Multifamily Pool Delivery Module (MFPDM) - MyGinnieMae

U.S. Department of Housing and Urban Development (HUD)

Ginnie Mae, Office of Securities Operations

Version 2.2

Application Details

Application Information	Description
Application Name	Multifamily Pool Delivery Module
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Application Developer	Bank of New York Mellon (BNYM)
Ginnie Mae SVP, Owner	John Daugherty, SVP OSO
Ginnie Mae Director, Approver	Stewart Spettel, Director, OSO
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Document History

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2.2	12-1-2020	S. Wise	BNYM	Added the AE pre-approval tasks as we were informed this is an Issuer-AE Manual

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1   INTRODUCTION

1.1   Application Overview

A core Ginnie Mae function is to allow Issuers to submit pool and loan data to be assembled and issued as Ginnie Mae Mortgage-Backed Securities (MBS). The Multifamily Pool Delivery Module (MFPDM) application provides an updated interface to those processes and procedures that are currently supported through the GinnieNET application. Pool and loan data can be submitted through the use of electronically uploaded files or by manual data entry and tracked through the pool processing workflow via a My Dashboard display called My Pools.

1.2   Features

The following features are available to users:

- My Dashboard
- Pools & Loans View
- Pool Details
- All Loans
- Loan Details
- Draw History Details
- Manually add pools, loans, and draws
- Import and Export pools, loans, and draws
- Request Pre-approval
- Modify pools, loans, and draws
- Delete and Recall pools
- Maintenance

1.3   Data Flows

The following data flow reflects the different operational activities for the Multifamily Pool Submission:

- Issuers create a new Multifamily Pool, save and validate
- Issuers can then add a Loan and Draws (if applicable), save and validate
- Issuer submits the pool for Final Certification
- Certification will happen as it does today by Document Custodian and once this is complete the pool status is updated to Final Certified
- Pool can continue path to Issuance

- Issuers can also delete pools that have not yet been submitted for Final Certification
- Issuers can recall pools that have not been released for issuance by the system
- Issuers can request pool Transfer at Issuance (TAI) in MFPDM, which needs to be certified by the Document Custodian and accepted by the Buying Issuer in Ginnie*NET* before issuance

1.4 Authorized Use / Permission

Please refer to the My Ginnie Mae Portal – Getting Started Manual for authorized use and permission.

2 SYSTEM PREREQUISITES

The MFPDM application is implemented on the existing web based MyGinnieMae Portal. No new or enhanced hardware will be required to support MFPMD application. Pool Certification processes performed by Document Custodians will remain in Ginnie*NET*, as is, until a later release.

Please refer to the My Ginnie Mae Portal – Getting Started Manual for system prerequisites for accessing MyGinnieMae and associated applications.

3 GETTING STARTED

Upon logging into MyGinnieMae, MFPDM application is accessed via a tab on My Dashboard. Before being granted access to the application, the user must complete the MyGinnieMae Portal registration process. Privileged users called Organization Administrators, formerly known as Security Officers and Enrollment Administrators, facilitate the registration and access provisioning process to create user accounts and assign functional roles within each organization.

A functional role is a system access profile based on business activities used to ensure End Users have the appropriate level of access to be able to perform their job functions and responsibilities. There are two functional roles associated with MFPDM.

Table 1 - User Access

Role	User	Description
MF-Loan Delivery and Pooling Basic User	Issuers	Users with the ability to upload, manually enter, and review and edit pool data, run business rules for Final Certifications and submit pools to Authorized Signers
MF-Loan Delivery and Pooling Authorized Signer	Issuers	Users with registered authentication credentials that can retrieve pools for certifications, submit pools, recall pools, and submit pools for immediate transfer

MF-Investor Reporting Basic User	Issuers	User with the ability to view pool and loan data and download related docs/reports
MF-Investor Reporting Authorized Signer	Issuers	User with the ability to view pool and loan data and download related docs/reports

Please refer to the My Ginnie Mae Portal – Getting Started Manual for gaining access and logging into MyGinnieMae and associated applications.

4   USING THE APPLICATION

Upon logon, the user is presented with My Dashboard which displays options for navigating to the MFPDM application. To access the MFPDM Application, click **MFPDM Pools & Loans** tab at the top of the screen.
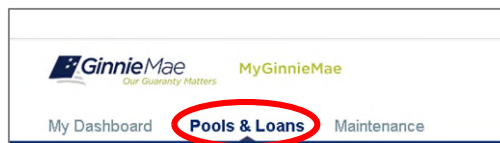
Figure 1: MFPDM Pools & Loans Tab

4.1   Pools & Loans Page

Displays a list of pools associated with the selected Issuer ID.

Figure 2: Pools & Loans Page

4.1.1 Header

The Header displays Pool Status icons and the number of pools per status. Clicking on any of the icons filters the pool list by that status.
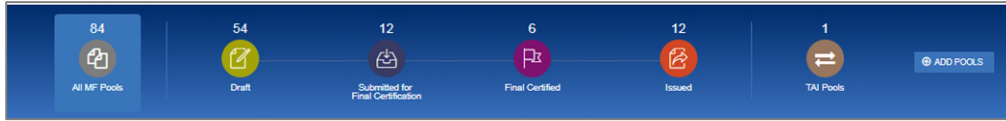
Figure 3: Header

Table 2: Pool Status Icons

Icon	Stage	Definition
	All MF Pools	Summary of all pools in all stages.
	Draft	Pools that have been saved but not yet submitted
	Submitted for Final Certification	Pools that the Issuer has sent to the Document Custodian for Final Certification.
	Final Certified	Pools that have been Final Certified by the Document Custodian.
	Issued	Pools that have been Issued or Transferred to another issuer at time of submission.
	TAI Pools	Pools that are Transferred at Issuance.

4.1.2 Add Pools

Clicking on the ⊕ ADD POOLS button provides the option to enter pool information manually or to import pool/loan data.
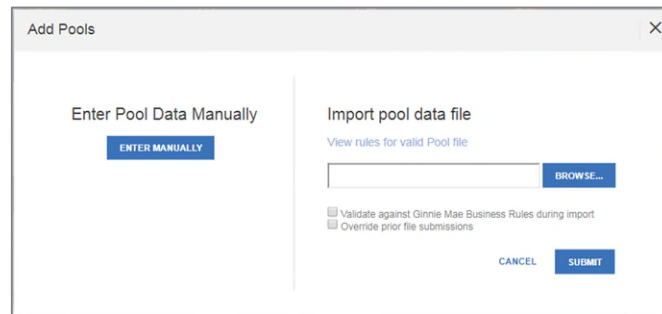
Figure 4: Add Pools

1. Under 'Enter Pool Data Manually', click the **ENTER MANUALLY** button to be taken to the Pool Details screen to manually create a new pool.

2. Under 'Import pool data file', click the **BROWSE...** button to locate a compatible file containing pool/loan data to import.

    a) Select 'Validate against Ginnie Mae Business Rules during import' to run the validation process during file import.

    b) Select 'Override prior file submissions' to replace previously entered/imported data.

4.1.3 Quick Filters

Located just above the pool list are quick filter buttons that can be utilized to immediately filter the pool list according the button description.
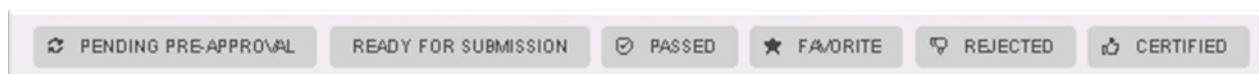
Figure 5: Quick Filters

4.1.4 Search

A type-ahead text entry field to search for a specific Pool ID. The system will start searching for matching pools once at least two (2) characters are entered.
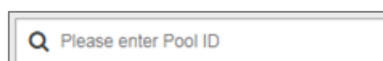
Figure 6: Search

4.1.5 Advanced Search

The Advanced Search option allows for filtering the pool list results by multiple criteria at once.

Figure 7: Advanced Search

Users can search based on one or more of the following fields:

- Pool Number

- Pool Type

- Issue Date

- Draw Number

- Custodian Number / Name

- Business Rules (Not Passed, Passed, Not Yet Run)

- Pool Status (Draft, Submitted for Final Certification, Final Certified, Issued)

- Transfer at Issuance

- Pre-Approval Type

- **Pre-Approval Status**

- **Case Number**

4.1.6 Clear Filter

Figure 8: Clear Filter

Users can clear all filters at once by clicking **Clear Filter** on the right. Individual filters may be cleared by clicking on the **'X'** on the respective filter.

4.1.7 Pools List

The lower half of the screen will list the information for all issuer pools. Users can click the column headings or icons to display and sort pools:

Table 3: All Pools Colums

Column	Description
Checkbox ☐	Check to edit, validate or submit a pool or multiple pools in bulk. A 🔒 next to the pool indicates that it is locked for editing.
Favorite ⭐	Indicates pool(s) the user has an interest in tracking.
Rejected 👎	Indicates pool(s) rejected during Final Certification.
Pool Number	6-character alphanumeric pool ID.
Pool Type	CL, CS, LM, LS, PN, RX
Issue Date	Pool issue date.
Draw Number	Numeric character that represents the draw number being viewed.
Custodian Number / Name	Name and number of the Document Custodian for a specific pool.
Business Rules	Business Rules not yet run ⊖ Passed validation ✅ Did not pass validation ❌
Pool Status	Current status of the pool (Draft, Submitted for Final Certification, Certified, Issued).

4.1.8 Pool Header
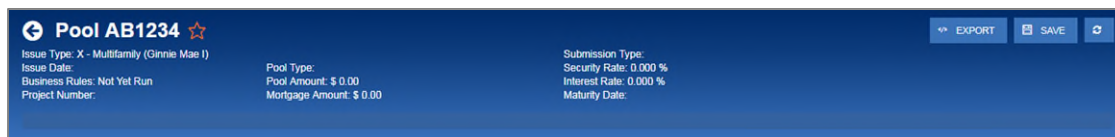
Figure 9: Pool Header

The Pool Header is can be viewed at the top of the Pool Details, All Loans, Loan Details, and Draw History Details screens. The Pool Header provides vital information including the following items:

- Pool Number
- Favorite Status
- Pool Status
- Issue Type
- Issue Date
- Business Rules Status
- Draw Number (if applicable)
- Project Number
- Pool Type
- Pool Amount
- Mortgage Amount
- Submission Type
- Security Rate
- Interest Rate
- Maturity Date

4.1.9 Pool Actions

Actions available depend on the Pool Type, Submission Type, and Pool Status.

Figure 10: Pool Actions

Table 4 - Pool Actions

Function	Definition
⟳	Manually refreshes the screen.
✎ EDIT	If the pool has not yet been submitted, edit the pool/loan information.
✓ VALIDATE	Once information has been entered and saved, validate the pool/loan data by running Ginnie Mae edits.
🗑 DELETE	Delete a pool, loan, or loans, when a pool is in Draft status.
⊘ CANCEL	Cancel current edits on a screen.
🖫 SAVE	Save changes.
⬇ SUBMIT	Submit the pool to the Document Custodian for Final Certification. Note: The validation process runs prior to submission.
↰ RECALL	Available to pools that are in the *Submitted for Final Certification* and *Final Certified* status. Moves the pool from the respective status back to the Draft status. (Authorized Signer users only)
</> EXPORT	Export pool/loan data.
🗋 DOCS	Create/generate forms or reports.
⬇ REQUEST PRE-APPROVAL	Available to all types of pool when Pool requires Pre-approval for Basis Point Spread, Cross Reference/Cross Default and Balloon Payment. The button will only be available for user after Pre-approval section is filled and user validates the Pool.
⊘ CANCEL PRE APPROVAL	Available to all types of Pools. This button is available to user after Pre-approval request is sent.
+ MORE ...	When there are more than 4 action buttons available they will appear under More.

4.1.10 Contact Cards
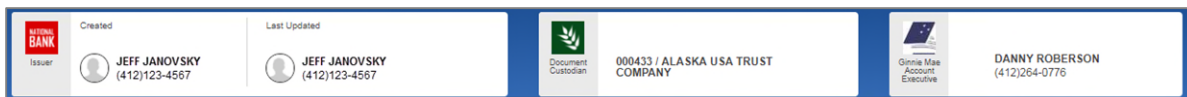
Figure 11: Contact Cards

Contact Cards can be viewed at the top of the Pool Details, All Loans, Loan Details, and Draw History Details screens, and display the following information:

- Who created the pool
- The last person to update the pool
- The Document Custodian associated with the pool
- The associated Account Executive

4.1.11 Pool Details Page

Based on the *Schedule of Subscribers and GNMA Guaranty/Contractual Agreement* (HUD-11705) form, this page allows Users to enter Pool data and complete the *Certification and Agreement* (HUD-11711-B) form.

Figure 12: Pool Details Page

Note: Fields marked with an asterisk (*) are required to save a pool.

Table 5: Pool Details Field List

Field Name	Section	Description
Pool Number*	Header Information	The Pool Number is a required, unique, six-alphanumeric value between 100001 and 799999. If alphanumeric, the first two characters of the Pool Number are letters. The number is pre-assigned by Ginnie Mae.
Issue Date*	Header Information	The date from which a mortgage-backed securities pool issued under the Ginnie Mae mortgage-backed securities program accrues interest. The Issue Date for such pools is always the first calendar day of the month of issue. The field uses a MM/DD/YYYY format (e.g., 01/01/2017).
Issue Type	Header Information	The Issue Type for Multifamily pools will always be "X" indicating that these are Ginnie Mae I pools. Issue Type is system-generated.
Pool Type*	Header Information	Multifamily Pool Types describe the type of mortgages backing the pool. • CL-Construction Loan • CS-Construction Loan Split-Rate • PN-Project Loan – Non-Level Payment • LM-Project Loan – Modified Loan/Mature Loan • LS-Project Loan – 538/515/Small Loans • RX-Project Loan – Mark to Market
Submission Type*	Header Information	The type of Multifamily pool submission. • 01-Initial Construction Loan • 02-Construction Loan Draw • 03-Project Loan Conversion • 04-Initial Project • 05-Final Draw/PN Conversion
Pool Tax ID*	General Information	The tax identification number assigned to the pool, if available.
Initial Pay Date*	General Information	The date of the first security payment (system generated).
Delivery Date*	General Information	The date on which Issuers execute settlement with their purchaser. When saving the pool record, the system will check to make sure that the Delivery Date is more than or equal to the Issue Date and more than or equal to the Current Date. In addition, the Delivery Date must be within the same month as the Issue Date.
Unpaid Balance Date	General Information	The next mortgage payment date (system generated).
Amortization Method	General Information	The Amortization Method for all Multifamily pools is 'Concurrent Date (CD)' (system generated).
Security Interest Rate*	General Information	The rate of interest payable by the Issuer to the security holders. The Security Interest Rate is required and accepts five digits. Enter the decimal to indicate fractions. Project Loans and Construction Loans "Without Ginnie Mae's prior written approval of a different rate, the interest rate on project loan securities is:

Field Name	Section	Description
		• For securities backed by a PN, LM, or RX pool, at least one-quarter of one percent (25 basis points) but not more than one-half of one percent (50 basis points) below the annual interest rate on the pooled project loan; • For securities backed by an LS pool, at least one-half of one percent (50 basis points) below the annual interest rate on the pooled project loan or loans." (The floor of 50 basis points in each case consists of 13 basis points for the Ginnie Mae Guaranty Fee and a minimum Servicing Fee of 37 basis points.)
Mortgage Interest Rate	General Information	The interest rate on the mortgage(s) that make up the pool. For Multifamily pools (Ginnie Mae I), this will be a single interest rate with the exception of LS/RX pools. This field is retrieved by the system from Loan Details screen when the loan data for the pools added.
Servicing Fee	General Information	The Servicing Fee is a fee received by the Issuer and is system generated according to the following formula: Servicing Fee = (Mortgage Interest Rate – Security Interest Rate – Guarantee Fee) The Guaranty Fee for all Multifamily Programs is 13 basis points.
Maturity Date*	General Information	The last payment date for a mortgage-backed securities pool issued under the Ginnie Mae MBS program. Maturity Dates are always on the fifteenth of the month. The field uses a MM/DD/YYYY format (e.g., 02/15/2017). For construction loan pool submissions (Pool Type CL or CS) the Maturity Date represent the construction period of the project of the project loan's last payment date. If, while adding or editing a Construction Loan Draw (Pool Type CL or CS and Submission Type "02") Users have the option to extend the construction period, and can change the Pool Maturity Date under the following conditions: 1. The Maturity Date of the initial draw has not expired; and 2. Ginnie Mae has approved the extension in writing.
Pre Approval for Basis Point Spread	General Information	The Pre-Approval for Basis Point Spread is required to be completed when a user requires pre-approval from the AE user. Please refer to Basis Point Spread Pre-Approval for details.
Pre Approval for Cross Default/Cross Reference	General Information	The Pre-Approval for Cross Default/Cross Reference is required to be completed when a user requires pre-approval from the AE user. Please refer to Cross Default/Cross Reference Case Number Pre-Approval for details.
Pre Approval for Balloon Payment	General Information	The Pre-Approval for Balloon payment is required to be completed when user requires pre-approval. Please refer to Balloon Payment Pre-Approval for details.

Field Name	Section	Description
Deferred First Principal Payment Date	General Information	For CL, CS, and PN conversion pools, the deferred date of the first principal payment amount.
Final Advance Amount	General Information	The final advance amount associated with a Construction Loan pool.
Change Mortgage Amount	General Information	A checkbox that indicates if the Mortgage Amount of a pool will be changed.
(Rates) Mortgage Amount	General Information	If the Change Mortgage Amount indicator is checked, the new mortgage amount for the pool.
(Rates) P&I Amount	General Information	If the Change Mortgage Amount indicator is checked, the new Principal & Interest amount for the pool.
(Rates) Approval Date	General Information	If the Change Mortgage Amount indicator is checked, the date Ginnie Mae agreed to the mortgage change.
Cross-Reference Pool	General Information	PN/PL Pool ID which is reserved for the associated CL/CS Pool.
Security Interest Split Rate	General Information	For CS pools, allows the issuer to modify the Mortgage Interest Rate during the construction loan period.
PL/PN Security Rate	General Information	The security interest rate that applies to the PL/PN conversion pool
Custodian Number/Name	Master Agreements	The number and legal name of a financial institution that holds the required documents relating to pooled mortgages for the life of a Ginnie Mae pool or loan package until it is replaced by another such institution.

Before executing a Master Custodial Agreement, a financial institution must obtain a Ginnie Mae Document Custodian Identification Number as specified in Chapter 2-E of the Document Custodian Manual, Appendix V-1. The identification number must be placed on all documents on which the document custodian's name appears. |
| Subservicer Number/Name | Master Agreements | The number and legal name of the Issuer servicing the mortgages. If this field is entered, be sure that the appropriate Master Agreements are on file with the PPA. |
| Transfer at Issuance (TAI) Indicator | Master Agreements | Used to indicate if a pool is to be transferred upon issuance to the selected Issuer.

* **Note:** After a TAI pool has been accepted and Issued, the pool will be visible to the buying Issuer only in MFPDM. |
| Principal & Interest ABA/Federal Routing Number | Master Agreements | The non-interest bearing account ABA/federal routing number that an Issuer maintains with a financial institution into which account the Issuer deposits P&I collected from individual mortgagors for loans included in Ginnie Mae pools. This must match the information on file with the PPA. |
| Principal & Interest Bank Account Number | Master Agreements | The non-interest bearing bank account number that an Issuer maintains with a financial institution into which account the Issuer deposits P&I collected from individual mortgagors for loans included in Ginnie Mae pools. This must match the information on file with the PPA. |

Field Name	Section	Description
Escrow Accounts ABA/Federal Routing Number	Master Agreements	The ABA/federal routing number of an account that an Issuer maintains with a financial institution into which the Issuer places the escrowed funds to be used to pay real estate taxes and hazard insurance premiums on property pledged as collateral for mortgages included in pools. This must match the information on file with the PPA.
Escrow Accounts Bank Account Number	Master Agreements	The bank account number of an account that an Issuer maintains with a financial institution into which the Issuer places the escrowed funds to be used to pay real estate taxes and hazard insurance premiums on property pledged as collateral for mortgages included in pools. This must match the information on file with the PPA.
ABA Number/Deliver To	Subscriber	The account assigned to the participant.
Description	Subscriber	The name of the FRB participant.
Position (in $)	Subscriber	The amount of the pool the participant has purchased. If the amount purchased is less than 100% of the Original Aggregate Amount of the pool, additional Subscriber screens must be completed until 100% of the pool has been accounted. The total may not be less than $1,000.00.
Total Position	Subscriber	The amount of the pool the participant has purchased. If the amount purchased is less than 100% of the Original Aggregate Amount of the pool, additional Subscribers must be added until 100% of the pool has been accounted. The total may not be less than $1000.00.
Pool Document Requirement Indicator	Certification and Agreement - Form 11711B	If the Issuer selects the option for sending the form HUD-11711A to their Document Custodian, they should select the first option. If no mortgages in the referenced Pool or loan package are subject to any security agreement between Issuer and any creditor, option the second "No Mortgages…" radio button. Note also that the Document Custodian must receive the HUD-11711A form prior to the Initial Certification of the pool. In addition, the desktop application of GinnieNET will not allow the User to transmit their pool without sending the form HUD-11711A information, if selected, the User will receive a system-generated error message if they attempt to assemble the pool.
Total Amounts - P&I Payment Amount	Pool Statistics	The total of all P&I payment amounts from all loans associated with a pool.
Total Amounts - UPB Amount	Pool Statistics	The total of all UPB amounts from all loans associated with a pool.
FHA Totals - Quantity	Pool Statistics	The total number of FHA loans associated with a pool.
FHA Totals - UPB Amount	Pool Statistics	The total of all UPB amounts from all FHA loans associated with a pool.

Field Name	Section	Description
USDA Rural Development Totals - Quantity	Pool Statistics	The total number of USDA loans associated with a pool.
USDA Rural Development Totals - UPB Amount	Pool Statistics	The total of all UPB amounts from all USDA loans associated with a pool.
Additional Information - Weighted Average Interest Rate	Pool Statistics	The calculated weighted average interest rate of all loans associated with a pool.

