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# Key Pooling and Reporting Dates and Timeline

*February 24th, 2022*

## **Introduction**

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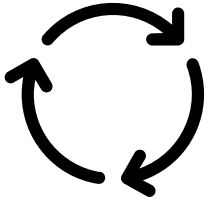
- **Pooling Timelines**
  - Master Agreements Renewal
  - Initial, Final Certification & Re-Certification
  - Document Custodian Requests
  - Miscellaneous Items
- **Reporting Timelines**
  - Pool & Loan Package Timelines
  - Remittance / Funding Bank Accounts
  - Reconciliation Requirements
  - Loan Matching & Suspense
  - Quarterly and Annual Requirements
  - Monthly Workflows



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# Key Pooling Dates

## Master Agreements Renewal



- On an **annual basis** Issuers must **recertify their eligibility** by completing the **renewal process**.
- Ginnie Mae requires the **recertification of Master Agreements** annually between: **October 1 – December 31**.
- It is important to **start recertification process** as early as **October 1** to **reduce a year-end spike** in volumes.
- If an Issuer **does not complete their recertification** within the renewal period, they will **not be eligible to issue Ginnie Mae pools** and will have to **repeat the initial submission process**.

## Initial Certification

GinnieNET network is swept twice each business day for processing and issuance of pools certified by the Document Custodian.

### 2:00 PM Sweep

Certified Pools/Loan Packages

Pools certified prior to 2:00 PM EST

Will be considered **1 Day Processing** and may be delivered for settlement the next business day.

### 9:00 PM Sweep

Certified Pools/Loan Packages

Pools certified *after* 2:00 PM EST

But *before* 9:00 PM EST

Will be considered **2 Day Processing** and may be delivered for settlement in two business days.

### Deleting / Recalling Pools After Certification

Contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435. Pool(s) can only be deleted between the hours of 2:00 PM - 4:00 PM EST by the PPA.

Issuers have until 12 Noon to perform an Auto-Delete on GinnieNET. After 12 Noon but before 4:00 PM - EST, Issuers must contact Ginnie Mae Customer Support at 1-833-GNMA HELP / 1-833-466-2435 for assistance with deleting pool(s).

## Final Certification and Re-Certification

### Final Certification

Once a new pool is issued, the issuer is required to perform a Final Certification which must be completed no later than 12 months after the issue date of the related securities.



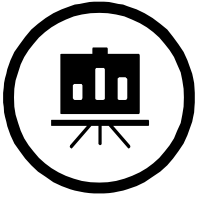
### Re-Certification

If there is an Issuer Portfolio Transfer or Document Custodian Transfer, the Issuer of record is required to submit a Recertification for all affected pools 12 months from the Effective Transfer Date to Ginnie Mae.

- ✓ All Recertifications are on a pool level and are to be submitted via GinnieNET.

## Document Custodian Requests

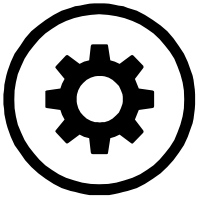
### Complete / Partial Document Custodian Transfer Request



An Issuer will select the appropriate option to execute a Complete or Partial Transfer request of pools/loan packages for its Ginnie Mae portfolio from an old document Custodian to the new document Custodian. A pool list must be attached with this request and only the pools identified will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian.

**Recertification for all transferred pools are due twelve (12) months from the effective date of transfer.**

### Complete / Partial Document Custodian Merger Request



An Issuer will select the appropriate option to execute a Complete or Partial Merger-Related Transfer of pools/loan packages of its Ginnie Mae Portfolio when a transfer is within the same Document Custodian Corporate Institution. (The Document Custodian Identification Number will change). A pool list must be attached with this request and only the pools identified (on the pool list) will be transferred to the new document Custodian. All existing document Custodians must be identified for this request with an attached pool list for each existing document Custodian.

