Multifamily Issuer Training
Pooling Processes and Systems Training (Half Day)
MULTIFAMILY ISSUER TRAINING

PRESENTERS

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- **Vicky Marajh**, Bank of New York Mellon
- **Maribel Canaan**, Bank of New York Mellon
AGENDA

- Introduction
- Path of the Pool
- Introduction to MyGinnieMae (MGM) Portal
- Multifamily Pool Delivery Module (MFPDM)
- Working in GinnieNET: Certification Module
- Multifamily Changes and Conversions
- Resources
Path of the Pool
PATH OF THE POOL

- Pool Submission, Processing, Issuance & Delivery Diagram
- MFPDM/GinnieNET Pool Submissions
  - Final Certification by Document Custodian
  - Process to Delete Final Certified Pools
- Knowledge Check
1. Pool submission
2. Final certification
3. Daily sweeps
**PATH OF THE POOL**

**FINAL CERTIFICATION**

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2:00 PM Sweep</strong></td>
<td>Pools certified prior to 2:00 PM EST will be considered 1 Day Processing and may be delivered for settlement the next business day.</td>
</tr>
<tr>
<td></td>
<td><strong>Deleting Pools after Final Cert:</strong> Contact the Ginnie Mae Help Desk at 1-800-234-4662, option 1 or 3. Pool(s) can only be deleted between the hours of 2:00 PM - 4:00 PM EST by the PPA.</td>
</tr>
<tr>
<td><strong>9:00 PM Sweep</strong></td>
<td>Pools certified after 2:00 PM EST but before 9:00 PM EST will be considered 2 Day Processing and may be delivered for settlement in two business days.</td>
</tr>
<tr>
<td></td>
<td><strong>Deleting Pools after Final Cert:</strong> Issuers have until 12 Noon to perform an Auto-Delete on GinnieNET. After 12 Noon but before 4:00 PM - EST, Issuers must contact the Ginnie Mae Help Desk at 1-800-234-4662, option 1 or 3 for assistance with deleting pool(s).</td>
</tr>
</tbody>
</table>
If I want to check the status of a pool, who can I call?
- Ginnie Mae Hotline at 1-800-234-4662 (GNMA), option 3

When can I Recall/Auto-Delete a Certified Pool?
- Pools/Loan Packages that are certified after 2pm EST, can be deleted up until 12pm EST the next business day

If I miss the window for Auto-Delete what can I do?
- Call the Ginnie Mae Hotline at 1-800-234-4662, option 1 or option 3
Introduction to MyGinnieMae (MGM) Portal
INTRODUCTION TO MYGINNIEMAE

- Introduction to MGM Portal
- Roles & Responsibilities
- Portal Login
**INTRODUCTION TO MYGINNIEMAE**

**INTRODUCTION TO MGM PORTAL**

*MyGinnieMae* is a single gateway to all Ginnie Mae’s systems, applications, and resources, that boosts efficiency for our business partners. The portal provides enhanced security and a single entry-point to all approved applications for individual users, as well as a seamless user registration and access request process for both the user and the approving authority.

MyGinnieMae will eventually replace GMEP 1.0 and serve as a primary platform for extending information technology (IT) capabilities to the Ginnie Mae community. MyGinnieMae delivers security features which Ginnie Mae established.

Access MyGinnieMae at [https://my.ginniemae.gov](https://my.ginniemae.gov) using any of these web browsers.
# INTRODUCTION TO MGM PORTAL

## ROLES & RESPONSIBILITIES

**Organization Administrators** are privileged users who control system access, assign functional roles, and perform other user management activities. These individuals are responsible for ensuring that End Users at their respective organizations are provided the appropriate level of access for their business role with Ginnie Mae and for the maintenance of those user accounts. Formerly known as Security Officers and Enrollment Administrators.