4.1.12 Loans Page

Provides a listing of the loan(s) associated with a pool. If no loan is associated with a pool, the User can add a loan.
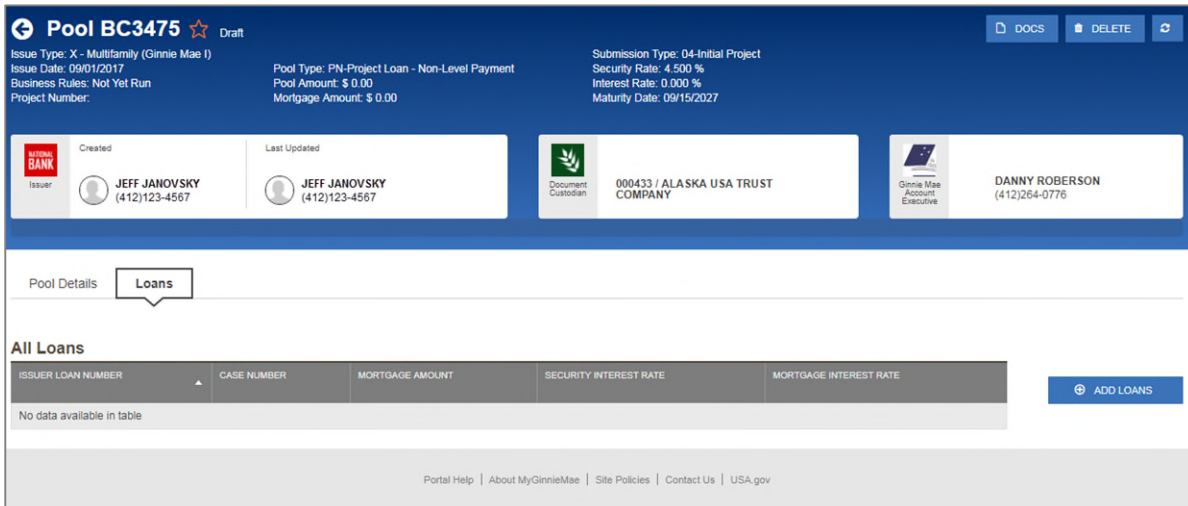
Figure 13: Loans Page

Table 6: All Loans Field List

Field Name	Description
Issuer Loan Number	The Issuer's loan number.
Case Number	The 15-character FHA/USDA Case Number assigned to the mortgage by the FHA/USDA.
Mortgage Amount	The original loan amount.
Security Interest Rate	The rate of interest payable by the Issuer to the security holders.
Mortgage Interest Rate	The interest rate of the mortgage.

Clicking on the **⊕ ADD LOANS** button provides the option to enter loan information manually on the Loan Details screen.

4.1.13 Loan Details Page

Based on the *Schedule of Pooled Mortgages* (HUD-11706) form, this page allows Users to enter Loan data.

Figure 14: Loan Details Page

Note: Fields marked with an asterisk (*) are required to save a loan.

Table 7: Loan Details Field List

Field Name	Section	Description
Issuer Loan Number	General Information	The Issuer's loan number.
Mortgage Type	General Information	Select the Mortgage Type from the list of available Mortgage Type, (i.e., FHA or RHS).
Mortgage Interest Rate	General Information	The interest rate of the mortgage. If the pool is type LS, the Interest Rate must be no less than the Security Interest Rate + 0.5. For all other pool types, the Interest Rate must be between Security Interest Rate + 0.25 and Security Interest Rate + 0.5.
Balloon Payments	General Information	Issuer can identify a loan as having a Balloon Payment.
• Is this a Balloon Payment?	General Information	Indication if the loan is a Balloon Payment or not. If 'Yes' is selected there will be additional required fields.
• Amortization Basis Term Years	General Information	Selected Term in Years for the Amortization Basis of Balloon Payment
• Amortization Basis Term Months	General Information	Selected Term in Months for the Amortization Basis of Balloon Payment
• Confirmation Check Box	General Information	Confirmation by Issuer that the loan has a Balloon Payment.
• Approximate Balloon Payment Amount	General Information	System will auto-populate the expected Balloon Payment Amount.
Loan to Cost	General Information	Applies to USDA loans only. The standard loan-to-value of the mortgage.
Mortgage Amounts – Original Principal Balance	General Information	The original loan amount. The value must be more than or equal to $100,000.00.
Mortgage Amounts – Unpaid Balance	General Information	The amount remaining on the loan. If no payments have been made on the loan, the value will be equal to the OPB. If payments have been made on the loan, the value will be less than the OPB.
Mortgage Amounts – Principal & Interest	General Information	The monthly Fixed Installment Control (Principal and Interest Amount).
Mortgage Amounts – Approval Date	General Information	If the loan amount has been changed, the date upon which this change was approved.
Term of Mortgage – Years	General Information	The length of the loan in years.
Term of Mortgage – Months	General Information	If the term of the loan includes a partial year, the number of months can be entered in conjunction with the number of years (i.e. 126 month total term would be entered as 10 years 6 months)
Pay Dates – First	General Information	The date for the first scheduled monthly payment must be no more than 24 months before the issue date of the securities except in the case of LM loans, where the first scheduled monthly payment is more than 24 months before the issue date of securities.

Field Name	Section	Description
Pay Dates – Last	General Information	The last payment date of the mortgage. The Last Payment Date must be later than the First Payment Date.
Mortgage Note Dates – Loan Origination	General Information	The date the loan was originated.
Mortgage Note Dates – Initial Endorsement	General Information	The date the mortgage note was initially endorsed by FHA for insurance of advances. This applies to Initial Construction Loan pool submissions only.
Mortgage Note Dates – Final Endorsement	General Information	Date mortgage note is finally endorsed by FHA or Loan Note Guarantee is executed by RD.
Prepayment Provisions – Are there any prepayment provisions?	General Information	Yes / No radio button to show/hide Prepayment Provision options. 'Yes' is selected by default.
Prepayment Provisions – Lockout Term	General Information	The term expressed in years that identifies to the Issuer the period of time that the loan cannot have accelerated payments of principal. The Lockout Term is only required if the User enter a Lockout End Date.
Prepayment Provisions – Lockout End Date	General Information	The Lockout End Date is only required if the User enter a Lockout Term (above). The calculation for this is Lockout Term + Final Endorsement Date; this will be a future date (e.g., Final Endorse 01-20-2001 + Lockout Term 10 years = 01-20-2011). The Lockout End Date cannot be less than the Final Endorsement Date and cannot be more than the spread of the Final Endorsement Date with the Lockout Term.
Prepayment Provisions – Prepayment Premium Period	General Information	The Prepayment Premium Period is defined as the period of time when prepayments may be made subject to a percentage prepayment penalty, but only after the expiration of the stated lockout period (i.e., if the lockout Term is 10 years with a prepayment premium period of 5 years and a Final Endorsement Date of 01-20-01, the Prepayment Premium Period would be 01-20-11 through 01-20-2016. The prepayment period cannot exceed 01-20-2016). The Prepayment Premium Period is required if the Users enter a Prepayment End Date (below). The Prepayment Premium Period cannot be more than the Pool Term.

Field Name	Section	Description
Prepayment Provisions – Prepayment End Date	General Information	The provision to the mortgage mote that identifies the prepayment premium period. The Prepayment End Date is required if Users enter a Prepayment Premium Period (above). The calculation for this is expiration of the Lockout Term Date + Prepayment Premium Period (e.g., 01-20-2011, which is 10 years after the final endorsement date, + 5 years = 01-20-2016). The Prepayment End Date is required if Users enter a Prepayment Premium Period (above). The Prepayment End Date cannot be less than the Final Endorsement Date and it cannot be more than the spread of the Final Endorsement Date with the Prepayment Premium Period (above).
Prepayment Provisions – Prepayment Description	General Information	The provision to the mortgage note that identifies the prepayment premium period by years.
Indicators – MIN Number	General Information	The Mortgage Identification Number assigned to the loan by MERS. Must be 18 characters. Optional
Indicators – MOM Indicator	General Information	MERS as original mortgagee Yes or No.
Agency Details – FHA/USDA Case Number	General Information	The 15-character FHA/USDA Case Number assigned to the mortgage by the FHA/USDA. The entry must be exactly 15 characters.
Agency Details – Loan Type Code	General Information	FHA, FHA Title I, or USDA.
Agency Details – Section of the Act	General Information	The FHA Housing Section of the Act.
Agency Details – Development Cost	General Information	Applies to USDA loans only. The total development cost of project which is located on the Loan Note Guarantee.
Agency Details- Cross Default/Cross reference Pool(s)	General Information	This fields is read-only and will automatically populate if the Pool has been Cross defaulted/Cross referenced to 1 or more pools.
Ratios – Debt Service Coverage Ratio	General Information	The ratio of operating income available to debt servicing for interest and principal.
Ratios – Loan to Value Ratio	General Information	The standard loan-to-value of the mortgage.
Annex-Special Disclosures – Identifier	General Information	A brief identifier for an Annex-Special Disclosures value.
Annex-Special Disclosures – Description	General Information	Description of the prepayment of the project and any other Special Disclosure information related to the project.
Annex-Special Disclosures – Save to Maintenance	General Information	Used to save a newly entered Annex-Special Disclosures value to maintenance for use with a future loan.
Non-Level Payment Provisions – Identifier	General Information	A brief identifier for a Non-Level Payment Provisions value.
Non-Level Payment Provisions – Description	General Information	Text describing Non-Level Payment Provisions. The description is required for the PN Pool Type and is not applicable to the PL Pool Type.

Field Name	Section	Description
Non-Level Payment Provisions – Save to Maintenance	General Information	Used to save a newly entered Non-Level Payment Provisions value to maintenance for use with a future loan.
Non-Level Payment Schedule – Entry (Number)	General Information	The chronological number associated with a Non-Level Payment Schedule entry.
Non-Level Payment Schedule – Payment Change Date	General Information	The date associated with a change in payment for the loan.
Non-Level Payment Schedule – Security Rate	General Information	The rate of interest payable by the Issuer to the security holders. The Security Interest Rate is required and accepts five digits. Enter the decimal to indicate fractions.
Non-Level Payment Schedule – Interest Rate	General Information	The interest rate of the mortgage. If the pool is type LS, the Interest Rate must be no less than the Security Interest Rate + 0.5. For all other pool types, the Interest Rate must be between Security Interest Rate + 0.25 and Security Interest Rate + 0.5.
Non-Level Payment Schedule – P&I	General Information	The monthly Fixed Installment Control (Principal and Interest Amount).
Modified Loan History – Entry (Number)	General Information	The chronological number associated with a Modified Loan History entry for LM Pool Types.
Modified Loan History – P&I	General Information	The monthly Fixed Installment Control (Principal and Interest Amount).
Modified Loan History – Original Principal Balance	General Information	The original loan amount. The value must be more than or equal to $100,000.00.
Modified Loan History – Unpaid Balance	General Information	The amount remaining on the loan. If no payments have been made on the loan, the value will be equal to the OPB. If payments have been made on the loan, the value will be less than the OPB.
Modified Loan History – First Pay Date	General Information	The date for the first scheduled monthly payment must be no more than 24 months before the issue date of the securities except in the case of LM loans, where the first scheduled monthly payment is more than 24 months before the issue date of securities.
Modified Loan History – Last Pay Date	General Information	The last payment date of the mortgage. The Last Payment Date must be later than the First Payment Date.
Modified Loan History – Interest Rate	General Information	The interest rate of the mortgage. If the pool is type LS, the Interest Rate must be no less than the Security Interest Rate + 0.5. For all other pool types, the Interest Rate must be between Security Interest Rate + 0.25 and Security Interest Rate + 0.5.
Certify Loan – "I Agree"	General Information	A checkbox indicating certification agreement for mature loans.
Name of Mortgager	Mortgager Information	The name of the person(s) to whom the mortgage was issued.
Property Site Address	Mortgager Information	The property site address for the mortgage.

Field Name	Section	Description
City	Mortgager Information	The city for the mortgage.
State	Mortgager Information	The state for the mortgage.
Zip Code	Mortgager Information	The zip code for the mortgage.

4.1.14 Draw History Details Page

Construction Loan Draws are submitted during the life of the CL/CS that draws down on the mortgage amount of the project. This page allows the User to enter each draw issuance for the life of the Construction Loan until the conversion to the Project Loan takes place. The initial Construction Loan pool is considered the first Construction Loan Draw submission. Each draw submission will have a different Draw Number and Draw Issue Date. The system keeps a history of each draw issued in connection to a project until the pool converts.

Figure 15: Draw History Details Page

Table 8: Draw History Details Field List

Field Name	Description
Draw Number	A sequential ID that starts when an Initial Construction Loan Pool (Submission Type 01) is added to the system. The Draw Number is populated from the Multifamily Pool Details record. System generated.

Field Name	Description
Draw Issue Date	The Issue Date taken from the Multifamily Pool Details record. System generated.
Advance Number	The FHA Advance Number(s) associated with a draw that appears on form 92403. System generated.
Approved Advances – Advance Amount	The amount approved by HUD for the FHA Advance of Mortgage Proceeds.
Approved Advances – Cumulative Approved Amount	The cumulative amount approved by HUD for the FHA Advance of Mortgage Proceeds.
Requested Amount	The security amount requested for a draw. It must be at least $1,000.00.
Cumulative Requested Amount	The cumulative security amount requested for all draws.
Remaining Advance Amount	The difference between the Approved Advance Amount and Requested Amount. This amount is available for use for subsequent draws. System generated.
Status	The status of an individual draw associated with a pool.
Final Advance Amount	Balance of loan after most recent draw.
Approved Amount to Date	Total amount of approved mortgage to date.
Cumulative Requested Amount	Total amount of requested draws.
Modify Mortgage Amount	Section to allow Issuers to change the mortgage amount.
Old Mortgage Amount	The original, or previous, Mortgage Amount associated with a loan.
Old P & I Amount	The original, or previous, Principal and Interest Amount associated with a loan.
New Mortgage Amount	The new Mortgage Amount associated with a loan.
New P & I Amount	The new Principal and Interest Amount associated with a loan.
Comment	A text field to enter a brief note associated with changing of the Mortgage Amount.
Approval Date	The date upon which the request to change the Mortgage Amount was approved. Required and cannot be a future date.

4.2   Pool/Loan Data Export

4.2.1   Export via Pools & Loans

Below are the ways to export pool and loan details from the Pools & Loans screen:

Figure 16: Export – Pools & Loans

Multiple Pools

1. Select the checkbox (☑) on the row(s) of the pool(s) to be exported.

2. Click the [EXPORT] button that appears just above the pool table.
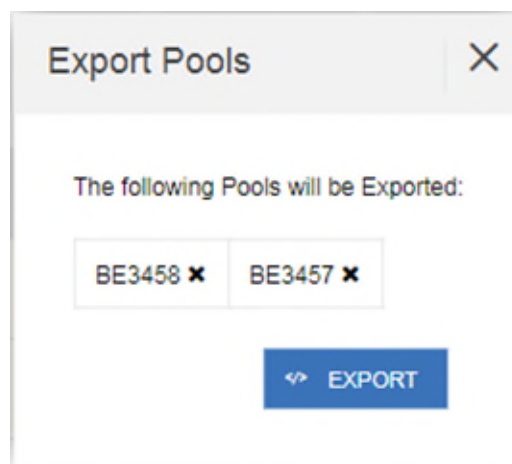
Figure 17: Export Pools Pop-up

3. From the Export Pools pop-up, click the **EXPORT** button again to confirm the action.
4. The pool and loan data is exported in a text file (*.txt) format to the default browser download directory.
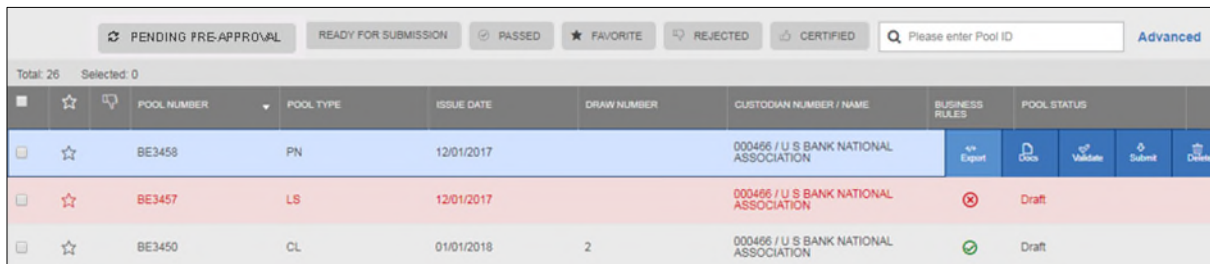
Note: From the Export Pools pop-up, Users can select the 'X' next to a Pool Number to exclude it from being exported.

Single Pool

1. Hover-over the far-right side of the row of the pool to be exported.

Figure 18: Export – Hover

2. Click the **Ellipsis (…)** when it appears.

Figure 19: Export – Row Actions

3. Click the **Export** button.
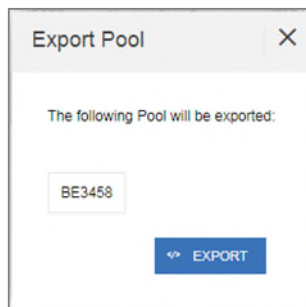
Figure 20: Export Pool Pop-up

4. From the Export Pools pop-up, click the **EXPORT** button again to confirm the action.
5. The pool and loan data is exported in a text file (*.txt) format to the default browser download directory.

4.2.2 Export via Pool or Loan Details

Pool and loan information can also be exported using the Pool Header Menu options in the Pool Details page as seen below:
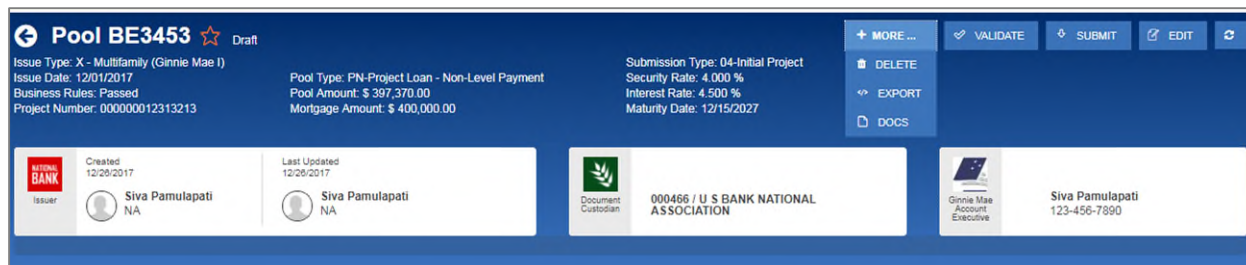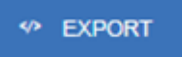
Figure 21: Export - Pool Header

1. From the Pool Details screen, select the **+ MORE ...** button* from the header.

2. Click the **</> EXPORT** button.
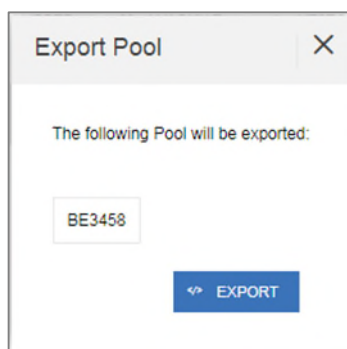
Figure 22: Export Pool Pop-up

3. From the Export Pools pop-up, click the **EXPORT** button again to confirm the action.
4. The pool and loan data is exported in a text file (*.txt) format to the default browser download directory.

Note: The number and selection of actions available directly from the header depends on the screen selected, Pool Status, and other factors. As such, the **+ MORE ...** button may not be shown. If the button is not shown, skip to Step 2.

4.3 Maintenance Page

Access the Maintenance tab in the MyGinnieMae Portal to add, modify, delete, and view data/values associated with Annex-Special Disclosures, Non-Level Payment Provisions, Subscribers, and Document Custodians.

Figure 23: Maintenance Page

4.3.1 Add/Modify/Delete Annex-Special Disclosure

To **Add** an Annex-Special Disclosures value:

1. Click **✎ EDIT** at the top right-hand corner of the Maintenance screen.
2. Click **⊕ ADD** button under Annex-Special Disclosures section.
3. Enter an Annex-Special Disclosures **Identifier** value.
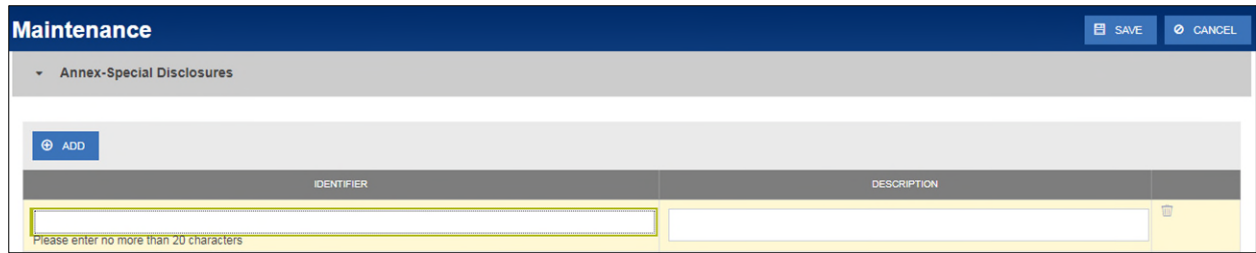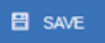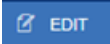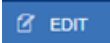
Figure 24: Add New Annex - Special Disclosure

4. Enter an Annex-Special Disclosures **Description**.

5. Click [SAVE].

To **Modify** an Annex-Special Disclosures value:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Select the Annex-Special Disclosures **Identifier** or **Description** field to modify.

3. Enter the new field value.

4. Click [SAVE].

To **Delete** an Annex-Special Disclosures value:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Select the [🗑] button next to the Annex-Special Disclosures value to delete.