**Ginnie Mae does not require the Recertification of the reassigned (transferred) pools for a merger if the certification was completed prior to the merger.**

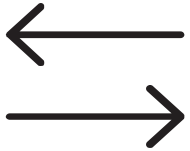
### Effective Date



The Issuer should enter an Effective Date of Transfer as a business day of the **month at least three (3) days past the current date and not more than six months past the current date.**

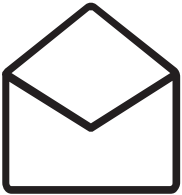
## Miscellaneous Items

### Pool Transfer Systems (PTS)



The block out dates for PTS are the 1<sup>st</sup> 5 Business Days in the month and the RESPA date – the 15<sup>th</sup> of the month and other dates are dependent on what the issuers enters in PTS. The Real Estate Settlement Procedures Act (RESPA) transfer Fees are drafted from the issuers for SF Pools (Forward Transfers).

### Letter of Credit



LOC Letter information is posted on the 6th Business day of the month even though the letter does not come out until the 20-calendar day or next business day.

Operations sends out follow-up emails(first and second week of the month) based on an updated received on the 4<sup>th</sup> business day to the end of the month for the months prior. Example: On February 23<sup>rd</sup>, 2022, we receive an update of the progress made by Issuers or the LOC letter sent out in December.

Letters come out monthly. Issuers have a month to respond. If no response, BNYM will follow up in that second month. Example December letter, Issuers have until January 20<sup>th</sup> to respond, if not response by January 26<sup>th</sup>, BNYM will follow up on the December letter come Feb.

### Fed Settlements



If you need you need to submit a correction to a DK item, this correction needs to be done before 2:30 PM EST. If correction is received after 2:30PM EST, BNYM will make the delivery the next morning.



## Ginnie Mae Website Information

| <span style="float: left;">&lt;</span> <span style="margin: 0 auto;">March 2022</span> <span style="float: right;">&gt;</span> |   |   |  |  |
|--|---|---|--|--|
| MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY   |
| 28   | 1   | 2<br>Deadline for Monthly RFS Pool/Loan & HMBS  | 3<br>Initial Pre-collection Notice                                 | 4<br>Deadline for Multifamily Prepayment Penalty<br><br>Deadline for Corrections to critical RFS exceptions<br><br>Factors Disseminated — A tape for GNMA I & II |
| 7  | 8<br>First day available to submit CAVS<br><br>Final Pre-collection Notice<br><br>Factors Disseminated — B tape for GNMA I & II | 9   | 10<br>Deadline to Report 11714 data<br><br>GNMA I Guaranty Fee ACH | 11   |
| 14<br>Deadline for Corrections to Monthly Accounting   | 15<br>GNMA I ACH<br><br>Payment and 11714 due to investor for GNMA I  | 16  | 17   | 18<br>Deadline to perform Monthly RFS reporting<br><br>GNMA II Guaranty Fee ACH<br><br>GNMA II Certificated ACH  |
| 21<br>Deadline CAVS Certification Due<br><br>Latest Paper Submission date to PPA for GNMA I<br><br>GNMA II Book Entry ACH      | 22  | 23<br>Latest Electronic Transmission date to PPA<br><br>Latest Electronic Transmission date and | 24<br>Latest Paper Submission Date to PPA for GNMA I               | 25   |
| 28<br>Latest Paper Submission date to PPA for GNMA I   | 29  | 30<br>Latest Electronic Transmission Date to PPA  | 31   | 1  |

### **Pool Dates Calendar:**

[https://ginniemae.gov/issuers/issuer\\_tools/Pages/issuer\\_calendar.aspx](https://ginniemae.gov/issuers/issuer_tools/Pages/issuer_calendar.aspx)

# Pooling Dates and Timeline Q&A

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## If Dialed-In from Computer:

- Please click “Raise Hand” at the bottom of your window to indicate you have a question.
- Make sure to unmute yourself once the host allows it.

## If Dialed-In from Phone:

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- The host will read the last 4 digits of your phone number.
- Then, press \*6 to unmute before speaking.

## If Typing In Question:

- Please click into the “Q & A” section of the webinar and type in your question.