<table>
<thead>
<tr>
<th>User Type</th>
<th>Responsibility / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Administrator</td>
<td>Operations Administrators have general oversight of the Portal. They can only provide final acknowledgement of access requests and cannot make any changes to end user accounts. This function is provided by BNYM Operations on behalf of Ginnie Mae, with Ginnie Mae Information Security serving as the Super Administrator over the entire system.</td>
</tr>
<tr>
<td>Organization Administrator</td>
<td>Organization Administrators have the privilege to invite end users to register for a Portal account, approve user registration, initiate access request via functional role assignment to user and approve the access request within a single organization &lt;br&gt; Note: Separation of duties within the registration and access request workflows does not allow the Organization Administrator to initiate a registration and approve that same registration nor request access via functional role assignment and approve that same access request. A minimum of two Org Admins are required and it is recommended to have more than the minimum from an operational perspective.</td>
</tr>
<tr>
<td>End User</td>
<td>End Users are the various types of Ginnie Mae employees, business partners, and contractors who require access to the business applications and information within the Portal, including various self-service functions.</td>
</tr>
</tbody>
</table>
End Users are provided access based on their business activities which are organized into meaningful access profiles called Functional Roles. Use of Functional Roles ensures users have appropriate level of access in relation to their job functions/responsibilities, enforces the least privilege principle, and makes the account provisioning/de-provisioning actions easier for Organization Administrators. These roles are grouped and vary by type (Single Family, Multi-Family, HECM, etc.).

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-Loan Delivery and Pooling Basic User</td>
<td>Upload/enter pool and loan information for delivery; verify availability of commitment authority; clear document deficiencies and pooling exceptions; access to prepare but not execute PIIT/TAI transactions.</td>
</tr>
<tr>
<td>SF-Loan Delivery and Pooling Authorized Signer</td>
<td>Only for HUD 11702 signatories. All rights of a Loan Delivery and Pooling Basic User, plus; authority to submit pools for issuance, request additional commitment authority and execute PIIT/TAI transactions</td>
</tr>
<tr>
<td>MF-Investor Reporting Basic User</td>
<td>Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.</td>
</tr>
<tr>
<td>MF-Investor Reporting Authorized Signer</td>
<td>Only for HUD 11702 signatories. All rights of an Investor Reporting Basic User, plus; authority to certify the monthly pool and loan accounting report; submit edits needed to clear exception feedback and monthly reporting errors.</td>
</tr>
<tr>
<td>HECM-Compliance and Oversight User</td>
<td>Review portfolio servicing and investor reporting metrics and reports; oversee subservicer performance when applicable.</td>
</tr>
<tr>
<td>SS-Investor Reporting Basic User</td>
<td>Submit monthly pool and loan level accounting data; submit quarterly custodial account verification data; review monthly remittance information, review monthly reporting exception feedback and errors.</td>
</tr>
</tbody>
</table>
INTRODUCTION TO MGM PORTAL

PORTAL LOGIN SCREEN

Government Security Disclosure

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transmitting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transmitting or stored on this information system.

2. Any communications or data transmitting or stored on this information system may be disclosed or used for any lawful government purpose.

3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except HUD or Ginnie Mae’s Chief Information Officer.

"Logging into MyGinnieMae" Quick Reference Card
Inside MyGinnieMae, the **My Dashboard** screen will appear. My Dashboard is a landing page that has been tailored for different user types, to provide easier access to key information and applications.
Multifamily Pool Delivery Module (MFPDM)
MFPDM Overview

MFPDM System Demonstration

Using MFPDM
  • MFPDM Issuer User Manual

Exercise

FAQs
The **Pools & Loans** tab displays all MFPDM pools and loans that have been Submitted for Final Certification, Final Certified, and Issued by the associated Issuers. The header displays a tally of pools by status and the lower half of the screen lists all pools with additional sorting details in each column.
MFPDM provides an updated application interface to the following processes and procedures that are currently supported through the GinnieNET application.

Issuers create a new Multifamily Pool, save and validate.

Issuers can then add a Loan and Draws (if applicable) and validate.

Issuer submits the pool for Final Certification.

