Reviewing Submitted Restructuring Plans and Decisions

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

![Figure 7-21, Review of PAE Submissions](image)

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

### 8 CLOSING MODULE

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

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

Clicking the Closing button retrieves a search selection criteria page, as shown below in Figure 8-1, Select Search Criteria for Closing:
Select one of the following criteria available to retrieve properties for the Closing properties:

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

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

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

The Closed Properties screen (Figure 8-2, Closed Properties) will be returned once the search is performed. The closed properties assigned to the PAE are listed, based on the criteria of the Select Search page.

![Figure 8-2; Closed Properties](image)

8.2 Mortgage Restructuring Closing Screen

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

![Figure 8-3, Mortgage Restructuring Closing Screen](image)
8.2.1 Excel Underwriting Model v4

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

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

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

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

---

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

---
8.2.1.2 Upload extracted data into the online Closing Module

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

![Figure 8.5, Upload (Closing) Screen](image)

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 8-6, Mortgage Restructuring Upload (Closing) Screen):
Figure 8.6, Mortgage Restructuring Upload (Closing) Screen
Click the Save button at the bottom of the Mortgage Restructuring Upload Closing screen to save the uploaded data and open the Information Saved Screen (shown as Figure, 8-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

8.2.1.3 Upload a copy of the Model for centralized storage

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

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

8.2.2 Navigating the Closing Sections

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

![Figure 8-9, Closing Menu Bar](image-url)
8.2.2.1 Online Closing

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

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

8.2.2.2 Closing Module Screen

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

- Mark to Market Rents
- IRP
- CRP
- First Mortgage
- Second Mortgage
- Third Mortgage
- Sources
- Fund Uses
- Lead Based Paint Hazard
- Rehab Escrow
- Confirm
Figure 8-10, Closing Module Screen
8.2.2.3 Print the Transmission Memo

The Print the Transmission Memo (an example of which is on the next page as Figure, 8-10, Closing Memo for Mortgage Restructuring Properties) contains all the Closed property’s information for printing:
Figure 8-11, Closing Memo
8.2.2.4 Printable View of Closing Module Screen

The Printable View of Closing Module Screen (an example of which is on the next page as Figure, 8-11, Printable View for Mortgage Restructuring Properties) contains all the Closed property’s information for printing:
Figure 8-12, Printable View of Closing Screen
9 REPORTS MODULE

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

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

**Property and Report Selection**

**Report Information**

<table>
<thead>
<tr>
<th>Management Reports</th>
<th>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...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Active Properties Report</td>
<td></td>
</tr>
<tr>
<td>Submitted Plans Awaiting Decision Report</td>
<td></td>
</tr>
<tr>
<td>Property Status Report</td>
<td></td>
</tr>
<tr>
<td>Overview of the Portfolio Status Report</td>
<td></td>
</tr>
<tr>
<td>Partial Assignments Report</td>
<td></td>
</tr>
<tr>
<td>Late Assignments Report</td>
<td></td>
</tr>
<tr>
<td>Completed Projects Report</td>
<td></td>
</tr>
<tr>
<td>Green Initiative Projects Report</td>
<td></td>
</tr>
<tr>
<td>Rehab Escrow Account Closed Report</td>
<td></td>
</tr>
<tr>
<td>Completed Projects Report</td>
<td></td>
</tr>
<tr>
<td>Green Initiative Projects Report</td>
<td></td>
</tr>
<tr>
<td>Rehab Escrow Account Closed Report</td>
<td></td>
</tr>
</tbody>
</table>

**Click Here**

- **To View Printable Version Only**
- **To View Screen Version**
- **To Download Electronic Version Only**

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

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

---

#### 9.1 Property and Report Selection

The Reports module allows users to generate the following reports:

- **Assigned Active Properties Report**
- **Submitted Plans Awaiting Decision Report**
- **Overview of the Portfolio Status Report**
- **Partial Assignments Report**
- **Late Submissions Report**
- **Green Initiative Projects Report**
- **Completed Projects Report**
- **Rehab Escrow Account Closed Report**
Rent Comparability Review Progress Report
Rent Comparability Review Progress Report – MU2M
Rent Reduction Only Progress Report
Mortgage Restructuring Progress Report
Focus on Production Report
Properties On Hold Report
Underwriting Tracking Report

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

To save a downloadable version of a report:

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

9.2 Assigned Active Properties Report

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

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

---

Figure 9-3, Submitted Plans Awaiting Decision Report
9.4 Overview of the Portfolio Status Report

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

![Figure 9-4, Overview of the Portfolio Status Report](image)