## Pooling Support and Helplines



### Support Mailbox

Ginniemae1@bnymellon.com



### Helpdesk Call Center

Dial 1-833-466-2435  
**Select Option 1**



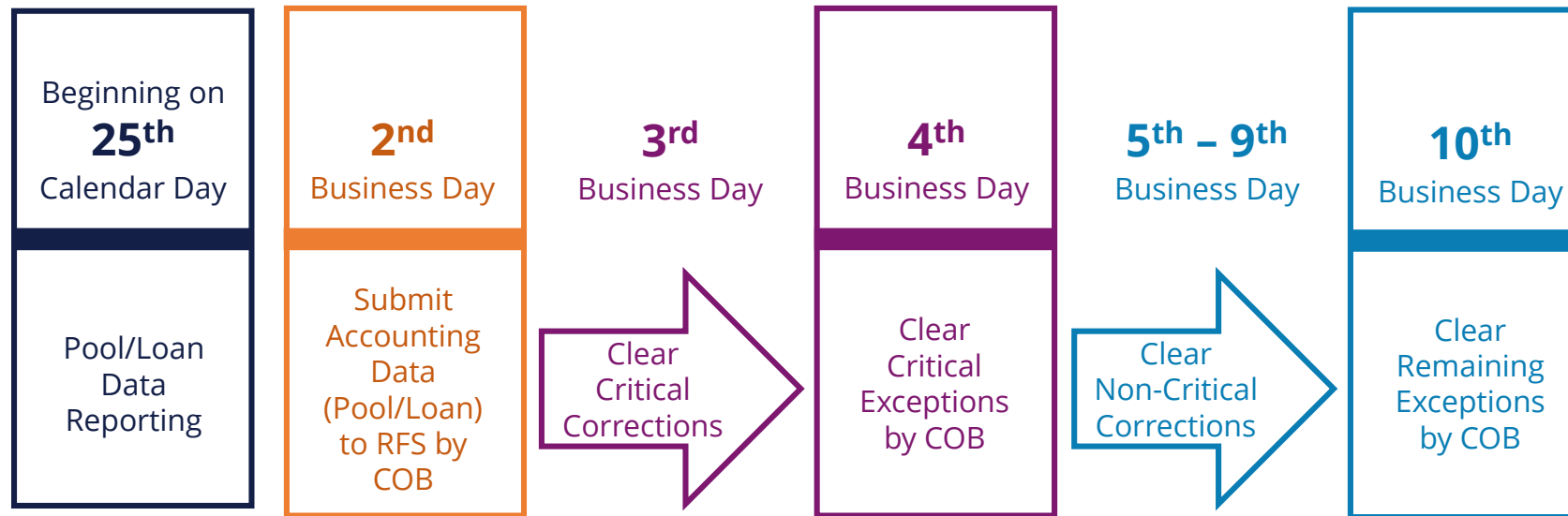
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# Key Reporting Dates

## Key Pool and Loan Package Timelines

Issuers must prepare and submit monthly reports of pool and loan data for each pool and loan package by the 2nd business day.

**100% of pool and loan data must be reported by 7 PM ET on 2nd business day.**



**COB** – Close of Business: 7:00 PM Eastern Time

## Key Pool and Loan Package Timelines



100% of pool and loan data must be reported by 7 PM ET on 2nd business day.

- Issuer may be assessed a monetary penalty for late reporting.
- Missing pool and loan data is reported to Ginnie Mae each day until all data has been reported.

How to determine if 100% of pool and loan data has been reported:

- Review RFS Summary Screen and ensure Number of Expected Pools and Loans agree to number of reported Pools and Loans.
- Download RFS Exception Feedback. Pool not reported generates a RFS111 exception - no activity reported this period, or the record was rejected. Loan not reported generates a RFS204 exception - no activity is reported this period.

