MARK-TO-MARKET (M2M)
RELEASE 7.9.2
ONLINE SYSTEM
Recap USERS GUIDE

for the

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

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# Mark-to-Market (M2M) Release 7.9.2

## Online System Recap

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1 M2M SYSTEM RELEASE 7.9.2 INTRODUCTION

Mark-to-Market (M2M) RELEASE 7.9.2 is a secured online HUD web application developed by the Department of Housing and Urban Development’s (HUD) Office of Recapitalization (Recap) to support Recap and its Participating Administrative Entities (PAEs) in the collection and tracking of data relative to expiring Section 8 contracts within the Mark-to-Market Program.

1.1 M2M Program Goals and Objectives

M2M RELEASE 7.9.2 introduces modifications to the existing system modules and properties going through the M2M Program processes by facilitating data collection and report generation of the following:

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

1.2 Business Functions

RELEASE 7.9.2 is designed to support M2M Program objectives by performing and centralizing the following functions:

- Assignment of eligible Section 8 property contracts to PAEs for the various renewal processes

- Tracking of assigned properties through the process or “pipeline” (tracking properties, assessment, due diligence, dates, etc.)

- Providing PAEs an online system to submit restructuring plan forms to Recap; and support Recap and its business partners in documenting and reporting on M2M Properties

- Reporting on the progress and performance of PAEs and their assigned properties. Provide Recap with a representation of currently assigned properties and assist PAEs in the management of their assigned portfolios.
Users of the M2M system include Recap (Headquarters (HQ) and Preservation Office levels); Recap’s PAEs, with whom Recap has executed agreements; and Recap’s support contractors.

1.3 System Requirements

RELEASE 7.9.2 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 7.9.2 is a secure, web-based system that contains sensitive information, security registration is required prior to gaining access. Recap staff must fill out a security form and forward it to ADP Security for approval and registration. Further information on the M2M system’s security may be found in Section 2, M2M System Security.

The following hardware and software is required to access and operate M2M RELEASE 7.9.2:

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

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

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

1.4 Tips for Using the System (Before Getting Started)

Functions that are standard throughout the M2M system are explained in more detail in the following subsections.
1.4.1 Case-Sensitivity Sign-On

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

1.4.2 Set Browser to Accept “Cookies”

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

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

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

1.4.3 Saving Changes

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

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

![Information Saved](image_url)

**Figure 1-1, Confirmation Screen**
1.4.4 Date Format

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

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

![Figure 1-3, Popup Calendar]

1.4.5 Error Messages

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

![Figure 1-4, Netscape Reload Button]

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

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

2.1 M2M Security Roles and Access Levels

The M2M system has four designated Secured System groups:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3 ACCESS TO THE M2M LOGIN SCREEN

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

3.1 Login Procedures

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

Each User is prompted with a request for their User ID and password. Reminder: both the User ID and password are case-sensitive. Click the underlined Mark-to-Market (M2M) link on the list of HUD System Projects.
Any User that is unsuccessful in signing onto the system after several attempts may need to have its password reset. Send a password reset request to the System Administrator via e-mail at: m2minfo@hud.gov. This is not an immediate process, but will be addressed as soon as possible. Remember to include contact information (name, User ID, e-mail address (if different than sender’s) and a brief explanation of the problem).

3.2 Log Off Procedure

Because M2M RELEASE 7.9.2 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 7.9.2 has a “time-out” feature. After a period of 2 hours of inactivity, the User will be logged off the system and must go back to the Secure Systems log-in page to sign-in again.
4 M2M SYSTEM HOME SCREEN

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

Figure 4-1, M2M Home Screen

4.1 Asset Allocation Module Button

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

4.2 Critical Dates Tracking Module Button

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

4.3 Restructuring Plans Module Button

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

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

4.5 Reports Module Button

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

4.6 Green Retrofit Button

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

4.7 E-Mail Link

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

![User Feedback Screen](image)

Figure 4-2, User Feedback Screen
Note: Click the Close button on the Successful Screen to return to the M2M system after sending your e-mail message.

4.8 Other HUDweb sites

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

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

M2M RELEASE 7.9.2 allows Users to input and record dates critical to the M2M Program process, to input and submit restructuring plan forms data, and to perform other functions pertinent to the M2M Program. Property and management reports summarize the status and progress for M2M Program properties in order to assist in the management of assigned portfolios.

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

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

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

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

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

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

6.1 Asset Allocation Screen

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

![Asset Allocation Screen](image)

The Asset Allocation screen allows access to the following functions:

- Add New PAEs
- View Existing PAEs and Assigned Portfolios
- Retrieve New Contracts from REMS
- Retrieve Contracts Referred to OAHF, but not through REMS
- Retrieve Mod/rehab Properties
- Review Assets Referred to OAHF via REMS, but not yet received
- Review Assets Received at OAHF waiting PAE Assignment
- Review Recap RO Assets Potentially Eligible for Mark-Up-To-Market, but not yet received
- Review Recap RO Assets Referred to OAHF, but not through OAHF waiting PAE Assignment
- Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
- Assign/Update Portfolio Manager
- Update Rehab Invoice Account Closed Date
- Change Preservation Office
- Ineligible Properties

Figure 6-1, Asset Allocation Screen
Review M2M Assets Potentially Eligible for Mark-Up-To-Market But Not Yet Received
Review M2M Assets Requesting Mark-Up-To-Market Received at Recap waiting PAE Assignment
Assigned Properties Pending C.O.I. Approval and/or Referral Receipt
Assign/Update Portfolio Manager
Update Rehab Escrow Account Closed Date
Change Preservation Office
Ineligible Properties

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

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

6.2 Add New PAEs Screen

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

![Figure 6-2, Select a New PAE Screen]

To add a PAE to the Mark-to-Market system, enter the Tax Identification Number of the PAE below:

PAE TIN #: 

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

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

![Add a PAE Screen](image)

Figure 6-3, Add a PAE Screen

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

### 6.2.1 Data Entry

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

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

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

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

6.3 View/Update PAEs Screen

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

When the View/Update PAEs button is selected, the following screen (Figure 6-4, PAEs Screen) will appear:
This screen is a summary of the PAEs (in alphabetical order) currently entered in the M2M system. Assignment values on this screen are system-generated. Other PAE information is entered by the Recap HQ user either through the PAE View/Update PAE Details screen or the Add PAE screen.

6.3.1 View/Update PAE Data

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

![View/Update PAE Details Screen]

**Figure 6-5, View/Update PAE Details Screen**
This screen closely resembles the Add New PAE screen. Its purpose is to allow the Recap HQ user the ability to update or add PAE data, as necessary. For example, if inaccurate data was previously entered or if the contact name has changed, it may be corrected or updated on this screen.

6.3.2 Assigned Properties Section

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

6.3.3 Unassign Property

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

6.4 Retrieve New Contracts from REMS Screen

It is important to note, that since M2M RELEASE 7.9.2 is a web-based system, users of the system may be required to reload pages or manually retrieve data in order to have current information.

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

From the Retrieve New Contracts confirmation screen, the Recap HQ user may select the Review Assets button to continue. The Review Assets Referred to Recap via REMS, but not yet received link (located on the Asset Allocation screen) will also take the User to the selection criteria for the Review Assets Referred to
Recap via REMS, but not yet received section (as illustrated in Figure 6-6, Select Search Criteria below). This facilitates a focused search of properties once contracts referred to Recap have been retrieved.

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

![Select Search Criteria](image)

Figure 6-6, Select Search Criteria

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

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

Or select one or more of the following options available to search for properties to be received:

- Enter a Property’s Name for a specific property
- Select a state from the drop-down list
- Click the underlined HERE link to retrieve all referred properties awaiting to be received

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

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

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

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

The Review Asset Referred to Recap via REMS, but not yet received function allows Recap HQ users to review and assign receive dates to the selected
properties. The search screen is described and shown in Section 6.4 Review New Contracts from REMS Screen and Figure 6-6, Select Search Criteria screen. The displayed properties are active, not assigned to a PAE, and do not have a Referral Receipt Date. The following steps direct users in making Receipt assignments:

1. Click the Add check box ✓ next to the Property ID to indicate the property is have a Referral Receipt Date

2. If desired, click the Comment Box ☐ to enter any comments

3. Enter the desired Referral Receipt Date (defaulted to current date)

4. Repeat steps 1-3 for each additional property

5. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box

6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

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

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

Any property that is not getting a receipt date or becoming Ineligible when the screen is saved, will be available the next time the Retrieve Asset Referred to Recap via REMS, but not yet received page is retrieved (depending upon the selection criteria used). Shown below in Figure 6-9, Review Asset Referred to Recap via REMS, but not yet received Screen, is a sample screen of selected properties.
The Review Asset Received at Recap waiting PAE Assignment screen is used to review and assign properties to PAEs within the M2M system. M2M generates recommended property assignments based on predefined geographical criteria. This screen allows the Recap HQ user the ability to:

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

1. Review property data to ensure that it is accurate and complete
Note: Only one contract is displayed for each property. All contracts associated with the property will be assigned to the PAE with the one displayed.