3. Click [SAVE].

To **Cancel** adding an Annex-Special Disclosures value:

1. Click [CANCEL] at the top right-hand corner of the Maintenance screen.

2. All changes made will be reverted.

4.3.2 Add/Modify/Delete Non-Level Payment Provision

To **Add** a Non-Level Payment Provisions value:
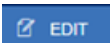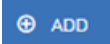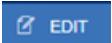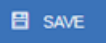
1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Click [ADD] button under Non-Level Payment Provisions section.

3. Enter a Non-Level Payment Provision **Identifier** value.
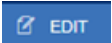
Figure 25: Add New Non-Level Payment Provision

4. Enter a Non-Level Payment Provision **Description**.

5. Click [SAVE].

To **Modify** a Non-Level Payment Provisions value:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Select the Non-Level Payment Provisions **Identifier** or **Description** field to modify.

3. Enter the new field value.

4. Click [SAVE].

To **Delete** a Non-Level Payment Provisions value:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Select the [🗑] button next to the Non-Level Payment Provisions value to delete.

3. Click [SAVE].

To **Cancel** adding a Non-Level Payment Provisions value:

1. Click [CANCEL] at the top right-hand corner of the Maintenance screen.

2. All changes made will be reverted.

4.3.3 Add/Modify/Delete Subscriber

To **Add** a Subscriber:
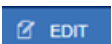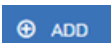
1. Click [EDIT] at the top right-hand corner of the Maintenance screen.

2. Click [ADD] button under Subscribers section.

3. Enter a Subscriber **ABA Number**.

Figure 26: Add New Subscriber

4. Enter a Subscriber **Delivery To**.

5. Click [SAVE].
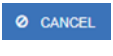
To **Modify** a Subscriber:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.
2. Select the Subscriber's **ABA Number** or **Delivery To** field to modify.
3. Enter the new field value.
4. Click [SAVE].

To **Delete** a Subscriber:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.
2. Select the [🗑] button next to the Subscriber to delete.
3. Click [SAVE].

To **Cancel** adding a Subscriber:

1. Click [CANCEL] at the top right-hand corner of the Maintenance screen.
2. All changes made will be reverted.

4.3.4 Modify Document Custodian Address

To **Modify** a Document Custodian address:

1. Click [EDIT] at the top right-hand corner of the Maintenance screen.
2. Select the address field to modify.

- Address 1
- Address 2
- City
- State
- Zip Code

Figure 27: Modify Document Custodian Address

3. Enter the new value(s) for any/all fields to be updated.

4. Click SAVE .
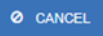
Note: Custodian Number, Custodian Name, Effective Start Date, and Effective End Date cannot be updated through MFPDM.

To **Cancel** changes made to Document Custodian(s):

1. Click CANCEL at the top right-hand corner of the Maintenance screen.
2. All changes made will be reverted.

4.4   Multiple Escrow Accounts

4.4.1   Adding Additional Escrow Account(s)

To **Add** multiple Escrow Accounts to a pool:

1. Click EDIT at the top right-hand corner of the header on the Pool Details screen.

2. Under the Master Agreements section, click the ADD button under Escrow Accounts.

Figure 28: Escrow Accounts – ABA / Federal Routing Number Selection

3. Select an **ABA / Federal Routing Number** value from the dropdown menu.

Figure 29: Escrow Accounts – Account Number Selection

4. Select an **Account Number** value from the dropdown menu.

5. Click ▤ SAVE.

4.4.2   Removing an Escrow Account

To **Remove** an Escrow Account from a pool:
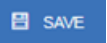
1. Click ✐ EDIT at the top right-hand corner of the header on the Pool Details screen.

Figure 30: Escrow Accounts – Remove
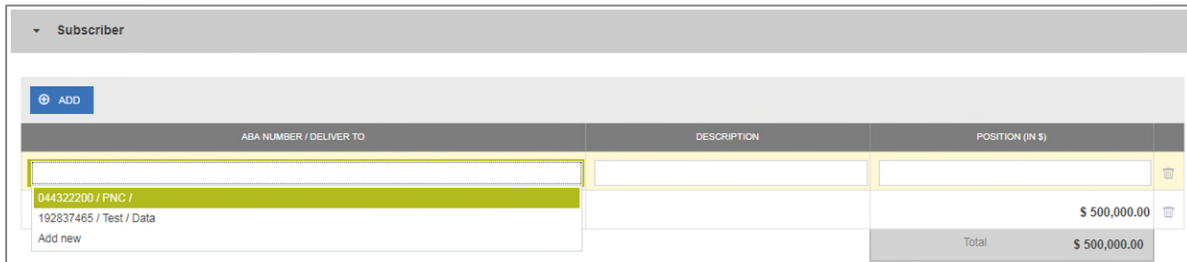
2. Under the Master Agreements section, click the 🗑 button at the far right of the row of the Escrow Account to be removed.

3. Click ⊟ SAVE .

4.5 Multiple Subscribers

4.5.1 Adding Additional Subscribers

To **Add** additional Subscribers to a pool:

1. Click 🖉 EDIT at the top right-hand corner of the header on the Pool Details screen.

2. Under the Subscriber section, click ⊕ ADD .

Figure 31: Subscriber – ABA / Deliver To

3. Select an **ABA / Deliver To** value from the dropdown menu.

4. Enter a brief **Description**. (optional)
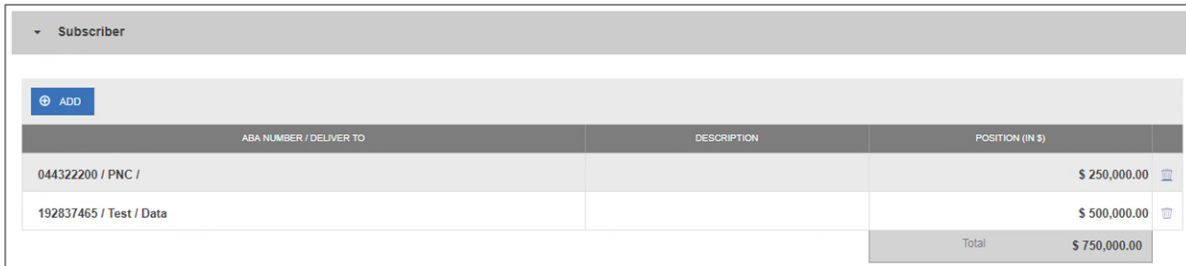
Figure 32: Subscriber – Position (in $)

5. Enter a **Position (in $)**.

6. Click ⊟ SAVE .

4.5.2 Removing a Subscriber
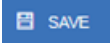
To **Remove** a Subscriber from a pool:

1. Click [✎ EDIT] at the top right-hand corner of the header on the Pool Details screen.

<p align="center">Figure 33: Escrow Accounts – Remove</p>
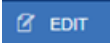
2. Under the Subscriber section, click the 🗑 button at the far right of the row of the Subscriber to be removed.

3. Click [💾 SAVE].
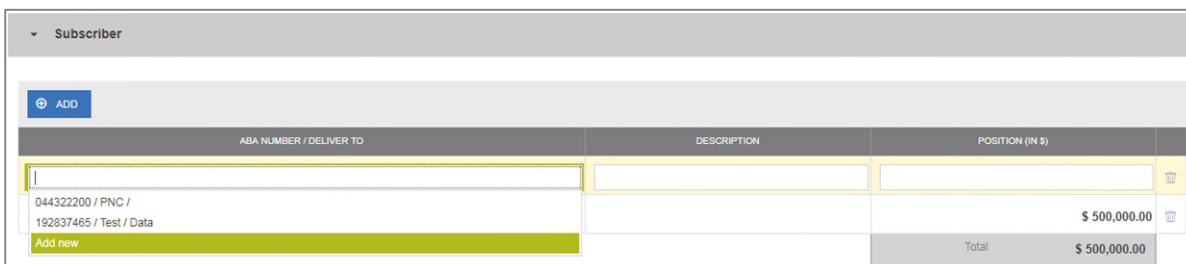
4.6   Save to Maintenance

Certain fields in MFPDM provide the ability to save a value to Maintenance directly from their respective form. This is applicable to the Subscriber, Annex-Special Disclosures, and Non-Level Payment Provisions fields. By using the Save to Maintenance option the values entered for their respective fields will appear in their respective dropdowns.

4.6.1 Subscriber

To **Add** a new Subscriber to Maintenance directly from Pool Details:

1. Click [✎ EDIT] in the header to enable modification to the Pool Details screen.

2. Under the Subscriber section, click [⊕ ADD].

3. Click the **ABA / DELIVER TO** field.

<p align="center">Figure 34: Subscriber – Add New</p>

4. From the dropdown menu that appears, click **Add new**.

5. Click the **ABA / DELIVER TO** field.

Figure 35: Subscriber – Save to Maintenance

6. Enter an **ABA Number**.

7. Enter a **Deliver To** value.

8. Click the checkbox to **Save to Maintenance**.

9. Enter a **Description**. (optional)

10. Enter a **Position (in $)**.

11. Click [SAVE] .

Note: Only the ABA Number / Deliver To information is saved to Maintenance for future use.

4.6.2 Annex-Special Disclosures

To **Add** a new Annex-Special Disclosure directly from Loan Details:

1. Click [EDIT] in the header to enable modification to the Loan Details screen.

2. Under the General Information section, click the **Identifier** field.
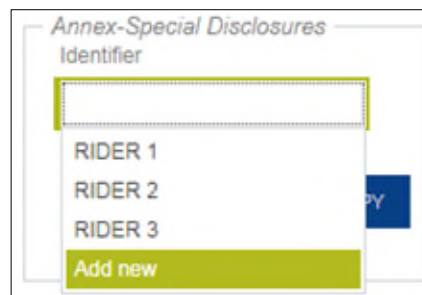
Figure 36: Annex – Add New

3. From the dropdown, select **Add new**.

4. Enter an **Identifier** value.

5. Enter a **Description**.

Figure 37: Annex – Save to Maintenance
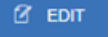
6. Click the checkbox to **Save to Maintenance**.

7. Click ![SAVE] .

*Note:** If **Add new** is selected by accident or inadvertently, the user must cancel the changes to the Loan Details form, re-open for the form for modification, and then select the appropriate drop-down value.

4.6.3   Non-Level Payment Provisions

To **Add** a new Non-Level Payment Provision directly from Loan Details:

1. Click ![EDIT] in the header to enable modification to the Loan Details screen.

2. Under the General Information section, click the **Non-Level** field.

3. From the dropdown, select **Add new**.

4. Enter an **Identifier** value.

5. Enter a **Description**.

Figure 38: Non-Level – Save to Maintenance

6. Click the checkbox to **Save to Maintenance**.

7. Click [🖫 SAVE].

Note: If **Add new** is selected by accident or inadvertently, the user must cancel the changes to the Loan Details form, re-open for the form for modification, and then select the appropriate drop-down value.

4.7   Creating a Pool Manually

4.7.1   Pool Details

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

    - Must be six (6) alphanumeric characters.

    - If alphanumeric, only the first two characters may be letters. (e.g. AB1234)

    - If numeric, cannot be all zero's (e.g. 000000).

4. Select an **Issue Date** from the dropdown.

    Note: The Issue Date is always the 1st of each month. Only the 1st of the current month, and the 1st of the next sequential month will be available as options. (e.g. If today is 12/15/2017, the options available for selection would be 12/01/2017 or 01/01/2018.)

5. Select the appropriate **Pool Type** from the dropdown menu. Available Pool Types are:

    - CL-Construction Loan

- CS-Construction Loan Split-Rate

- PN-Project Loan – Non-Level Payment

- LM-Project Loan – Modified Loan/Mature Loan

- LS-Project Loan – 538/515/Small Loans

- RX-Project Loan – Market to Market

6. Based on the Pool Type value selected, the Submission Type field displays only the applicable selections. Select a **Submission Type** from the dropdown menu. Available Submission Types are:

- 01-Initial Construction Loan

- 02-Construction Loan Draw

- 03-Project Loan Conversion

- 04-Initial Project

- 05-Final Draw/PN Conversion

7. Enter a **Pool Tax ID**. Must be nine (9) digits.
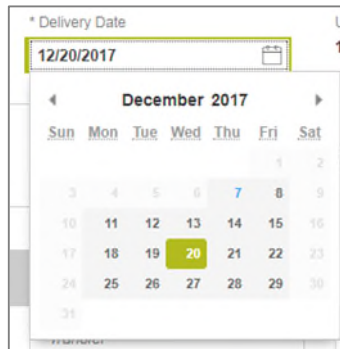
Figure 39: Delivery Date

8. Select a **Delivery Date** from the date calendar.

- Must be a valid business day.

- Must be greater than or equal to the current date.

- Must be within the month associated with the Issue Date.
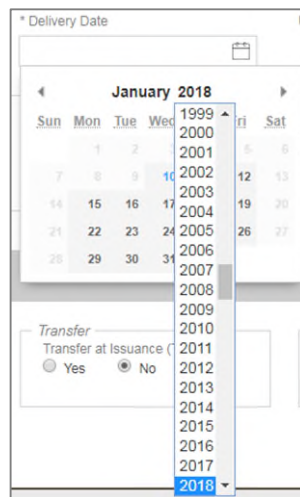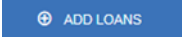
Note: Clicking on the year located to the right of the month allows the user to scroll through/select an applicable year.

9. Enter a **Security Interest Rate**. Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

10. Select a **Maturity Date** from the date calendar. Must be the 15th of the month.

11. Pools with Loans that require Preapproval, enter the fields in the Pre-Approval section based on the applicable type(s):**Pre Approval for Basis Point Spread**, **Pre Approval for Cross Default/ Cross Reference** and **Pre Approval for Balloon Payment**, please refer to *Pre-approval Request*.

12. Select a **Custodian Number / Name** from the dropdown menu. Only Document Custodians with an active and/or valid agreement on file with the Issuer will appear in the dropdown menu.

13. Select a **Subservicer Number / Name** from the dropdown menu.

14. If this is a Transfer at Issuance (TAI) pool, select **Yes**. If it is not a TAI pool, leave the default of **No**. If Yes is selected, select from the dropdown Issuer Number / Name transferee..

15. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

16. In the **Escrow Accounts** section:

    a. Click ⊕ ADD.

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

17. In the Subscriber section:

    a. Click ⊕ ADD.

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

18. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

        i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

        ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711-A has been forwarded to the Document Custodian.

19. Click 🖫 SAVE.

4.7.2 Loan Details

1. From the Pool Details screen, click the Loans tab.

2. From the All Loans screen, click the [⊕ ADD LOANS] button.

3. Enter the Issuer Loan Number.

   a. Must be 15 characters.

   b. Numbers only.

4. Select a Mortgage Type from the dropdown. Available options are FHA and USDA.

5. Enter a Mortgage Interest Rate.

   a. Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

6. Balloon Payment indicator:

   a. Is this a Balloon Payment? YES or NO.

- If YES –

   b. Enter Amortization Basis Term Years

   c. Enter Amortization Basis Term Months

   d. Select Confirmation Check Box

   e. Approximate Balloon Payment Amount will auto populate

7. Select an Approval Date.

   a. Required if the difference between the Security Interest Rate and Mortgage Interest Rate exceed 50 basis points.

8. Enter an Original Principal Balance.

9. Enter an Unpaid Balance.

10. Enter a Principal & Interest amount.

11. Enter a Term of Mortgage in Years.

    a. Must be between 5 and 40 years.

    b. Term of Mortgage Months is optional

12. Select a First Pay Date from the date calendar. Must be the 1st of the month.

13. Select a Last Pay Date from the date calendar. Must be the 1st of the month.

14. Select a Loan Origination date from the date calendar.

15. Select a Final Endorsement date from the date calendar.

16. Enter a FHA/USDA Case Number.

17. Select a Loan Type Code. Available options are:

    a. FHA Multifamily

    b. USDA Multifamily

18. Select a Section of the Act from the dropdown (as seen in figure below).

19. Select an Annex-Special Disclosures value.

20. Select a Non-Level Payment Provisions value.

21. Complete the Non-Level Payment Schedule section (if applicable).

22. Complete the Modified Payment History section (if applicable).

23. Complete the Certify this loan section (if applicable).

24. Complete the Mortgager Information section:

    a. Name of Mortgager

    b. Property Site Address

    c. City

    d. State

    e. Zip Code

25. Click [SAVE].
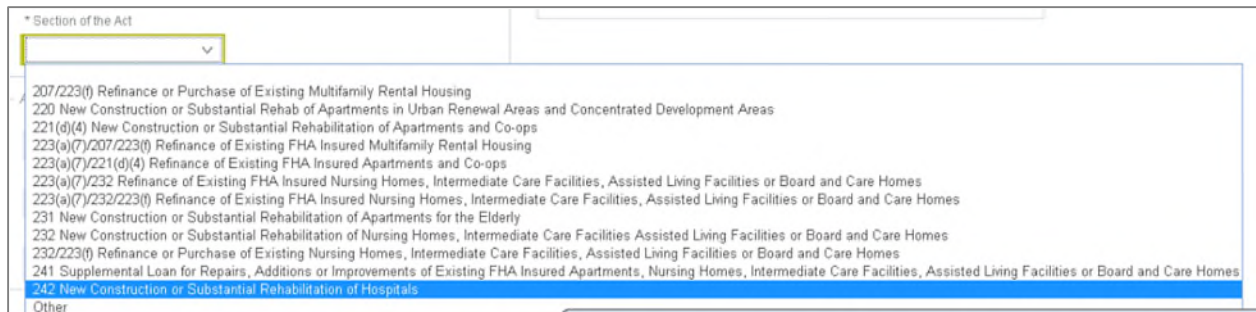
Figure 41: Section of the Act Dropdown Menu Options

Figure 42: Balloon Payment Indicator

4.8   Issuer Pre-Approvals

The following section describes when and how an Issuer should request a Pre-Approval for Basis Point spread, Balloon Payment, and Cross default/Cross Reference requests.

4.8.1   Basis Point Spread Pre-Approval

1. Create a Pool and Loan and select **Validate**.

If the Basis Points Spread is not within range, the system generates a fatal error directing the user to request a pre-approval. Basis Point Spread Pre-approval Rules are as follows:

- The Rate Spread between Mortgage Interest Rate and Pool Security Rate should be between 25-50 Basis points for Pool Type (CL, CS, LM, PN). If the spread is not in the range user will be prompted to request Pre-Approval from Ginnie Mae AE to proceed with pool submittions

- The Rate Spread between Mortgage Interest Rate and PL/PN Security Rate should be between 25-50 Basis points for Pool Type (CS, CL). If the spread is not in the range user will be prompted to request Pre-Approval from Ginnie Mae AE to proceed with pool submissions

- The Rate Spread between Mortgage Interest Rate and Pool Security Rate should be greater than 50 Basis points for Pool Type (LS, RX) If the spread is not in the range user will be prompted to request Pre-Approval from Ginnie Mae AE to proceed with pool submissions

- The Rate Spread between Mortgage Interest Rate and Pool Security Rate should be not be less than 13 basis point (CL, CS, RX, LS, LM, PN). This spread will not allow a Pre-Approval request and rates must be adjusted.

Figure 43 – Pool Details Page Fatal Error for Basis Point Spread

2. Complete the Pre-Approval section on the Pool Details page. The following fields are required:

- Does this require Pre-Approval? Yes/No
- Basis Points Spread –automatically populated
- Request Date – automatically populated with the date the request was created
- Request Approval By – Enter the date the AE should respond by. The Calendar date must be entered at least one day before last business day of the month and by 2:00 pm, and cannot be a holiday, weekend, or a past date. This date cannot be later than the Delivery Date of the Pool.
- Project Name – enter project name
- Upload Documents – This is an optional field that can be updated at any time while the Pool is in 'Draft' Status (even after request was submitted to the AE). Select 'Browse' to choose the document and select 'Upload' to complete.
- Request Reason – enter the reason for the Pre-Approval request

Figure 44: Pre-Approval for Basis Point Spread

3. Upon populating all required fields, click **SAVE** on the top menu and **VALIDATE**.
   Once Validation is complete the **REQUEST PRE-APPROVAL** button displays.