9.5 Partial Assignments Report

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

![Figure 9-5, Partial Assignments Report](image)
9.6 Late Submissions Report

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

---

**Figure 9-6-1, Late Submissions Report part I**

<table>
<thead>
<tr>
<th>ID.</th>
<th>Name</th>
<th>Type</th>
<th>Property ID</th>
<th>Days Late</th>
<th>Last Milestone Completed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MUSEE TERRACE</td>
<td>Mortgage Restructuring</td>
<td>16989680</td>
<td>154</td>
<td>Toward Meeting, 82</td>
<td>09/13/2015</td>
</tr>
<tr>
<td>A2</td>
<td>Lower Gore Apartments</td>
<td>Mortgage Restructuring</td>
<td>16989681</td>
<td>113</td>
<td>FAA Approved Complete</td>
<td>09/06/2016</td>
</tr>
<tr>
<td>A3</td>
<td>Bicentennial Apartments</td>
<td>Mortgage Restructuring</td>
<td>16989682</td>
<td>139</td>
<td>FAAappeal Denied</td>
<td>07/08/2015</td>
</tr>
<tr>
<td>E3</td>
<td>Cultural Center Apartments</td>
<td>Mortgage Restructuring</td>
<td>16989684</td>
<td>50</td>
<td>FAA Approved Complete</td>
<td>12/08/2014</td>
</tr>
</tbody>
</table>

---

**Figure 9-6-2, Late Submissions Report part II**
9.7 Green Initiative Projects Report

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

Figure 9-7, Green Initiative Projects Report

9.8 Completed Projects Report

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

Figure 9-8, Completed Projects Report
9.9 Rehab Escrow Account Closed Report

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

Figure 9-9, Rehab Escrow Account Closed Report

9.10 Rent Comparability Review Progress Report

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

Figure 9-10, Rent Comparability Review Progress Report

9.11 Rent Comparability Review Progress Report - MU2M

The Rent Comparability Review Progress Report (illustrated as Figure 9-11 on the next page) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the
referral and acceptance dates, the dates review results were submitted to Recap and the date Recap approves the results.

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

#### 9.12 Rent Reduction Only Progress Report

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

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

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

### Figure 9-12-1, Rent Reduction Only Progress Report (Part I)
### 9.13 Mortgage Restructuring Progress Report

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

зависимость:

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

![Figure 9-12-2, Rent Reduction Only Progress Report (Part II)](image1)

![Figure 9-13-1, Mortgage Restructuring Progress Report (Part I)](image2)
## Mortgage Restructuring Progress Report

**Figure 9-13-2, Mortgage Restructuring Progress Report (Part II)**
9.14 Focus on Production Report

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

![Focus on Production Report](image)

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

![Focus on Production Report](image)

**Figure 9-14-2, Focus on Production Report Part II**
9.15 Properties On Hold Report

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

![Figure 9-15, Properties On Hold Report](image)

9.16 Underwriting Tracking Report

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

![Figure 9-16, Underwriting Tracking Report](image)
Note to Users: The Green Retrofit Program (GRP) was created under the American Recovery and Reinvestment Act, 2009 and ended on September 30, 2012 although the data will remain in the M2M System for statistical and reporting purposes. In addition, the references of “Office of Affordable Housing Preservation” and/or “OAHP” will remain in the Green Retrofit Program (GRP) sections of the user guide.

10 GREEN RETROFIT PROGRAM MODULE

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

![Green Retrofit Program Screen](image)

**Figure 10, Green Retrofit Program Screen**

10.1 Green Retrofit Tracking Module Button

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

10.2 GRP Closing Module Button

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

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

10.4 GREEN RETROFIT PROGRAM TRACKING MODULE

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

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

![Select Search Criteria for Green Retrofit Program Tracking](image)

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

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

* Enter a REMS ID for a specify property
* Enter a FHA Number for a specific property
Or select one or more of the following options available to retrieve properties for the Green Retrofit Program Tracking module:

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

10.4.1 Assigned Properties Screen

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

![Assigned Green Retrofit Program Properties](image)

**Figure 10-2, Assigned Green Retrofit Program Properties**

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

10.4.2 Contract Number Link

The **Assigned Green Retrofit Program Properties** screen displays all assigned properties and associated contracts. It also contains the highlighted contract number \[\text{FL00000013}\] as a link to access the Green Retrofit Program Tracking module.
Select and click the underlined contract link to retrieve a Green Retrofit Program Tracking screen to enter or view the critical dates related to that property. The contract highlighted will be the first expiring contract for the property. The resulting screen is the Green Retrofit Program Tracking screen (discussed in the next section).