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

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

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

4. Review the Recommended PAE Name generated by M2M. If there is no recommended PAE (based on the predefined criteria), the property will have “No Assigned PAE” as its Recommended PAE Name. If there is no recommended PAE or to select a different PAE than what was recommended, click the Recommended PAE Name drop down list to select one from a list of PAEs. Click the Continue button to save the PAE selected from the list.

5. Click the Assign check box next to the Property ID to indicate assignment approval.
6. If desired, click the Comment Box to enter any comments about the property assignment.

7. If desired, click the Partial check box next to the Expiration Date to indicate the property is to be a partial assignment (for a Mortgage Restructuring Plan only).

8. If there is no selected Preservation Office or to select a different Preservation Office than what was selected, click the Preservation Office drop down list to select one from a list of Preservation Office.

9. Repeat steps 1-8 for each additional property assignment.

10. You may alternately designate the property as being Ineligible by clicking the Ineligible check box and entering a comment in the Ineligible Comment Box.

11. After all property assignments have been made, enter your first name, middle initial, and last name in the Enter Your Name field.

12. The system date is populated in the Enter Today’s Date field. If necessary, it may be overwritten by the end-user with the correct initial assignment date. This is the data that populates the critical dates field for the initial assignment.

13. Click the Submit button to make the property assignments to the PAE or to save your selections before going to the next page (by clicking the Next Page button) to make additional property assignments.

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

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

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

### 6.8.2 Assignment Dated Fields

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

The PAE has three days after the assignment by Recap HQ to accept or decline the assignment. If the PAE declines the assignment after the property is assigned to them, the Recap HQ user must unassigned the property by going into the View/Update PAEs module, selecting the PAE, and entering a check mark in each Unassigned Property box under the Assigned Properties section, and saving the changes. This will make the property available for reassignment to another PAE in the Review/Assign Assets screen. More detail on this PAE/property unassignment may be found in Section 6.3, View/Update PAEs Screen.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Property Name</th>
<th>Property City</th>
<th>State</th>
<th>Sec &amp; Contract Number</th>
<th>Expiration Date</th>
<th>Renewal Type</th>
<th>Completed As</th>
<th>Referral Receipt Date</th>
<th>Referral Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Magnolia Village</td>
<td>FLA</td>
<td></td>
<td>00/08/05</td>
<td>03/11/1999</td>
<td>Full</td>
<td></td>
<td>12/11/2002</td>
<td>12/11/2002</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Property City</th>
<th>Stat</th>
<th>Street &amp; Contract Number</th>
<th>Expiration Date</th>
<th>Removal Type</th>
<th>Completed As</th>
<th>Regional Office</th>
<th>Recommended PAE Name</th>
<th>Cumulative COI Approval</th>
<th>Property Assignment</th>
<th>Current Action Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVINCETOWN</td>
<td>MA 02651</td>
<td></td>
<td>0410000</td>
<td>02/04/2020</td>
<td></td>
<td></td>
<td>New York</td>
<td>Rhode Island Housing &amp; Mortgage FC</td>
<td>10</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Enter the Initial Assignment Date: **11/11/2020**

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

![Image](https://example.com/image.png)

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

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

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

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

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

### 6.12 Assign/Update Portfolio Manager

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

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

Removing or changing the Portfolio Manager of a property will generate a history record of the action.

---

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

**Figure 6-15-2, Update Rehab Escrow Account Closed Date Screen**
To Update Rehab Escrow Account Closed Date for a property, enter the Rehab Escrow Account Closed Date in mm/dd/yyyy format, and click the Save Changes button.

### 6.14 Change Preservation Office Screen

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

To change the Preservation Office for a property, select from the drop down options,
enter the Change Date (defaulted to current date), and click the Save Changes button.

### 6.15 Ineligible Properties Screen

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

![Ineligible Properties Screen](Image)

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

### 7 CRITICAL DATES TRACKING MODULE

The Critical Dates Tracking module is accessed by clicking the Critical Dates Tracking button on M2M's left screen menu. Within the Critical Dates Tracking module, OHAP users may enter and modify critical date fields and their associated comments, view any associated history information, change the renewal type (HQ only), and end the M2M process.
Clicking Critical Dates Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 7-1, Search Criteria for Critical Dates Tracking Screen.

![Select Search Criteria for Critical Dates Tracking](image)

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

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

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

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

- Select a State from the drop-down list
- Select a PAE from the drop-down list
- Select a Debt Restructuring Specialist from the drop-down list
- Enter a Property’s Name for a specific property
- Select a Property’s Status (Active or Completed)
- Select a Completed date range
- Select a Renewal Type (Mortgage Restructuring, Rent Reduction only, Comp Review or Post M2M Comp Review)
- Select a Green Initiative Level (Level I, Level II or Level I & Level II)
- Click the underlined HERE link to retrieve all properties in the system
### 7.1 Assigned Properties Screen

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

![Assigned Properties](image)

**Figure 7-2, Assigned Properties**

All of the assigned properties that have a renewal option will be displayed (based on the criteria used to select property) and have a link to a Critical Dates Tracking form. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

### 7.2 Contract Number Link

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

### 7.3 Critical Dates Tracking Screen

After a contract link is selected, a Critical Dates Tracking screen is retrieved (based on the property’s M2M renewal option type). Figure 7-3, Mortgage Restructuring Critical Dates Screen, on the next page, provides an example of a Critical Dates
Tracking screen for a property with a Mortgage Restructuring renewal option. The Critical Dates Tracking screens vary depending upon the M2M renewal type.

Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial), on the following page provides an example of a Critical Dates Tracking screen for a property designated as a partial assignment. HQ users may check the steps that need to be performed by the PAE and also enter a due date for selected steps. Only the steps that are checked or have a due date will be displayed to the PAE. Preservation Office users may input due dates, but cannot select any of the other steps.

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

Figure 7-3-3, M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Mark-Up-To-Market Comp Review assignment.

Figure 7-3-4, Post M2M Comp Review Critical Dates Screen, on the following page provides an example of a Critical Dates Tracking screen for a property designated as a Post Mark-Up-To-Market Comp Review assignment.
Figure 7-3, Mortgage Restructuring Critical Dates Screen
Figure 7-3-1, Mortgage Restructuring Critical Dates Screen (Partial)
### Figure 7-3-2, Rent Reduction Only Critical Dates Screen

#### Critical Dates Tracking

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/2014</td>
<td>Rent Date of Inherited Assets</td>
</tr>
<tr>
<td>12/30/2014</td>
<td>Rent Approval of Inherited Assets</td>
</tr>
<tr>
<td>10/29/2014</td>
<td>M2M Approval of Inherited Assets</td>
</tr>
<tr>
<td>12/30/2014</td>
<td>Rent Due Date of Rent Reduction Only</td>
</tr>
</tbody>
</table>

#### Phase: Rent Reduction Determination

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent Due Date of Rent Reduction Only</td>
<td>12/30/2014</td>
</tr>
<tr>
<td>M2M Approval of Inherited Assets</td>
<td>10/29/2014</td>
</tr>
<tr>
<td>M2M Approval of Inherited Assets</td>
<td>10/29/2014</td>
</tr>
<tr>
<td>Initial Rent Reduction Plan Determination to Rent Reduction Determination</td>
<td>09/30/2013</td>
</tr>
<tr>
<td>M2M Approval of Inherited Assets</td>
<td>10/29/2014</td>
</tr>
<tr>
<td>M2M Approval of Inherited Assets</td>
<td>10/29/2014</td>
</tr>
</tbody>
</table>

#### Return to Search Criteria for Critical Dates Tracking Screen

- [Go Back to Select Search Criteria for Critical Dates Tracking Screen](#)
Figure 7-3-3, M2M Comp Review Critical Dates Screen
If there is any historical data for a property, a link and previous values will appear near the top of the Critical Dates Tracking screen as shown below in Figure 7-4, History Notice.