Figure 45: Request Pre-Approval Button

4. Click the **REQUEST PRE-APPROVAL** button to submit the request to the Account Executive.
5. Issuer will receive confirmation notification that Pre-approval has been sent to AE.
6. AEs will also receive the same notification via in the MyGinnieMae Portal Messages as well as via email, informing them that a pre-approval request was submitted and requires a response.
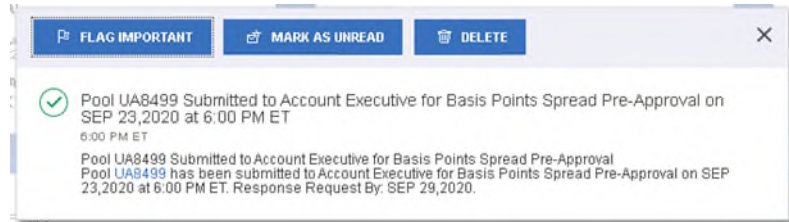
Figure 46: Confirmation Notification

7. Once the Pre-Approval request is submitted to the AE, the Pool and Loan Details pages remain editable for the Issuer with the exception of the following fields:

    - Does this require Pre-Approval
    - Request Approval By
    - Project Name
    - Request Reason
    - Security Interest Rate
    - Mortgage Interest Rate

8. Once the Account Executive receives the Pre-Approval request they may choose to Accept or Decline.

    - If the Pre-Approval request is accepted, the Issuer will be able to view the accepted status in the Pre-Approvals section.
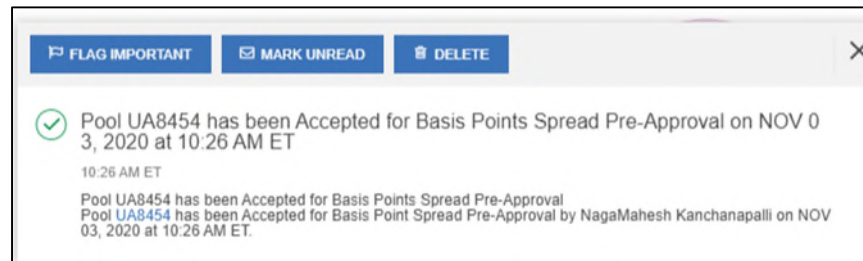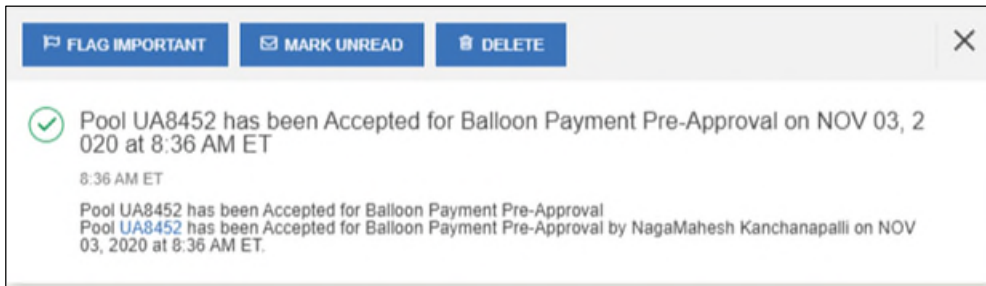

Figure 47: Acceptance Notification

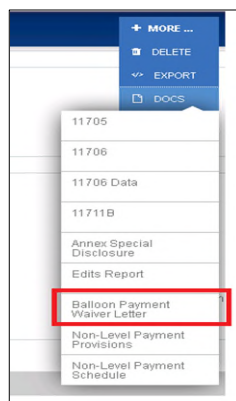   - In addition, a Waiver Letter is generated and can be found in the 'Docs' drop down menu.
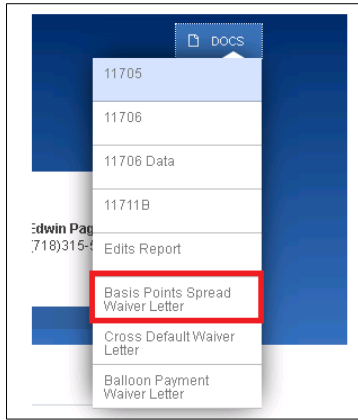
Figure 48: Docs Drop Down Menu

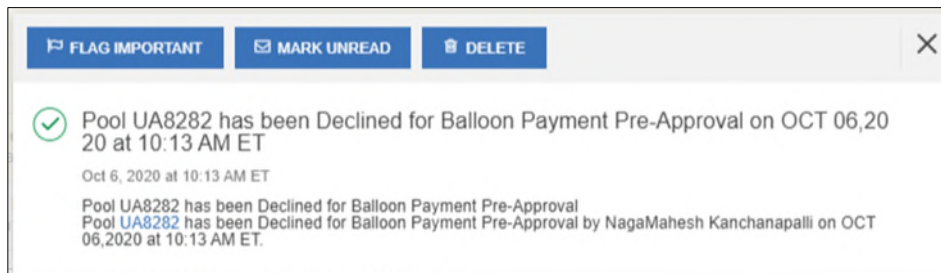- If the Account Executive declines the Pre-Approval request, a notification is sent to the Issuer and the Pre-approval section of the pool will be updated indicating the reason for decline.
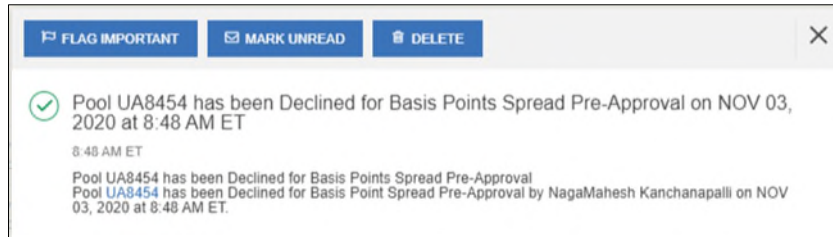
Figure 49: Decline Notification

Figure 50: Pre-Approval for Basis Point Spread Rejected Status

- The issuer can then edit the pre-approval or remove the request by selecting the **No** radio button.
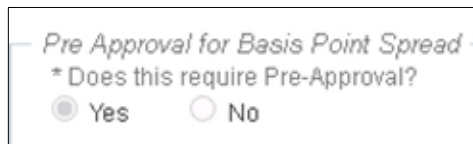
Figure 51: Pre-Approval for Basis Point Spread Radio Button

4.8.2 Cross Default/Cross Reference Case Number Pre-Approval

User creates a Multifamily Pool and wants to Cross Default/Cross reference pool, User will have to request for pre-approval from Account Executive .

1. In order to Cross Default/Cross Reference a pool, the Issuer must populate following fields in Cross Default/Cross Reference section of the Pool:

   - Does this require Pre-Approval –YES/NO
   - Request Date – automatically populated with the date the request was created
   - Request Approval By – Enter the date the AE should respond by. The Calendar date must be entered at least one day before last business day of the month and by 2:00 pm, and cannot be a holiday, weekend, or a past date. This date cannot be later than the Delivery Date of the Pool.
   - Project Name - Enter project name
   - Upload Documents – This is an optional field that can be updated at any time while the Pool is in 'Draft' Status (even after request was submitted to the AE). Select '**Browse'** to choose the document and select '**Upload'** to complete.
   - Request Reason - enter the reason for the Pre-Approval request
   - Shared Case Number type- This is a radio button where one of the following can be selected:
     - Cross Default - Requires waiver letter (multiple pools, one Note)
     - Cross Reference - Does not require waiver letter (USDA loans with identical case number)
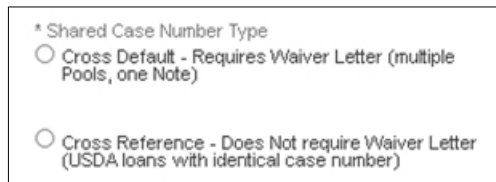
Figure 52: Cross Default/Cross Reference Radio Button

   - If *Cross Default* is selected, complete the following Cross Default Pool Information fields:
     - Cross Default Pool ID
     - Pool Type
     - FHA/USDA Case number
     - Issuer Date
     - Project Name

* CROSS DEFAULT POOL ID	* POOL TYPE	* FHA/USDA CASE NUMBER	* ISSUE DATE	* PROJECT NAME	
No data available.					

Figure 53: Cross Default Pool Grid

- If *Cross Reference* is selected, complete the following Cross Reference Pool Information fields:
    - Cross Reference Pool ID
    - Pool Type
    - USDA Case Number
    - Issued Date
    - Project Name

* CROSS REFERENCE POOL ID	* POOL TYPE	* USDA CASE NUMBER	* ISSUE DATE	* PROJECT NAME
No data available.				

Figure 54: Cross Reference Pool Grid

2. Upon completing all required fields, click **SAVE** on the top menu and then click **VALIDATE**.
   Once Validation is complete, the **REQUEST PRE-APPROVAL** displays.

Figure 55: Request Pre-Approval Button

3. Click the **REQUEST PRE-APPROVAL** button to submit the request to the Account Executive.

   Issuer will receive confirmation notification that Pre-approval has been sent to AE.
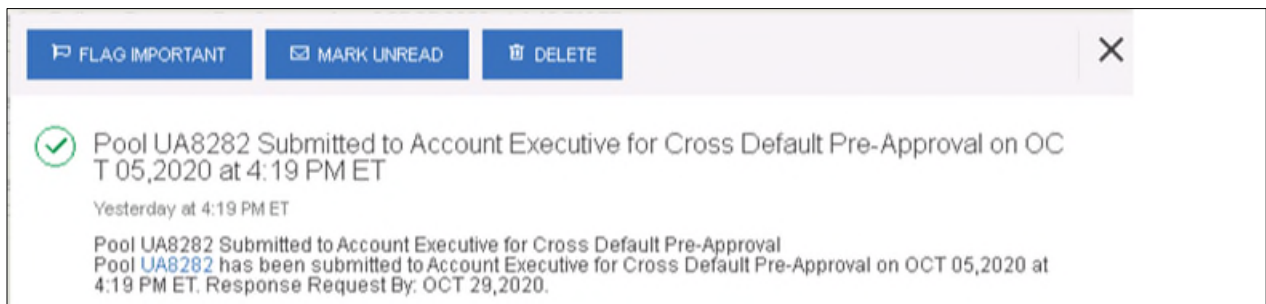
Figure 56: Confirmation Notification

4. Once the Pre-Approval request is submitted to the AE, the Pool and Loan Details pages remain editable for the Issuer with the exception of the following fields in Pre-approval section:
   - Does this require Pre-Approval
   - Request Approval By
   - Project Name
   - Request Reason
   - Shared Case Number Type
   - Case Number (Loan Screen)
5. Once the Account Executive receives the Pre-Approval request they may choose to Accept or Decline.

- If the Account Executive accepts the Pre-Approval request for Cross Default Pre-approval request, the Issuer will be able to view the accepted status in the Pre-Approvals section.
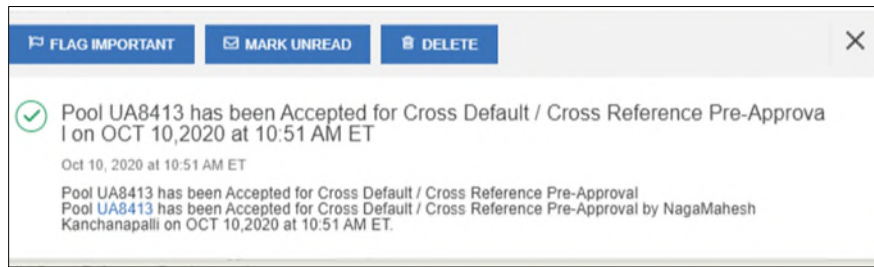
Figure 57: Acceptance Notification

- In addition, the Waiver Letter is generated and can be found in the 'Docs' drop down menu . However if AE user accepts Cross Reference, a Waiver letter will not be generated.
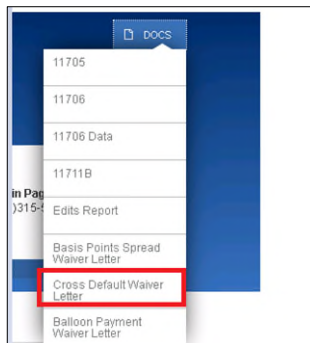
Figure 58: Docs Drop Down Menu

- If the Account Executive declines the Pre-Approval request, a notification is sent to the Issuer and Pre-Approval section of the pool will indicate the reason for decline.

Figure 59: Decline Notification

Figure 60: Cross Default Pre-Approval Rejected Status

- The Issuer can then edit the pre-approval section or remove the request by selecting **No** radio button.

Figure 61: Pre-Approval for Cross Default Radio Button

4.8.3 Balloon Payment Pre-Approval

A Multifamily Pool which has a balloon payment on the loan requires pre-approval. Upon validation, the system will display fatal error messages on the pool and the user will be prompted to request pre-approval from the Account Executive. This is applicable to all Multifamily pool types.

1. If a Multifamily pool has balloon payment on the loan, validation will fail and a fatal error displays on the screen as shown below.

Figure 62: Errors and Warnings

2. Complete the following fields in the Balloon Payment section of Pre-approval:
   - Does this require Pre-Approval –YES/NO
   - Request Date – automatically populated with the date the request was created.
   - Request Approval By – Enter the date the AE should respond by. The Calendar date must be entered at least one day before last business day of the month and by 2:00 pm, and cannot be a holiday, weekend, or a past date. This date cannot be later than the Delivery Date of the Pool.
   - Investor Name – Enter Investor name. This is an optional field.

- Document Upload -This is an optional field and can be updated at any time while the Pool is in 'Draft' Status. Select 'Browse' to choose document and select 'Upload' to complete.

Figure 63: Pre-Approval for Balloon Payment

3. Upon populating all required fields, click **SAVE** on the top menu and then click **VALIDATE**. Once Validation is complete, the **REQUEST PRE-APPROVAL** button displays.

Figure 64: Header

4. Select the **REQUEST PRE-APPROVAL** button to submit the request to the Account Executive.

Issuer will receive confirmation notification that Pre-approval has been sent to AE.
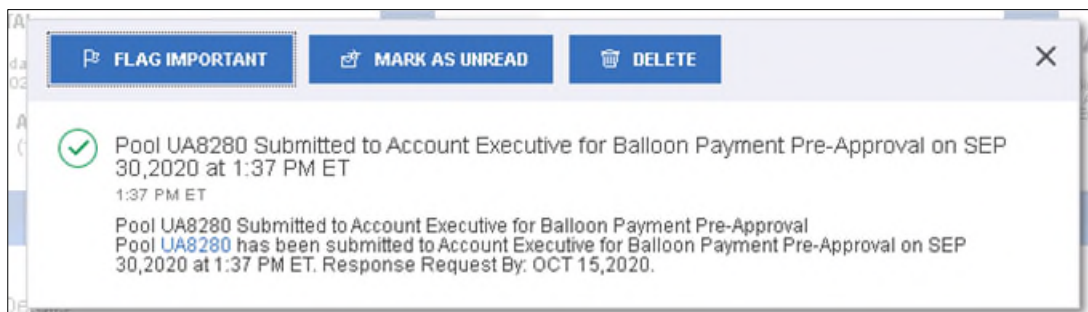
Figure 65: Confirmation Notification

5. Once the Pre-Approval request is submitted to the AE, the Pool and Loan Details pages remain editable for the Issuer with the exception of the following fields in Pre-approval section:
   - Does this require Pre-Approval
   - Request Approval By
   - Investor Name
   - Balloon Payment Section (Loan Details Page)
        a) Amortization Basis Term Years
        b) Amortization Basis Term Months
        c) Confirmation Check Box
        d) Approximate Balloon Payment Amount
6. Once the Account Executive receives the Pre-Approval request, they may choose to Accept or Decline.

- If the Account Executive accepts the Pre-Approval request, the accepted status can be viewed in the Pre-Approvals section.

Figure 66: Acceptance Notification

- In addition, a Waiver Letter is generated and can be found in the 'Docs' drop down menu.

Figure 67: Docs Drop Down Menu

- If the Account Executive declines the Pre-Approval request, a notification is sent to the Issuer and pre-approval section will indicate the reason for decline.

Figure 68: Decline Notification

Figure 69: Pre-Approval for Balloon Payment

- The Issuer can then edit the pre-approval or remove the request by selecting **No** radio button.

Figure 70: Pre-Approval for Balloon Payment Radio Button

4.8.4 Multiple Pre-Approvals within one Pool

Users are able to submit more than one Pre-Approval request type within the same Pool if the business rules require. The Pool may include one, two, or all three Pre-Approval types if it meets the criteria for each. Each Pre-Approval type should be filled out following the guidelines listed in the sections above – Basis Points Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval and Balloon Payment Pre-Approval.

4.8.5 Discarding Pre-Approval Information

If the Pre-Approval sections have been completed but not yet submitted, the pre-approval request can be removed by changing the selection option for *Does this require Pre-Approval?* from Yes to **No**.

Figure 71: Pre-Approval for Basis Point Spread Radio Button

A confirmation pop up displays explaining that by selecting "No" all the information in the request will be discarded. Select **Yes, Discard changes** to confirm or select **Cancel** to keep all data in the request.
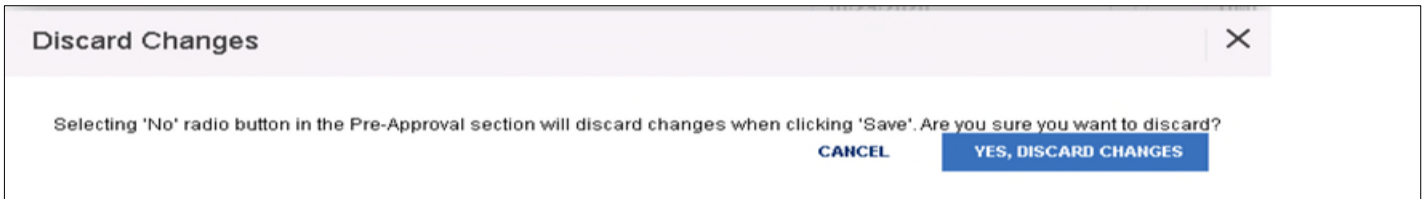
Figure 72: Discard Changes Confirmation

4.8.6   Canceling Pre-Approval Request

Once a Pre-Approval request has been submitted to the AE, it can be cancelled as long as the AE has not yet responded. To cancel the pre-approval request, select **Cancel Pre-Approval Request** at the top menu.

Figure 73: Cancel Pre-Approval Button

Once this option is selected, a Cancel Pre-Approval confirmation displays on the screen. If user selects the **OK** button, notification will be sent to the Issuer and AE confirming the Pre-Approval request has been cancelled. If there is more than one request within the Pool all will be cancelled.
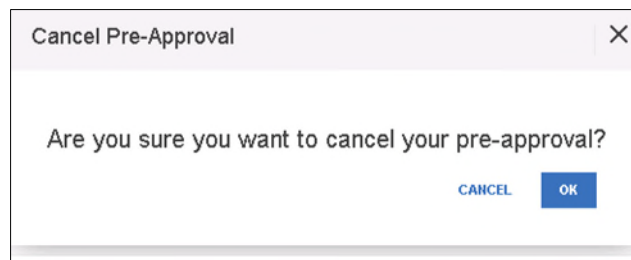
Figure 74: Cancel Pre-Approval Confirmation Pop-up

4.9   Ginnie Mae Account Executive (AE) Response to Pre-Approval

The following section lays out how the Account Executive (AE) can accept Accept or Decline Pre-Approvalsfor Basis Point spread, Balloon Payment, and Cross default/Cross Reference requests.

4.9.1   AE Pre-Approval Notifications

Once an Issuer submits a Pre-Approval request to the AE, all AEs will receive Pre-Approval notifications via e-mail and MyGinnieMae Inbox Messages . The same notifications will also be sent to Issuers.
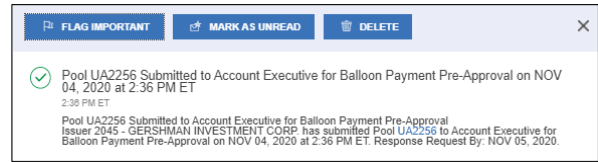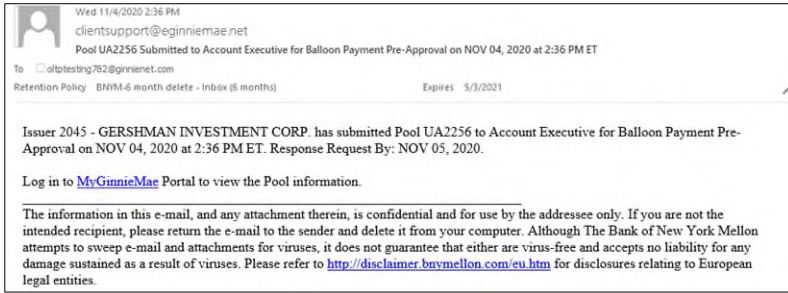
Figure 75: Pre-Approval AE Email Notification / MGM Inbox Notification Sample

NOTE: When a new action is taken, Issuers and AEs will receive the appropriate notifications (i.e. Pre-Approval request is submitted, Pre-Approval request cancelled, AE accept/declines Pre-Approval, Pre-Approvals request expired etc.)

4.9.2 AE Access to Pools that Require Pre-Approvals

After receiving the notifications AEs can access the Pools that are pending Pre-Approvals from the Pools & Loans page by searching for Pool ID; using the advanced search Pre-Approval Status filter; or selecting the **Pending Pre-Approval** quick filter button.
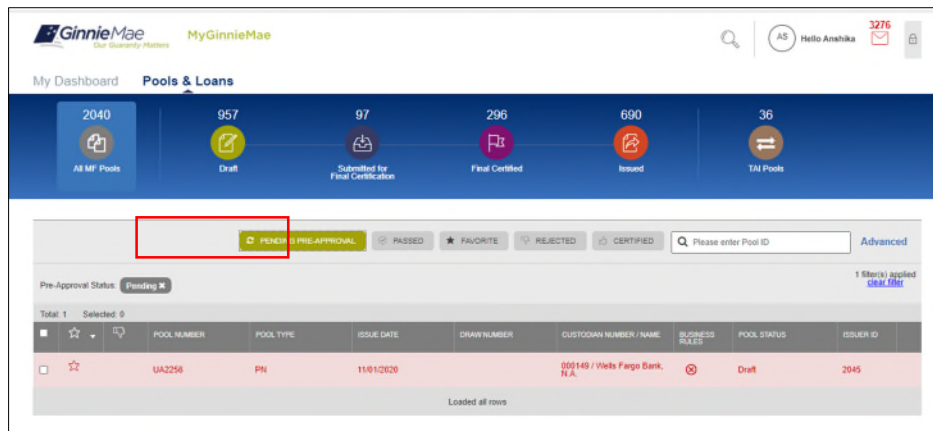
Figure 76: Pending Pre-Approvals on Pools & Loans Page

4.9.3 How Account Executives Accept/Decline Pre-Approvals

The following steps describe how the Account Executive (AE) provides a Pre-Approval response to Issuers:

1) Select the desired Pool which requires a Pre-Approval response, the user can click **Edit** on the Pool Details page
2) User then navigates to the Pre-Approval section within the page and can **Accept or Decline** by choosing the appropriate **Pre-Approval Response radio button**.
    a. If the user accepts the Pre-Approval, a comment can be added (optional).
    b. If the user declines, a reason for the decline must be entered.

Note: If there are more than one Pre-Approval type pending within the same pool, the AE must provide a response to all pending items at the same time before sending to the Issuer.

Figure 77: Pre-Approval

1) User must select the **attestation** check box if Pre-Approval request is accepted. This applies for all three Pre-Approval request (Basis Point Spread, Cross Default, and Balloon Payment). When approving a Cross reference Pre-Approval, no attestation statement will be displayed on the Pre-Approval Response.

