



ASSISTANT SECRETARY FOR HOUSING
FEDERAL HOUSING COMMISSIONER

Date: August 31, 2020

Mortgagee Letter 2020-29

To: All FHA-Approved Mortgagees
All Direct Endorsement Underwriters
All Eligible Submission Sources for Condominium Project Approvals
All FHA Roster Appraisers
All FHA-Approved 203(k) Consultants
All HUD-Approved Housing Counselors
All HUD-Approved Nonprofit Organizations
All Governmental Entity Participants
All Real Estate Brokers
All Closing Agents

Subject FHA Catalyst: Case Binder Module – Expanded Functionality and Updated Case Binder Submission Requirements for Federal Housing Administration (FHA) Post-Endorsement Loan Reviews

Purpose This Mortgagee Letter announces additional functionality in the FHA Catalyst: Case Binder Module and updated requirements for electronic submission of case binders selected for post-endorsement review in the Loan Review System (LRS).

Effective Date All requirements in this Mortgagee Letter are effective September 14, 2020.

Public Feedback HUD welcomes feedback from interested parties for a period of 30 calendar days from the date of issuance. To provide feedback on this policy document, please send feedback to the FHA Resource Center at answers@hud.gov. HUD will consider the feedback in determining the need for future updates.

Affected Programs This guidance applies to the FHA Title II Single Family Forward Mortgage and Home Equity Conversion Mortgage (HECM) programs.

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Background

On March 20, 2020, FHA temporarily suspended the requirement for Mortgagees to submit paper case binders for post-endorsement review in LRS. The suspension was the result of operational challenges related to the COVID-19 National Emergency. Mortgagees approved for electronic Case Binder (eCB) submission were instructed to continue submitting case binders through FHA Connection.

On April 6, 2020, FHA published Mortgagee Letter 2020-07, which implemented the FHA Catalyst: Case Binder Module as an option for electronic submission of Single Family Forward and HECM case binders for endorsement. Initial functionality did not include delivery of case binders selected for post-endorsement review.

The FHA Catalyst: Case Binder Module now includes an “LRS” submission type to allow delivery of case binders for post-endorsement review in LRS.

Platform Access

To submit case binders through the FHA Catalyst: Case Binder Module, Mortgagees must request access and receive onboarding information by contacting the FHA Resource Center at answers@hud.gov or 1-800-CALL FHA (1-800-225-5342).

User Guide and Training

The [FHA Catalyst: Case Binder Module User Guide](#) provides information for navigating the platform and step-by-step instructions for electronic case binder submission.

Access the [FHA Catalyst: Case Binder Module](#) webpage for additional resources, including a pre-recorded webinar and Q&A guidance for Mortgagees.

Summary

Mortgagees not approved for eCB submission through FHA Connection must now use the FHA Catalyst: Case Binder Module to submit both Single Family Forward and HECM case binders requested for post-endorsement review in LRS.

Instructions and Updated Requirements for Case Binder Submission

The summary above corresponds to general case binder and loan file production requirements in the following sections of Handbook 4000.1:

- II.A.7.e.iii, Case Binder Submission – Lender Insurance Mortgagees
 - V.C.2.b, Title II Mortgagee Monitoring Reviews
 - V.C.3.b, Title II Loan Reviews
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A separate, single case binder must be submitted for each case using the “LRS” submission type as further detailed in the FHA Catalyst: Case Binder Module User Guide. Case binders must be formatted in accordance with the existing Uniform Case Binder Stacking order for Single Family Forward mortgages and the HECM Required Documents for Endorsement List for HECM mortgages with the “Left Side” appearing first.

By transmitting a case binder through the FHA Catalyst: Case Binder Module, the Mortgagee is certifying that the documents submitted electronically are true and correct copies of the original documents. Mortgagees approved for eCB submission must continue to submit case binders through FHA Connection.

This guidance supersedes the language excluding the delivery of both Single Family Forward and HECM case binders selected for post-endorsement review in Mortgagee Letter 2020-07.

Paperwork Reduction Act

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number 2502-0059. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB Control Number.

Questions

Any questions regarding this Mortgagee Letter may be directed to the FHA Resource Center at 1-800-CALL-FHA. Persons with hearing or speech impairments may reach this number by calling the Federal Relay Service at 1-800-877-8339. For additional information on this Mortgagee Letter, please visit www.hud.gov/answers.

Signature

Dana T. Wade
Assistant Secretary for Housing –
Federal Housing Commissioner