Commitment Management Issuer User Manual

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

Ginnie Mae, Mortgage-Backed Securities Issuance and Bond Administration (MBSIBA)

Version 3.1

Ginnie Mae

Application Details

Application Information	Description
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Application Acronym	CM for IPMS
Ginnie Mae SVP, Sponsor	Victoria Vargas
Ginnie Mae Application Owner	Daniel Boling
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1 INTRODUCTION

This manual is written to provide instructions on how to use the Commitment Management (CM) application. Issuers will utilize the Commitment Management (CM) application to manage commitment authority requests, commitment fee calculations, commitment authority balance and request status and requests reports. The functional roles associated with the application are PPA Group View Reports, Verify Fee Process, and View Requests.

Below are links that address common topics that pertain to the Commitment Management (CM) application.

- How to get access to MyGinnieMae
- Refer to the MyGinnieMae Getting Started Manual for System Prerequisites
- Accessing the Commitment Management Application
- Key Terms

1.1 Application Overview

The Commitment Management (CM) application is an application in MyGinnieMae used by CM Issuers to manage commitment authority requests, handle commitment fee calculations and confirmations, monitor commitment authority balance and request status and request reports pertaining to commitment authority.

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1.2 Data Workflow

When an Issuer requests Commitment Authority, the Commitment Management application checks the Issuer's eligibility status and calculates the commitment fee due for the amount of the Commitment Authority requested. The Issuer confirms

the bank account number that will be used to draft the commitment fee through the Automated Clearing House (ACH), and the Pool Processing Agent (PPA) drafts the fee and updates MGM. Ginnie Mae Account Executives (AEs) approve or decline the request. If the Issuer is not eligible, they are asked to contact their AE.

