

## WHAT'S NEW?



**IREMS 1.6.3.5**

### Overview

This document provides information on the issues included in **iREMS** release **1.6.3.5**.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

# ASSET MANAGEMENT

## Financing

### ➤ Financing Detail

New Green Retrofit loans and grants are being added to iREMS from PAS each night. They have either 'GG' (Green Grant) or 'GL' (Green Loan) in the FHA number. These are loans and grants that are associated with energy savings (Green Retrofit) initiatives. The Green Retrofit loans and grants do not go through DAP. Therefore, the M2M Final Closing Date has been added (view only format) within both the "From PAS" and "From NLS" screens within Financing Detail.

The reason that the user needs the M2M Final Closing Date is because, if an FHA insured property prepaid their loan, the HAP contract would have no financial statement filing requirements. But if the owner applies for a Green Loan/Grant, then they need to begin filing financial statements again, and the M2M Final Closing Date becomes the FASS reporting date for the owner.

## Servicing

### ➤ Use Restriction

A user can save a **Use Restriction** in two ways: without a *Date Owner Submitted Certification Compliance* or with a *Date Owner Submitted Certification Compliance*. The user can now delete the record that has *Date Owner Submitted Certification Compliance*. The record will be deleted and the "Save Successful" message will display.

## Servicing

### ➤ Use Restriction List

### ➤ IRP List

### ➤ Other Public Subsidies List

The calendar icon for all date fields in iREMS was allowing users to select back dates from 1967 and/or future dates through the year 2049. In some instances the date range was not adequate for the particular date field.

A change has been made to increase the future date range to accommodate new contracts and/or programs that extend beyond 20 plus years in the future. As housing moves forward, the future date range of 2049 in contract date fields was not adequate. The update has changed the calendar icon drop down from 1967 through 2049 to 1980 through 2079. The new solution will keep date fields as they are for the date fields satisfied with the current date range and increase the future date range for the date fields requiring 20 plus years in the future. Only date fields requiring the extended dates will be changed. iREMS will still accept manually entered dates.

This date range affects mostly date fields in the **Subsidy Administration** section.

The **Asset Management** section, within the **Servicing** module will display the date's changes on the following screens:

- **Use Restriction/Lock-out Detail**
- **IRP Detail**
- **Other Public Subsidies Detail**

PortfolioDashboard  
DEC Referrals  
DEC Report & Narratives  
Financial Statements  
Financing  
Management Reviews  
Occupancy  
Physical Inspections  
Property Attributes  
Property Participants  
Risk Management  
Servicing  
Summaries  
Workload Management  
Security Administration  
DEC Portfolio Reviews  
DEC Workload Queues  
Secure Systems  
Logout

Associations to Property Reserve Tracking Use Restriction List IRP List Other Public Subsidies List

### Use Restriction/Lock-out Detail

Use Restriction Status: Active

Date of Recordation: 08/02/2011

Reason(s) for Restriction: PD Sale  
HUD-approved prepayment-insured

(In order to make multiple selections, hold down the Ctrl key while clicking on your desired selections. Make up to three selections.)

Effective Date: [Calendar Dropdown]

End Date: [Calendar Dropdown]

Is the Use Restriction Based on Units?: [Dropdown]

Quantity of Units Restricted: [Text Box]

Associated FHA/Contract/IRP Number: [Text Box]

Is Certification Required?: [Dropdown]

Date Owner Submitted Certification Com: [Text Box]

Date Submitted [Button]

Updated By [Text Box]

Termination Date: [Text Box]

Reason for Termination: [Dropdown]

Comment: [Text Box]

HUD's Home P Privacy Statement | Today is 08/05/2011 | Version: iREMS Release 1.6.3

Use Restriction List / Use Restriction Lock-out Detail

## IRP List / IRP Detail

### Other Public Subsidies List / Other Public Subsidies Detail

## Subsidy Administration

### Contract Processing

#### ➤ Function Contract Selection

A change has been made to increase the future date range to accommodate new contracts and/or programs that extend beyond 20 plus years in the future. The update has changed the calendar icon drop down from 1967 through 2049 to 1980 through 2079. Only date fields requiring the extended dates will be changed. iREMS will still accept manually entered dates.