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

### 7.3.1 Historical Data Display

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

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

**Figure 7-5, Historical Data Summary Screen**

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

#### 7.3.2 Recap Comment Log

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

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

Figure 7-8, Recap Comment Log screen

7.3.3 Critical Dates Data Entry

All Critical Dates data entry boxes applicable to the PAE or Recap User may be entered or updated by the Recap HQ users. The Recap RO Users may enter or update the critical date fields applicable to Recap, but only have the ability to read the data the PAE entered. The same holds true in reverse for the PAE User, i.e., PAEs may only read Recap fields, but not enter or update them.

The following Mortgage Restructuring, Rent Reduction Only, and Comparability Review critical date fields are system-generated and therefore cannot be edited by Users: Original Section 8 Expiration Date (Post MAHRA), Current Section 8 Expiration Date, Field Office Receives Intent to Renew from Owner, Field Office Receives Request for Rent Reduction from Owner, Field Office Refers to Recap,
Recap Sends List of Potential Assets, Complete Comp Review Due (per PRA), and Number of Resubmissions.

Comments relative to tasks/dates may be recorded in the M2M system and are encouraged. Click on the “C” button next to a critical date to enter comments (in a pop-up box) related to a specific date or phase. Figure 7-9, Comment Fields is an excerpt of a Mortgage Restructuring Critical Dates Tracking screen with highlighted comment boxes.

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

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

### 7.3.4 Critical Dates Reporting

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

- Assigned Active Property Report
- Submitted Plans Awaiting Decision Report
- Property Status Report
- Overview of the Portfolio Status Report
- Partial Assignments Report
- Rent Comparability Review Progress Report
- Rent Reduction Only Progress Report
- Mortgage Restructuring Progress Report
Note: Careful attention to detail must be paid when entering dates on the Critical Dates Tracking screen. Updates are made to the system’s database once the User saves the changes. It is strongly suggested you review the data for accuracy before and after selecting the Save button.

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

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

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

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

7.3.5 Ending M2M Contract Process

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

Figure 7-10, End M2M Process Confirmation Window

7.3.6 Changing Contract Renewal Type

During the M2M Program process, a contract’s renewal type may be changed by selecting the Change Renewal Type button resulting in the Figure 7-11, Contract Renewal Type Change, screen (shown below).
The current renewal type is displayed and a drop-down box is available to select the new renewal type for the contract. The User is also required to enter the date the contract’s renewal type changed. Comments relating to the contract’s changed status may also be entered.

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

### 7.3.7 As Is Rents Screen

If a ‘Date Action Other than Closing Occurred’ is entered and saved, an ‘As Is Rents’ button will appear near the bottom of the screen. Clicking the ‘As Is Rents’ button will display a screen for entering as is rent information as shown below in Figure 7-12, As Is Rents Screen.
The ‘PAE Recommendation’ with drop down selection box for options ‘Project Based Assistance’ and ‘Tenant Based Assistance’ is required to be selected.

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

### 7.3.8 Comp Review Results Screen

Clicking the ‘Comp Review Results’ button that is displayed on a Comp Review type contract, will display a screen for entering Comp Review Results information as shown below in Figure 7-13, Comp Review Results Screen.
7.3.9 Comp Review to Determine Mark-Up-To-Market Eligibility Screen

Clicking the ‘Comp Review Results’ button that is displayed on a Post M2M Comp Review type contract, will display a screen for entering Comp Review to Determine Mark-Up-To-Market Eligibility information as shown below in Figure 7-14, Comp Review To Determine Mark-Up-To-Market Eligibility Screen.

---

**Figure 7-13, Comp Review Results Screen**

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

### 7.3.10 Information Saved Screen

If the data entered was accepted, a confirmation message will be displayed. For example, if data is added/updated on the Critical Dates Tracking screen and the user clicks the **Save and Continue** button or **Save** button, a confirmation message will appear (as seen below, in Figure 7-13, Information Saved Screen):
Figure 7-13, Information Saved Screen
8 RESTRUCTURING PLANS MODULE

The Restructuring Plans module is accessed by selecting the Restructuring Plans button from M2M’s left screen menu. There are also links at the bottom of the Mortgage Restructuring and Rent Reduction Only Critical Dates Tracking screens to the associated property’s restructuring plan form.

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

Within this module are Restructuring Plan Forms that must be submitted and approved via M2M. Each type of restructuring plan form (Form 5.2 and Form 10.2) has its own menu selections, specific to the data that must be collected to generate a form. Additional detail may be found in Section 8.2 Mortgage Restructuring Plan Forms and Section 8.3 Rent Reduction Only Plan Forms, respectively.

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

Users may search for Restructuring Plans by clicking the Search for Property Plans link or retrieve submitted plans by clicking the Review Submitted Plans Awaiting Decision link. Clicking the Search for Property Plans link retrieves a search selection criteria page, as shown below in Figure 8-2, Restructuring Plans Search Criteria Screen.
Figure 8-2, Restructuring Plans Search Criteria Screen

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

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

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

- Select a Recap Region from the drop-down list
- Select a State from the drop-down list
- Select a PAE Name from the drop-down list
- Enter a Property’s Name
- Select a Restructuring Plan Status from the drop-down list
- Select a Date of Selected Plan Status from the drop-down list (For Restructuring Plan Status: Pending, Approved or Returned for Revision)
- Select a Status from the drop-down list
- Select a Renewal Type (Mortgage Restructuring or Rent Reduction Only)
- Click the underlined HERE link to retrieve all restructuring plans in the system
8.1 Restructuring Plans General Information

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

Recap users can view properties and associated data entered by the PAEs on the property by clicking an underlined contract number link to access the Restructuring Plans section. If a property has completed the M2M process, it is “completed” (as indicated by a “C” in the Contract Status column) and the User will only be allowed to view or print the restructuring plan form. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

8.1.1 Negative Data Entry Fields

Within the Restructuring Plans module, there are fields that have red negative number indicators outside their data entry boxes (e.g., as represented below in the Residential Bad Debt and Residential Vacancy fields shown in Figure 8-4, Negative Field Indicators). Users are instructed to enter positive numbers in these fields, as the system is programmed to subtract these values in calculations, where applicable.

Figure 8-4, Negative Field Indicators

8.1.2 Navigating the Restructuring Plans Sections
Users may quickly “jump” to another section within the Restructuring Plans module by clicking one of the buttons on the menu bar located on the left side of the screen. It is important to know that the User should save before jumping to a different page in order to keep the data entered. Clicking the Critical Dates Tracking button will take the User to the Critical Dates Tracking form for the current property. In addition, the User may print a hardcopy of the restructuring plan form, by clicking the Printable Form button at any time. Figure 8-5, Restructuring Plan Menu Bar, shows an example of the Restructuring Plans menu bar.

![Restructuring Plans Menu Bar](image)

Figure 8-5, Restructuring Plan Menu Bar

### 8.2 Mortgage Restructuring Plan Forms

The following sections provide information on the data required to complete and submit the Form 5.2 Mortgage Restructuring. The user may opt to upload and populate the form with data extracted from the Excel Underwriting Model or key
the data manually. Figure 8-6, Form 5.2 Mortgage Restructuring provides an example of the Mortgage Restructuring main screen with subdivisions for the model functions and the online form.

![Figure 8-6, Form 5.2 Mortgage Restructuring](image)

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

### 8.2.1 Excel Underwriting Model v4

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

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

#### 8.2.1.1 Instructions for uploading the Model v4 and the Model data

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

The M2M system has been upgraded to allow for PIDs to:

1. upload data from the M2M Excel Underwriting Model (shown as Figure 8-8, Form 5.2 Upload Screen) into the online Form 5.2.
2. The M2M Excel Underwriting Model being submitted for review and approval must be uploaded and saved on this considered, 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 and save as the name - EMS Property ID.xlsx or .xls (e.g., 100000000.xlsx). It is very important to save the location where the model is saved and the EMS file.
2. Go to the Excel Make in the model named "Create M2M 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 EMS property ID (e.g., 100000000.txt)
6. Click a copy of the worksheet called "Form 5.2 Data:" to use in the validation of the uploaded data.

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

1. Log into the M2M system and go to the Restructuring 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 (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:" 
7. If an error message is not displayed, the data will be uploaded and populated on Form 5.2 automatically.
8. A successful upload of these data will appear. The user should review the data by comparing the previous data in the model.
9. If there were errors in the data, the error message will display, the model will be updated, and the extract file will be deleted from the server.
10. If the user is not ready to submit the restructuring plan, click on Cancel.

