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CHAPTER 2. RESPONSIBILITIES AND REFERENCES

2-1. PROGRAM AREAS THAT CUPS SUPPORTS.

- a. Primary Area. The primary area that CUPS is designed to support is the Field Office Multifamily production staff. The following is a brief summary of the major CUPS functions available to the field production staff.
- (1) Processing sponsor's application.
  - (2) Development of HUD Estimate of the Total For All Improvements.
  - (3) Comparison between HUD Estimate and Contractor's Estimate.
  - (4) Processing change orders during construction.
  - (5) Processing the Contractors Certification of Actual Costs.
  - (6) Retrieval of project rental income, expenses, operating deficit and land sales data for use in case processing.
  - (7) Development of the project income analysis and appraisal.
  - (8) Processing the supplement to the project analysis.
  - (9) Data bank maintenance.
- b. Secondary Areas.
- (1) Headquarters. CUPS supports the housing program areas by providing current processing information for various analyses. It also provides information for reviewing the quality of Field processing. Future plans include CUPS as a production subsystem that will feed management information to the Multifamily Insured and Direct Loan Information System (MIDLIS). CUPS also provides data to the Low-Rent Public Housing Prototype Cost System for the annual update.
  - (2) Regional Office. Regional CUPS libraries can be utilized by Regional Housing for monitoring the quality of field office processing within its jurisdiction.

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2-2. ORGANIZATIONAL RESPONSIBILITIES.

- a. Field Office. The field office is the primary user of CUPS and has the following responsibilities.
- (1) CUPS Data Base Manager. The Data Base Manager will insure that comparable data updates collected by the Data Appraiser are input to the system on a timely basis and obsolete data are removed from the system. The Data Base Manager will also insure that all applicable cases are processed on CUPS.
  - (2) Multifamily Housing Processing Technicians. The processing technicians are responsible for the completion of the program worksheets related to their processing portion of CUPS. The technicians will also review their CUPS processing results for input accuracy.
  - (3) Data Appraiser. The primary responsibility of the Data Appraiser or individual responsible for the data function, with respect to CUPS, is to maintain the Valuation computerized data bank and to insure that all newly collected and/or updated data brought into the branch is properly reviewed and entered on appropriate forms for entry into the computer. This includes review of the data printouts following CUPS input by the terminal operator. He/she will periodically review place code areas, giving priority to those market areas experiencing a high degree of activity (conventional and HUD assisted) and bring data in those areas to a current status adequate to satisfy processing needs.
    - (a) Statutory Multifamily Mortgage Limits. The Data Appraiser will be responsible for maintaining a schedule indicating statutory multifamily mortgage limits by market area place code for use in CUPS. The schedule must show the per unit mortgage amounts (elevator and non-elevator) for each Section of the Act and relate the locality covered by the limits to the market area place code map. If one place code area overlaps into two base city jurisdictions, the map must be revised so that each place code area falls under only one set of statutory per unit mortgage limits. The Appraiser will insure that any revisions to the mortgage limits are input to CUPS immediately.

- (b) Expense Data. The Data Appraiser is responsible or maintaining a computerized data bank containing expense data as follows.
- 1 Update existing projects with new Statement of Profit and Loss, Form HUD-92410 data as they are received from the Housing Division, Loan Management Branch.
  - 2 Prepare Multifamily Valuation Data, Form FHA-2275 data for new projects for computer input; review and prepare the new Form HUD-92410 data when received for these projects.
  - 3 If a problem exists in receiving Form HUD-92410 data from the Loan Management Branch, inform the Housing Division, Valuation Branch Chief by memorandum.
  - 4 Maintain the HUD-9184 program printout in place code sequence (and in chronological order by project identification number, if desired) and furnish copies to each appraiser. The listing should be retrieved at least once a month or following a mass update of the data base.
  - 5 Maintain a current file of EXDATA printouts.
- (c) Income Data. The Data Appraiser is responsible for maintaining a computerized data bank containing income data as follows.
- 1 Update Market Absorption Record, Form HUD-9184 (previously Form FHA-184) cards so that data is no older than one year on those projects that are expected to be used to satisfy current or anticipated processing needs.
  - 2 Attempt to obtain square feet area for units on Form HUD-9184 where it has previously been omitted.
  - 3 Maintain a Form HUD-9184 file and a printout file containing all HUD-9184 forms entered in CUPS.
  - 4 Maintain a current CHKLAN Listing in place code sequence (and in chronological order by project identification number, if desired) and furnish copies to each appraiser. The listing should be retrieved at least once a month or following a mass date-up of the data base.

