Chapter

12

Chapter 12 MIS Reporting Requirements

General

Section 12-1

PAEs are required to report to OAHP the status of their portfolios. An Internet based MIS system was developed to meet that requirement and to create a consistent reporting method for all the PAEs' portfolios. This data is what is used to produce reports to Housing, OAHP management plus the Reports to Congress and OMB.

PAEs must obtain user ids for the Secure Systems at HUD to gain access to the Mark-to-Market MIS system (M2M system) via the Internet. To register, the PAE user should go to the OAHP website (www.hud.gov/offices/hsg/OAHP/) and select "online systems" then click on the link: "HUD Secure Internet Systems Registration". A registration form needs to be filled out. System problems can be reported to m2minfo@hud.gov.

Input Requirements

Section 12-2

The PAEs update the following 3 modules in the M2M system:

- Critical Dates Tracking

- Restructuring Plans

- Closing

    A. **Critical Dates.** There are predetermined milestones that require completion dates input for Comp Reviews, Lites (Rent Reduction Only) and Fulls (Mortgage Restructurings). PAEs are required to update these milestones in Critical Dates for each of the properties in their portfolio. See the following sections for detailed descriptions on each of the 3 Critical Dates Tracking Input Screens and who is responsible for entering in the dates (PAE or OAHP).

B. **Restructuring Plans.** Captures the synopsis of the Recommendations for Lites (Form 10.2) and the Restructuring Plans (Form 5.2) for the Fulls (rents, loan terms, dscr, etc.). Forms 10.2 and 5.2 are online in this module. The PAE electronically submits the completed forms to OAHP via the system (this automatically updates the Critical Dates Tracking date field for Submission Date for the 10.2 and 5.2 forms). As part of the 5.2 submission the Excel underwriting model must be uploaded to the system. OAHP Preservation Office submits the decision electronically by selecting: "Approve" or "Return for Revision" after a submission and review has occurred. (This date populates the Critical Dates Tracking dates, too). Once a deal has been approved the Preservation Office will upload the approved Excel underwriting model to the system. See the following sections for detailed descriptions on each of the 2 online forms - 5.2 and 10.2.

C. **Closing Module.** Is for the PAEs to confirm the terms at closing for final reporting purposes (Loan terms, final rents determined, sources & uses). In other words, 5.2 form data is displayed and confirmed or corrected by PAEs after closing. No special instructions are included since this page displays the same 5.2 data format and just requires the PAE's confirmation. Furthermore, the as closed Excel underwriting model must be uploaded to the system within five days of closing.

Detailed documentation on the input fields and who the responsible party for entering in specific critical dates in the Critical Dates Tracking (Comp Reviews, Rent Reductions Only (Lites) and Full Mortgage Restructurings can be found on the OAHP website: www.hud.gov/offices/hsg/OAHP/ by clicking on "online systems").