Final Certification will happen as it does today by Document Custodian, and once this is complete the pool status is updated to Final Certified.

Pool continues path to Issuance at the Pool Processing Agent’s Office.

Security Issuance

Finish Line

New Enhancement
Issuers can submit payments for balloon payments.
MULTIFAMILY POOL DELIVERY MODULE

MFPDM DEMONSTRATION
The MFPDM Issuer User Manual provides the instructions necessary to process pools via the new modernized pooling application.

In the Table of Contents click on the Section, Figure or Table number provided to access each topic listed below.

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<th>Section/Figure/Table</th>
<th>Page #</th>
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</tr>
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MFPDM FILE LAYOUT

Pool Record Layout (11705) P01

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Type</th>
<th>Length</th>
<th>Dec. Places</th>
<th>Start</th>
<th>End</th>
<th>Format</th>
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<tbody>
<tr>
<td>1</td>
<td>Record Type</td>
<td>Alphanumeric</td>
<td>3</td>
<td></td>
<td>1</td>
<td>3</td>
<td>P01</td>
</tr>
<tr>
<td>2</td>
<td>Filler</td>
<td>Space</td>
<td>1</td>
<td></td>
<td>4</td>
<td>4</td>
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<tr>
<td>3</td>
<td>Pool Number</td>
<td>Alphanumeric</td>
<td>6</td>
<td>5</td>
<td>10</td>
<td></td>
<td>999999 or XX9999</td>
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<td>Alpha</td>
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<td>5</td>
<td>11</td>
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<tr>
<td>5</td>
<td>Pool Type</td>
<td>Alphase</td>
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<td>12</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Draw Number</td>
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<td>15</td>
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<td></td>
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<td>7</td>
<td>History</td>
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<td>16</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Split Rate Indicator</td>
<td>Alpha</td>
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<td>17</td>
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<td></td>
<td></td>
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<td>9</td>
<td>Spli Rate</td>
<td>Numeric</td>
<td>6</td>
<td>3</td>
<td>18</td>
<td>233</td>
<td>99999</td>
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<tr>
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<td>Issuer ID</td>
<td>Alphanumeric</td>
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<td></td>
<td>24</td>
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<td>33</td>
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<td>12</td>
<td>Issue Date</td>
<td>Date</td>
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<td></td>
<td>34</td>
<td>41</td>
<td>YYYYMMDD</td>
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<td>13</td>
<td>Settlement Date</td>
<td>Date</td>
<td>8</td>
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<tr>
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<td>17</td>
<td>Method</td>
<td>Alpha</td>
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<td>75</td>
<td>76</td>
<td>CD</td>
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<td>18</td>
<td>Subservicer</td>
<td>Alphanumeric</td>
<td>4</td>
<td></td>
<td>77</td>
<td>80</td>
<td>99999</td>
</tr>
</tbody>
</table>