The Asset Management section, within the Servicing module displays three of these date modifications.

The date range affects mostly date fields in the **Subsidy Administration** section. All dates in the **Function Detail** tab have been modified.

The screenshot displays the 'Function/Contract Selection' screen in the iREMS system. The interface includes a sidebar with navigation links such as 'Portfolio/Dashboard', 'Assistance Contracts', 'Contract Processing', 'Comparability Studies', 'Renewal Budgets', 'Secure Systems', and 'Logout'. The main content area features a tabbed interface with 'Contract Processing List', 'Function / Contract Selection', and 'Function Detail'. The 'Function / Contract Selection' tab is active, showing a table of contracts with columns for 'Select', 'Contract #', 'Stage', 'Expiration Date at Contract/Stage Expiration', and a checkbox. Below the table, there are several form fields for contract details, including 'Surviving Contract', 'HUD Policy', 'Fiscal Year', 'Contract Function', 'Contract Action Selection', 'Processing Status', 'Date Owner Signed Submission', 'Date Owner Submission Package Initially Received', 'Date Complete Package Received from Owner', 'Is the Owner Debarred or Suspended?', and 'Does the Owner Have Material Violations?'. A calendar dropdown is open, showing a grid of dates from August 2011 to August 2012. A red arrow points to the year 2079 in the calendar dropdown, indicating the extended date range.

➤ **Function/Contract Selection**

➤ **Function Detail**

Previously, Option '*3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents*' was listed as a **Contract Action Selection**. This indicated a referral to OAHP and was not a renewal of the contract. This referral did not do or allow for OCAF increase because it was just a referral. The original 3b referrals to OAHP contracts were either for 5 years, or if for 20 years they expired prior to the expiration of the use agreement. Once expired, the Field Offices had to enter the renewal in as an option 2 because the renewal requires OCAF rent increase and the previous 3b referral to OAHP did not have an OCAF screen.

The **Contract Processing** functionality, now displays a **new** 3b renewal type: '*3b: Request Renewal of Full Mark to Market Contract*' in the Contract Action Selection list for a renewal function along with the '*3b: Request Referral to OAHP for Restructure of Mortgages and Reduction of Contract Rents*'. This new renewal will have an OCAF calculations screen.

This **Contract Action Selection** will eliminate the practice of creating a renewal under option 2 for these contracts, which was an inaccurate, and eliminate confusion.

The new renewal name will display in the **Function/Contract Selection** screen under the "**Contract Action Selection**" drop down. If a user selects '*MARHA Renewal or Short Term Renewal*' in the **Contract Function Selection** drop down, then in the **Contract Action Selection** drop down will display:

- 1a: Mark-Up-To Eligibility
- 1b: Discretionary Authority Eligibility Mark-Up-To-Market
- 2: Request Renewal Without Restructuring at or Below Comparable Rents
- 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents (a referral)
- 3b: Request Referral to OAHP for Restructure of Mortgage and Reduction of Contract Rents (a referral)
- 3b: Request Renewal of Full Market to Market Contract**
- 4: Request Renewal for Projects Exempt from OAHP
- 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project
- 5b: Request Contract Renewal for a Preservation Project

All of these options are renewals except 3a and the first 3b...they are referrals.

In addition, the title will be changed for the 3b Amend Rents to match the new *3b: Request Renewal of Full Mark To Market Contract*. The amend rents will be applicable in the multi-term years for the both the '*3b: Request Referral to OAHF for Restructure of Mortgage and Reduction of Contract Rents*' and '*3b: Request Renewal of Full Mark to Market Contract*'. There will no longer be amend rents called '*3b: Request Referral to OAHF for Restructure of Mortgage and Reduction of Contract Rents*'.