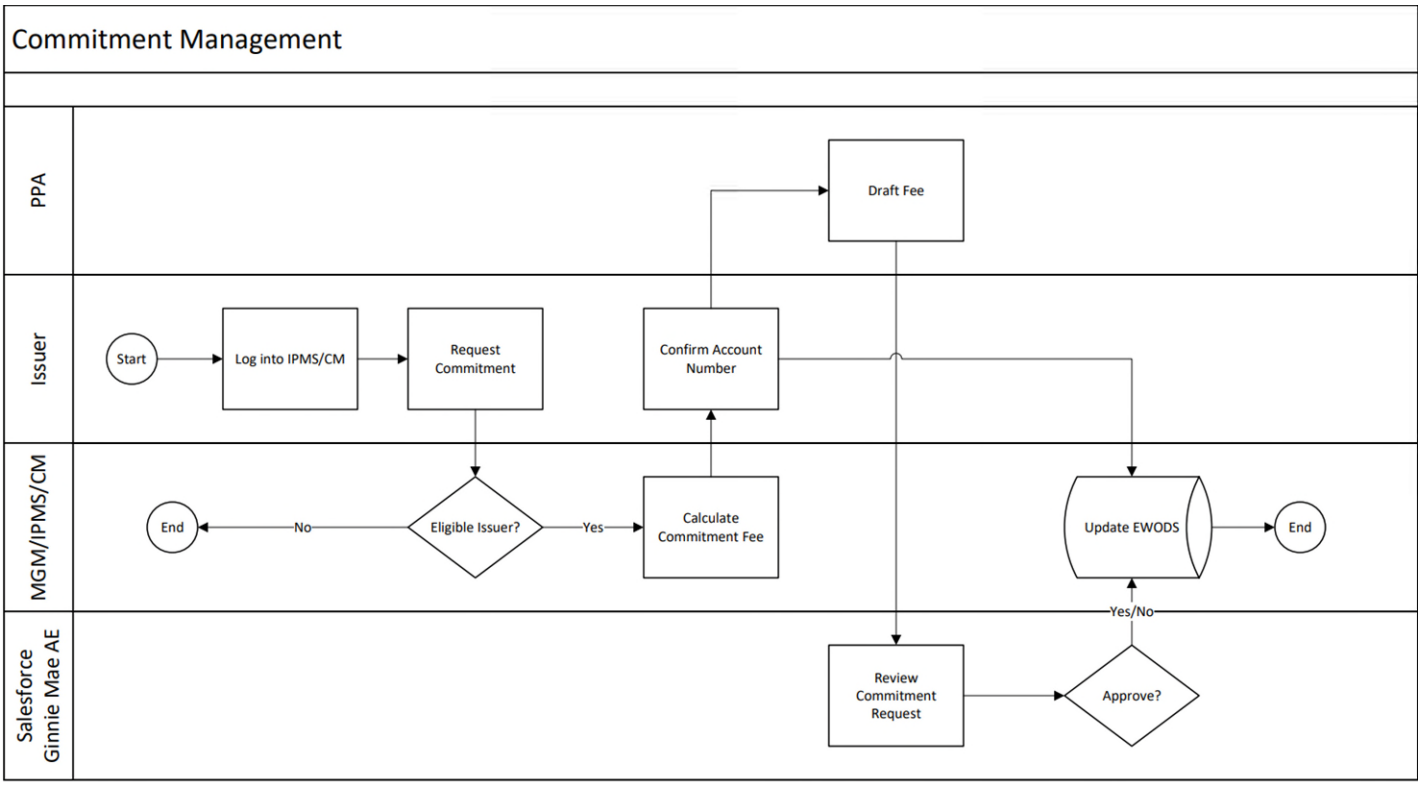

Figure 1-1 Commitment Management Data Workflow

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2 USING THE COMMITMENT MANAGEMENT APPLICATION

2.1 Accessing the Commitment Management (CM) Application

Upon logging onto MyGinnieMae (MGM), the user is presented with My Dashboard, which displays options for navigating the MGM Portal.

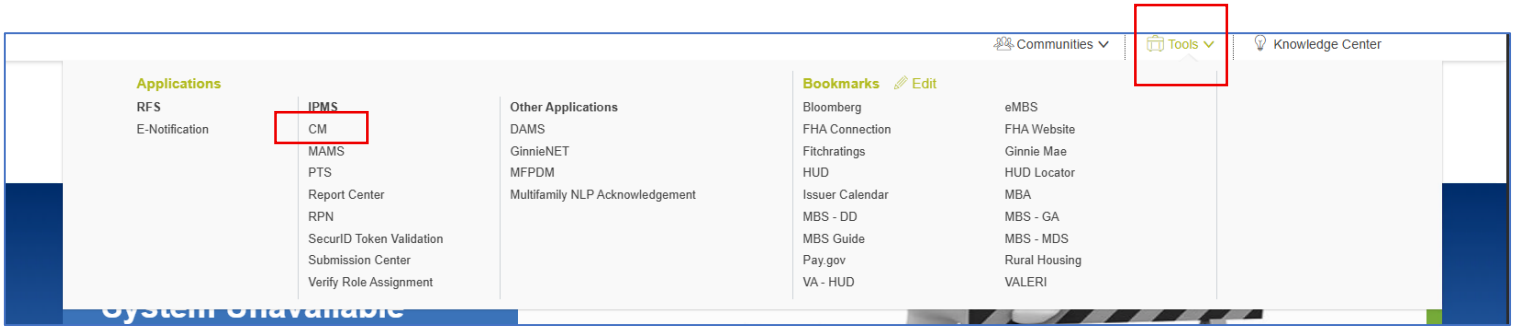

Figure 2-1 MGM Tools Menu

1. From the main MGM screen, select **Tools.**
2. Select **CM** from the IPMS drop-down menu.

Commitment Management Summary Screen is displayed.