GinnieNET/MFPDM Multifamily Import File Layouts

1. Record Type – Always P01
2. Filler
3. Pool Number – The Ginnie Mae Pool identifier
4. Issue Type - Designates whether a pool is a Ginnie Mae I or Ginnie Mae II pool or loan package. Always equal to “X (Ginnie Mae I), C (Ginnie Mae II Custom) or (Ginnie Mae II Loan Package to be included in a multiple Issuer Pool)”.
5. Pool Type – The type of Multifamily MBS pool, defined as follows:
   - PL: Identifies a pool consisting of a single, level payment FHA insured project loan that (A) has a first scheduled payment date no more than 24 months before the issue date of the securities and (B) has not been modified subsequent to FHA’s final endorsement.
   - PN: Identifies a pool consisting of a single, non-level payment FHA insured or Rural Development, RD guarantees loan that (A) has a first scheduled payment date no more than 24 months before the issue date of the securities and (B) has not been modified subsequent to FHA’s final endorsement, and execution.
   - LM: Identifies a pool consisting of (A) a single project loan with a first scheduled payment date more than 24 months before the issue date of the securities or (B) a loan that has been modified subsequent to FHA’s final endorsement.
   - “LS” identifies a pool consisting of one or more project loans, (A) each of which is secured by a lien on a small project as determined by FHA or an RD-Section 515 guaranteed loan that has been used for the revitalization of the Section 515 loan portfolio, (B) each of which has a first scheduled payment date no more than 24 months before the issue date of the securities and (C) none of which has been modified subsequent to final endorsement or issuance of the RD permanent loan guarantee.
   - “RX” identifies a pool consisting of one or more project loans, (A) each of which is secured by a lien on a Marli-to Market project as determined by FHA and the Office of Affordable Housing Preservation (OAHNP) and (B) each of which has a first scheduled payment date no more than 24 months before the issue date of the securities.
   - “CL” identifies pool consisting of a single construction loan; the interest rate payable on the securities by a CL pool will also be the interest payable, upon conversion of the construction loan securities, on the resulting project loan securities.
   - “CS” identifies pool consisting of a single construction loan; the interest rate payable on the securities by a CS pool will differ from the interest rate payable, upon conversion of the construction loan securities, on the resulting project loan securities.
6. Draw Number – Represents each issuance of a construction loan draw security.
7. History Indicator for a Construction Loan (Draw History Pool “P”) if history pool, else blank.
8. Split Rate Indicator – “R” Indicator for split rate CS pools, else blank.
9. Split Rate – For CS pools, the Security Interest rate for the Project Loan security.
10. Issuer ID – Number Ginnie Mae assigned to this Mortgage-Backed Securities issuer organization.
11. Document Custodian ID Number – The issuer’s document custodian ID number assigned to this pool.
12. Pool Issue Date – The date the pool was issued; always the first of any given month.
13. Settlement Date – The date the new issue security should be delivered to the Fed for clearing.
14. Original Aggregate Amount – The pool principal balance at origination. This is the sum of mortgage outstanding balances.
16. Low Rate – The lowest loan interest rate in the pool.
17. Method – The pool amortization method; CD = Concurrent Date and IR = Internal Reserve.
18. Subservicer – The issuer number of the issuer who will be servicing the pools, when applicable.
Issuers can **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.

**Where in the Path of the Pool can the **Delete** and **Recall** actions be taken?**
MULTIFAMILY POOL DELIVERY MODULE

GROUP CASE STUDY

LOGIN
To MGM/MFPDM
- Select group’s assigned pool
- Run Business Rules / Validation

REVIEW
Business Validation Message(s)
- Analyze Error Message(s)
- Take Corrective Action(s)

REPORT
Results
- Was Corrective action successful?
- Provide details
**KNOWLEDGE CHECK**

1. Which pooling system should I use for pools that have already been delivered in GinnieNET?
   - a. Action available to the Authorized Signer role. Allows the user to revert a pool that is in Submitted for Final Certification or by a 12:00 PM the following business after Final Certified.

2. Where do I access Pool Reports and HUD Forms?
   - b. Yes. Once a pool is submitted for Final Certification, it can be viewed in GinnieNET as the certification and issuance of pools will continue as it does today.

3. Can I view pools entered via MFPDM in GinnieNET?
   - c. Existing Pools will remain in GinnieNET, including subsequent draws for CL/CS and conversions. MFPDM will only be used for new pools delivered via that application.

4. What is a ‘Delete’ of a Pool in MFPDM?
   - d. Action available to all users for pools that are in Draft status. Deleting a pool removes it entirely from the system. A user may reuse a pool number that has previously been deleted.

5. What is a ‘Recall’ of a Pool in MFPDM?
   - e. All HUD Forms will be available for downloading and printing under the MFPDM Docs menu option.