Figure 78: Pre-Approval Response

2) User can Submit Pre-Approval response by clicking the **SUBMIT PRE-APPROVAL RESPONSE** button.
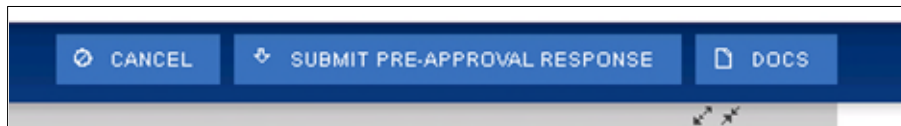
Figure 79: Submit Pre-Approval Response Button

3) Once the Cross Default Pre-Approval is accepted and response is submitted to issuers, a waiver letter is generated and can be viewed from the **DOCS** drop-down menu.
   NOTE: In the event the request is for Cross Reference then a waiver letter is not required and will not be generated
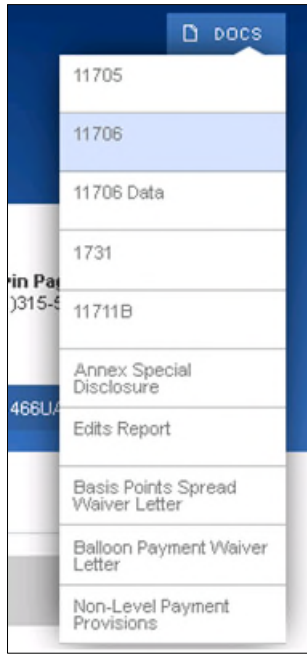
Figure 80: DOC Drop-down Menu

4) Issuer is notified of the Account Executive's decision.
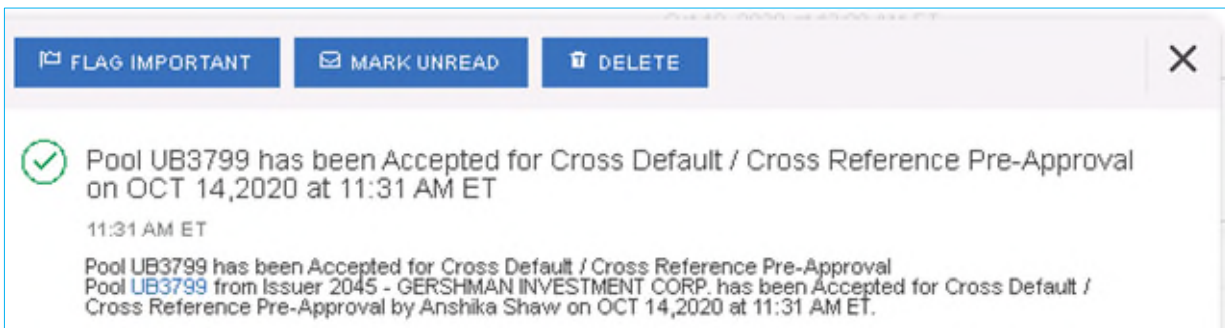
Figure 81: Pre-Approval Response Notification

5) Multiple Pre-Approval requests can be Accepted/Declined from Pools and Loan page.

Figure 82: Bulk Pre-Approval Submission

6) If the Account Executive does not take action by the *Request Approval By* date, the Pre-Approval Request expires and the Account Executive and Issuer are notified. If this occurs, the Issuer must submit another Pre-Approval Request to the Account Executive.
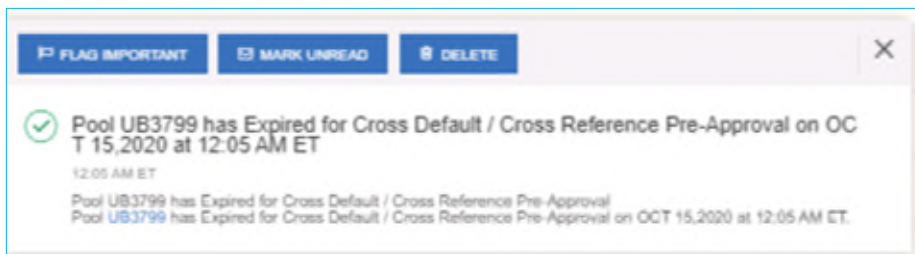
Figure 83: Expired Pre-approval Notification

4.10   Non-Level Payment Schedule

For pools with multiple interest rate changes and P&I payments, the Non-Level Payment Schedule section must be used to track these changes. Multiple interest rate changes and P&I payments are acceptable with the following Submission Types:

- SubmssionType **01** – Initial Construction Loan (CL/CS Pool Type Only)
- Submission Type **03** and **05 -** Conversion (PN Pool Type only)
- Submission Type **04** - Initial Project Loan

The following fields associated with the Non-Level Payment Schedule are available on the Loan Details screen:

Table 9: Non-Level Payment Schedule Field List

Field Name	Description
Entry Number	A sequential ID that orders the Non-Level Payment Schedule. System generated.
Payment Change Date	The new payment date for the loan. The date reflects a change in the loan's interest rates and/or P&I payments. If more than one entry, the dates should be entered in chronological order when the changes and payments take place in the mortgage note(s).
Security Rate	The Security Interest Rate at the time of the new payment change. The spread for the Security Interest Rate and Mortgage Interest Rate is 25 to 50 basis points.
Interest Rate	The Mortgage Interest Rate at the time of the new payment change. The spread for the Security Interest Rate and Mortgage Interest Rate is 25 to 50 basis points.
Principal & Interest	The P&I amount at the time of the new payment change.

Figure 84: Non-Level Payment Schedule

1. From the Loan Details screen, check the Non-Level Payment Schedule checkbox.

2. Click the ⊕ ADD button to add a new entry.

3. Select the Payment Change Date associated with the entry.

4. Enter the Security Rate associated with the entry.

5. Enter the Interest Rate associated with the entry.

6. Enter the P&I amount associated with the entry.

7. Click the ⊕ ADD button to add additional entries (as required).

8. When all entries have been added, click 🖫 SAVE .

4.11 Modified Payment History

A modified loan is a project mortgage that has been modified with FHA's approval after the final endorsement. This type of loan is eligible for pooling in a LM pool. A mature loan LM pool can have loans that are either older than twenty-four

month old or modified loans. Mature Loan (LM) pools are submitted under Submission Type 04. Once the LM loan is identified as a modified loan, the following fields are available.

Table 10: Modified Loan History Field List

Field Name	Description
Entry Number	A sequential ID that orders the Modified Loan History. System generated.
Principal & Interest	The Principal and Interest amount for the identified modified period (first and last payment dates).
Original Principal Balance	The loan's principal balance amount at the start of the identified modified period (first and last payment dates).
Unpaid Balance	The unpaid principal balance (amortized) for the identified modified period (first and last payment dates).
First Pay Date	The original payment dates of the loan or subsequent changes to the amortization schedule can be entered here. The dates should be entered in chronological order when the changes and payments take place in the mortgage notes and the modification(s) to the mortgage note.
Last Pay Date	The ending date or last payment to any modified payments of the loan. This field should be entered in chronological order when the changes and payments take place in the mortgage notes and the modification(s) to the mortgage notes.
Interest Rate	The Mortgage Interest Rate of the loan at the time of the modified payment change.
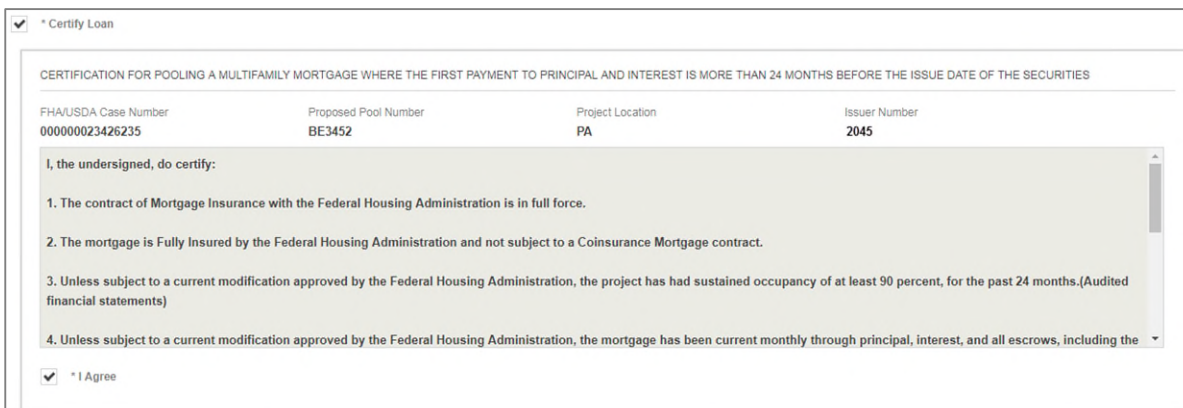
Figure 85: Modified Loan History

1. From the Loan Details screen, check the Modified Loan History checkbox.

2. Click the ⊕ ADD button to add a new entry.

3. Enter the Principal & Interest amount associated with the entry.

4. Enter the Original Principal Balance associated with the entry.

5. Enter the Unpaid Balance associated with the entry.

6. Select a First Pay Date associated with the entry.

7. Select a Last Pay Date associated with the entry.

8. Enter an Interest Rate associated with entry.

9. Click the ⊕ ADD button to add additional entries (as required).

10. When all entries have been added, click ![SAVE]. .

4.12 Certify Loan

When entering a new loan for a pool with a Pool Type of LM, the **Certify Loan** section must be completed.

Figure 86: Certify Loan

The text of the agreement is as follows:

I, the undersigned, do certify:

1. The contract of Mortgage Insurance with the Federal Housing Administration is in full force.

2. The mortgage is Fully Insured by the Federal Housing Administration and not subject to a Coinsurance Mortgage contract.

3. Unless subject to a current modification approved by the Federal Housing Administration, the project has had sustained occupancy of at least 90 percent, for the past 24 months. (Audited financial statements)

4. Unless subject to a current modification approved by the Federal Housing Administration, the mortgage has been current monthly through principal, interest, and all escrows, including the Reserve for Replacement account, for the past 24 months. (Servicing records and audited financial reports)

5. Unless subject to a current modification approved by the Federal Housing Administration, the project's Reserve for Replacement account is funded to an amount of at least 24 monthly payments. (Servicing records and Regulatory Agreement)

6. Unless subject to a current modification approved by the Federal Housing Administration, the most current project physical inspection performed denotes a rating of satisfactory or higher, and all required repairs have been made and inspected by the mortgagee and determined to be satisfactory. (Project physical inspection)

7. If the mortgaged property is subject to a project-based rental subsidy contract, the loan has been marked-to-market by HUD. (Servicing records and legal file)

8. Unless subject to a current modification approved by the Federal Housing Administration, the project has a minimum Debt Service Coverage of 117 percent. (Audited financial report)

WARNING: It is a crime to knowingly make false statements to a Federal Agency. Penalties upon conviction can include a fine and imprisonment. For details, see Title 18, U.S. Code 1001 and 1010.

For a Pool Type of LM, check the **I Agree** checkbox to save the loan.

4.13   Submission Steps by Pool Type

Each section below details the steps necessary to prepare a pool for submission to the Document Custodian respective to their Pool Type.

4.13.1 Pool Submission Methods

Users have the option to submit Pools from various locations in the application listed below.

Pools & Loans - Checkbox

Figure 87: Single / Multiple Submission on Pools & Loans Page

To submit a single pool, or multiple pools in bulk, from the **Pools & Loans** page users select the checkbox(es) next to the pool(s) they wish to submit. Once the pools are selected, the users click the **Submit** button from the table header.

Pools & Loans - Row Action

Figure 88: Row Action Submission on Pools & Loans Page

To submit a Pool from the **Pools & Loans** page users click the ellipsis button on the right side of each pool, and click the **Submit** button.

Pool Details

To submit a Pool from the Pool Details page, once the pool is validated, click the **Submit** button in the pool header, as seen below:

Figure 89: Submission from Pool Details and Draw History Details Page

Draw History Details

To submit a Pool from the Pool Details page, once the pool is validated, click the **Submit** button on the pool header, as seen in the figure above.

4.13.2 Data Entry Users and Authorized Signer Users

Data Entry and Authorized Signer users are able to create, update, and delete pools in Draft status. Data Entry users may submit a pool to Authorized Signers for their review and submission to the Document Custodian. These pools can be identified by clicking the 'Ready for Submission' quick filter on the Pools & Loans screen. Only Authorized Signers are able to submit a pool for certification by their Document Custodian as a SecurID Token is required.
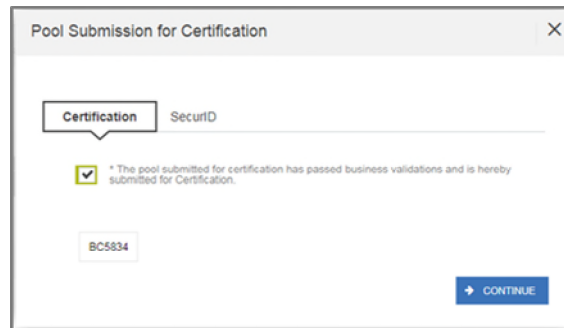
Figure 90: Certification Checkbox

1. Once the Authorized Signer has clicked the **Submit** button to submit a pool for Final Certification, a Pool Submission for Certification pop-up appears with Certification and SecurID tabs. The user must first check the box confirming the pool is being Submitted for Final Certification, and then select CONTINUE .
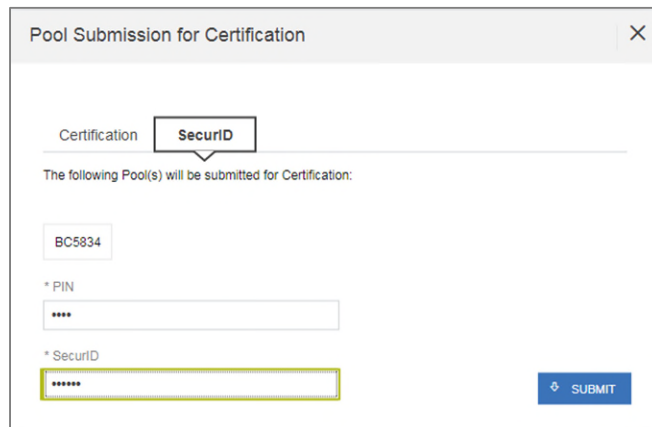
Figure 91: SecurID and Pin

2. The SecurID tab will then be displayed. The user will be enter their four (4) digit PIN and six (6) digit SecurID Token, followed by clicking the ⬇ SUBMIT button to Submit the pool.

The pool is being processed.

Figure 92: Submission Processing Message

3. A pop-up confirming the pool is being processed will appear. Once the process is complete the user will receive a notification message in their Inbox stating whether the pool was submitted successfully or failed during submission. If successfully submitted, the status of the pool will be updated to 'Submitted for Final Certification' in the Pool's header and on the Pools & Loans page and the system will return an FTN.

Note: Certain actions such as 'Validate' or 'Submit' are asynchronous processes and may take a few minutes to process. A notification will be sent to the user once the process is complete. At this time, users may refresh the screen by clicking the refresh icon ⟳ in the Pool's header.

4.13.3 01 Initial Construction Loan (CL) Pool

Figure 93: 01 Initial Construction Loan (CL) Pool Details Page

Pool Details Page

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **CL-Construction Loan** from the Pool Type dropdown menu.

6. Select **01-Initial Construction Loan** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Enter a **PL/PN Security Rate**.

11. Select a **Maturity Date** from the date calendar.

12. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

13. Select a **Custodian Number / Name** from the dropdown menu.

14. Select a Subservicer Number/Name, if applicable

15. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

16. In the Escrow Accounts section:

    a. Click [⊕ ADD].

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

17. In the Subscriber section:

    a. Click [⊕ ADD].

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

18. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

       i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

       ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

19. Click .

Figure 94: 01 Initial Construction Loan (CL) Loan Details Page

Loan Details Page

1. From the Pool Details screen, click the Loans tab.

2. From the All Loans screen, click the button.

3. Enter the Issuer Loan Number.

4. Select a Mortgage Type from the dropdown.

5. Enter a Mortgage Interest Rate.

6. Select Balloon Payment indicator – No. (If yes, see sample details under LM Pool Section 5.11.10)

7. Enter an Original Principal Balance.

8. Enter an Unpaid Balance.

9. Enter a Principal & Interest amount.

10. Enter a Term of Mortgage in Years and Months.

11. Select a First Pay Date from the date calendar.

12. Select a Last Pay Date from the date calendar.

13. Select a Loan Origination Date from the date calendar.

14. Select an Initial Endorsement Date from the date calendar.

15. If there are Prepayment Provisions, complete the applicable terms.

16. Enter a FHA/USDA Case Number.

17. Select a Loan Type Code.

18. Select a Section of the Act from the dropdown.

19. Select an Annex-Special Disclosures value.

20. Complete the Mortgager Information section:

    - Name of Mortgager

    - Property Site Address

    - City

    - State

    - Zip Code

21. Click SAVE.

-

Figure 95: 01 Initial Construction Loan (CL) Draw History Details Page

Draw History Details Page

1. Click the **Draw History Details** tab.

2. Enter an **Approved Advance Amount**.

3. Enter the **Requested Amount**.

4. Click [SAVE] .

Validate and Submit Pool

1. From either the Pool Details, Loan Details, or Draw History Details screens, click [VALIDATE] .

2. Resolve all Fatal errors and/or Warnings (if applicable).

3. From the Pool Details screen or Draw History Details screen (available once pool has passed validation), click [SUBMIT] .

4. Complete the Certification confirmation, click [CONTINUE] .

5. Enter the **SecurID PIN** and **Passcode**, click [SUBMIT] .

Note: In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.

4.13.4 02 Subsequent Construction Loan (CL) Pool

Figure 96: Subsequent Construction Loan (CL) Pool Details Page

Pool Details Page

1. From the pool header, select the ✎ ADD DRAW button to add a subsequent draw.

2. Click Edit to enter Pool information

3. Select the **Issue Date** from the dropdown

4. Select **02-Construction Loan Draw** from the Submission Type dropdown menu

5. Select a **Delivery Date** from the date calendar

6. In the Subscriber section:

   a. Click ⊕ ADD .

   b. Select an **ABA Number / Deliver To** value from the dropdown menu.

   c. Enter a **Description**. (optional)

   d. Enter a **Position (in $)**.

7. Click 🖫 SAVE

DRAW NUMBER	DRAW ISSUE DATE	ADVANCE NUMBER	ADVANCE AMOUNT	CUMULATIVE APPROVED AMOUNT	REQUESTED AMOUNT	CUMULATIVE REQUESTED AMOUNT	REMAINING ADVANCE AMOUNT	STATUS
				APPROVED ADVANCES				
1	02/01/2019	1	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 1,000,000.00	$ 0.00	Issued
2	03/01/2019	2	$ 1,000,000.00	$ 2,000,000.00	$ 1,000,000.00	$ 2,000,000.00	$ 0.00	Final Certified
				Approved Amount to Date	$ 2,000,000.00			
				Cumulative Requested Amount	$ 2,000,000.00			
				Mortgage Amount	$ 5,000,000.00			
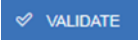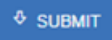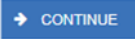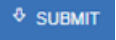
Figure 97: Subsequent Construction Loan (CL) Draw History Details Page

Draw History Details Page

1. Click the **Draw History Details** tab.

   Note: Approved Advance Amount and Requested Amount fields are immediately available for entry on the Draw History Details screen.

2. Enter an **Approved Advance Amount**.

3. Enter the **Requested Amount**.

4. Click 🖫 SAVE .

Validate and Submit Pool

1. From either the Pool Details, Loan Details, or Draw History Details screens, click **VALIDATE** .

2. Resolve all Fatal errors and/or Warnings (if applicable).

3. From the Pool Details screen or the Draw History Details screen, click **SUBMIT** .

4. Complete the Certification confirmation, click **CONTINUE** .

5. Enter the **SecurID PIN** and **Passcode**, click **SUBMIT** .
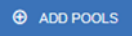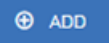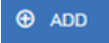
Note: In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.

4.13.5 01 Initial Construction Loan (CS) Pool

Figure 98: Initial Construction Loan (CS) Pool Details Page

Pool Details Page

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **CS-Construction Loan Split-Rate** from the Pool Type dropdown menu.

6. Select **01-Initial Construction Loan** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Enter a **PL/PN Security Rate**.

11. Select a **Maturity Date** from the date calendar.

12. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

13. Select a **Custodian Number / Name** from the dropdown menu.

14. Select a **Subservicer Number/Name**, if applicable

15. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

16. In the Escrow Accounts section:

    a. Click [⊕ ADD].

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

17. In the Subscriber section:

    a. Click [⊕ ADD].

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

18. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

        i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

        ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

19. Click ![SAVE].

Figure 99: 01 Initial Construction Loan Split-Rate (CS) Loan Details Page

<u>Loan Details Page</u>

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the ![ADD LOANS] button.

3. Enter the **Issuer Loan Number**.

4. Select a **Mortgage Type** from the dropdown.

5. Enter a **Mortgage Interest Rate**.

6. Select **Balloon Payment** indicator – No. (If yes see sample details under LM Pool figure 84)

7. Enter a **Construction Loan Interest Rate**

8. Enter an **Original Principal Balance.**

9. Enter an **Unpaid Balance**.

10. Enter a **Principal & Interest** amount.

11. Enter a **Term of Mortgage in Years and Months**.

12. Select a **First Pay Date** from the date calendar.

13. Select a **Last Pay Date** from the date calendar.

14. Select a **Loan Origination** date from the date calendar.

15. Select an **Initial Endorsement** date from the date calendar.

16. If there are Prepayment Provisions, complete the applicable terms.

17. Enter a **FHA/USDA Case Number**.

18. Select a **Loan Type Code**.

19. Select a **Section of the Act** from the dropdown.

20. Select an Annex-Special Disclosures value.

21. Complete the **Mortgager Information** section:

     a.   Name of Mortgager

     b.   Property Site Address

     c.   City

     d.   State

     e.   Zip Code

22. Click **🖫 SAVE** .

			APPROVED ADVANCES				
DRAW NUMBER	DRAW ISSUE DATE	ADVANCE NUMBER	ADVANCE AMOUNT	CUMULATIVE APPROVED AMOUNT	REQUESTED AMOUNT	CUMULATIVE REQUESTED AMOUNT	REMAINING ADVANCE AMOUNT	STATUS
1	05/01/2019	1	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 0.00	Issued

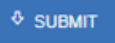|	
Approved Amount to Date	$ 100,000.00
Cumulative Requested Amount	$ 100,000.00
Mortgage Amount	$ 14,500,000.00

Figure 100: 01 Initial Construction Loan Split-Rate (CS) Draw History Details Page

Draw History Details Page

1. Click the **Draw History Details** tab.

2. Enter an **Approved Advance Amount**.

3. Enter the **Requested Amount**.

4. Click **🖫 SAVE** .

Validate and Submit Pool

1. From either the Pool Details, Loan Details, or Draw History Details screens, click **✓ VALIDATE** .

2. Resolve all Fatal errors and/or Warnings (if applicable).

3. From the Pool Details screen, click **⇧ SUBMIT** .

Note: In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.