If a user selects '*MARHA Amend Rent Increases*' in the **Contract Function Selection** drop down then the **Contract Action Selection** drop down will display:

- 1a: Mark-Up-To Eligibility
- 1b: Discretionary Authority Eligibility Mark-Up-To-Market
- 2: Request Renewal without Restructuring at or Below Comparable Rents
- 3a: Request Referral to OAHF for Reduction of Contract Rents to Comparable Market Rents (a referral)
- 3b: Request Renewal of Full Market to Market Contract**
- 4: Request Renewal for Projects Exempt from OAHF
- 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project
- 5b: Request Contract Renewal for a Preservation Project



All of these options are renewals except 3a ...it is a referral.

The screenshot shows the 'Function/Contract Selection' screen in the Integrated Real Estate Management System. The top navigation bar includes 'Asset Management', 'Subsidy Administration', 'Asset Disposition', and 'Reports'. The main header displays 'Property ID: 800020702', 'Name: BRANDYWINE APARTMENTS', 'Contract/FHA#: 11335202', 'Active Status: Y', 'Watch List: Y', 'Troubled Status: Not Troubled', and 'DEC Status: Closed'. The left sidebar contains a menu with 'Portfolio/Dashboard', 'Assistance Contracts', 'Contract Processing', 'Comparability Studies', 'Renewal Budgets', 'Secure Systems', and 'Logout'. The main content area is titled 'Function/Contract Selection' and features a table with the following data:

Select	Contract #	Stage	Expiration Date at Contract Stage Expiration	
<input checked="" type="checkbox"/>	TX160011061	N/A	07/31/2011	Y

Below the table, the 'Surviving Contract' is TX160011061, and the 'HUD Policy' is User Guide. The 'Fiscal Year' is 2011. The 'Contract Function' is MAHRA Amend Rent Increases. The 'Contract Action Selection' dropdown menu is open, showing the following options:

- 3b: Request Renewal of Full Mark to Market Contract
- Select a renewal option
- 1a: Mark-Up-To-Market Eligibility
- 1b: Discretionary Authority Eligibility Mark-Up-To-Market
- 2: Request Renewal Without Restructuring at or Below Comparable Rents
- 3a: Request Referral to OAHP for Reduction of Contract Rents to Comparable Market Rents
- 3b: Request Renewal of Full Mark to Market Contract
- 4: Request Renewal for Projects Exempt from OAHP
- 5a: Request Contract Renewal for a Portfolio Re-engineering Demonstration Project
- 5b: Request Contract Renewal for a Preservation Project

The 'Processing Status(if applicable)' is blank. The 'Date Owner Signed Submission' is blank. The 'Date Owner Submission Package Received' is blank. The 'Date Complete Package Received' is blank. The 'Is the Owner Debarred or Sanctioned?' is blank. The 'Does the Owner Have Material Violations?' is set to 'Unconfirmed'.

The new '3b: Request Renewal of Full Mark to Market Contract' renewal **Function Detail** screens will contain the following tabs:

- [Dates and Comments](#)
- [OCAF](#)
- [Rents](#)
- [Final Review](#)

**Dates and Comments** – This screen is identical to the Option 2 *Dates and Comments* screen except it does not contain the “Exception Project Exempt from OAHP” drop down.

In addition, new fields were added. The use restriction/agreement effective and expiration dates are pulled from the use restriction for that property ID where reason for restriction is ‘OMHAR Property’ or ‘Modified OMHAR Property’. If more than one use restriction with ‘OMHAR Property’ or ‘Modified OMHAR Property’ exists then we pull the effective and expiration dates for the max sequence number. The use restriction effective and expiration dates are view only. If there is no use restriction with reasons of ‘OMHAR Property’ or ‘Modified OMHAR Property’ then the **Use Restriction Effective** and **Use Restriction Expiration Date** will be blank. Upon the initial save or initial navigating off the **Dates and Comments** tab, a warning message will be issued that ‘An applicable OMHAR/OAHP use restriction/agreement is required to renew under Option



*3b – Request Renewal of Full Mark to Market Contract. Please enter the use restriction/agreement prior to entering the renewal.* If the new 3b renewal expiration date is greater than the use restriction expiration date the system issues a warning message “Renewal of Full Mark to Market Contract expiration exceeds the use restriction expiration”. These warning messages are only for a user who has update access and not a view only user. In addition, these warning messages are only issued if the renewal is not locked.