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

1. Go to the Restructuring Plan Module in M2M system.
2. Select the property.
3. From the Restructuring Plan screen, select the option "Upload a copy of the Model for controlled 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. Save the file with the same name. The file will be uploaded and saved on the considered server.
7. If there were errors in the upload process, click on Cancel.

For the PAE to review or downloaded to a workstation:

1. Go to the Restructuring plan server.
2. Select the property.
3. Select the option "Open or Download Model." 
4. If there is an error, it is most likely that the browser is not 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 8-7, How to Upload Extract and Model Screen

8.2.1.2 Upload extracted data into the online Form 5.2

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

Figure 8-8, Form 5.2 Upload Screen
8.2.1.3 Upload a copy of the Model for centralized storage

The **Upload a copy of the Model for centralized storage** (shown on the next page as Figure, 8-9, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

![Excel Underwriting Model Upload Screen](image)

**Figure 8-9, Excel Underwriting Model Screen**

8.2.1.4 Open or Download Model

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

8.2.2 Online Form 5.2

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

- Property & Loan Information Term Sheet
- Property Operating Statement
- Debt Restructuring
- Sources and Uses
- Print the Entire Form 5.2
- Submit a Decision for Restructuring Plan (for Pending properties only)

8.2.2.1 Form 5.2 Property & Loan Information Term Sheet

The **Property & Loan Information Term Sheet** (an example of which is on the next page as Figure, 8-10, Property & Loan Information Term Sheet) contains general and detailed information about the property, e.g., physical location, number of units, current Unpaid Principal Balance (UPB), etc., and consists of the following subsections:
- General Information
- Pre-Restructuring Loan Information
- Property Information
- Section 8 Contract Information
- Mark-to-Market Rents
Figure 8-10, Property & Loan Information Term Sheet
8.2.2.2 Form 5.2 Property Operating Statement

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

- Annual Revenue
- Annual Expenses
- Net Operating Income (including Adjusted NOI and DSCR)
Form 5.2
Property Operating Statement

General Information
Property ID: 1000000000
FEA Number: 00015100
Property Name: COMMAR Property
PAE Name: Test PAE

Annual Revenue

<table>
<thead>
<tr>
<th></th>
<th>Pre-Restructuring</th>
<th>Post-Restructuring</th>
<th>System Generated Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of 8/13/2022</td>
<td>As of 8/13/2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Total</td>
<td>Project Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit / Amount</td>
<td>Unit / Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit / Month</td>
<td>Unit / Month</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Revenue</td>
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<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effective Gross Income

|                      |                   |                   |                            |
|                      |                   |                   |                            |
|                      |                   |                   |                            |

Annual Expenses

<table>
<thead>
<tr>
<th></th>
<th>Pre-Restructuring</th>
<th>Post-Restructuring</th>
<th>System Generated Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of 8/13/2022</td>
<td>As of 8/13/2022</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project Total</td>
<td>Project Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit / Amount</td>
<td>Unit / Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unit / Month</td>
<td>Unit / Month</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure, 8-11, Property Operating Statement

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8.2.2.3 Form 5.2 Debt Restructuring

The Debt Restructuring screen consists of the pre- and post-restructuring financial data and terms for the restructured mortgage(s), e.g., originator, original loan amount, interest rate, etc. The following is an excerpt of the Debt Restructuring screen for the First Mortgage (Figure 8-12, Debt Restructuring).

![Form 5.2 Debt Restructuring (Annual)](attachment://Form_5.2_Debt_Restructuring.png)

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

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

**Debt Restructuring (Annual)**

<table>
<thead>
<tr>
<th>Pre Restructuring</th>
<th>Post Restructuring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Mortgage</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(Take out or Modified Loan)</strong></td>
<td></td>
</tr>
<tr>
<td>Note: Leave blank if no refinancing or no modification to existing debt.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property ID: 800000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary FHA Number: 00035194</td>
</tr>
<tr>
<td>Property Name: OMHAR Property</td>
</tr>
<tr>
<td>PAE Name: Test PAE</td>
</tr>
</tbody>
</table>

New FHA Number
Originator
Loan Type
FHA Program Type 223(a)(7)/221(d)(4)M
Original Loan Amount 3,168,400.00
UPB as of 04/19/2001 3,114,688.00
Annual Debt Service (Without MIP) 253,260.00
Annual Debt Service (With MIP) 269,102.00

Loan Terms:
Interest Rate (%) 7.6250
Original Term (Months) 348
Remaining Amortization Period (Months) 356
Maturity Date 10/01/2030
Prepayment Penalty (%) 8.2500
Lockout Date
Appraised LTV (%) 50.76

Figure 8-12, Debt Restructuring
8.2.2.4 Form 5.2 Sources and Uses

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

<table>
<thead>
<tr>
<th>Sources</th>
<th>Amount</th>
<th>Fund Uses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restructured 1st Mortgage</td>
<td>301,000.00</td>
<td>Partial Payment of Existing Loan (if Modifying):</td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td>Payoff Existing 1st Mortgage Loan (if refinancing):</td>
<td>1,365,878.61</td>
</tr>
<tr>
<td>Mortgage Restructuring Payment</td>
<td>1,336,543.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXISTING ACCOUNT BALANCES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for Replacement:</td>
<td>116,053.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residual Receipts</td>
<td></td>
<td>Other CAHP Approved Transaction Costs*:</td>
<td>40,383.50</td>
</tr>
<tr>
<td>Existing Tax Borrow</td>
<td>21,761.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Hazard Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surplus Cash Account/Other Borrow</td>
<td></td>
<td>Owner's Share of Surplus Reserve:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWNER'S CONTRIBUTION TOWARD:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehabilitation Borrow</td>
<td>13,397.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDSR (If Greater Than Existing Reserve Balance):</td>
<td></td>
<td>OAHPI Approved Rehabilitation Cost:</td>
<td>66,680.17</td>
</tr>
<tr>
<td>Other Transaction Costs</td>
<td>8,648.00</td>
<td>Initial Deposits to Replacement Reserve (IDRS):</td>
<td>263,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Escrow:</td>
<td>23,792.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hazard Insurance Escrow:</td>
<td>9,111.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair Loan or Grant:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER FUND SOURCES:</td>
<td></td>
<td>OTHER FUND USES:</td>
<td></td>
</tr>
<tr>
<td>Cash Service Reserve:</td>
<td></td>
<td>Tax Escrow Offset:</td>
<td>2,022.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insurance Escrow Offset:</td>
<td>8,111.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shortfall in Note Payoff:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sources Needed to Balance:</td>
<td></td>
<td>Additional Recovery to HUD:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sources of Funds:</td>
<td>1,759,335.48</td>
<td>Total Uses of Funds:</td>
<td>1,772,478.70</td>
</tr>
</tbody>
</table>

* Subtotal of all transactions except the tax and hazard insurance escrow increases. This avoids counting the increases twice, as they will already be reflected in the tax and hazard insurance escrows in the uses.
8.2.2.5 Print Entire Form

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

8.2.2.6 Submit a Decision for Restructuring Plan

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

8.3 Rent Reduction Only Plan Forms

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

- Property & Loan Information Term Sheet
- Property Operating Statement
- Refinancing Sheet
- Print the Entire Form
8.3.1 Form 10.2 Property & Loan Information Term Sheet

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

8.3.2 Form 10.2 Property Operating Statement

Refer to Section 8.2.2.3, Property Operating Statement to note the content of this screen. Again, there are some fields in Form 5.2 that are not in the Rent Reduction Only form. The Property Operating Statement in Form 10.2 (an example of which is on the next page as Figure, 8-16, Form 10.2 Property Operating Statement)
Form 10.2 Property Operating Statement

General Information
Property ID: 1000000000
FHA Number: 200335194
Property Name: CMG/AR Property
TAX ID #: Test FAE

Annual Revenue

Pre Restructuring Post Restructuring System Generated Difference
As of 6/30/202X As of 7/1/202X As of 6/30/202X As of 7/1/202X
Gross Residential Income
(Residential Units Occupied)
Gross Residential Income
(Non-Residential Units Occupied)
Commercial
Other
Gross Potential Income
Residential Vacancy
Recommended Rent
Residential Bad Debt
Commercial Vacancy
Recommended Rent
Commercial Bad Debt
Recommended Rent
Effective Gross Income

Annual Expenses

Pre Restructuring Post Restructuring System Generated Difference
As of 6/30/202X As of 7/1/202X As of 6/30/202X As of 7/1/202X
Real Estate Taxes
Insurance
Utilities
Base Total