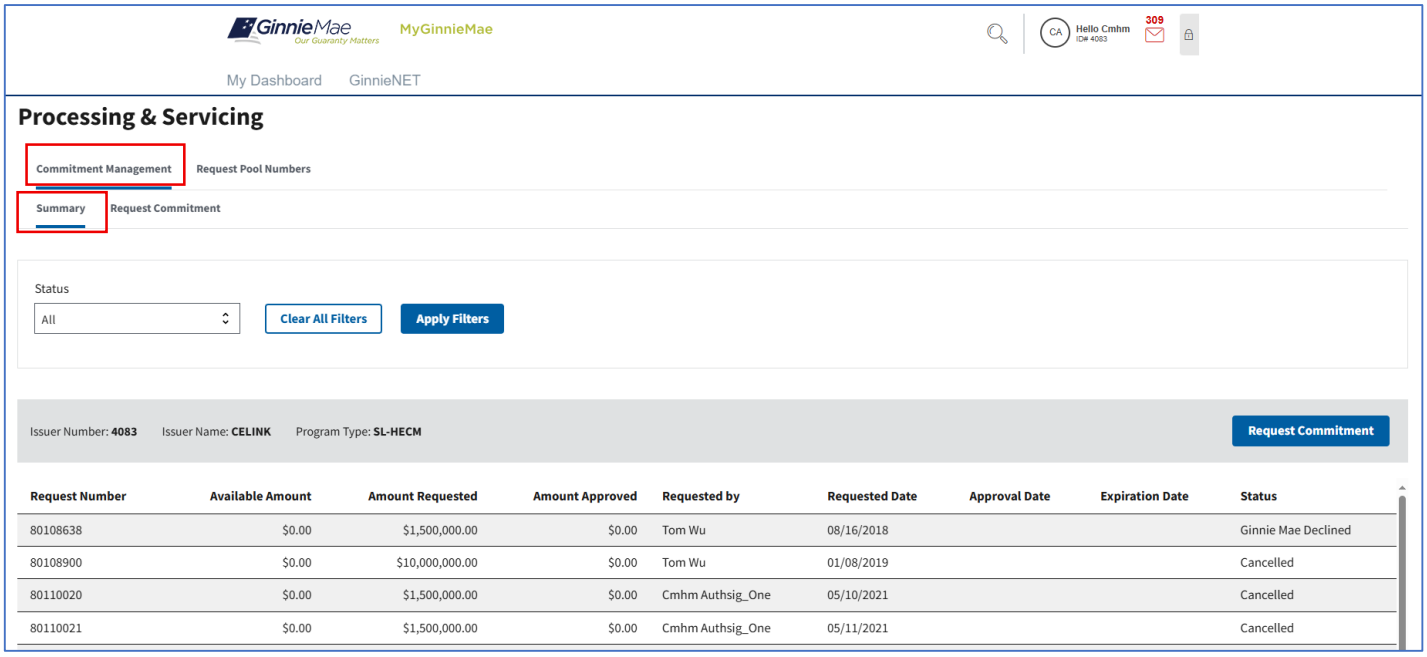

Figure 2-2 Commitment Management Summary Screen

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Field	Description
Issuer Number	The 4-digit number Ginnie Mae assigned as Issuer.
Issuer Name	Name of Issuer.
Program Type	One of the 4 Program Types applicable to the Issuer (SL-Single Family, SL-HECM, SL-Manufactured Home, ML-Multi Family)
Request Number	8-digit transaction ID

Field	Description
Available Amount	Dollar amount available for commitment request.
Amount Requested	Dollar amount requested for commitment request.
Amount Approved	Dollar amount approved for commitment request.
Requested by	Name of Requester.
Requested Date	Date of Request.
Approval Date	Date of Approval
Expiration Date	Date of Commitment Amount expiry
Status	Status of request. Status values are: • All – All statuses displayed • Approved – Request for new Commitment Authority is approved by Ginnie Mae. • Ginnie Mae Declined – Ginnie Mae has declined the request for new Commitment Authority • Cancelled Status – The request has been cancelled • Not Available – Commitment amount has been exhausted and is no longer available for use • Pending – Commitment Authority request submitted to Ginnie Mae for approval • Rejected – Request has been rejected.
Request Commitment	Button that directs user to the Request Commitment screen.

