

# **Appendix V:**

## **Part A: Required Work for Transactions with Restructuring Plans**

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1. Execute mortgage debt restructuring work from asset assignment through closing or determination of action other than closing in accordance with the PRA timelines.
2. As specified in Chapter 3 of this Guide, send notices for 1<sup>st</sup> and 2<sup>nd</sup> Tenant Consultation Meetings and hold meetings. Consider and address tenant comments in the development of the Restructuring Plan.
3. Perform Due Diligence as specified in Chapter 4, and complete all Exceptional Documentation defined in Section 4-4B.
4. Determine if Project is subject to state or local bond financing and complete review and processing as specified in Chapter 4 of this Guide.
5. Prepare RAAP as specified in Chapter 4 of this Guide.
6. Prepare management standards in accordance with Chapter 4 of this Guide.
7. Complete subsidy layering review and certification as specified in Chapter 5 of this Guide.
8. Submit a Restructuring Plan Package as specified in Appendix L of this Guide. The PAE should refer to the Guide on the preparation, presentation, and support for the conclusions of the Restructuring Plan Package. Deviations that do not violate the statute may be acceptable but must be justified by the PAE in the Restructuring Plan Package. Deviations identified by the PAE or OAHP as significant require OAHP approval. Deviations from regulations may be approved but are subject to OAHP's formal waiver approval process that includes a publication in the Federal Register.
9. Complete the closing process in accordance with Chapter 7 of this Guide.
10. Manage document distribution as specified in Chapter 8 of this Guide.
11. Maintain a Contract File in accordance with Appendix O of this Guide. Maintain other records including transaction/credit files and closing files in accordance with this Guide and additional guidance provided through the OAHP Resource Desk.
12. Implement interim guidance provided through the Resource Desk broadcasts. (This guidance will be incorporated into this Guide as early as possible after such broadcast.)
13. Make appropriate inputs to OAHP MIS as specified in this Guide.
14. Prepare a report to OAHP for any transactions in which the determination is tenant-based assistance or is project-based assistance where the tenants generally supported tenant-based assistance. Provide reports in accordance with timeframes designated in the PRA.

# **Appendix V:**

## **Part B: Required Work for Transactions without Restructuring Plans**

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1. Execute rent restructuring work from asset assignment through conclusion in accordance with the PRA timelines.
2. As specified in Chapter 10, provide Notices to tenants and other parties (as defined in Chapter 3), and address and document tenant comments.
3. Complete an OAHP Reduction in Rent and Section 8 HAP Contract Renewal Justification as described in Chapter 10. The PAE should refer to the Guide, Chapter 10, on the preparation, presentation, and support for the conclusions of the OAHP Reduction in Rent and Section 8 HAP Contract Renewal Justification. Deviations that do not violate the statute may be acceptable but must be justified by the PAE in the material submitted. Deviations identified by the PAE or OAHP as significant require OAHP approval. Deviations from regulations may be approved but are subject to OAHP's formal waiver approval process that includes a publication in the Federal Register.
4. Maintain a Contract File in accordance with Appendix O. Maintain other records including transaction/credit files file in accordance with this Guide and additional guidance provided through the OAHP Resource Desk.
5. Implement interim guidance provided through the Resource Desk broadcasts. (This guidance will be incorporated into this Guide as early as possible after such broadcast.)
6. Make appropriate inputs to OAHP MIS as specified in this Guide