4.13.6 02 Subsequent Construction Loan (CS) Pool

Figure 101: 02 Subsequent Construction Loan Split-Rate (CS) Pool Details Page
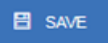
Pool Details Page

1. Select [ADD DRAW] button to add second draw

2. Click Edit to enter Pool information

3. Select **Issue Date** from the dropdown

4. Select **02 or 05 - Construction Loan-Split Rate** from the Submission Type dropdown menu

5. Select a **Delivery Date** from the date calendar

6. In the Subscriber section:

   a. Click [⊕ ADD].

   b. Select an **ABA Number / Deliver To** value from the dropdown menu.

   c. Enter a **Description**. (optional)

   d. Enter a **Position (in $)**.

7. Click [SAVE]

Pool Details	Loans	Draw History Details						
			APPROVED ADVANCES					
DRAW NUMBER	DRAW ISSUE DATE	ADVANCE NUMBER	ADVANCE AMOUNT	CUMULATIVE APPROVED AMOUNT	REQUESTED AMOUNT	CUMULATIVE REQUESTED AMOUNT	REMAINING ADVANCE AMOUNT	STATUS
1	11/01/2017	1	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 0.00	Issued
2	12/01/2017	2						
				Approved Amount to Date	$ 50,000.00			
				Cumulative Requested Amount	$ 50,000.00			
				Mortgage Amount	$ 500,000.00			
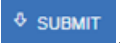
Figure 102: Subsequent Construction Loan (CS) Draw History Detail Page

Draw History Details Page

1. After clicking save in Pool Details, navigate to **Draw History Details** tab.

   Note: Approved Advance Amount and Requested Amount fields are immediately available for entry on the Draw History Details screen.

2. Enter an **Approved Advance Amount**.

3. Enter the **Requested Amount**.

4. Click [SAVE].

Validate and Submit Pool

1. From either the Pool Details, Loan Details, or Draw History Details screens, click [VALIDATE].
2. Resolve all Fatal errors and/or Warnings (if applicable).
3. From the Pool Details screen, click [SUBMIT].

4. Complete the Certification confirmation, click ➜ CONTINUE .

5. Enter the **SecurID PIN** and **Passcode**, click ⬇ SUBMIT .

Note: In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.

4.13.7 Submission Type 03-Project Loan Conversion

The following section will describe the steps to create a CL Submission Type 03 with a project loan conversion. The steps also apply similarly to CS pool types.

Figure 103: CL Submission Type 03 with PN Conversion – Pool Details Page

To create a Project Loan Conversion pool:

1. From the Pools & Loans screen, click the ⊕ ADD POOLS button in the header.

2. Select the ENTER MANUALLY button to be taken to the Pool Details screen.

3. Enter the **Pool Number.** This must be the next sequential Pool Number from the associated Construction Loan (CL/CS) pool.

4. Select an **Issue Date** from the dropdown.

5. Select Pool Type **PN-Project Loan – Non-Level Payment**.

6. Select Submission Type **03-Project Loan Conversion**.

7. Enter the **Final Advance Amount**.

   - The final advance amount (form HUD-92403) of a construction loan pool (CL or CS) converting to a Project Loan pool (PN). This last advance, combined with the cumulative approved amount of the cross-referenced Construction Loan pool, must equal the Total Mortgage Amount of the pool (to date).

8. Enter a **Pool Tax ID**. Must be nine (9) digits.
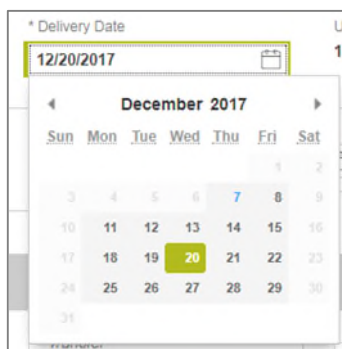
Figure 104: Delivery Date

9. Select a **Delivery Date** from the date calendar.

   - Must be a valid business day.

   - Must be greater than or equal to the current date.

   - Must be within the month associated with the Issue Date.
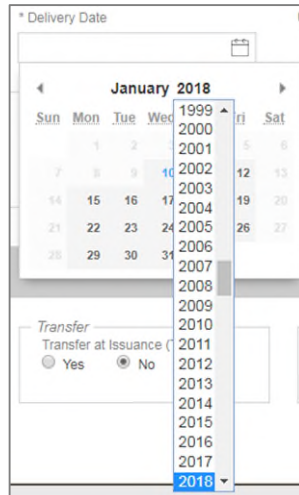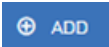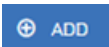
Figure 105: Delivery Date - Year

Note: Clicking on the year located to the right of the month allows the user to scroll through/select an applicable year.

10. Enter a **Security Interest Rate**. Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

11. (Optional) Select **Change Mortgage Amount** checkbox.

    a. Enter the **Mortgage Amount**.

    b. Enter the **P&I Amount**.

    c. Select an **Approval Date**.

    d. Enter a **Comment** (optional).

12. Select a **Maturity Date** from the date calendar. Must be the 15th of the month.

    13. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

14. Select a **Custodian Number / Name** from the dropdown menu. Only Document Custodians with an active and/or valid agreement on file with the Issuer will appear in the dropdown menu.

15. Select a **Subservicer Number / Name** from the dropdown menu. If no Subservicers are listed, they can be added from the Maintenance screen.

16. If this is a Transfer at Issuance (TAI) pool, select **Yes**. If it is not a TAI pool, leave the default of **No**. If Yes is selected, an Issuer Number / Name transferee is required.

17. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

18. In the **Escrow Accounts** section:

a. Click ⊕ ADD .

b. Select an **ABA / Federal Routing Number** from the dropdown menu.

c. Select an **Account Number** from the dropdown menu.

19. In the Subscriber section:

a. Click ⊕ ADD .

b. Select an **ABA Number / Deliver To** value from the dropdown menu.

c. Enter a **Description**. (optional)

d. Enter a **Position (in $)**.

20. In the Certification and Agreement – Form 11711B section:

a. Select an option:

   i.   Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

   ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711-A has been forwarded to the Document Custodian.

21. Click 🖫 SAVE .

22. From the Pool Details screen, click the Loans tab.

23. From the All Loans screen, click the ⊕ ADD LOANS button.

24. Enter the Issuer **Loan Number**.

   a. Must be 15 alphanumeric characters.

25. Select a **Mortgage Type** from the dropdown.

   a. Available options are FHA and USDA.

26. Enter a **Mortgage Interest Rate**.

   a. Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

27. Enter an **Original Principal Balance**.

28. Enter an **Unpaid Balance**.

29. Enter a **Principal & Interest** amount.

30. Enter a **Term of Mortgage** in Years.

    a. Must be between 5 and 40 years.

    b. Term of Mortgage Months is optional

31. Select a **First Pay Date** from the date calendar.

    a. Must be the 1st of the month.

32. Select a **Last Pay Date** from the date calendar.

    a. Must be the 1st of the month.

33. Select a **Loan Origination Date** from the date calendar.

34. Select an **Initial Endorsement Date** from the date calendar.

35. Select a **Final Endorsement Date** from the date calendar.

36. Enter an **FHA/USDA Case Number**.

37. Select a **Loan Type Code**.

    a. Available options are:

        i.   FHA Multifamily

        ii. USDA Multifamily

38. Select a **Section of the Act** from the dropdown (as seen in figure below).

39. Select an **Annex-Special Disclosures** value.

40. Select a **Non-Level Payment Provisions** value.

41. Complete the **Non-Level Payment Schedule** section (if applicable).

42. Complete the **Modified Payment History** section (if applicable).

43. Complete the **Certify this loan** section (if applicable).

44. Complete the **Mortgager Information** section:

    a. Name of Mortgager

    b. Property Site Address

    c. City

    d. State

e. Zip Code

45. Click [SAVE] .

4.13.8 Submission Type 05-Final Draw/PN Conversion

The section below will display the steps to create a CS Submission Type 05 Final Draw with a PN Conversion. The steps also apply similarly to CL pool types.

Utilizing Submission Type '05-Final Draw/PN Conversion', all CL/CS pools will automatically be converted to PN pools after the settlements of the final CL/CS Draw position. All pools will be issued as PN. A PN pool structure allows Issuers to avoid early pool termination under predetermined circumstances and offers issues options to prevent the default and assignment of a loan to FHA.

The Issuer will be required to submit the Final CL/CS Draw issuance and PN Conversion pool (two pool packages) under one transmission. It is required that data be entered using two consecutive pool numbers.

The CL/CS-to-PN conversion process has two (2) settlement streams.

1. Issuer will simultaneously submit the Final CL/CS pool and the new PN Conversion pool to the Pool Processing Agent (PPA).
2. The Final Construction Loan Draw would be issued as a CL/CS security to the contracted investor.
3. Issuers will contract the PPA to cancel/exchange the outstanding securities and issue the final PN security.
4. The PPA will contact the Depository.
5. The Depository will broadcast a message announcing the CL/CS cancellation/exchange date of the pool to all investors with notice that, "The replacement PN pool will be issued within two business dates."
6. On the cancellation date at approximately 8:30 A.M., the CUSIP will be withdrawn. The PN CUSIP will also be settled on this date.
7. The new PN pool would be issued and delivered to the investor of record, based on the delivery instruction provided.

The Final Construction Loan Draw will settle and three (3) business days later the Project Loan Conversion is scheduled to settle. On the morning of the settlement of the Project Loan Conversion, the Construction Loan pool number will be matured (cancelled) by the Depository.

Note: Both pools (CL/CS and PN) must be entered on the system and Submission Type 05 *must* be selected.

Pool Details | Loans | Draw History Details

▾ Header Information

* Pool Number	* Issue Date	Issue Type	* Pool Type	* Submission Type
BC5386	12/01/2017	X-Multifamily (Ginnie Mae I)	CS-Construction Loan Split-Rate	05-Final Draw/PN Conversion

▾ General Information

* Pool Tax ID	* Initial Pay Date	* Delivery Date	Unpaid Balance Date	Amortization Method
262554854	01/15/2018	12/06/2017	12/01/2017	Concurrent Date (CD)

Rates
* Security Interest Rate	Mortgage Interest Rate	Servicing Fee
4.000 %	4.500 %	0.370 %

* PI/PN Security Rate
4.250 %

Maturity
* Maturity Date
11/15/2027

Deferred First Principal Payment

Cross-Reference Pool (PN)
Pool BC5387

▾ Pre-Approvals

Pre Approval for Basis Point Spread
* Does this require Pre-Approval?
○ Yes ● No

Pre Approval for Cross Default
* Does this require Pre-Approval ?
○ Yes ● No

Pre Approval for Balloon Payment
* Does this require Pre-Approval?
○ Yes ● No

Split Rate
Construction Loan Interest Rate
4.500 %

▾ Master Agreements

Custodian Number / Name	Subservicer Number / Name	Principal & Interest Account
000466		ABA / Federal Routing Number: 121000248 / Wells Fargo B… Account Number: 4121366876

Escrow Accounts

ABA / FEDERAL ROUTING NUMBER	ACCOUNT NUMBER	
121000248 / Wells Fargo Bank, Na	4593263510	

▾ Subscriber

ABA NUMBER / DELIVER TO	DESCRIPTION	POSITION (IN $)
122334556 / 12234444/wweeeeeee	test	$ 350,000.00
	Total	$ 350,000.00

▾ Certification and Agreement - Form 11711B

Pool Document Requirement Indicator
● Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

Form HUD-11711-A forwarded to Document Custodian
● Yes ○ No

○ No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership intrest in and to the pooled mortgages.

▾ Pool Statistics

Total Amounts	FHA Totals	USDA Rural Development Totals	Additional Information
P&I Payment Amount: $ 4,130.00	Quantity: 0	Quantity: 1	Weighted Average Interest Rate: 4.500 %
UPB Amount: $ 397,370.00	UPB Amount: $ 0.00	UPB Amount: $ 397,370.00	

Figure 106: CS Submission Type 05– Pool Details Page

Pool Details

1. From the Pool Details screen, click the [✎ ADD DRAW] button.

2. Select an **Issue Date**.

3. Select Submission Type **05-Final Draw/PN Conversion**.

4. Select a **Delivery Date** from the calendar.

5. Select a **Custodian Number / Name**.

6. Select a Principal & Interest **ABA / Federal Routing Number** and **Account Number**.

7. Select an Escrow Account **ABA / Federal Routing Number** and **Account Number**.

8. Select a Subscriber **ABA Number / Deliver To** and **Position (in $)**.

9. Click [🖫 SAVE].

10. Click the **Draw History Details** tab.

11. Enter an **Approved Advance Amount**.

12. Enter a **Requested Amount**.

13. Click [🖫 SAVE].

14. Click [✓ VALIDATE] to validate the pool against the business rules.

15. Resolve all Fatal errors and/or Warnings (if applicable).

Pool Details | Loans | Draw History Details

▾ Header Information

* Pool Number	* Issue Date	Issue Type	* Pool Type	* Submission Type
BC5387	12/01/2017	X-Multifamily (Ginnie Mae I)	PN-Project Loan - Non-Level Payment	05-Final Draw/PN Conversion

▾ General Information

* Pool Tax ID	* Initial Pay Date	* Delivery Date	Unpaid Balance Date	Amortization Method
245478546	01/15/2018	12/11/2017	12/01/2017	Concurrent Date (CD)

Rates
* Security Interest Rate	Mortgage Interest Rate	Servicing Fee
4.000 %	4.500 %	0.370 %

Maturity
* Maturity Date
12/15/2027

Deferred First Principal Payment

Cross-Reference Pool Construction Loan (CL)
Pool BC5386

▾ Pre-Approvals

Pre Approval for Basis Point Spread
* Does this require Pre-Approval?
○ Yes   ● No

Pre Approval for Cross Default
* Does this require Pre-Approval ?
○ Yes   ● No

Pre Approval for Balloon Payment
* Does this require Pre-Approval?
○ Yes   ● No

▾ Master Agreements

Custodian Number / Name	Subservicer Number / Name	Transfer	Principal & Interest Account	
000466		Transfer at Issuance (TAI) ○ Yes ● No	ABA / Federal Routing Number 121000248 / Wells Fargo B…	Account Number 4121366876

Escrow Accounts

	ABA / FEDERAL ROUTING NUMBER	ACCOUNT NUMBER	
	121000248 / Wells Fargo Bank, Na	4593263510	

▾ Subscriber

ABA NUMBER / DELIVER TO	DESCRIPTION	POSITION (IN $)
122334556 / 12234444/wweeeeeee	test	$ 397,370.00
	Total	$ 397,370.00

▾ Certification and Agreement - Form 11711B

Pool Document Requirement Indicator

● Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

Form HUD-11711-A forwarded to Document Custodian
● Yes   ○ No

○ No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership intrest in and to the pooled mortgages.

▾ Pool Statistics

Total Amounts	FHA Totals	USDA Rural Development Totals	Additional Information
P&I Payment Amount $ 4,130.00	Quantity 1	Quantity 0	Weighted Average Interest Rate 4.500 %
UPB Amount $ 397,370.00	UPB Amount $ 397,370.00	UPB Amount $ 0.00	

* = Required Field

Figure 107: PN Conversion for CS Submission Type 05 – Pool Details Page

From the Pools & Loans screen, click [⊕ ADD POOLS].

16. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

17. Enter the next sequential **Pool Number** from the associated CL/CS pool**.**

    a) Ex. If the CL/CS Pool Number is AB1234, the PN Pool Number must be AB1235.

18. Select an **Issue Date**.

19. Select Pool Type **PN-Project Loan – Non-Level Payment**.

20. Select Submission Type **05-Final Draw/PN Conversion**.

21. Enter a **Pool Tax ID**. Must be nine (9) digits.
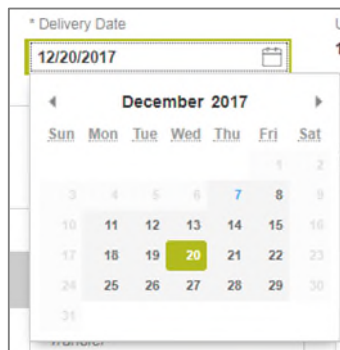
Figure 108: Delivery Date

22. Select a **Delivery Date** from the date calendar.

    a) Must be a valid business day.

    b) Must be greater than or equal to the current date.

    c) Must be within the month associated with the Issue Date.
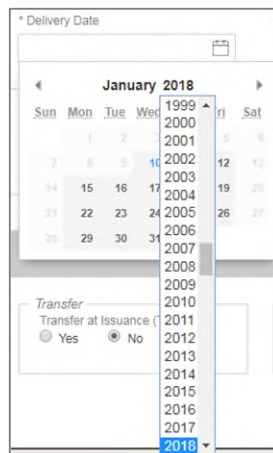
Figure 109: Delivery Date - Year

Note: Clicking on the year located to the right of the month allows the user to scroll through/select an applicable year.

23. Enter a **Security Interest Rate**. Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

24. Select a **Maturity Date** from the date calendar. Must be the 15th of the month.

25. Select a **Custodian Number / Name** from the dropdown menu. Only Document Custodians with an active and/or valid agreement on file with the Issuer will appear in the dropdown menu.

26. Select a **Subservicer Number / Name** from the dropdown menu. If no Subservicers are listed, they can be added from the Maintenance screen.

27. If this is a Transfer at Issuance (TAI) pool, select **Yes**. If it is not a TAI pool, leave the default of **No**. If Yes is selected, an Issuer Number / Name transferee is required.

28. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

29. In the **Escrow Accounts** section:

    a. Click .

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

30. In the Subscriber section:

    a. Click .

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)
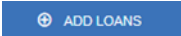
    d. Enter a **Position (in $)**.

31. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

        i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

        ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

32. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711-A has been forwarded to the Document Custodian.

33. Click [SAVE].

34. From the Pool Details screen, click the Loans tab.

35. From the All Loans screen, click the [ADD LOANS] button.

36. Enter the Issuer Loan Number.

    a) Must be 15 alphanumeric characters.

37. Select a **Mortgage Type** from the dropdown.

    a) Available options are:

        i. FHA

        ii. USDA

38. Enter a **Mortgage Interest Rate**.

    a) Maximum value length of six (6) including one (1) decimal point. (e.g. 12.345 %).

39. Enter an **Original Principal Balance**.

40. Enter an **Unpaid Balance**.

41. Enter a **Principal & Interest** amount.

42. Enter a **Term of Mortgage** in Years.

    a) Must be between 5 and 40 years.

    b) Term of Mortgage Months is optional

43. Select a **First Pay Date** from the date calendar.

    a) Must be the 1st of the month.

44. Select a **Last Pay Date** from the date calendar.

    a) Must be the 1st of the month.