Table 1 Commitment Management Summary Screen Fields

1. Use the page navigation at the bottom of the screen to scroll through the pages. 'First' = first record, 'Previous' = previous, 'Next' = next page, 'Last' = last record.
2. Select from the **Status** pull-down (to filter by status of commitment requests) and click the 'Apply Filters' button for the appropriate Status filter. Then click the 'Request Commitment' button to request a commitment.

   OR

   Click the 'Request Commitment' tab link next to Summary tab.
3. The Request Commitment Authority screen appears:

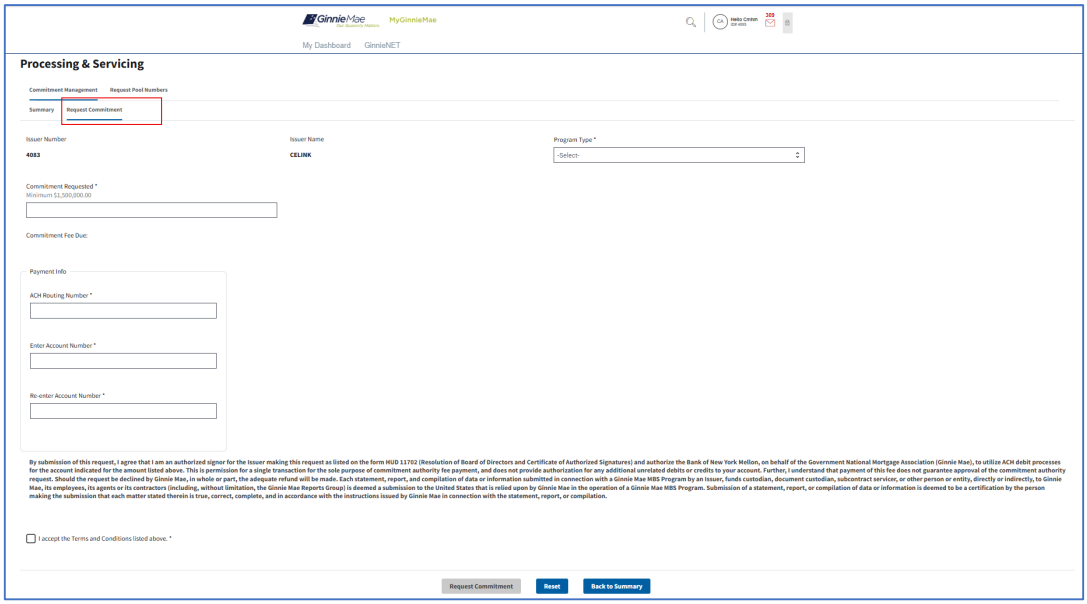


Figure 2-3 Request Commitment Authority Screen

Field	Description
Issuer Number *	The 4-digit number Ginnie Mae assigned as Issuer.
Issuer Name *	Name of Issuer.
Program Type *	Single Family or Multi Family. Refer to Table 1 – Commitment Management Summary Screen Fields – 'Program Type' row.
Commitment Requested *	Dollar amount requested for commitment request.
Commitment Fee Due	Fee for the commitment amount requested.
Payment Info *	Radio button which allows the user to select an account for payment of Commitment Fee.
Select ACH Account	Field menu used to select the account to be used for drafting the commitment fee that will be debited.
Enter Account Number	Bank account associated with transaction.
Re-enter Account Number	Same as above.
Checkbox *	I accept the Terms and Conditions listed above.
Request Commitment	Button that submits the Commitment Request.
Reset	Button that clears all selectable fields on the page.
Back to Summary	Button that returns user back to the Commitment Management Summary screen.

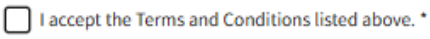
Table 2 Request Commitment Authority Screen Fields

Note (Table 2): "*" Indicates a mandatory field.