**MFPDM Frequently Asked Questions**

- Existing Pools will remain in GinnieNET, including subsequent draws for CL/CS and conversions. MFPDM will only be used for new pools delivered via that application.
- All HUD Forms will be available for downloading and printing under the MFPDM Docs menu option.
- Action available to all users for pools that are in Draft status. Deleting a pool removes it entirely from the system. A user may reuse a pool number that has previously been deleted.
- Yes. Once a pool is submitted for Final Certification, it can be viewed in GinnieNET as the certification and issuance of pools will continue as it does today.
- Action available to the Authorized Signer role. Allows the user to revert a pool that is in Submitted for Final Certification or by a 12:00 PM the following business after Final Certified.
GinnieNET Certification Module
GINNIE\textit{NET} CERTIFICATION MODULE

- Accessing Ginnie\textit{NET} via MGM
- Final Certification (Document Custodian Process)
- Request for Release of Documents (11708)
- Recertification
- Knowledge Check
1. From any screen in the MGM portal, select the **Tools** dropdown at the top of the screen.

2. Then look for **GinnieNET** under Other Applications.
When the issuer has submitted the pool to the Ginnie\textit{NET} network, the Document Custodian must certify the pool.

Ginnie\textit{NET} sends an e-Notification to the Custodian advising that there is a pool awaiting certification.

The Custodian completes the certification in Ginnie\textit{NET}. This initiates the pool processing timeline.
GINNIE NET CERTIFICATION MODULE

DOCUMENT CUSTODIAN CERTIFICATION CERTIFY/REJECT

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GinnieNET On The Web

**Host Communications Selections**

- **Select Pools to Certify**
  - Pools to Certify
    - Pool: BE8461RX 04 Multifamily

- **Select Pools to Reject**
  - Pools to Reject
    - No Pools to Be Rejected

Submit

**Host Communications Results**

- **GinnieNET Host Communications Result Report (Job Number 1116968)**

1. CERTIFY SUCCESSFUL 188000956BZ3304KCS06271902289609-BZ3306.KCS FCH: 1B88000956BZ3304KCS06271902289609-BZ3306.KCS
2. CERTIFY SUCCESSFUL 188000956BZ3307XFW0627190228449-BZ3307.XFW FCH: 1B88000956BZ3307XFW0627190228449-BZ3307.XFW

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**GinnieNET On The Web Issuer Multifamily Training Guide**

Section 8 Host Communications, Page 109
GinnieNET Certification Module

HUD 11708 – Request for Release of Documents

GinnieNET On The Web
Main Menu

- Data Entry/Review
  - New Pool Processing
  - Multifamily Processing
- Certifications
  - Single Family Processing
- Common
  - Issuer (Transfer) Recertification
  - Custodian (Transfer) Recertification
  - HUD 11708
  - Document Custodian Transfers
  - Apply Ginnie Mae Edits - Recertification
- Investor Reporting
  - Data Export/Import
  - Host Communications
  - Reports
  - Maintenance

GinnieNET On The Web Issuer Multifamily Training Guide
Section 6.4 HUD 11708 Request for Release of Documents Screen, Page 96
Once the Custodian certifies the new pool submission, the pool is considered final certified.

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

✓ All Recertifications are on a pool level and are to be submitted via GinnieNET.
GINNIE NET CERTIFICATION MODULE

GINNIE NET RECERTIFICATION PROCESS

1. Issuer selects Ginnie NET menu option Common for Recertifications.
   - Issuer must select if the recertification is due to an Issuer Transfer or Custodian Transfer.
   - Issuer enters pools to be recertified and selects NEW.

1a. Issuers can add or edit records only when the Transfer Status is “Certified” or “Rejected”.

2. Issuer completes recertification process and then selects Save.
   - Issuer selects option to apply recertification edits on the main menu.
   - GinnieNET edits pools and flags those that pass the edits.

3. Issuer selects option to transmit recertified pools.
   - GinnieNET transmits details of pools to be recertified by the Custodian.

4. GinnieNET sends eNotification to the Custodian that there is a pool to be recertified in GinnieNET.

5. Custodian receives eNotification that there is a pool to be recertified in GinnieNET.
   - Custodian performs recertification.