Controllable

Management Fees
Section 8 Administrative
Salaries and Benefits
Repairs and Maintenance
Other Controllable
Controllable Total
Total Expenses
Net Income

Pre Restructuring Post Restructuring System Generated Difference
As of 6/30/202X As of 7/1/202X As of 6/30/202X As of 7/1/202X
Net Operating Income
Reserve for Replacement Contributions
Adjusted Net Operating Income
1st Mortgage Annual Debt Service
BEP Applied to Debt Service
Total Amount of 1st Mortgage Debt Service Less BEP
Net Cash Flow (After Debt Service)
Debt Service Coverage Ratio
Other Income

Figure 8-16, Form 10.2 Property Operating Statement
8.3.3 Refinancing

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

† Note: A property undergoing a debt restructuring is designated as a Mortgage Restructuring and is covered in Section, 8.2, Mortgage Restructuring Forms.
8.4 Submitted Plans Awaiting Decisions

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

Figure 8-18, Select Search Criteria for Plan Submissions

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

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

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

* Select a Preservation Office from the drop-down list
* Select a State from the drop-down list
* Select a PAE Name from the drop-down list
* Enter a Property’s Name
* Select an Underwriter from the drop-down list
* Click the underlined HERE link to retrieve all restructuring plans of Review of PAE Plan Submissions in the system
The following steps direct Recap users in reviewing and approving or returning PAE-submitted Restructuring Plan Forms:

1. Click an underlined Property Name link to view property and loan data used to develop the Restructuring Plan

2. After reviewing Restructuring Plan data, select one of the options in the Recap Decision field

3. Repeat steps 1 through 3 for each additional decision on the remaining restructuring plans

4. After all decisions have been made on the Restructuring Plans, enter your first name and last name in the To Continue, Enter Your First and Last Name field

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

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

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

All approved plan data will remain locked, to be updated by recap staff only. All returned for review plan data will become unlocked, enabling the PAE to update it again. An e-mail message will be sent to the PAEs informing them of your decisions for all properties selected. This will also update the Critical Dates Tracking screen with the date of your decision for each property selected. If these decisions have been verified, please proceed by clicking OK.

Figure 8-20, Approval Message Window

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

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

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

Figure 9-1, Select Search Criteria for Closing Screen

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

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

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

* Select a Recap Region from the drop-down list
* Select a State from the drop-down list
* Select a PAE Name from the drop-down list
* Enter a Property’s Name
* Select a Closing Date from the drop-down list
* Click the underlined HERE link to retrieve all closing properties in the system
The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 9-2, Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Mortgage Restructuring Closing screen for that property as shown below in Figure 9-3, Mortgage Restructuring Closing Screen. Clicking the ▼ (ascending) or ▲ (descending) triangle next to a column heading will redisplay the selected assigned properties sorted by the column and order that was picked.

### 9.1 Mortgage Restructuring Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user may opt to upload and populate the terms with data extracted from the Excel Underwriting Model or key the data manually. Figure 9-3, Mortgage Restructuring Closing Screen, provides an example of the Mortgage Restructuring Closing main screen with subdivisions for the model functions and the online closing screen.
9.1.1 Excel Underwriting Model v4

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

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

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

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

![Instructions for uploading the Model v4 and the Model data (Closing)](image)

How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for the following:

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

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

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

1. Complete the data entry in the Underwriting Model v4 and save as the name: "REMS Property # (Ex: L00000000)". It is very important to note the location where the model is saved and the REMS #.
2. Go to the Workflow Tab in the model’s app: "Create M2M Upload Worksheet".
3. Click on the button "Create Extract File"
4. An "extract" file is created automatically and saved in the/CAMM folder or location as the current Model.
5. The extract file is automatically named the "REMS property # (Ex: L00000000).
6. Print a copy of the worksheet called "From 5.2 Data" and "Closing and Post Closing Data" to use in the validation of the uploaded data.

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

1. Log into the M2M system and go to the Closing Module.
2. Search for the property associated with the model to be uploaded.
3. Select the property.
4. From the Mortgage Restructuring Closing screen, select the option: "Upload Extracted data into the online Closing Module".
5. Either type in the path of location of the extract file (\File) or click on Browse to find the file 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 # and the correct file, the data will be extracted and populate the Closing Module automatically.
7. Fore a successful data upload, The PAE should review the data by comparing the output from the Model "From 5.2 Data" and the "Closing and Post Closing Data" worksheets.
8. Click on Save if the data is valid.
9. Click on Continue to make any additional updates to the Closing file or click on Ideas to return to the Mortgage Restructuring Closing screen.
10. If there were errors in the data and the PAE team wants to save the data into the system, cancel by clicking the Back button.
11. If there were errors, review the model and make corrections in the model. Save the corrections and start over by creating a new extract file as described above.

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

1. Go to the Closing Module in the M2M system.
2. Select the property.
3. From the Mortgage Restructuring Closing screen, select the option: "Upload a copy of the Model for centralized storage".
4. Either type in the path or location of the Model (\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 Recap to view or download to a workstation:

1. Go to the Closing Module screen.
2. Select the Property.
3. From the Mortgage Restructuring Closing screen, select the option: "Open or Download Model".
4. If there is an error, it is most likely that the browser is not set up to view Excel and ".xls" needs to be added to the browser’s list of applications.
5. Otherwise, choose "Save" or "Open" – depending on your need.
9.1.1.2  Upload extracted data into the online Closing Module

The Upload extracted data into the online Closing Module (shown as Figure, 9-5, Upload (Closing) Screen) contains general and detailed information on how to upload extracted data into the online Closing Module:

![Figure 9.5, Upload (Closing) Screen]

Click the Upload the File button to open the Mortgage Restructuring Upload (Closing) Screen (shown as Figure, 9-6, Mortgage Restructuring Upload (Closing) Screen):
Figure 9.6, Mortgage Restructuring Upload (Closing) Screen
Click the Save button at the bottom of the Mortgage Restructuring Upload Closing screen to save the uploaded data and open the Information Saved Screen (shown as Figure, 9-7, Upload (Closing) Information Saved Screen). Make any additional updates, then Click the Save button in the screen to save data into M2M database.

Figure 9.7, Upload (Closing) Information Saved Screen

9.1.1.3 Upload a copy of the Model for centralized storage

The Upload a copy of the Model for centralized storage (shown on the next page as Figure, 9-8, Excel Underwriting Model Upload Screen) contains general and detailed information on how to upload the Excel underwriting model:

Figure 9-8, Excel Underwriting Model Screen
9.1.1.4 Open or Download Model

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

9.1.2 Online Closing

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

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

9.1.2.1 Closing Module Screen

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

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

After reviewing the information, Recap users may confirm the closing by entering their name and date in the locations at the bottom of the screen and clicking the Confirm button on the left menu. Any data changes that may have been made will also be saved. Data changes may be saved without confirming by clicking the Save button on the left menu. Also, the user may Upload extracted Data, Upload the Model, View the Model, Print the Transmission Memo, Go to the Printable View or Return to the Last Search results by clicking the following buttons on the left menu (Figure 9-9).
Figure 9-9, Closing Module Menu
Figure 9-10, Closing Module Screen
9.1.2.2 Print the Transmission Memo

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

To:  
From:  
Date: August 15, 2022  
Subject: Mark-to-Market (M2M) Release 7.9.2 Online System Recap Users Guide

This memo is to inform you about the release of the Mark-to-Market (M2M) Release 7.9.2 Online System Recap Users Guide. The guide is designed to help users understand and navigate the new features and changes in the M2M system. It includes comprehensive instructions, FAQs, and troubleshooting tips to ensure a smooth transition to the updated system.

Please refer to the guide for detailed information. If you have any questions or need further assistance, feel free to contact our support team.