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- (d) Land Data. The Data Appraiser is responsible for maintaining a computerized data bank containing land data as follows.
- 1 Obtain land sales data reflecting current market conditions and review obsolete land sales for deletion from system.
  - 2 As more information concerning land sales, such as distance and cost to bring utilities to the site, is obtained for data already entered in CUPS, complete the land sales form for a change to the data in CUPS.
  - 3 Maintain a current file of LAND printouts.
  - 4 Maintain a current CHKLAN listing and furnish copies to each appraiser. The listing should be retrieved at least once a month or following a mass update of the data base.
- (4) Terminal Operator. The terminal operator is responsible for data input and report retrieval. He/she will also report any system problems to the appropriate area for resolution.
- b. Regional Office. The Regional Office is responsible for handling any CUPS problems that can be resolved at their level.
- c. Headquarters.
- (1) Assistant Secretary for Housing. Various areas within Housing have responsibilities for CUPS as follows.
- (a) Office of Management--Management Information Systems Division. The Management Information Systems Division is responsible for data quality review and monitoring. This Division also handles any information requests from various areas of HUD for CUPS data.
  - (b) Deputy Assistant Secretary for Multifamily Housing Programs. This Office has the prime responsibilities for CUPS as follows.
    - 1 Program Support Staff. The Deputy Assistant responsibilities.

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- a Reviews issuances and forms changes to determine if there is any impact on CUPS and takes any appropriate action if necessary.
  - b Directs CUPS problems that can not be resolved by Housing to the appropriate ADP office.
  - c Coordinates CUPS training and preparation of necessary training material for Housing.
  - d Coordinates field office system installations.
  - e Prepares program specifications for system modifications.
  - f Interfaces with the appropriate program area relative to technical processing logic.

2 Office of Multifamily Housing Development.

- a Interfaces with the Deputy Assistant Secretary's Program Support Staff relative to program specifications involving technical processing logic.
- b Conducts training sessions for Field Office Housing technicians.
- c Participates in field office system installations.
- d Prepares CUPS training material.
- e Maintains system user Handbook.

(2) Assistant Secretary for Administration.

- (a) Office of ADP Systems Development. This office has the following responsibilities:
  - 1 Conducts system maintenance as required.
  - 2 Develops new system programs as required.
  - 3 Maintains ADP Terminal Operation Handbooks.
  - 4 Interfaces with Housing and the Office of ADP Operations regarding CUPS problems.

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5 Participates in Field Office system installations.

(b) Office of ADP Operations.

1 Insures that CUPS is maintained in an operational status for Field Office processing.

2 Executes overnight batch programs.

3 Maintains hardware (terminals and computer) and communications network.

4 The HUD Teleprocessing Assistance Center (TAC) receives and resolves CUPS Problems from Field or Regional Offices.

5 Notifies Field Offices of any unusual system conditions, file rollbacks, incomplete overnight batch runs, or processing problems.

2-3. REFERENCES.

a. Multifamily Housing Processing Handbooks.

(1) Architectural Analysis and Inspections for Project Mortgage Insurance, Handbook 4460.1

(2) Cost Estimation for Project Mortgage Insurance, Handbook 4450.1

(3) Valuation Analysis for Project Mortgage Insurance, Handbook 4465.1

(4) Mortgage Insurance for the Purchase or Refinancing of Existing multifamily Projects under Section 223(f), Handbook 4565.1.

(5) Mortgage Credit Analysis for Project Mortgage Insurance, Handbook 4470.1

(6) Multifamily Underwriting Reports and Forms Catalog-Handbook 4480.1. This Handbook contains instructions

Forms referenced in this CUPS User's Handbook.

- (a) FHA-2264
  - (b) FHA-2264-A
  - (c) FHA-2275
  - (d) FHA-2325
  - (e) FHA-2326
  - (f) FHA-2328
  - (g) FHA-2330
  - (h) FHA-2330-A
  - (i) FHA-2437
- b. HUD ADP Terminal Operation Handbook 2361.2.
  - c. CUPS ADP Terminal Operation Handbook 2361.13.