*Note: Pool must be reported for RFS to generate a RFS204 missing loan exception - no activity is reported this period.*

## Remittance/Funding Bank Accounts - Monthly

Single Family and Multifamily have specific reporting requirements.

| Business Day (BD) or Calendar Day (CD) | Related Program | Activity  |
|--|-----------------|---|
| 4 <sup>th</sup> BD                     | MF Only         | Prepayment Penalty data must be reported by Close of Business 7 PM ET.  |
| 8 <sup>th</sup> BD                     | SF Only         | Remittance Advice (form HUD 11714 - GNMA I Certificated only) must be reported by 7 PM ET.                              |
| 10 <sup>th</sup> BD                    | MF and SF       | Monthly Reporting Certification - 10th Business Day through 14th Business Day   |
| 15 <sup>th</sup> CD                    | SF Only         | GNMA I certificated security payment by check must be received by the security holder along with the remittance advice. |
| 15 <sup>th</sup> CD                    | MF and SF       | Issuer must have in the central P&I custodial account "same day" or "good" funds for each of its Ginnie Mae I pools     |
| 20 <sup>th</sup> CD                    | SF Only         | Issuer must have in the central P&I custodial account "same day" or "good" funds for each of its Ginnie Mae II pools.   |

## Reconciliation Requirements - Monthly

Cash Management is a critical part of the Ginnie Mae Program. Any discrepancies should be resolved as soon as possible.



### **P&I Custodial Account**

Reconcile accounts within 30 days of previous month's cutoff date.



### **T&I Custodial Account**

Reconcile accounts within 30 days of previous month's cutoff date.



### **Additional Bank Accounts**

Any other bank account as required by Ginnie Mae or agency.



### **Test of Expected Cash**

Required calculation performed on all pools each month. Shortages funded by issuer each month.



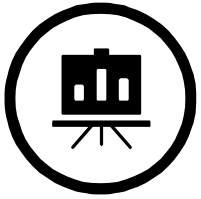
### **Pool to Security Reconciliation**

Required calculation performed on all pools each month. For under-collateralized pools, principal must be passed through to security holders.



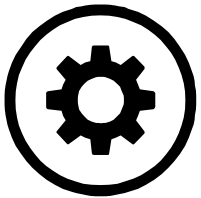
# Loan Matching & Loan Suspense - Monthly

## Loan Matching



- RFS runs automated processes “monthly” to verify that Pooled Loans have the requisite agency insurance or guarantee. RFS electronically matches Issuer-reported loan data to the Agency data.
- Should there be Non-matches, issuers are required to research and resolve all non-matches.
- Matching runs 3 times per month – 5th BD, 10th BD and day before 25th CD.

## Loan Suspense (Loan and Various)



- 7th BD - Issuer notified via e-Notification on 7th BD if they have **Various Loan Suspense**. Response due no later than 20th CD of the month.
- 10th BD - Issuer notified via e-Notification on 10th BD if they have **Loan Matching Suspense**. Response due no later than 2nd to last BD of the month.

*A detailed training webinar on Matching & Suspense was conducted in November 2021 and can be found here: [presentation](#) and [recording](#).*

# Monthly Reporting Requirements

## Monthly Reporting Requirements



**2<sup>nd</sup> BD - 100% of RPBs and Pool/Loan data must be reported by Close of Business 7 PM ET.**



**4<sup>th</sup> BD – RFS “Error” and “Critical” Exceptions Must Be Resolved by Close of Business 7 PM ET.**



**4<sup>th</sup> BD - MF Only – Prepayment Penalty data must be reported by Close of Business 7 PM ET.**



**7<sup>th</sup> BD - SF Only - Issuer notified via e-Notification on 7<sup>th</sup> BD if they have RFS Various Suspense. Response due no later than 20<sup>th</sup> CD.**



**8<sup>th</sup> BD – SF Only - Remittance Advice (form HUD 11714 – GNMA I Certificated only) must be reported by 7 PM ET.**



**10<sup>th</sup> BD - RFS exceptions that are designated High (“H”), Medium (“M”) and Low (“L”) should be corrected by the 10<sup>th</sup> business day. This includes all records: Pool, Loan, Sensitive and**



**10<sup>th</sup> BD - Monthly Reporting Certification - 10<sup>th</sup> Business Day through 14<sup>th</sup> Business Day**



**10<sup>th</sup> BD - Issuer notified via e-Notification on 10<sup>th</sup> BD if they have Loan Matching Suspense. Response due no later than 2<sup>nd</sup> to last BD of the month.**

## Monthly Reporting Requirements Continued



15<sup>th</sup> CD – GNMA I certificated security payment by check must be received along with the remittance advice.