**Function Type: Renewal**

**Function Type: Amend Rents**

**OCAF** – This new renewal has an OCAF calculations screen. This screen/tab will be similar to the Option 2 **OCAF** screen except it does not contain the “Annual Comparable (Owner’s) Rent Potential for Units Included in the Current Process” field. In addition, the “Lesser of OCAF or Correlated Comparable Rent Potential” field has been taken out and the “Rent Increase Factor” field does not include the lesser of test words and will

always be based on the OCAF amount. (**Note:** this is how the auto OCAF pilot option 3 amend rents OCAF screen now looks).

<a href="#">PortfolioDashboard</a> <a href="#">Assistance Contracts</a> <a href="#">Contract Processing</a> <a href="#">Comparability Studies</a> <a href="#">Renewal Budgets</a> <a href="#">Secure Systems</a> <a href="#">Logout</a>	Contract Processing List	Function / Contract Selection	Function Detail																								
	<a href="#">Dates and Comments</a>   <a href="#">OCAF</a>   <a href="#">Rents</a>   <a href="#">Final Review</a>																										
	<b>OCAF</b>																										
	Surviving Contract: TX160011061 Function Type: Renewal Effective Date:																										
	Stage: N/A Action: FY 2011 - 3b: Request Renewal of Full Mark to Market Contract ARAMS Status:																										
<table> <tr> <td>Annual Rent Potential for all Section 8 Units Included in the Current Process:</td> <td>1265040.00</td> </tr> <tr> <td>Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process):</td> <td>0.00</td> </tr> <tr> <td>Annual Rent Potential Non-Section 8 Units:</td> <td>0.00</td> </tr> <tr> <td>Annual Project Rent Potential:</td> <td>1265040.00</td> </tr> <tr> <td>Expiring Section 8 Portion of Total Rent Potential:</td> <td>1.00</td> </tr> <tr> <td>Annual Project Debt Service:</td> <td>96817.31</td> </tr> <tr> <td>Note: Already includes MIP amount</td> <td></td> </tr> <tr> <td>Annual Expiring Section 8 Share of Debt Service:</td> <td>96817.31</td> </tr> <tr> <td>Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service:</td> <td>1168222.69</td> </tr> <tr> <td>Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (1.900%)</td> <td>1190418.92</td> </tr> <tr> <td>OCAF Adjusted Contract Rent Potential:</td> <td>1287236.23</td> </tr> <tr> <td>Rent Increase Factor:</td> <td>1.018</td> </tr> </table>				Annual Rent Potential for all Section 8 Units Included in the Current Process:	1265040.00	Annual Rent Potential for all Non-Expiring Section 8 Units (Not Included in the Current Process):	0.00	Annual Rent Potential Non-Section 8 Units:	0.00	Annual Project Rent Potential:	1265040.00	Expiring Section 8 Portion of Total Rent Potential:	1.00	Annual Project Debt Service:	96817.31	Note: Already includes MIP amount		Annual Expiring Section 8 Share of Debt Service:	96817.31	Annual Expiring Section 8 Rent Potential Less Expiring Section 8 Share of Debt Service:	1168222.69	Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (1.900%)	1190418.92	OCAF Adjusted Contract Rent Potential:	1287236.23	Rent Increase Factor:	1.018
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<a href="#">Dates and Comments</a>   <a href="#">OCAF</a>   <a href="#">Rents</a>   <a href="#">Final Review</a>																											

**Rents** – This screen is similar to the Option 2 **Rents** screen except it does not contain the “Comparable Rent” or “Budget Base Rent” columns. In addition, the **Rents** screen does not include any of the 4 *OAHP Dates* and drop down boxes. The ‘**HUD Approved Rent**’ drop down is limited to ‘Current’ and ‘OCAF’ where the renewal option code equals the new option code for the 3b: “Request Renewal of Full Mark to Market Contract”.