Best regards,

[Signature]

Figure 9-11, Closing Memo
9.1.2.3 Printable View of Closing Module Screen

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

---

**Closing Module Screen**
For Mortgage Restructuring Properties

<table>
<thead>
<tr>
<th>Property ID</th>
<th>Property File Number</th>
<th>Site File Number</th>
<th>Site File Description</th>
<th>Property Type</th>
<th>Lot File Number</th>
<th>Property File Number</th>
<th>Site File Number</th>
<th>Site File Description</th>
<th>Property Type</th>
<th>Lot File Number</th>
<th>Property File Number</th>
<th>Site File Number</th>
<th>Site File Description</th>
<th>Property Type</th>
<th>Lot File Number</th>
<th>Property File Number</th>
<th>Site File Number</th>
<th>Site File Description</th>
<th>Property Type</th>
<th>Lot File Number</th>
<th>Property File Number</th>
<th>Site File Number</th>
<th>Site File Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
<td>0000000000</td>
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<td></td>
</tr>
</tbody>
</table>

---

**Figure 9-12, Printable view of Closing Module Screen**

---

**Figure 9-12, Printable view of Closing Module Screen**
10 REPORTS MODULE

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

Generally, only active properties in the M2M Program that are assigned to and accepted by a PAE appear in M2M’s Reports, though some reports include completed properties and allow the User to choose what to be selected. In addition, there is specific criteria for each report, e.g., for the Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 10-1, Property and Report Selection Screen:
Figure 10-1, Property and Report Selection Screen
10.1  Property and Report Selection

The Reports module allows users to generate the following reports:

* Assigned Active Properties Report
* Submitted Plans Awaiting Decision Report
* Overview of the Portfolio Status Report
* Partial Assignments Report
* Late Submissions Report
* Green Initiative Projects Report
* Completed Projects Report
* Rehab Escrow Account Closed Report
* Rent Comparability Review Progress Report
* Rent Comparability Review Progress Report – Post M2M
* Rent Reduction Only Progress Report
* Mortgage Restructuring Progress Report
* Focus on Production Report
* Properties On Hold Report
* Underwriting Tracking Report
* M2M Activity Report
* M2M Transactions Last Milestone 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 As..." button when it appears, name the file any name and save as type Microsoft Excel Worksheet File.
5. Open application of choice (e.g., Microsoft Excel) and the saved file.

10.2  Assigned Active Properties Report

The Assigned Active Properties Report (Figure 10-2, Assigned Active Properties Report) contains a listing of all of the current M2M Program properties, the PAE to which each property is assigned, and the M2M Program phase in which each property resides.
Figure 10.2, Assigned Active Properties Report

### 10.3 Submitted Plans Awaiting Decision Report

The **Submitted Plans Awaiting Decision Report** contains a listing of all of the current restructuring plans submitted by PAEs that do not have an "Approved" or "Returned for Revision" status and are awaiting a decision from Recap. Shown below in Figure 10.3, Submitted Plans Awaiting Decision Report, is an example of a Submitted Plans Awaiting Decision Report.

Figure 10-3, Submitted Plans Awaiting Decision Report
10.4 Overview of the Portfolio Status Report

The Overview of the Portfolio Status Report (Figure 10-4, Overview of the Portfolio Status Report) is an overview of the status of all the Properties reflecting the Accepted, Submitted, Approved, Closing, and “Other Completed” Dates sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

![Figure 10-4, Overview of the Portfolio Status Report](image)

10.5 Partial Assignments Report

The Partial Assignments Report (Figure 10-5, Partial Assignments Report) is a list of all the Properties that are designated as partial assignments, sorted by Preservation Office, PAE, State, and Property Name with the option to select completed, active, or all properties. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.

![Figure 10-5, Partial Assignments Report](image)
10.6 Late Submissions Report

The Late Submissions Report (Figure 10-6-1, Late Submissions Report (Part I)) provides a roll up of the total number of late plan submissions by type. Clicking on the total (underlined in blue) will provide details (Figure 10-6-2, Late Submissions Report (Part II)) on which properties comprise the total number, sorted by Preservation Office and by PAE. The last Milestone and date completed and the number of days the property is late is provided. Also, there is a direct link to the property’s critical date’s page to view the current dates and update, if necessary.

![Figure 10-6-1, Late Submissions Report (Part I)](image)

![Figure 10-6-2, Late Submissions Report (Part II)](image)

10.7 Green Initiative Projects Report

The Green Initiative Projects Report (illustrated as Figure 10-7) represents a list of M2M Program properties that have opted to participate in the Green Initiative Program, a program designed to rehabilitate affordable multifamily properties and operate their properties using sustainable Green Building principles.
10.8 Completed Projects Report

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

10.9 Rehab Escrow Account Closed Report

The Rehab Escrow Account Closed Report (illustrated as Figure 10-9) represents a list all of M2M Program properties that have completed the Rehab Escrow Administrative Process.
10.10 Rent Comparability Review Progress Report

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

![Figure 10-10, Rent Comparability Review Progress Report](image)

10.11 Rent Comparability Review Progress Report – Post M2M

The Rent Comparability Review Progress Report – Post M2M (illustrated as Figure 10-11) represents the progress and status of the Post M2M Program Rent Comparability Review properties currently assigned to PAEs. It details the referral and acceptance dates, the dates review results were submitted to Recap and the date Recap approves the results.

![Figure 10-11, Rent Comparability Review Progress Report – Post M2M](image)
10.12 Rent Reduction Only Progress Report

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

Figure 10-12-1, Rent Reduction Only Progress Report (Part I) and Figure 10-12-2, Rent Reduction Only Progress Report (Part II), shown below, is an example of the Rent Reduction Only Progress Report.

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

Figure 10-12-1, Rent Reduction Only Progress Report (Part I)
Figure 10-12-2, Rent Reduction Only Progress Report (Part II)

### 10.13 Mortgage Restructuring Progress Report

The Mortgage Restructuring Progress Report details the progress and status of the active Mortgage Restructuring properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Mortgage Restructuring Plan was submitted to Recap and the date Recap issues a decision on submitted plans. An example of this report is presented as Figure 10-13-1, Mortgage Restructuring Progress Report (Part I) and Figure 10-13-2, Mortgage Restructuring Progress Report (Part II).

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

### Figure 10-13-1, Mortgage Restructuring Progress Report (Part I)

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>FHA Case Number</th>
<th>FHA Loan Number</th>
<th>FHA Loan Amount</th>
<th>FHA Loan Type</th>
<th>FHA Loan Status</th>
<th>FHA Loan Delinquency</th>
<th>FHA LoanModify</th>
<th>FHA LoanModify</th>
<th>FHA LoanModify</th>
<th>FHA LoanModify</th>
<th>FHA LoanModify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark</td>
<td>Active</td>
<td>0001234567</td>
<td>01234567890</td>
<td>9876543210</td>
<td>01234567</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
</tbody>
</table>

#### FHA Loan Information

- FHA Case Number: 0001234567
- FHA Loan Number: 01234567890
- FHA Loan Amount: 9876543210
- FHA Loan Type: 01234567
- FHA Loan Status: Active
- FHA Loan Delinquency: Active

#### FHA Loan Modify Information

- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active

#### FHA Loan Modify Information

- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active
- FHA LoanModify: Active
Figure 10-13-2, Mortgage Restructuring Progress Report (Part II)

10.14 Focus on Production Report

The Focus on Production Report (Figure 10-14-1, Focus on Production Report (Part I)) provides a roll up of the total number of the expected submissions in the next two weeks, the next 6 months (by month) and the total for the next six months. By clicking on the total numbers underlined in blue, the properties expected to be submitted are detailed (Figure 10-14-2, Focus on Production Report (Part II)) by Preservation Office and PAE. Also, there is a direct link to the property’s critical dates’ page to view the current dates and update, if necessary.
Figure 10-14-1, Focus on Production Report (Part I)

**Focus on Production Report**

As of 11/15/2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
<th>Comp Reviews</th>
<th>Rent Reductions</th>
<th>Mortgage Restructurings</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Week</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Next Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November, 2004</td>
<td>21</td>
<td>13</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>December, 2004</td>
<td>21</td>
<td>2</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>January, 2005</td>
<td>12</td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>February, 2005</td>
<td>15</td>
<td>3</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>March, 2005</td>
<td>20</td>
<td>1</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>April, 2005</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November, 2004 - April, 2005</td>
<td>104</td>
<td>2</td>
<td>20</td>
<td>84</td>
</tr>
</tbody>
</table>

Properties On Hold Report

The Properties On Hold Report (Figure 10-15-1, 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 10-14-2, Focus on Production Report (Part II)**

**10.15 Properties On Hold Report**

The Properties On Hold Report (Figure 10-15-1, 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.
The Underwriting Tracking Report (Figure 10-16-1, Underwriting Tracking Report by Preservation Office) lists all Full Debt Restructurings currently submitted to Recap for Underwriting Review sorted by Preservation Office.

### 10.16 Underwriting Tracking Report

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

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

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

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

### 10.18 M2M Transactions Last Milestone Report

The M2M Transactions Last Milestone Report (Figure 10-18-1, M2M Transactions Last Milestone Report) lists the Last Milestone of all M2M Transactions into an Excel spreadsheet for download only.
Note to Users: The Green Retrofit Program (GRP) was created under the American Recovery and Reinvestment Act, 2009 and ended on September 30, 2012 although the data will remain in the M2M System for statistical and reporting purposes. In addition, the references of “Office of Affordable Housing Preservation” and/or “OAHP” will remain in the Green Retrofit Program (GRP) sections of the user guide.