4. From the Program Type pull-down, select the Program Type for the Commitment Authority that is requested for this Issuer. See Table 1 – Commitment Management Summary Screen Fields – 'Program Type'.

5. In the Commitment Requested field, enter the dollar amount for the commitment requested.

6. Enter the ACH account information from where the funds are drafted in the **Payment Info** section. If this is the first time the account is being used, enter the account information and also enter it in a second field for confirmation (via the **Re-enter account number** field). If any accounts have been used previously, a list of previously used ACH accounts would be displayed for the Issuer to select using **"Select ACH Account"** field.

7. Click on the 

button to accept the terms and conditions. Once the Commitment Request is successfully submitted, the commitment fee is drafted using ACH processing and if the request was submitted prior to 4pm ET, then the ACH processing would begin on the same day. The payment should be drafted (received) on the next business day.

   Once the Commitment Request is successfully submitted, a notification email is sent to the PPA to draft the Commitment Fees via ACH. Click on

and the Confirmation screen will appear. The RSA Authentication screen will appear after clicking OK on Confirmation screen:

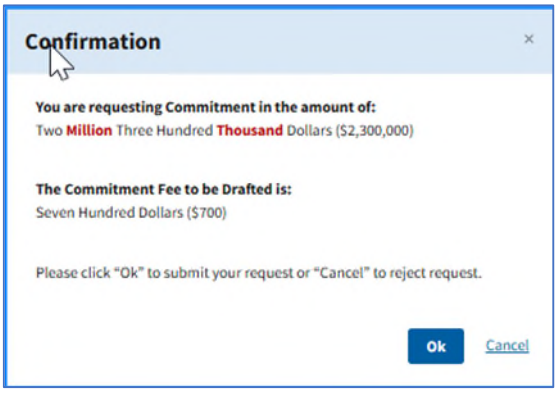
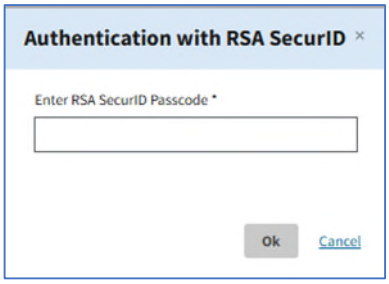


Figure 2-4 Confirmation and RSA Authentication Screen



8. In the field "Enter RSA SecurID Passcode", Enter your 6 -digit PIN, which was generated during RSA Token setup process as described in "Use of the RSA SecurID User Manual", followed by RSA token code that is visible on your RSA Token. Please refer to "Use of the RSA SecurID User Manual" provided in the Appendix.

Decline Commitment Request

The following message will appear in the following instances:

The commitment request does not pass the eligibility criteria.

A request is still pending.

There is a freeze of an entire Program type.

“Your request for commitment has been declined. Please contact your Account Executive.” See the figure below:

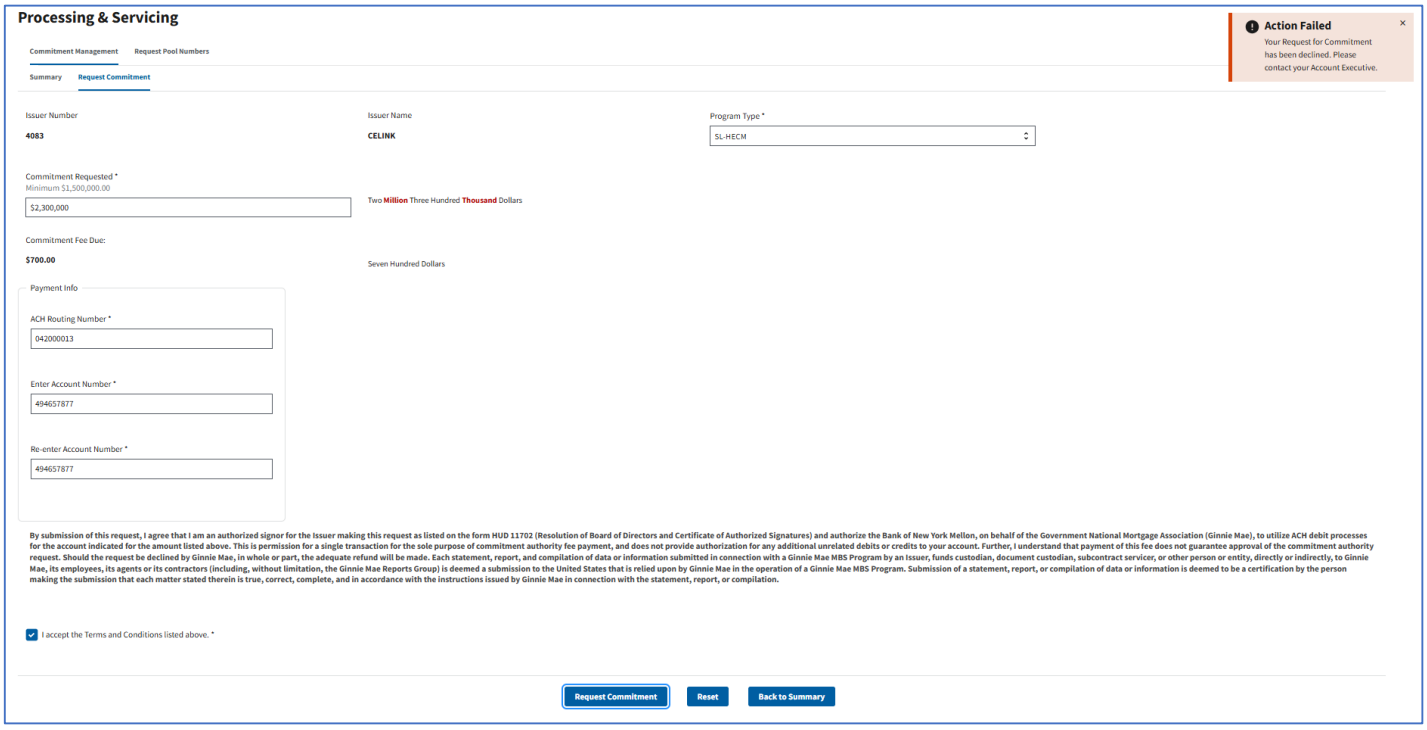


Figure 2-5 Commitment Request Declined Message

If another pending Commitment Request has already been submitted by this Issuer, the following message appears:

“Commitment Request has been declined because another Commitment Request is in Pending Status for the “Issuer Number.”

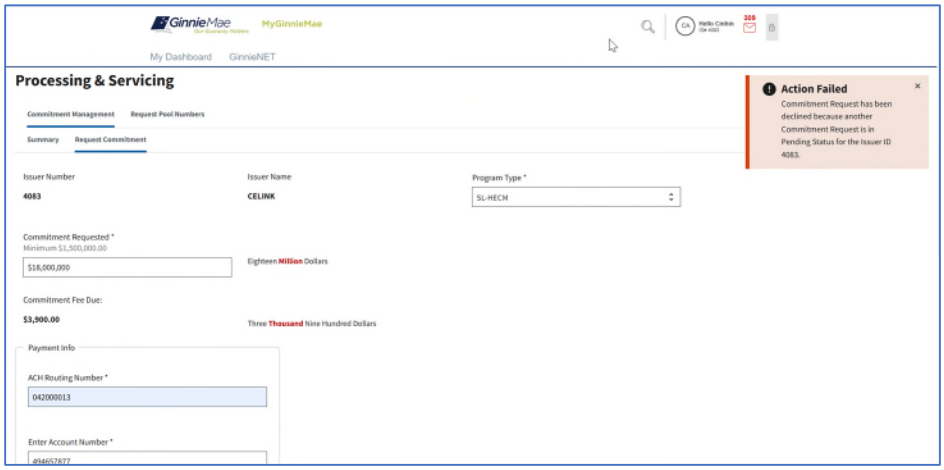


Figure 2-6 Commitment Request Declined due to Another Pending Commitment Request Message

Commitment Request Submitted

If all the Issuer eligibility conditions pass, the following screen appears with the message “Your request for Commitment in the amount of $XXX, XXX, XXX.XX has been submitted to Ginnie Mae for approval” See the figure below.