45. Select a **Loan Origination Date** from the date calendar.

46. Select a **Final Endorsement Date** from the date calendar.

47. Enter a **FHA/USDA Case Number**.

48. Select a **Loan Type Code.** Available options are:

a) FHA Multifamily

b) USDA Multifamily

49. Select a **Section of the Act** from the dropdown.

50. Select an **Annex-Special Disclosures** value.

51. Select a **Non-Level Payment Provisions** value.

52. Complete the **Non-Level Payment Schedule** section (if applicable).

53. Complete the **Modified Payment History** section (if applicable).

54. Complete the **Certify this loan** section (if applicable).

55. Complete the **Mortgager Information** section:

a) Name of Mortgager

b) Property Site Address

c) City

d) State

e) Zip Code

56. Click 🖫 SAVE .

57. Click ⟀ VALIDATE to validate the pool against the business rules.

58. Resolve Errors and/or Warnings (if applicable).

Figure 110: Bulk Submission of CS Type05 and PN conversion

59. On the **Pools & Loans** screen, select the **checkbox** next to *both* the CL/CS and PN pools.

60. Click the [⇧ SUBMIT] button.

61. Complete the Certification confirmation, click [→ CONTINUE].

62. Enter the **SecurID PIN** and **Passcode**, click [⇧ SUBMIT].
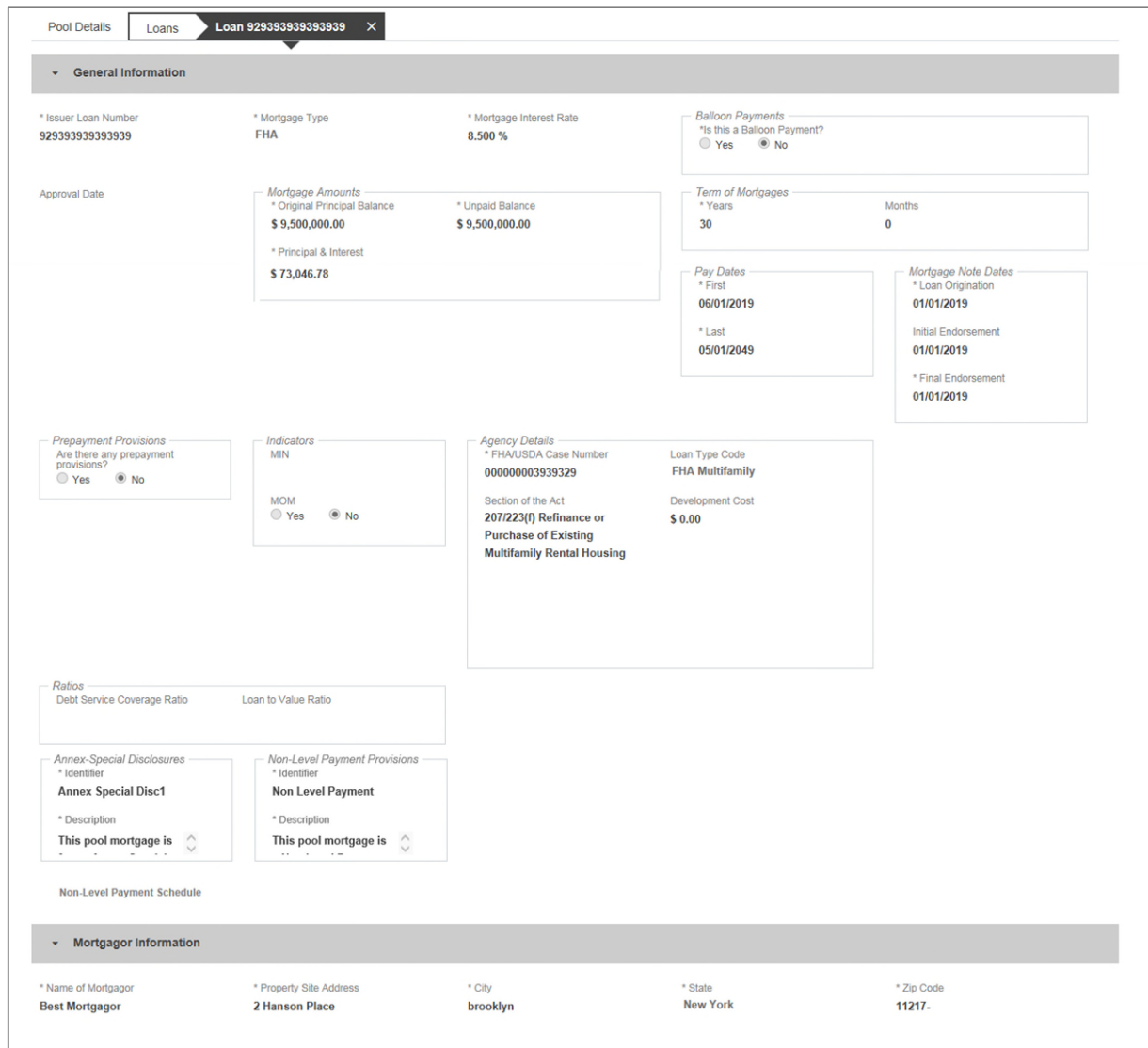
4.13.9 Project Loan (PN) Pool

Figure 111: 04 PN-Project Loan-Non Level Payment Pool Details Page

Pool Details Page

1. From the Pools & Loans screen, click the ⊕ ADD POOLS button in the header.

2. Select the ENTER MANUALLY button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **PN-Project Loan-Non Level Payment** from the Pool Type dropdown menu.

6. Select **04-Initial Project** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Select a **Maturity Date** from the date calendar.

11. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

12. Select a **Custodian Number / Name** from the dropdown menu.

13. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

14. In the Escrow Accounts section:

    a. Click .

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

15. In the Subscriber section:

    a. Click .

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

16. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

        i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

        ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

17. Click ⊟ SAVE .

Figure 112: 04 PN-Project Loan-Non Level Payment Loan Details Page

<u>**Loan Details Page**</u>

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the ⊕ ADD LOANS button.

3. Enter the **Issuer Loan Number**.

4. Select a **Mortgage Type** from the dropdown.

5. Enter a **Mortgage Interest Rate**.

6. Select Balloon Payment indicator – No. (If yes see sample details under LM Pool figure 84)

7. Enter an **Original Principal Balance.**

8. Enter an **Unpaid Balance**.

9. Enter a **Principal & Interest** amount.

10. Enter a **Term of Mortgage in Years and Month**.

11. Select a **First Pay Date** from the date calendar.

12. Select a **Last Pay Date** from the date calendar.

13. Select a **Loan Origination** date from the date calendar.

14. Select an **Initial Endorsement** date from the date calendar.

15. If there are Prepayment Provisions, complete the applicable terms.

16. Enter a **FHA/USDA Case Number**.

17. Select a **Loan Type Code**.

18. Select a **Section of the Act** from the dropdown.

19. Select an Annex-Special Disclosures value.

20. Select a Non Level Payment Provision

21. Complete the **Mortgager Information** section:

   a) Name of Mortgager

   b) Property Site Address

   c) City

   d) State

   e) Zip Code

22. Click [SAVE] .

23. Click [VALIDATE] to validate the pool against the business rules. Resolve Errors and/or Warnings (if applicable).

24. Click the [SUBMIT] button.

25. Complete the Certification confirmation, click [CONTINUE] .

26. Enter the **SecurID PIN** and **Passcode**, click [SUBMIT] .

4.13.10   Project Loan (LM) Pool

Figure 113: Project Loan (LM) Pool Details Page

Pool Details Page

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **LM-Project Loan-Modified Loan/Mature Loan** from the Pool Type dropdown menu.

6. Select **04-Initial Project** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Select a **Maturity Date** from the date calendar.

11. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

12. Select a **Custodian Number / Name** from the dropdown menu.

13. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

14. In the Escrow Accounts section:

    a. Click [⊕ ADD].

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

15. In the Subscriber section:

    a. Click [⊕ ADD].

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

16. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

17. Click **🖫 SAVE** .

Figure 114: Project Loan (LM) Loan Details Page

Loan Details Page

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the **⊕ ADD LOANS** button.

3. Enter the **Issuer Loan Number**.

4. Select a **Mortgage Type** from the dropdown.

5. Enter a **Mortgage Interest Rate**.

6. Select **Balloon Payment** indicator.

   a. Is this a **Balloon Payment**? YES
   b. Enter **Amortization Basis Term Years**
   c. Enter **Amortization Basis Term Months**
   d. **Confirmation** Check Box
   e. Approximate Balloon Payment Amount will auto populate

7. Enter an **Original Principal Balance**.

8. Enter an **Unpaid Balance**.

9. Enter a **Principal & Interest** amount.

10. Enter a **Term of Mortgage in Years**.

11. Select a **First Pay Date** from the date calendar.

12. Select a **Last Pay Date** from the date calendar.

13. Select a **Loan Origination** date from the date calendar.

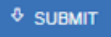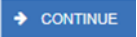14. Select an **Initial Endorsement** date from the date calendar.

15. Select a **Final Endorsement** date from the date calendar.

16. If there are Prepayment Provisions, complete the applicable terms.

17. Enter a **FHA/USDA Case Number**.

18. Select a **Loan Type Code**.

19. Select a **Section of the Act** from the dropdown.

20. Select an Annex-Special Disclosures value.

21. Select a Non-Level Payment Provision value (if available).

22. Select the checkbox next to **Modified Loan History**.

   a. Add **Principal & Interest**.

   b. Add **Original Principal Balance**.

   c. Add **Unpaid Balance.**

   d. Add **First Pay Date**.

   e. Add **Last Pay Date**.

   f. Add **Interest Rate**.

   g. Add a second entry.

23. Select the checkbox to **Certify Loan**.

24. Complete the **Mortgager Information** section:

   a) Name of Mortgager

   b) Property Site Address

   c) City

   d) State

   e) Zip Code

25. Click [SAVE] .

26. Click [VALIDATE] to validate the pool against the business rules. Resolve Errors and/or Warnings (if applicable).

27. Click the [SUBMIT] button.

28. Complete the Certification confirmation, click [CONTINUE] .

29. Enter the **SecurID PIN** and **Passcode**, click [SUBMIT] .

4.13.11   Project Loan (LS) Pool

Figure 115: Project Loan (LS) Pool Detail Page

Pool Details Page

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **LS-Project Loan-538/515/Small Loans** from the Pool Type dropdown menu.

6. Select **04-Initial Project** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Select a **Maturity Date** from the date calendar.

11. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

12. Select a **Custodian Number / Name** from the dropdown menu.

13. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

14. In the Escrow Accounts section:

    a. Click [⊕ ADD].

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

15. In the Subscriber section:

    a. Click [⊕ ADD].

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

16. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

       i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

       ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

17. Click [🖫 SAVE].

Figure 116: Project Loan (LS)Loan Details Page

Loan Details Page

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the [⊕ ADD LOANS] button.

3. Enter the **Issuer Loan Number**.

4. Select a **Mortgage Type** from the dropdown.

5. Enter a **Mortgage Interest Rate**.

6. Select Balloon Payment indicator – No. (If yes see sample details under LM Pool figure 84)

7. Enter an **Original Principal Balance.**

8. Enter an **Unpaid Balance**.

9. Enter a **Principal & Interest** amount.

10. Enter a **Term of Mortgage in Years**.

11. Select a **First Pay Date** from the date calendar.

12. Select a **Last Pay Date** from the date calendar.

13. Select a **Loan Origination** date from the date calendar.

14. Select an **Initial Endorsement** date from the date calendar.

15. If there are Prepayment Provisions, complete the applicable terms.

16. Enter a **FHA/USDA Case Number**.

17. Select a **Loan Type Code**.

18. Select a **Section of the Act** from the dropdown.

19. Select an Annex-Special Disclosures value.

20. Select a Non-Level Payment Provision value (if available).

21. Complete the **Mortgager Information** section:

    a) Name of Mortgager

    b) Property Site Address

    c) City

    d) State

    e) Zip Code

22. Click [SAVE].

23. Click [VALIDATE] to validate the pool against the business rules. Resolve Errors and/or Warnings (if applicable).

24. Click the [SUBMIT] button.

25. Complete the Certification confirmation, click [CONTINUE].

26. Enter the **SecurID PIN** and **Passcode**, click [SUBMIT].

4.13.12 Project Loan (RX) Pool

Figure 117: Project Loan (RX) Pool Details Page

Pool Details Page

1. From the Pools & Loans screen, click the [⊕ ADD POOLS] button in the header.

2. Select the [ENTER MANUALLY] button to be taken to the Pool Details screen.

3. Enter the **Pool Number.**

4. Select an **Issue Date** from the dropdown.

5. Select **RX-Project Loan-Mark to Market** from the Pool Type dropdown menu.

6. Select **04-Initial Project** from the Submission Type dropdown menu.

7. Enter a **Pool Tax ID**.

8. Select a **Delivery Date** from the date calendar.

9. Enter a **Security Interest Rate**.

10. Select a **Maturity Date** from the date calendar.

11. Expand Pre-Approval section and enter Pre-Approval data when applicable. Please refer to Basis Point Spread Pre-Approval, Cross Default/Cross Reference Case Number Pre-Approval, Balloon Payment Pre-Approval.

12. Select a **Custodian Number / Name** from the dropdown menu.

13. In the Principal & Interest Account box:

    a. Select an **ABA / Federal Routing Number** from the dropdown menu.

    b. Select an **Account Number** from the dropdown menu.

14. In the Escrow Accounts section:

    a. Click [⊕ ADD].

    b. Select an **ABA / Federal Routing Number** from the dropdown menu.

    c. Select an **Account Number** from the dropdown menu.

15. In the Subscriber section:

    a. Click [⊕ ADD].

    b. Select an **ABA Number / Deliver To** value from the dropdown menu.

    c. Enter a **Description**. (optional)

    d. Enter a **Position (in $)**.

16. In the Certification and Agreement – Form 11711B section:

    a. Select an option:

        i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

        ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

    b. If the first option is selected, select either **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

17. Click [💾 SAVE].

Figure 118: Project Loan (RX) Loan Details Page

<u>Loan Details Page</u>

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the ⊕ ADD LOANS button.

3. Enter the **Issuer Loan Number**.

4. Select a **Mortgage Type** from the dropdown.

5. Enter a **Mortgage Interest Rate**.

6. Enter an **Original Principal Balance.**

7. Enter an **Unpaid Balance**.

8. Enter a **Principal & Interest** amount.

9. Enter a **Term of Mortgage in Years**.

10. Select a **First Pay Date** from the date calendar.

11. Select a **Last Pay Date** from the date calendar.

12. Select a **Loan Origination** date from the date calendar.

13. Select an **Initial Endorsement** date from the date calendar.

14. If there are Prepayment Provisions, complete the applicable terms.

15. Enter a **FHA/USDA Case Number**.

16. Select a **Loan Type Code**.

17. Select a **Section of the Act** from the dropdown.

18. Select an Annex-Special Disclosures value.

19. Select a Non Level Payment

20. Complete the **Mortgager Information** section:

   a) Name of Mortgager

   b) Property Site Address

   c) City

   d) State

   e) Zip Code

21. Click [SAVE].

22. Click [VALIDATE] to validate the pool against the business rules. Resolve Errors and/or Warnings (if applicable).

23. Click the [SUBMIT] button.

24. Complete the Certification confirmation, click [CONTINUE].

25. Enter the **SecurID PIN** and **Passcode**, click [SUBMIT].

4.14 Using the Solution (Batch)

4.14.1 Pool/Loan Import

To import pool/loan data.

1. Click on the [⊕ ADD POOLS] button to enter pool information manually or to import pool/loan data.
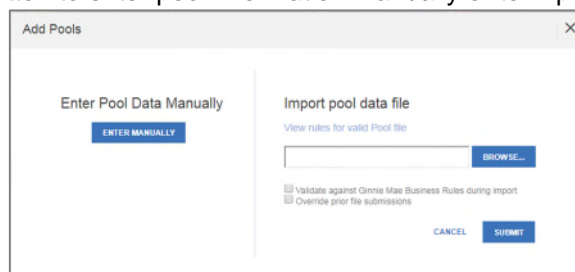
Figure 119: Add Pools

2. Under 'Import pool data file', click the BROWSE... button to locate a compatible file containing pool/loan data to import.

Note: MFPDM requires a .TXT file for import.
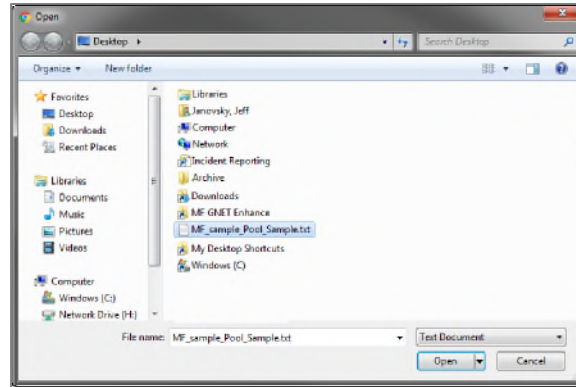
Figure 120: Open File

3. Select a compatible file and click **Open**.

4. If desired, select either/both checkbox:

   a. 'Validate against Ginnie Mae Business Rules during import' to run the Ginnie Mae validation process during file import.

   b. 'Override prior file submissions' to replace previously entered/imported data.

5. Select **SUBMIT**.

Note: Clicking Cancel closes the file selection screen and removes the selected file from import.

Note: If there is an error on one of the Subscribers during import all Subscriber entries are discarded (not saved).

4.15 Troubleshooting Common Errors

4.15.1 Field-Level Validation

MFPDM has two ways to indicate a problem with the data being entered. The first is a Field-Level Validation. Once User enters data in fields required for save (*) or additional key fields, the field-level validations immediately alert the User to invalid data.

An example of a field-level validation and hover-over can be seen below:

Figure 121: Field-Level Validation Example

The field will turn red and an associated error message is available upon hovering over the field.

4.15.2 Validation Fatal Error and Warning Messages

Upon selecting the **Validate** option from the Pool Header, MFPDM will verify pool/loan/draw data against a list of Ginnie Mae business rules. If issues with the data are found, MFPDM will display the associated Errors and Warnings at the top of the respective page upon which the error originates. An example of Loan Detail related Errors and Warnings can be seen below:
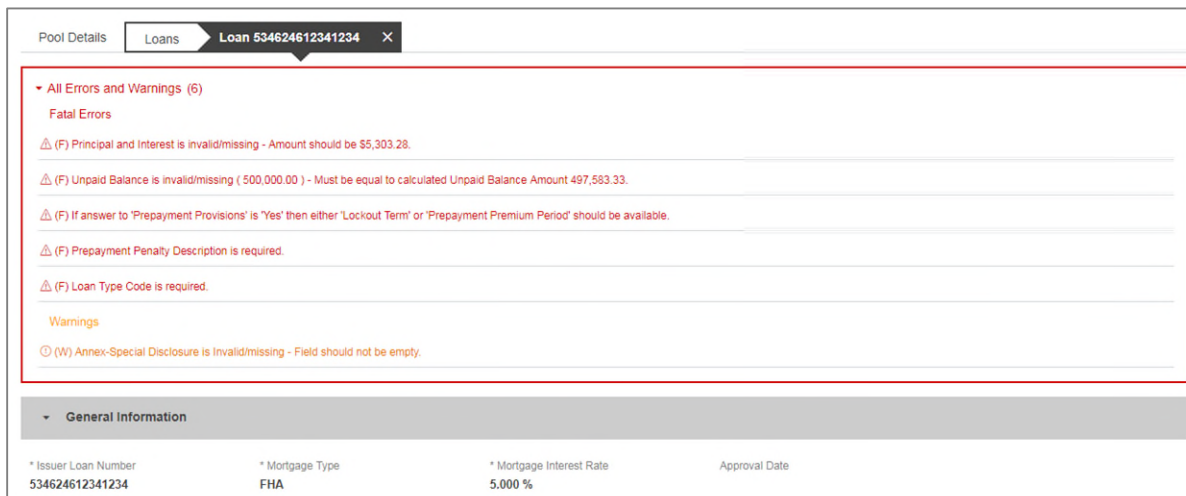
Figure 122: Validation Errors and Warnings

Fatal error messages appear in **red** at the top. Fatal error messages *must* be corrected before a pool is able to be submitted to a document custodian for certification.

Warnings are displayed in **orange** just below any fatal error messages. Warnings serve as a notification that something *may* be incorrect. Warnings *do not* need to be corrected before a pool is able to be submitted to a document custodian for certification.

Below is a sample of the most commonly seen error and warning messages for Multifamily pools and loans.

Table 11: Common Fatal and Warning Messages

POOL	LOAN
(F) Pool Number is invalid – First letter cannot be M or P.	(W) FHA/USDA Case Number is invalid/missing - Must be unique for loans associated with LS and RX pools
(F) Pool Type is invalid – Pool Type is required and must be CL, CS, LM, LS, PN, or RX Pools.	(W) Mortgage Interest Rate is invalid - The PL/PN Security Interest Rate/Mortgage Interest Rate exceeds the 50 basis points spread. Enter the approval date from an Account Executive.
(F) Amortization Method is invalid - Must be CD.	(F) Issue Loan Number is invalid - Must be fifteen (15) characters.
(F) Maturity Extension Date is invalid - Cannot be a future date.	(F) Initial Endorsement Date is invalid - Cannot be prior to 1/1/1970.
(F) Cumulative Approved Amount is invalid - Cannot be less than the Cumulative Requested Amount.	

*(F) – Fatal

(W) – Warning

4.15.3 Date Selection Limitations

All date fields in MFPDM provide the option to select a date from a date calendar widget. The date picker automatically limits to only valid options. Following is an example of a date picker limitation:
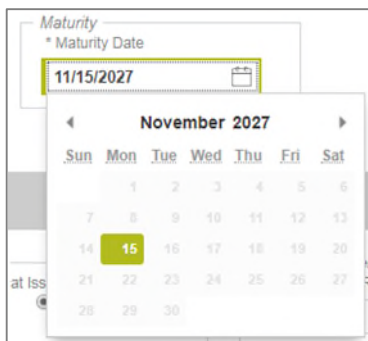
Figure 123: Date Calendar Limitation

In this instance, the field is limited to selecting only the 15th day of each month.

4.15.4 Limited Dropdown Selections

Dropdown fields in MFPDM may automatically restrict the data shown based upon many potential factors including:

- Signed and valid Master Agreement data
- A value selected in a dependent field (e.g. Submission Type is based on the Pool Type selected)
- Account Numbers (P&I, Escrow, etc.) are limited based upon the ABA/Federal Routing Number selected

4.16   Special Actions/Exceptions

4.16.1 Browser Back/Refresh Button

While using the MFPDM application, it is not recommended to user the web browser Back/Refresh Button as data may not be saved and filters used may clear when going back.
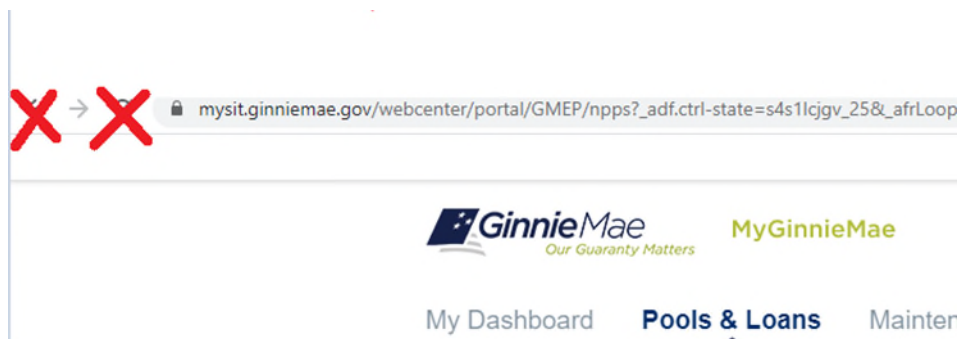
Figure 124: Browser Back/Refresh Button

Instead, when user is in the Pool Details, Loans, Loan Details or Draw Details pages the pool header will display the application back button. By clicking this arrow the users will safely go back to the previous screen.
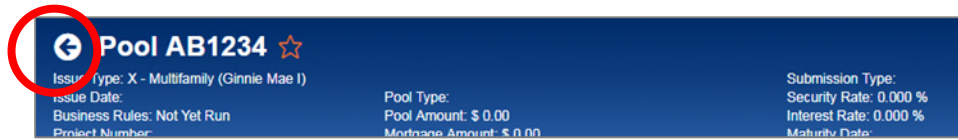
Figure 125: Application Back Button

5   REPORTING

5.1   Standard Reports

Users can generate and print the following forms and reports from the following pages: Pools & Loans, Pool Details, Loans, Loan Details, and Draw History Details.