**Rent Detail** - This screen is similar to the Option 2 **Rent Detail** screen except the ‘Budget Base Rent’, ‘Budget Base Utility Allowance’, and ‘Comparable Rent’ columns are not displayed.

<b>Portfolio Management</b>	Contract Processing / List	Function / Contract Selection	Function Detail
<b>Assessments Contracts</b>			
<b>Contract Processor</b>	Dates and Comments	OCAF Rents	Final Review
<b>Comparability Studies</b>	<b>Rents</b>		
<b>Renewal Buttons</b>			
<b>Search Settings</b>			
<b>Legend</b>			

[Save] [Reset]

---

**Surviving Contract:** TX150011051  
**Function Type:** Renewal  
**Effective Date:**

**Stage:** N/A  
**Action:** FY 2011 - 3d Request Renewal of Full Mark to Market Contract  
**ARAMS Status:**

---

**Rents:**       

HUD Approved Rent:

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**Calculated Renewal Rents:**

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Renewed Rent
.1	42	690	702	
2	8	770	784	
<b>Rent Potentials</b>				
Monthly		105420	107268	
Annual		1265040	1287216	

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**Renewal Rent Effective Date:**

**Monthly Reserve for Replacement Deposit Amount (most recent entered amount):** 601.00

**Monthly Increase to the Reserve for Replacement Account:** 11

**Dispute/Appeal Comments:**

**Rents Final for Contract Exhibit:** ☐ Yes ☒ No

**Rents Final for Contract Exhibit Date:**

**Final Review** – This screen has all the detail data listed above as the other renewals currently do.

<a href="#">Contract Processing</a>	<a href="#">Function / List</a>	<a href="#">Contract Selection</a>	<a href="#">Function Detail</a>
<a href="#">Assistance Contracts</a>	<a href="#">Contract List</a>	<a href="#">Contract Selection</a>	<a href="#">Function Detail</a>
<a href="#">Contract Processing</a>	<a href="#">Dates and Comments</a>	<a href="#">OCAF</a>	<a href="#">Rents</a>
<a href="#">Contractability Studies</a>	<a href="#">Final Review</a>	<a href="#">Final Review</a>	<a href="#">Final Review</a>
<a href="#">Renewal Estimates</a>			
<a href="#">Recurve Systems</a>			
<a href="#">Logout</a>			

**Surviving Contract:** TX160011061

**Function Type:** Renewal

**Effective Date:**

**Stage:** N/A

**Action:** FY 2011 - 3b: Request Renewal of Full Mark to Market Contract

**ARAMS Status:**

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### Dates and Comments

**Renewal Contract:** Full Mark-To-Market Renewal Contract

**Annual Financial Statement Required To be Submitted to HUD?** Yes

**Contract/Stage Date Information**

**Contract/Stage Renewal Execution Date:**

**Contract Effective Date:** 08/01/2011

**Length of Contract in Months:** 12

**Contract Expiration Date:** 07/31/2012

**Use Restriction Effective Date:**

**Use Restriction Expiration Date:**

**Reason for Short-term Renewal:**

**Decision Comments:**

### OCAF

**Annual Rent Potential for all Section 8 Units Included in the Current Process:** 1265040.00

**Annual Rent Potential for all Non-Expiring Section 8 Units (Not included in the Current Process):** 0.00

**Annual Rent Potential Non-Section 8 Units:** 0.00

**Annual Project Rent Potential:** 1265040.00

**Expiring Section 8 Portion of Total Rent Potential:** 1.00

**Annual Project Debt Service:** 96817.31

**Note: already includes MIP amount**

**Annual Expiring Section 8 Share of Debt Service:** 96817.31

**Annual Expiring Section 8 Rent Potential Less Expiring Section 8 share of Debt Service:** 1168222.69

**Annual Expiring Section 8 Rent Potential Attributed to Operation Multiplied by the Published OCAF (1.900%):** 1190418.92

**OCAF Adjusted Contract Rent Potential:** 1267236.23

**Rent Increase Factor:** 1.018

### Rents

**HUD Approved Rent:**

**Calculated Renewal Rents:**

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Renewed Rent
1	42	690	702	
1	42	690	702	
1	42	690	702	
2	8	770	784	
2	8	770	784	
2	8	770	784	
<b>Rent Potentials</b>				
Monthly		105420	107268	
Annual		1265040	1287216	