10.4.3 Green Retrofit Program Tracking Screen

After a contract link is selected, a Green Retrofit Program Tracking screen is retrieved. Figure 10-3, Green Retrofit Program Tracking Screen,
Figure 10-3, Green Retrofit Program Tracking Screen
10.5 GREEN RETROFIT PROGRAM CLOSING MODULE

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

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

![Select Search Criteria for Green Retrofit Program Closing](image)

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

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

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

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

- Select a Preservation Office from the drop-down list
- Select a State from the drop-down list
- Select a PAE Name from the drop-down list
Enter a Property’s Name
Select an Entity Type (Profit / Non Profit)
Select a Section of Act (SOA)
Select a Grant/Loan Type
Select a Closing Date from the drop-down list
Click the underlined HERE link to retrieve all closing properties in the system

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

![Green Retrofit Program Closed Properties Screen](image)

Figure 10-5, GRP Closed Properties Screen

### 10.5.1 Green Retrofit Program Closing Screen

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

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

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

There are several steps outlined below to perform these 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] plan (e.g., 8000000000G.plan). 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 ID.
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 (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 (text 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 Closing Module automatically.
7. First, a screen with data will appear. The PAE should review the data by comparing the preview 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 as 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 may also say that the browser is not setup 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 10-7, How to Upload Extract and Model Screen

10.5.2.2 Upload extracted data into the online Closing Module

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Owner</td>
<td>Example Name</td>
</tr>
<tr>
<td>Address</td>
<td>Example Address</td>
</tr>
<tr>
<td>City</td>
<td>Example City</td>
</tr>
<tr>
<td>State</td>
<td>Example State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Example Zip Code</td>
</tr>
</tbody>
</table>

**Project ID:** 1234567890
**Project Name:** Example Project

**Green Retrofit Program Property**

**Optional (if Change)**

**Property Type:** Example Property Type

---

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

[Image of the GRP Properties Upload (Closing) Screen]

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**Release Date:** November 22, 2019

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

![Information Saved Screen](image)

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

### 10.5.2.3 Upload a copy of the Model for centralized storage

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

![Excel Underwriting Model Upload Screen](image)

**Figure 10-11, Excel Underwriting Model Screen**

Performing Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 10-12, GRP Excel Underwriting Model Upload was Successful)
Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Screen.

![Green Retrofit Program Excel Underwriting Model Upload](image)

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

10.5.2.4 Open or Download Model

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

10.5.3 Online Closing

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

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

10.5.3.1 Green Retrofit Program Closing Module Screen

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

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

After reviewing the information, OAHP users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Submit button on the left menu. Any data changes that may have been made will also be saved.
Figure 10-13, GRP Closing Module Screen
10.5.3.2 Printable View of Green Retrofit Program Closing Module Screen

The Printable View of Green Retrofit Program Closing Module Screen (an example of which is on the next page as Figure, 10-14, Printable View of GRP Closing Module Screen) contains all the property’s closing information for printing:
10.6 GRP REPORTS MODULE

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

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

Figure 10-15, GRP Property and Report Selection Screen

To print a selected report:
1. Select the View Printable Version Button above.
2. Click Select Search Options Button.
3. Select report option and click Continue Button.
4. Select Print in the File menu.
5. Click on Properties.
6. Select Letter or Legal* as the Paper Size option.
7. Select Portrait or Landscape* on the Orientation option.
8. Click OK

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 on the pop-up window and name the file name and save as type Excel, Word, or PDF file.
5. Open Microsoft Word (or other application of choice) and open the saved file. The file may now be viewed as the format for print or
10.6.1 GRP Property and Report Selection

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

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

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

To save a downloadable version of a report:

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

10.6.2 Green Retrofit Assigned Active Properties Report

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

#### Preservation Office: Chicago

<table>
<thead>
<tr>
<th>PAE Name</th>
<th>Property Name</th>
<th>Entity Type</th>
<th>Grant/Loan Type</th>
<th>Section of Act</th>
<th>Last Critical date</th>
<th>Date</th>
<th>Property ID</th>
<th>Property City</th>
<th>Property State</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Chicago Department of Housing</td>
<td>AAST Housing R, Inc.</td>
<td>Non-Profit</td>
<td>Grant/Loan</td>
<td>01.1</td>
<td>Closing Date</td>
<td>12/30/2009</td>
<td>0922805727</td>
<td>ANCHORAGE</td>
<td>AK</td>
</tr>
<tr>
<td>CreditCorp, Inc.</td>
<td>ALPINE ALLEN ZIMMER</td>
<td>Non-Profit</td>
<td>Grant</td>
<td>01.1</td>
<td>OASP Single List of Potential Assets</td>
<td>07/30/2009</td>
<td>0002930277</td>
<td>OAKLAND</td>
<td>CA</td>
</tr>
</tbody>
</table>