Table 12: Forms & Reports

	MFPDM Form	HUD Name	Pool Types	Available
1.	Schedule of Subscribers - 11705	HUD-11705: Schedule of Subscribers and Ginnie Mae Guaranty Agreement	All	After initial save on Pool Details (11705) screen
2.	Schedule of Pooled Mortgages - 11706	HUD-11706: Schedule of Pooled Mortgages with data	All	After initial save on Loan Details (11706) screen
3.	Schedule of Pooled Mortgages with Data - 11706	HUD-11706: Schedule of Pooled Mortgages summary (Recap)	All	After initial save on Loan Details (11706) screen
4.	Certification and Agreement - 11711B	HUD-11711-B: Certification and Agreement	All	After initial save on Pool Details (11705) screen
5.	Prospectus Ginnie Mae I Project Loan Securities - 1724	HUD-1724: Prospectus - GNMA I MBS (Project Loan Securities)	LM/LS/PL/PN/RX	After successful submission of the pool
6.	Prospectus Ginnie Mae I Construction and Permanent Loan Securities - 1731	HUD-1731: Prospectus - GNMA I MBS (Construction & Permanent Loan Securities)	CL/CS/PL/PN	After the successful submission of the Initial Construction and Conversion pools (Type 03 and 05)

	MFPDM Form	HUD Name	Pool Types	Available
7.	**Certification for Construction Loans – 1732**	HUD-11732: Custodian's Certification for Construction Securities	CL/CS	After a draw has been certified
8.	**Modified Loan Payment History**	Modified Loan Payment History	LM	After the Modified Loan History is completed and saved (along with the Loan record)
9.	**Loans with Annex - Special Disclosures**	Loans with Annex - Special Disclosures	All	Any time - not specific to a single pool, displays a list of pools that contain an Annex value
10.	**Loans with Non Level Payment Provisions**	Loans with Non Level Payment Provisions	All	Any time- not specific to a single pool, displays a list of pools that contain a Non-Level value
11.	**Non Level Payment Schedule**	Non Level Payment Schedule	LM/LS/PN/RX /CL/CS	After the Non-Level Payment Schedule is completed and saved (along with the Loan record)
12.	**Certification for Mature Loans**	Certification for Mature Loans	LM	After an Issuer has completed the 'Certify this Mortgage' on the Loan Details and has saved the Loan
13.	**Basis Point Spread Waiver Letter**	Basis Point Spread Waiver Letter	ALL	Once Account Executive Approves Pre-Approval request for Basis Point Spread
14.	**Cross Default Waiver Letter**	Cross Default Waiver Letter	ALL	Once Account Executive Approves Pre-Approval request for Cross Default
15.	**Balloon Payment Waiver Letter**	Balloon Payment Waiver Letter	ALL	Once Account Executive Approves Pre-Approval request for Balloon Payment
16.	**Validation Report**	N/A	ALL	After validation

5.2 Standard Report Procedures

There are several locations with the MFPDM application from which users can generate forms/reports listed below:

- Pools & Loans Page
- Pool Details Page

5.2.1 Accessing Reports from the Pools Summary List

To generate a form/report from the pools summary listed within the **Pools & Loans** page follow the next steps.

1) Identify the desired pool and click on the (row action) button on the right side of each pool
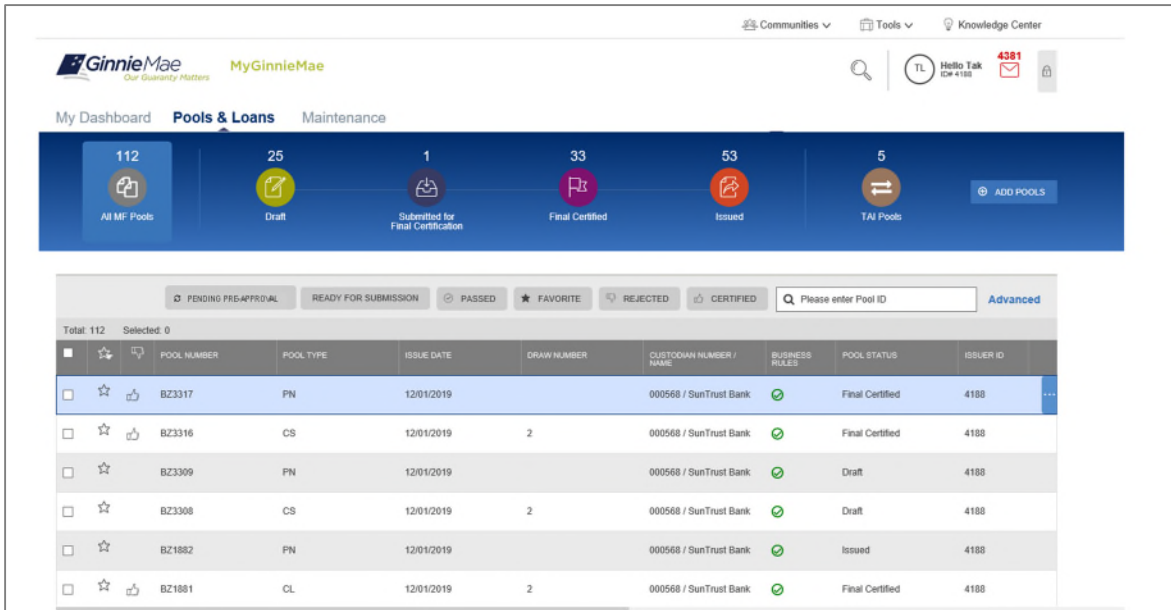
Figure 126: Pools & Loans Tab (Row Action button)

2) Click on the [DOCS] button, and select the desired report.
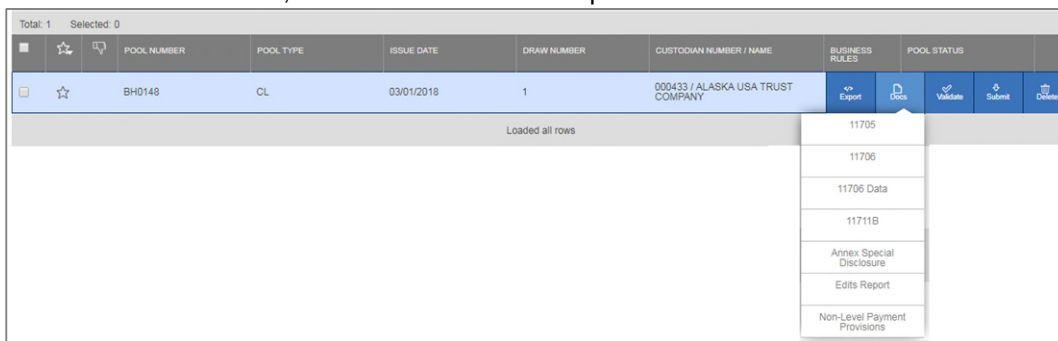
Figure 127: Pools & Loans Docs Drop Down

5.2.2 Accessing Reports from Pools Details Page

Reports can also be generated after selecting a Pool and can be accessed from the various sections within a pool.

1) To generate a form/report from the Pool Details, Loans, Loan Details and Draw History pages, click on [+ MORE ...] button on the top right corner of the Pool Header a drop down will display with additional actions

2) Select the [DOCS] button to display a dropdown of available forms/reports

3) Select the desired report.
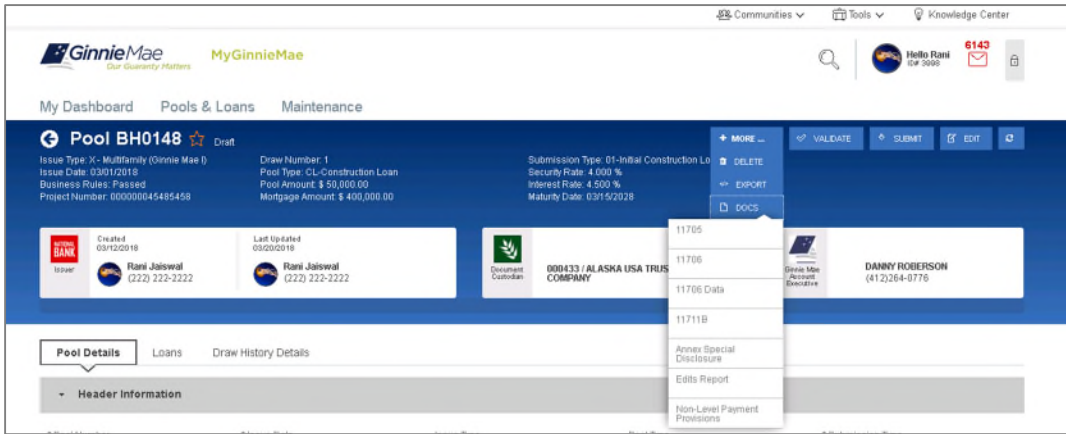
Figure 128: Pool Details Docs Drop Down

6 RESOURCES

6.1 Help Desk Information

Please refer to the MyGinnieMae Portal – Getting Started Manual for information on the Ginnie Mae Customer Support Hotline.

6.2 Glossary and Key Terms

Please refer to the MyGinnieMae Portal – Getting Started Manual for the MyGinnieMae Portal Dictionary of general portal terms.

6.3 Acronyms and Abbreviations

Table 13 – Glossary and Key Terms

Term	Definition
ABA#	Bank's Routing Number
AE	Account Executive
CL	Construction Loan
CS	Construction Loan Split-Rate
FCN	File Certification Number
FHA	Federal Housing Administration

FRN	File Rejection Number
FTN	File Transmission Number
GNMA	Governmental National Mortgage Association (Ginnie Mae)
LM	Project Loan – Modified Loan/Mature Loan
LS	Project Loan – 538/515/Small Loans
RX	Project Loan – Mark to Market
MBS	Mortgage-Backed Security
MF	Multifamily
MFPDM	Multifamily Pool Delivery Module
MM/DD/YYYY	Month/Day/Year
MM/YYYY	Month/Year
MyGinnieMae	Ginnie Mae Portal that hosts MFPDM Application
OAA	Original Aggregate Amount
OPB	Original Principal Balance
OTP	One-Time PIN
P&I	Principal and Interest
PN	Project Loan – Non-Level Payment
PPA	Pool Processing Agent
RD	Rural Development Loans (currently known as USDA)
RPB	Remaining Principal Balance
UPB	Unpaid Principal Balance
USDA	United State Department of Agriculture (also known as RD Loans)

7   QUICK REFERENCE CARDS (QRC)

This Quick Reference Card (QRC) has been created to help users navigate the Multifamily Pool Delivery Module (MFPDM) on MyGinnieMae Portal. The steps below describe how a Data Entry User and an Authorized Signer User can add, save, validate and submit Multifamily pools. The certification of the pools by the Document Custodian will continue as it does today via Ginnie*NET*.

MyGinnieMae PORTAL & MY DASHBOARD

1. Navigate to https://my.ginniemae.gov to access MyGinnieMae. Follow the login steps.

2. **My Dashboard** will display and includes recent pool updates for all Issuers, system messages and more.

3. **My Pools** section shows information related to recent activity within an Issuer's pools.

4. User can also access additional widgets: Inbox, Notes, Commitment Authority, Pool Numbers etc.

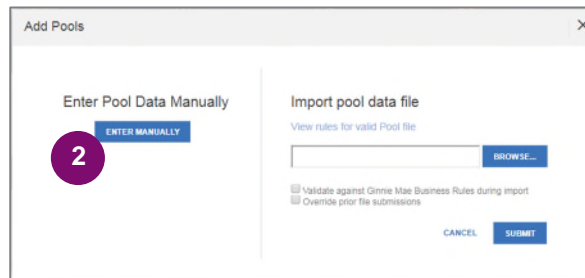5. To access the MFPDM Application select the **Pools & Loans** tab.

MANUALLY ADDING A POOL

1. From the **Pools & Loans** screen, select the **Add Pools** button in the header section
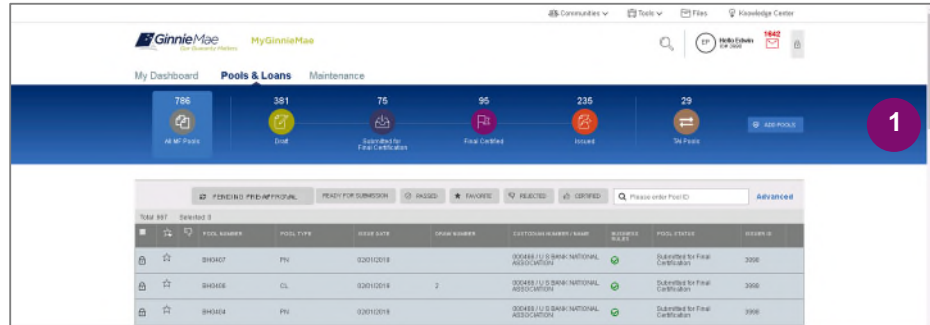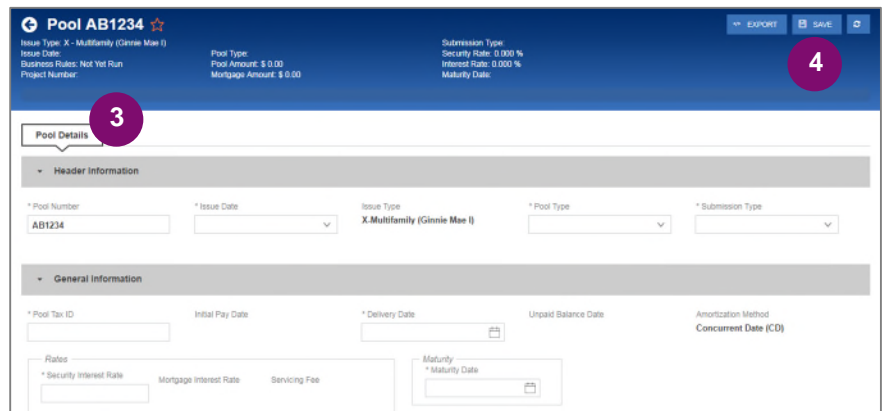

2. Select the **Enter Manually** button to be taken to the **Pool Details** screen.
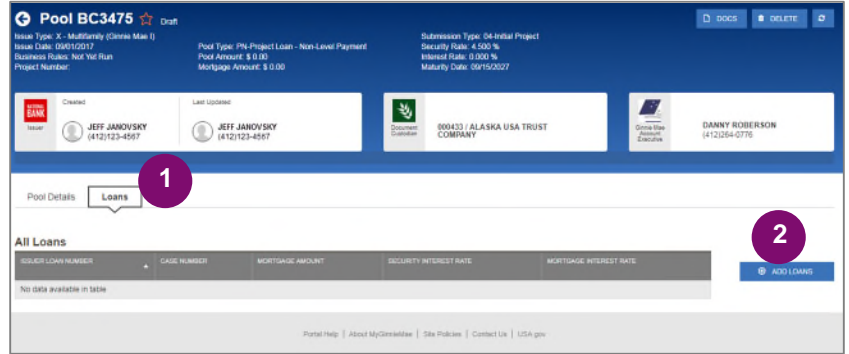

3. Fill out the **Pool Details** screen reflecting all fields as they appear in the 11705 form.
4. Select **Save** button to create the pool.

NOTE: In order to save the pool all fields with an asterisk (*) indicator are required.

ADDING A LOAN

1. From the Pool Details screen, click the **Loans** tab.

2. From the All Loans screen, click the **Add Loan** button.


3. Fill out the **Loan Details** screen reflecting all fields as they appear in the 11706 form.

4. Once a Pool is saved, users can run the Business Rules at any time by selecting the **Validate** button on any of the tabs (Pool Details, Loans Details or Draw History Details)
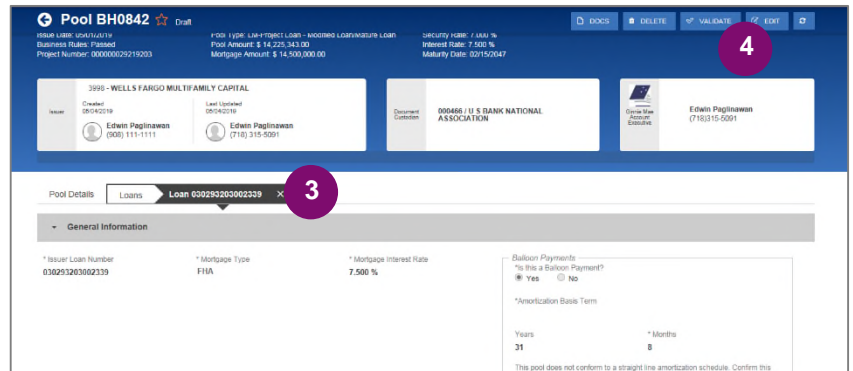
5. If there are errors, **Fatal (F)** or **Warning (W)** messages will display on the various tabs. Users will need to select **Edit** and then **Save** to update the pool accordingly.
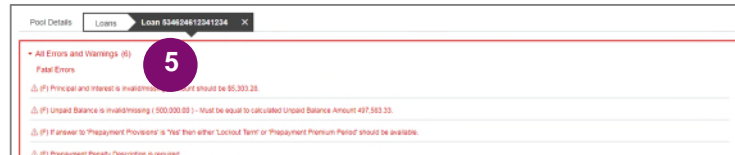

6. To Submit for Final Certification from the **Pool Details** screen select the **Submit** button from the header menu.
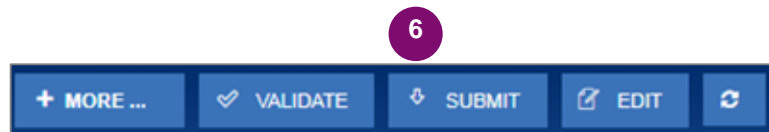

7. To submit one or multiple pools from the **Pools & Loans** screen clicking on one or more **checkboxes.** Select **Submit** from the header menu.

**NOTE:** This is required for a Submission Type 5 Conversion Pool.

NOTE: Once Data Entry users select submit, the pools will then be queued for the Authorized signer to Submit for Final Certification. Once the Authorized signer selects the **Submit** button they will follow the steps below.
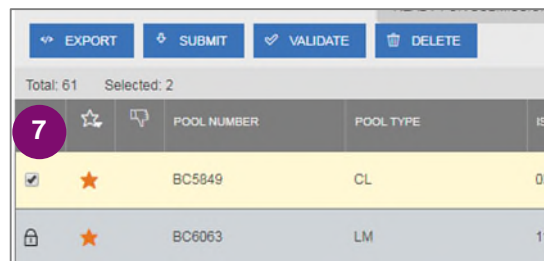
8. A confirmation window will display. To proceed with submission, select **Continue.**

9. User will be prompted to enter **RSA Pin and SecurID**, and select **Submit** to complete the process.
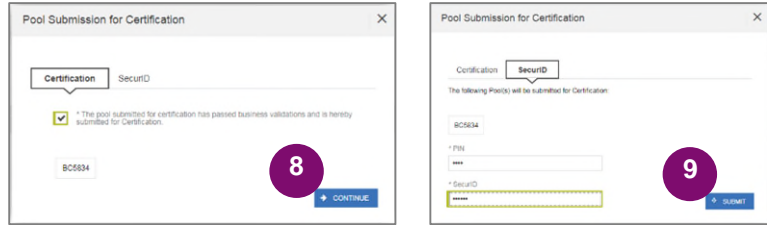
10. A message will display stating the pool is being processed.

11. Users will receive an Inbox message confirming the result of the submission.
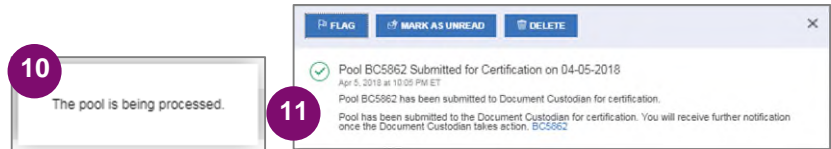
NOTE: 'Validation' or 'Submission' for Certification' are asynchronous processes and may take some time until updated data displays on screen. Users can refresh by clicking the refresh icon [icon] on the screen at any time, however the data will only display on refresh once the process is complete.

ADDING A CONSTRUCTION LOAN DRAW

1. To add Construction Loan Draws to applicable Pools, select the **Draw History Details** tab.

2. Enter an **Advance Amount**

3. Enter the **Requested Amount**.

4. Click **Save**.

To Validate and Submit for Final Certification, see **'ADDING A LOAN'** section above and repeat steps 4 through 11.

VIEW POOLS PREPARED BY DATA ENTRY USER

1. To view pools submitted by the Data Entry users, Authorized Signers can go to the **Pools & Loans** page and select the **Ready for Submission** quick filter.

   The screen will display all pools that are validated and ready to Submit for Final Certification. To Submit for Final Certification, see **'ADDING A LOAN'** section above and repeat steps 6 through 11.
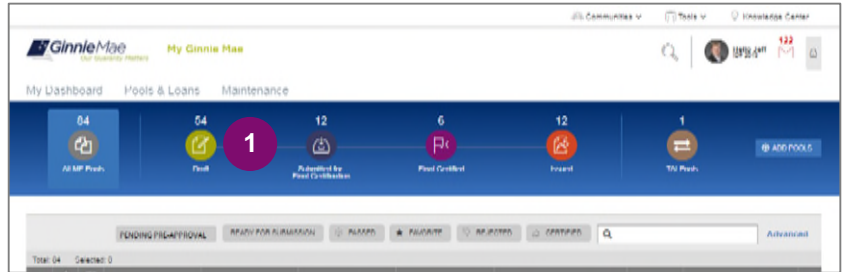
VIEWING FORMS & REPORTS

1. To generate a form/report Users can select the **Docs** button on the top right corner of the Pool Header. A drop down menu will appear with the available forms and reports.

2. Select a **document** and a pdf will be generated. Users can then view, save and print the document.