**Renewal Rent Effective Date:** 08/01/2011

**Monthly Reserve for Replacement Deposit Amount (most recent entered amount):** 601.00

**Monthly Increase to the Reserve for Replacement Account:** 11

**Dispute/Appeal Comments:**

**Rents Final for Contract Exhibit:** No

**Rents Final for Contract Exhibit Date:**

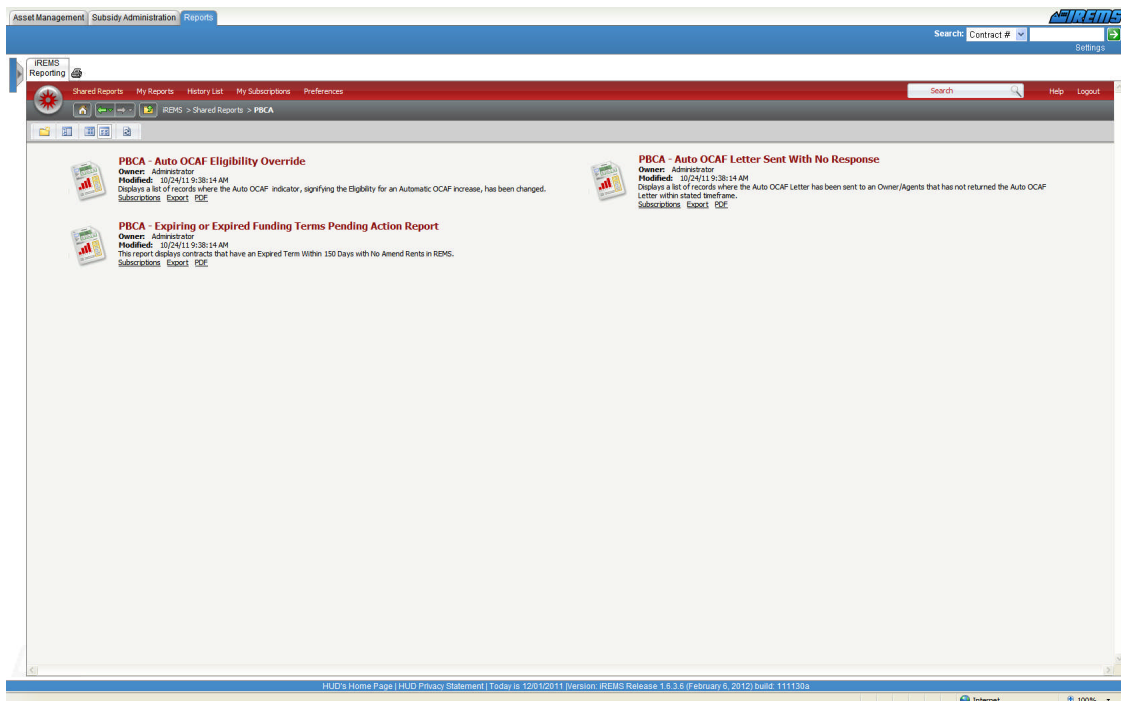
This modification will benefit Multifamily Housing (MFH) by providing the correct renewal option for a *Full Mark To Market Contract* that needs to be renewed with OCAF.

## Reports

### Microstrategy

#### ➤ iREMS to upgrade to Microstrategy Version 9

The iREMS standard reporting software, MicroStrategy, has been upgraded to version 9. This change also opens up reports to the PBCAs. PBCAs will only see one folder, “PBCA Reports”, with 3 reports.



## Database Changes

### Financing

#### ➤ MPRD *active\_financing* and *active\_property*

The Green Retrofit “GG” (Green Grants) and “GL” (Green Loans) financing types are new, they will be identified in the MPRD *active\_financing* and *active\_property* tables as being in the category of “*Green Retrofit*”. A new field is being added to the *active\_financing* and *active\_property* table to identify these and mark them *is\_green\_retrofit* = ‘Y’. This logic is associated each night when the MPRD tables are created by the Nightly Batch process.