11 GREEN RETROFIT PROGRAM MODULE

The Green Retrofit Program module is accessible to OAHP, RO, PAE and Guest Account users by selecting the Green Retrofit button on M2M’s left screen menu to open the Green Retrofit Program Screen. Guest Account users will see a limited set of the functions as view only.
11.1 **GRP Asset Allocation Module Button**

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

11.2 **Green Retrofit Tracking Module Button**

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

11.3 **GRP Closing Module Button**

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

11.4 **GRP Reports Module Button**

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

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

![Asset Allocation Screen](image)

**Figure 12-1, GRP Asset Allocation Screen**

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

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

12.1 **Retrieve New Green Contracts from REMS Screen**

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

Select one of the following criteria:

- REMS ID: 
- FHA #: 

Or select one or more of the following options:

- Property: 
- Section of Act (SOA): 
- State: 

Or click HERE to get ALL the properties to Enter M2M Green Retrofit Program via REMS.

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

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

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

Or select one or more of the following options available to search for properties to be received:

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

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

The following 50 out of 61,178 properties met your All search criteria.

- Check the Address to verify property is not already added to M2M then Retrofit Program.
- Click the [Edit] button below to edit your address.

<table>
<thead>
<tr>
<th>Address</th>
<th>Property Type</th>
<th>Property Size</th>
<th>Property Status</th>
<th>Property Type</th>
<th>Property Size</th>
<th>Property Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Main St</td>
<td>Single Family</td>
<td>2,000 sq ft</td>
<td>Vacant</td>
<td>Single Family</td>
<td>2,000 sq ft</td>
<td>Vacant</td>
</tr>
<tr>
<td>1002 Maple Ave</td>
<td>Multi-Family</td>
<td>3,000 sq ft</td>
<td>Occupied</td>
<td>Multi-Family</td>
<td>3,000 sq ft</td>
<td>Occupied</td>
</tr>
<tr>
<td>1003 Elm St</td>
<td>Commercial</td>
<td>1,000 sq ft</td>
<td>Vacant</td>
<td>Commercial</td>
<td>1,000 sq ft</td>
<td>Vacant</td>
</tr>
<tr>
<td>1004 Pine St</td>
<td>Residential</td>
<td>1,500 sq ft</td>
<td>Occupied</td>
<td>Residential</td>
<td>1,500 sq ft</td>
<td>Occupied</td>
</tr>
</tbody>
</table>

**Figure 12-3, Review Assets to Enter M2M Green Retrofit Screen**
The Review Assets to Enter M2M Green retrofit function allows OAHP HQ users to review and assign Entity Type, Grant/Loan Type and Section of Act (SOA) to the selected properties. The displayed properties are active, not assigned to a PAE. The following steps direct users in making Receipt assignments:

1. Click the Add check box next to the Property ID to indicate the property is have assigned Entity Type, Grant/Loan Type and Section of Act (SOA).

2. Optionally select the Profit or Non Profit from the Entity Type drop down box

3. Optionally select the Grant or Grant/Loan from the Grant/Loan Type drop down box

4. Select one Section of Act (SOA) from the drop down list box

5. Repeat steps 1-4 for each additional property

6. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

7. Click the Submit button to save the M2M Green Retrofit Properties

12.2 Green Retrofit Program PAE Screen

When the View Existing Green Retrofit Program PAEs and Assigned Portfolios link is selected, the following screen (Figure 12-4, PAEs Screen) will appear:
This screen is a summary of the PAEs (in alphabetical order) currently entered in the Green Retrofit Program. Assignment values on this screen are system-generated.

12.3 View/Unassign Green Retrofit Program PAE Properties Screen

To view or Unassign a Green Retrofit Program PAE’s existing data, click its underlined link and the following View/Unassign Green Retrofit Program PAE Properties screen will be returned, Figure 12-5, Green Retrofit Program PAEs Screen:

![View/Unassign Green Retrofit Program PAE Properties Screen](image)

**City of Chicago Department of Housing**

**Assigned Properties**

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

<table>
<thead>
<tr>
<th>Property ID</th>
<th>Contract Status</th>
<th>Property Name</th>
<th>Contract Number</th>
<th>Entity Type</th>
<th>Grant/Lien</th>
<th>Section of Act</th>
<th>Expiration Date</th>
<th>Property City</th>
<th>Property State</th>
<th>Unassign Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000001</td>
<td>A</td>
<td>AABC Building Co.</td>
<td>AABC001234</td>
<td>DOE Profit</td>
<td>Yes</td>
<td>813</td>
<td>1/01/2005</td>
<td>CHICAGO</td>
<td>IL</td>
<td>□</td>
</tr>
<tr>
<td>00000002</td>
<td>c</td>
<td>Abcdef Apartments</td>
<td>ABCDEF00123</td>
<td>Profit</td>
<td>Yes</td>
<td>813</td>
<td>12/31/2004</td>
<td>ANTIOCH</td>
<td>IL</td>
<td>□</td>
</tr>
<tr>
<td>00000003</td>
<td>c</td>
<td>ABCDEFGHIJK Apartments</td>
<td>AFGHIJK0001</td>
<td>Profit</td>
<td>Yes</td>
<td>813</td>
<td>1/01/2005</td>
<td>NILES</td>
<td>IL</td>
<td>□</td>
</tr>
</tbody>
</table>

**Figure 12-5, View/Unassign GRP PAE Properties Screen**

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

12.4 Retrieve Green Assets Receive at OAHP waiting PAE Assignment Screen

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

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

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

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

Or select one or more of the following options available to search for properties to be received:

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

12.5 Review / Assign Green Retrofit Program Assets Screen

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

* Review a listing of all the Green Retrofit Program properties awaiting assignment in the M2M system

* Review the M2M Entity type and the option of changing it

* Review the Grant/Loan type and the option of changing it

* Review the Section of Act and the option of changing it

* Selecting one of the Preservation Office from the drop down list box.

* Choose a PAE for the Green Retrofit property

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

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

- Click the Assign box to select each property that you are assigning to a PAE. All other contents associated with the Green Retrofit Program property will be assigned.
- Click the Unassign button to unassign your assignment.

<table>
<thead>
<tr>
<th>Assign Property Name</th>
<th>Property City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Exterior ID</th>
<th>Property Type</th>
<th>Grant/Loan Type</th>
<th>Section of Act</th>
<th>Preservation Office</th>
<th>Recommended PAE</th>
</tr>
</thead>
<tbody>
<tr>
<td>707 COMMONWEALTH</td>
<td>ARIZONA</td>
<td>AZ</td>
<td>85025</td>
<td>12345</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>3000 South Morgan</td>
<td>CHICAGO</td>
<td>IL</td>
<td>60607</td>
<td>123456</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>218 GREEN</td>
<td>CHICAGO</td>
<td>IL</td>
<td>60607</td>
<td>123456</td>
<td>Non-Profit</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>50000 MATTISON</td>
<td>MONTGOMERY</td>
<td>AL</td>
<td>36075</td>
<td>123456</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>76800 MESILLA</td>
<td>MONTGOMERY</td>
<td>AL</td>
<td>36075</td>
<td>123456</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>71200 NEW YORK</td>
<td>NEW YORK</td>
<td>NY</td>
<td>10010</td>
<td>123456</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>79300 NEW YORK</td>
<td>NEW YORK</td>
<td>NY</td>
<td>10010</td>
<td>123456</td>
<td>Prof</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
<tr>
<td>45000 NEW YORK</td>
<td>NEW YORK</td>
<td>NY</td>
<td>10010</td>
<td>123456</td>
<td>Non-Profit</td>
<td>Grant</td>
<td>202</td>
<td>Grant Loan</td>
<td>No Assigned PAE</td>
</tr>
</tbody>
</table>

### Figure 12-7, Review/Assign Green Retrofit Assets Screen
1. Click the Add check box next to the Property ID to indicate the property is to have an assigned Entity Type, Grant/Loan Type and Section of Act (SOA).

2. Review the Entity Type Profit / Non Profit and option to change

3. Review the Grant/Loan Type and option to change it

4. Review the Section of Act and option to change it

5. Select a Preservation Office from the drop down list box

6. Assign a PAE from the Recommended PAE Name drop down list box

7. Repeat steps 1-6 for each additional property

8. After all property selections have been made, enter your first name, middle initial, and last name in the Enter Your Name field

9. Click the Submit button to save the M2M Green Retrofit Assigned PAE Properties

12.6 Assign/Update Portfolio Manager

This function is not operational at this time.