15<sup>th</sup> CD - Issuer must have in the central P&I custodial account “same day” or “good” funds for each of its Ginnie Mae I pools



20<sup>th</sup> CD - Issuer must have in the central P&I custodial account “same day” or “good” funds for each of its Ginnie Mae II pools.



P&I/T&I Custodial Account – Reconcile accounts within 30 days of previous month’s cutoff date.



Test of Expected Cash – Required calculation performed on all pools each month. Shortages funded by issuer each month.



Pool to Security Reconciliation – Required calculation performed on all pools each month. For under-collateralized pools, principal must be passed through to security holders.

# Quarterly Requirements & Annual Requirements

## Quarterly



Custodial Account Verification submission due between 6<sup>th</sup> and 15<sup>th</sup> BD of March, June, September and December.



WHFIT information due by 10<sup>th</sup> CD of January, April, July and October.  
Corrections due by 15<sup>th</sup> CD of month.



**SF Only** - SCRA Request for Reimbursement are due by 10<sup>th</sup> CD of February, May, August and November.

## Annual




Annual Reporting of Financial Statements due 90 days after close of Issuer Fiscal Year-end.



Master Agreements between October 1<sup>st</sup> and December 31<sup>st</sup>.


## Timeline Items – “Monthly Workflows”

### SF Monthly Investor Reporting Workflow

| <br><b>Monthly Investor Reporting Workflow – Single Family 2022</b> |                     |  |
|--|---------------------|--|
| Timeline   | Workflow Item       | Workflow Reporting Item Description  |
| 25 <sup>th</sup> CD  | RFS Opens           | ➤ RFS “Opens” for reporting on 25 <sup>th</sup> of the month (Opens 8/25 for August Report Period).  |
| 25 <sup>th</sup> CD  | Loan Substitution   | ➤ RFS Loan Substitutions – Must be approved by Ginnie Mae no later than 25 <sup>th</sup> CD. RFS updated with new loan on the 1 <sup>st</sup> BD.  |
| 1 <sup>st</sup> CD AM  | RFS File Processing | ➤ Processing of RFS Pool/Loan File submission begins 1 <sup>st</sup> CD AM (For example, September Report Period begins processing 10/1). RFS is updated as files are processed. Files are processed automatically upon receipt in order received. |

Link to the SF Workflow can be found [here](#)

### MF Monthly Investor Reporting Workflow

| <br><b>Monthly Investor Reporting Workflow – Multifamily 2022</b> |                     |  |
|--|---------------------|--|
| Timeline   | Workflow Item       | Workflow Reporting Item Description  |
| 25 <sup>th</sup> CD  | RFS Opens           | ➤ RFS “Opens” for reporting on 25 <sup>th</sup> of the month (Opens 8/25 for August Report Period).  |
| 1 <sup>st</sup> CD AM  | RFS File Processing | ➤ Processing of RFS Pool/Loan File submission begins 1 <sup>st</sup> CD AM (For example, September Report Period begins processing 10/1). RFS is updated as files are processed. Files are processed automatically upon receipt in order received. |
| 1 <sup>st</sup> BD-Ongoing   | RFS Feedback        | ➤ RFS Feedback automatic upon receipt of Issuer’s data. RFS is updated as files are processed.   |

Link to the MF Workflow can be found [here](#)



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# Reporting Q & A

# Key Pooling and Reporting Dates and Timeline Q&A

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# GINNIE MAE CUSTOMER SUPPORT



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Dial 1-833-466-2435

Select Option 2