### Risk Management

#### ➤ MPRD *active\_property*

Within the MPRD, the logic for selecting the current ***Troubled Status*** is now based on the record with the latest *status\_update\_date*. If there is more than one record with the same *status\_update\_date*, we choose the record with the highest hourly time of day. This resolves an issue that allows the system to correctly identify the current status when a previous status is corrected to a later date.

## Auto OCAF

**The Auto OCAF changes only applies to contracts/properties in the Auto OCAF Pilot Program.**

➤ **Function Detail** (Auto OCAF Letter)

The *Auto OCAF* Letters (Part A and Part B) no longer has the following *rent increase* option:


“I do not elect to receive a rent increase for the upcoming contract year. Renew current rents.”

In addition, these letters have been modified to add the paragraphs pertaining to the Public Reporting Burden and Privacy Act Information, OMB numbers and expiration dates.

*NOTE: These letters are still under review and may contain additional changes in the iREMS February 6, 2012 release.*



*Sample letter for options 1 and 3 below:*

 **U.S. Department of Housing and Urban Development**  
San Francisco Multifamily Hub  
600 Harrison Street, 3rd Floor  
San Francisco, CA 94107-1387

RIDGEVIEW TERRACE AFFORDABLE HOUSING 08/15/2011  
INC.  
140 CASHMERE ST  
SAN FRANCISCO, CA 94124-2422

Subject: Automatic OCAF Rent Increase  
RIDGEVIEW TERRACE  
CA39M000244/12144024  
Rent Comparability Study Expires: 01/30/2012

Dear Owner/ Mortgagor:

RIDGEVIEW TERRACE is a multi-year Housing Assistance Payments Contract and, as such, is eligible for an automatic rent increase to become effective 01/01/2011. The rent increase factor is 1.025. The debt service amount used in the calculation of new rents is \$833,464.33.

Should you elect this rent increase, the new rents for RIDGEVIEW TERRACE will be as indicated on the attached Exhibit A. Complete, execute, and return three (3) forms HUD-92458 Rent Schedule Low Rent Housing to your HUD/PBCA within 10 days of receipt of this package.

Indicate below which rent increase option is to be applied in the upcoming year. Complete the Project information section that follows, and return this Notice and any attachments to your HUD/PBCA within 10 of receipt of this package.

☐ I elect to receive the attached automatic rent increase.

☐ I elect to receive the attached automatic rent increase, and am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. Supporting documentation is enclosed.

☐ Other: \_\_\_\_\_

Attachment  
Amend Rents Auto OCAF Part A

form HUD-9626 (01/2009)

I (We) hereby certify that the debt service amount of \$833,464.33 and the non-section 8 rent potential amount of \$21,108.00 are true, accurate and complete to the best of my (our) knowledge and belief.

Project Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should you have any questions, please contact our office.

Sincerely,

GARY WLEE  
Backup Project Manager

OMB Control #2502-0587  
Exp. (10/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for purposes of determining rent adjustments and will be used for estimating new rents. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Privacy Act Notice: The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

Attachment  
Amend Rents Auto OCAF Part A

form HUD-9625 (02/2009)



## **Auto OCAF**

### **➤ Auto OCAF batch job**

- 1- The auto OCAF batch was adjusting comps with an OCAF rate for both 2010 and 2011. The code was corrected to use the OCAF rate that falls within the amendment effective date eliminates errors and confusion caused by using two different rates.
  
- 2- The auto OCAF batch job was adjusting a comp that was expiring two weeks after a contract expires and that was incorrect. The intent was if the comp is 5 years old or older when the contract expires then a new comp is needed.

The code in the auto OCAF batch job has been fixed so that it stops adjusting a comp that is expiring during the same month that the contract expires.

These corrections will benefit Multi-Family Housing (MFH) by correcting three current issues affecting the auto OCAF process. Determining if an auto OCAF screen has been created and following the appropriate rules will assist users in entering only necessary data.