12.7 Update Rehab Escrow Account Closed Date

This function is not operational at this time.

12.8 Change Preservation Office Screen

This function allows OAHP HQ users to change the assigned Preservation Office for the selected Green Retrofit properties. The search screen allows selecting properties by REMS ID, FHA Number, Property Name, State, PAE Name, or ALL Assigned Properties. The Search screen is depicted below in Figure 12-8, Change Preservation Office Screen is depicted below in Figure 12-9. Changing the Preservation Office of a property will generate a history record of the action.
To change the Preservation Office for a property, select from the drop down options,
Enter the Change Date (defaulted to current date), and click the Save Changes button.

13 GREEN RETROFIT TRACKING MODULE

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

Clicking Green Retrofit Tracking button retrieves a search selection criteria page, similar to other search criteria screens, as shown below in Figure 13-1, Search Criteria for Critical Dates Tracking Screen.

![Figure 13-1, Search Criteria for Green Retrofit Tracking Screen](image)
Select one of the following criteria available to retrieve properties for the Critical Dates Tracking module:

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

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

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

13.1 Assigned Green Retrofit Properties Screen

The Assigned Green Retrofit Properties screen (shown below as Figure 13-2, Assigned Green Retrofit Properties) will be returned once the search is performed (based on the criteria on the Select Search page).
All of the assigned Green Retrofit properties that have a SOA, Entity Type and Grant/Loan Type option will be displayed (based on the criteria used to select property) and have a link to a Green Retrofit Tracking form.

### 13.2 Contract Number Link

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

### 13.3 Green Retrofit Program Tracking Screen

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

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

There is a search screen when this module is selected as shown below in Figure 14-1, Select Search Criteria for GRP Closing Screen.

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

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

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

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

The optional selections of Closing Date Month and Closing Date Year may be selected by themselves or in combination with the other selections. Figure 13-2, GRP Closed Properties Screen, show the results of the search screen. Properties will only appear if their plan has been approved and a closing date has been entered. Clicking an underlined contract number link will take the user directly to the Green Retrofit Program Closing screen for that property as shown below in Figure 14-2, Green Retrofit Program Closed properties Screen.

![Green Retrofit Program Closed Properties Screen](Figure 14-2, GRP Closed Properties Screen)

### 14.1 Green Retrofit Program Closing Screen

The following sections provide information on the data required to complete the Closing Terms. The user must upload and populate the terms with data extracted from the Excel Underwriting Model. Figure 14-3, Green Retrofit Program Closing Screen, provides an example of the Green Retrofit Program Closing main screen with subdivisions for the model functions and the online Closing screen.
Figure 14-3, Green Retrofit Program Closing Screen

14.1.1 Excel Green Retrofit Program Underwriting Model v1

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

* Instructions for uploading the Model v1 and the Model data (Closing)
* Upload extracted data into the online Closing Module
* Upload a copy of the Green Retrofit Program Model for centralized storage

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

The Instructions for uploading the Model v1 and the Model data (Closing) (shown on the next page as Figure, 14-4, How to Upload Extract and Model screen) contains general and detailed information of the process to upload extracted data and model to the Green Retrofit Program for closing:
How to Upload Extract and Model to M2M System

The M2M system has been upgraded to allow for FAEs to:

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

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

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

1. Complete the data entry in the GRP Excel Underwriting Model and save as the name - [REMS Property Id][G] plan (eg. 800000900G plan). It is very important to save the file with the property 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.txt (e.g., 8000009000.txt).
6. Print a copy of the worksheet called “Green Expert” - to use in the validation of the uploaded data.

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

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

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

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

For the FAE or OAHF 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 no error, it is most likely that the browser is not set up to view Excel and “.xls” needs to be added to the browser’s list of applications.
5. Otherwise, choose “save” or “open” - depending on your need.

Figure 14-4, How to Upload Extract and Model Screen

14.1.1.2 Upload extracted data into the online Closing Module

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

Click the Upload the File button to open the Green Retrofit Program Properties Upload (Closing) Screen (shown as Figure, 14-6, Green Retrofit Program Properties Upload (Closing) Screen):
Figure 14-6, GRP Properties Upload (Closing) Screen
Click the Save button in the bottom of the Green Retrofit Program Properties Upload Closing screen to save data into M2M database and open the Information Saved Screen (shown as Figure, 14-7, GRP Properties Upload (Closing) Information Saved Screen).

![Information Saved Screen](image)

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

14.1.1.3 Upload a copy of the Model for centralized storage

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

![Excel Underwriting Model Screen](image)

Figure 14-8, Excel Underwriting Model Screen

Perform Upload Model by clicking the Upload the File button in the bottom of the Green Retrofit Program Excel Underwriting Model Upload screen to save the model and open the Green Retrofit Program Excel Underwriting Model Upload Screen (shown as Figure, 14-9, GRP Excel Underwriting Model Upload was...
Successful Information Screen), Then Click the Continue button in the screen to return into Green Retrofit Program Closing Menu List Screen.

![Figure 14-9, GRP Excel Underwriting Model Upload Information Screen](image)

**14.1.1.4 Open or Download Model**

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

**14.1.2 Online Closing**

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

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

**14.1.2.1 Green Retrofit Program Closing Module Screen**

The Closing Module screen for the selected property, as shown below in Figure 14-10, Closing Module Screen, contains the following sections:

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

After reviewing the information, 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.
Figure 13-10, GRP Closing Module Screen
14.1.2.2 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, 14-11, Printable View of GRP Closing Module Screen) contains all the property’s closing information for printing:

![Printable View of Green Retrofit Program Closing Module Screen](image)

---

**Table:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Information</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Landlord</td>
<td></td>
</tr>
<tr>
<td>Tenant</td>
<td></td>
</tr>
<tr>
<td>Closing Date</td>
<td></td>
</tr>
<tr>
<td>Closing Amount</td>
<td></td>
</tr>
<tr>
<td>Closing Fee</td>
<td></td>
</tr>
<tr>
<td>Closing Attorney</td>
<td></td>
</tr>
<tr>
<td>Closing Agent</td>
<td></td>
</tr>
<tr>
<td>Closing Date</td>
<td></td>
</tr>
<tr>
<td>Closing Amount</td>
<td></td>
</tr>
<tr>
<td>Closing Fee</td>
<td></td>
</tr>
<tr>
<td>Closing Attorney</td>
<td></td>
</tr>
<tr>
<td>Closing Agent</td>
<td></td>
</tr>
<tr>
<td>Closing Date</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 14-11:**

![Printable View of GRP Closing Module Screen](image)
15 GRP REPORTS MODULE

The GRP Reports module is accessed by selecting the Reports button from GRP’s home screen. The reports within the module are a summarization of the data entered in the Critical Dates Tracking screens and are also management tracking tools to view the overall status of where the assigned properties are in the GRP process. In addition, there are internal management level reports to assist 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 are specific criteria for each report, e.g., for the GRP Property Status Report, only properties that have at least one critical date entered into the system are included on the report. The Property and Report Selection page is shown below as Figure 15-1, Property and Report Selection Screen:
15.1 GRP Property and Report Selection

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

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

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

To save a downloadable version of a report:

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.

15.2 Green Retrofit Assigned Active Properties Report

The Green Retrofit Assigned Active Properties Report (Figure 15-2, Green Retrofit Assigned Active Properties Report on the next page) contains a listing of all of the current Green Retrofit Program properties, the PAE to which each property is assigned, and the Green Retrofit Program phase in which each property resides.
15.3 Green Retrofit Progress Report

The Green Retrofit Progress Report details the progress and status of the active GRP properties currently assigned to PAEs. It details the referral and acceptance dates, the dates the PAE executes M2M Program tasks, the dates the Green Retrofit Program was submitted to OAHP and the date OAHP issues a decision on submitted plans. An example of this report is presented as Figure 15-3, Green Retrofit Progress Report (Part I) and Figure 15-4, Green Retrofit Progress Report (Part II).

**:Note:** It is necessary to load legal-sized paper and set your printer to print in landscape mode for this progress report.
Figure 15-3, Green Retrofit Progress Report (Part I)
The Focus on Production Report (Figure 15-5, Green Retrofit Focus on Production Report) provides a roll up of the total number by SOA, Profit, Non-Profit, Grant, Grant/Loan for each Preservation Office.
Figure 15-5, Green Retrofit Focus on Production Report