GinnieNET On The Web Issuer Multifamily Training Guide
Section 6.2 Issuer (Transfer) Recertification, Page 90
How should I submit pools for Recertification? Select all that apply:
1. Issuers will continue to process pools for Recertification on GinnieNET.
2. Issuer can submit a manual Recertification request.
3. Issuer can submit the Recertification using MFPDM.

Recertification is due:
- a) Within 12 Months after the pool is submitted
- b) Within 12 Months after the effective Transfer date
- c) Within 12 Months after the pool’s issue date

Which Reason Codes are not applicable when completing the HUD Form 11708 “Request for Release of Documents”?
- I. Paid in Full
- II. Credit Score Drop
- III. Loan Substitution
- IV. Default
Multifamily Changes and Conversions
MULTIFAMILY CHANGES & CONVERSIONS

- Multifamily Conversion Types
- Mortgage Modifications
- Mortgage Increase/Decrease
A Construction Loan Pool will convert to the Permanent Loan (Project Loan) Pool upon completion of the construction period and when the final construction loan draw is to be issued/delivered.

Two ways to submit a Multifamily Conversion:

- Conventional Method
- Modernized Method

**NOTE:** All Construction Loan Pools must convert to Project Loan Pool (PN)
What is a Type 3 Conversion?

A Type 3 Conversion is the submission of the PN pool with the manual return of the CLCs position(s), with issuance of the Permanent Loan Security (Position) through the Federal Reserve Bank of New York (FRBNY).

Whoever holds/owns all the CLCs must return the positions to the FRBNY for cancellation so the project loan position can be issued and delivered.
When MUST an Issuer submit a Type 3 Conversion?

- If there isn’t a Final Draw
- If the Issuer _advances_ or funds are < minimum security amount ($1,000)
- If the final draw is < the schedule principal collected and loan commenced amortization.

Issuers **cannot** request a Type 3 Conversion with draw issuance in the same month. For example, if you issue the last draw in April, you are to convert in May, not April.
What is a Type 5 Conversion?

A Type 5 Conversion is when the final draw and PN conversion are submitted together for issuance. The final CLC is delivered for settlement, and three business days later the CLC is automatically canceled when the PN is delivered through the FRBNY for settlement.

Whoever holds/owns all the CLCs must return the positions to the FRBNY for cancellation so the project loan position can be issued and delivered.
1. Issuer contacts BNY Mellon to obtain Investor(s) of record for the CL pool.

2. BNY Mellon contacts FRBNY for Dealer/Investor details; forwards information to Issuer.

3. Final draw/PN conversion (Type 5) submission is received by BNY Mellon.

4. BNY Mellon contacts FRBNY to send a broadcast message to Dealers/Investors regarding the conversion.

5. CL/PN conversion approved for issuance and settlement.
MULTIFAMILY CHANGES & CONVERSIONS

MODIFICATIONS

• Must contact Ginnie Mae.

• Investor approval required.

• Must be a manual pool submission.
MULTIFAMILY CHANGES & CONVERSIONS

INCREASE/DECREASE

- Contact BNY Mellon for system parameters.
- Can be done through MFPDM or GinnieNET for most submissions.
  - Construction Loan Pools in GinnieNET must remain in GinnieNET.
- HUD’s approval for mortgage increase/decrease is required.
- Investor acknowledgment may be required prior to submission.

**GinnieNET On The Web Issuer Multifamily Training Guide**
5.1 Pool Detail Information: *Multifamily Pool Details – 11705*, Page 36

**MFPDM Issuer User Manual**
Table 8: Draw History Details Field List, Page 30
RESOURCES

MANUALS, QRCs, FAQs

MyGinnieMae Organization Administrator Manual


MFPDM Issuer User Manual

Logging into MyGinnieMae Quick Reference Card

Issuer MFPDM Quick Reference Card
Submission of Multifamily Pools on MFPDM Application

MFPDM Frequently Asked Questions (FAQs)

GinnieNET/MFPDM Multifamily Import File Layouts