#### Preservation Office: San Francisco

<table>
<thead>
<tr>
<th>PAE Name</th>
<th>Property Name</th>
<th>Entity Type</th>
<th>Grant/Loan Type</th>
<th>Section of Act</th>
<th>Last Critical Date</th>
<th>Date</th>
<th>Property ID</th>
<th>Property City</th>
<th>Property State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beekin Sign Partnership</td>
<td>Courtyard Hacker</td>
<td>Profit</td>
<td>Grant/Loan</td>
<td>01.1</td>
<td>Closing Date</td>
<td>06/25/2009</td>
<td>0602021511</td>
<td>STERLING</td>
<td>AK</td>
</tr>
<tr>
<td>Foley and Jabel, LLP</td>
<td>America Anaheim</td>
<td>Profit</td>
<td>Grant/Loan</td>
<td>01.1</td>
<td>OASP Single List of Potential Assets</td>
<td>05/06/2009</td>
<td>0900010464</td>
<td>ANAHEIM</td>
<td>CA</td>
</tr>
<tr>
<td>CHAPDA, Inc.</td>
<td>RAY FISTA METHODIST HEBERTS</td>
<td>Profit</td>
<td>Grant/Loan</td>
<td>22/00/2011 (d)</td>
<td>OASP Single List of Potential Assets</td>
<td>01/06/2009</td>
<td>0900321891</td>
<td>SAN DIEGO</td>
<td>CA</td>
</tr>
<tr>
<td>The Siegel Group, Inc.</td>
<td>MILWOOD APTS</td>
<td>Non-Profit</td>
<td>Grant/Loan</td>
<td>22/00/2011 (d)</td>
<td>OASP Single List of Potential Assets</td>
<td>04/29/2009</td>
<td>0000117939</td>
<td>CARLSBAD</td>
<td>CA</td>
</tr>
</tbody>
</table>

#### Preservation Office: Washington

<table>
<thead>
<tr>
<th>PAE Name</th>
<th>Property Name</th>
<th>Entity Type</th>
<th>Grant/Loan Type</th>
<th>Section of Act</th>
<th>Last Critical Date</th>
<th>Date</th>
<th>Property ID</th>
<th>Property City</th>
<th>Property State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson County Assisted Housing Corp</td>
<td>KEELEWOOD RETIREMENT CENTER</td>
<td>Non-Profit</td>
<td>Grant/Loan</td>
<td>20/22/223(d)</td>
<td>OASP Single List of Potential Assets</td>
<td>07/05/2009</td>
<td>0000004611</td>
<td>ROANOKE</td>
<td>VA</td>
</tr>
<tr>
<td>CreditCorp, Inc.</td>
<td>BOOTH TOWERS</td>
<td>Profit</td>
<td>Grant/Loan</td>
<td>01.1</td>
<td>OASP Single List of Potential Assets</td>
<td>09/14/2009</td>
<td>0000012241</td>
<td>CUMBERLAND</td>
<td>MD</td>
</tr>
</tbody>
</table>

---

### Figure 10-16, Green Retrofit Assigned Active Properties Report

### 10.6.3 Green Retrofit Progress Report

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

*Note:* It is necessary to load legal-sized paper and set your printer to print in landscape mode for this progress report.
Figure 10-17, Green Retrofit Progress Report (Part I)
10.6.4 Green Retrofit Focus on Production Report

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

Figure 10-18, Green Retrofit Progress Report (Part II)
11 GLOSSARY AND ACRONYMS

11.1 Glossary

The following are three terms used in the M2M Release 7.7.4. These terms are the three possible options that the PAE is contracted to perform on a property for Recap:

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

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

**Rent Reduction Only (Rent Reduction Only without Debt Restructuring)**—One of the three scopes of work possible for assets that are sent to Recap by the
HUD Program Centers or Preservation Offices. In this scope, the owner requests renewal of the Section 8 contract with rents reduced to market. However, the owner does not request a mortgage restructuring (Option 1 on the 98-34 form). The PAE develops a Subsidy Restructuring Recommendation, which it submits to Recap. This level of scope is also referred to as an Recap-Lite.

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

### 11.2 Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHA</td>
<td>Federal Housing Authority</td>
</tr>
<tr>
<td>FMR</td>
<td>Fair Market Rent</td>
</tr>
<tr>
<td>FO</td>
<td>Field Office</td>
</tr>
<tr>
<td>HFA</td>
<td>Housing Finance Agency</td>
</tr>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>HUD</td>
<td>Department of Housing and Urban Development</td>
</tr>
<tr>
<td>ISP</td>
<td>Internet Service Provider</td>
</tr>
<tr>
<td>OAHP</td>
<td>Office of Affordable Housing Preservation</td>
</tr>
<tr>
<td>Recap</td>
<td>Office of Recapitalization</td>
</tr>
<tr>
<td>PAE</td>
<td>Participating Administrative Entities</td>
</tr>
<tr>
<td>PNA</td>
<td>Physical Needs Assessment</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource Locator</td>
</tr>
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</table>