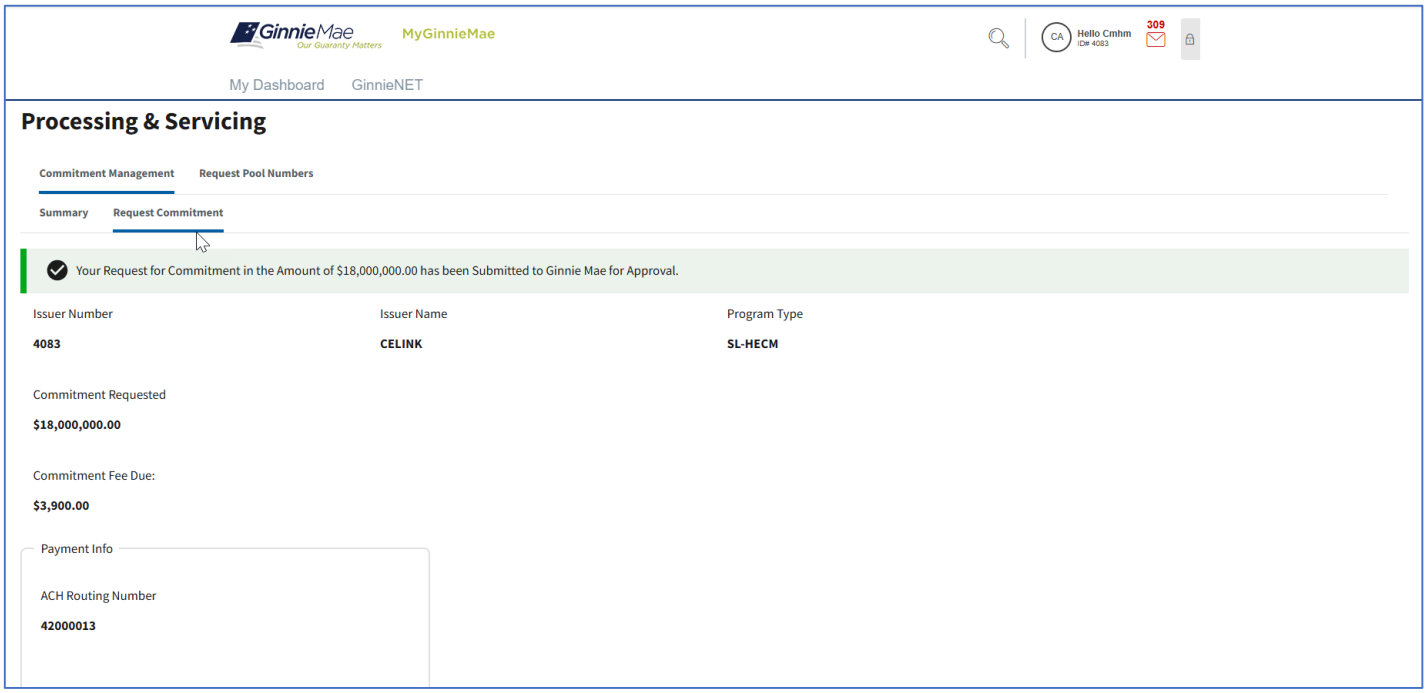


Figure 2-7 Commitment Request Accepted Message

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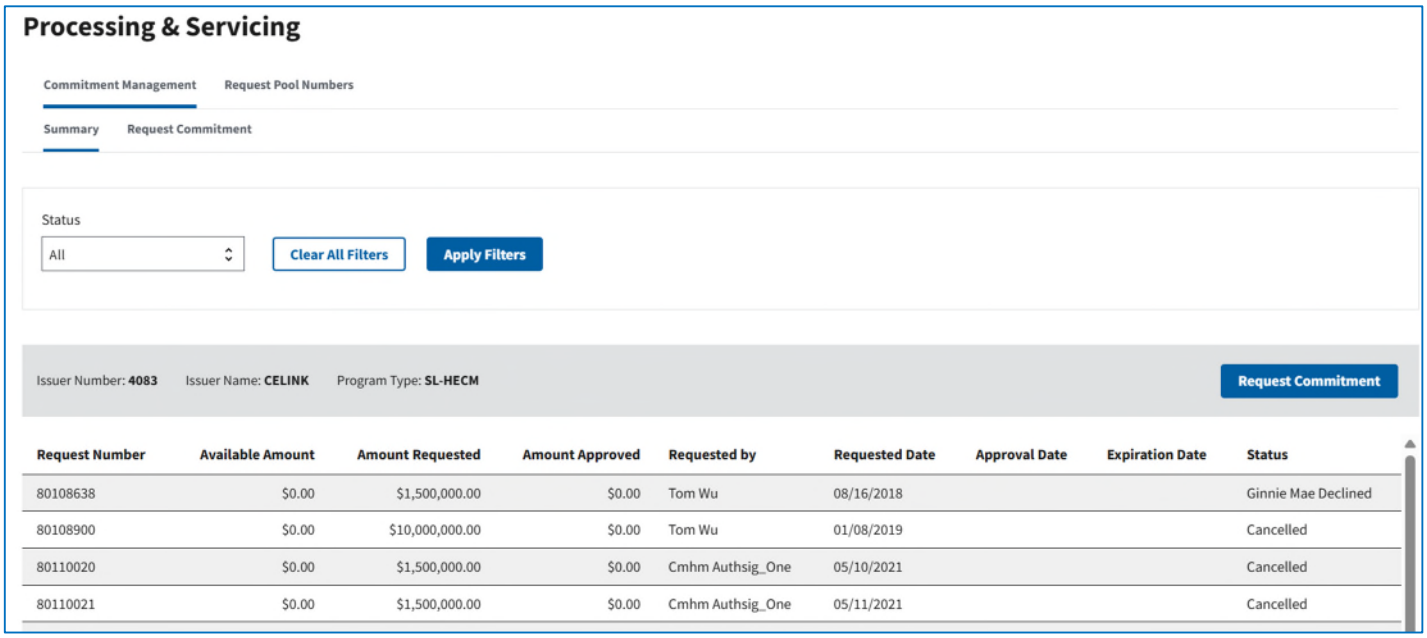
2.2 View Status of Commitment Request and Commitment History

Users can view, (from the **Commitment Management Summary** screen), a list of previously requested commitments and their current status, along with a list of approved commitments and their respective remaining commitment amounts.

To view the status of commitment requests and commitment history:

1. From MGM, select Tools > IPMS > Commitment Management. The **Commitment Management Summary** Screen appears.



Request Number	Available Amount	Amount Requested	Amount Approved	Requested by	Requested Date	Approval Date	Expiration Date	Status
80108638	$0.00	$1,500,000.00	$0.00	Tom Wu	08/16/2018			Ginnie Mae Declined
80108900	$0.00	$10,000,000.00	$0.00	Tom Wu	01/08/2019			Cancelled
80110020	$0.00	$1,500,000.00	$0.00	Cmhm Authsig_One	05/10/2021			Cancelled
80110021	$0.00	$1,500,000.00	$0.00	Cmhm Authsig_One	05/11/2021			Cancelled

Figure 2-8 CM Summary Screen

2. The list for the selected Issuer appears. You may also select the status from the Status drop-down.

   Issuers can view the final decision of their Commitment Request via the **Commitment Management Summary** screen after the commitment request had been approved or declined by Ginnie Mae via an email notification to the Issuer.

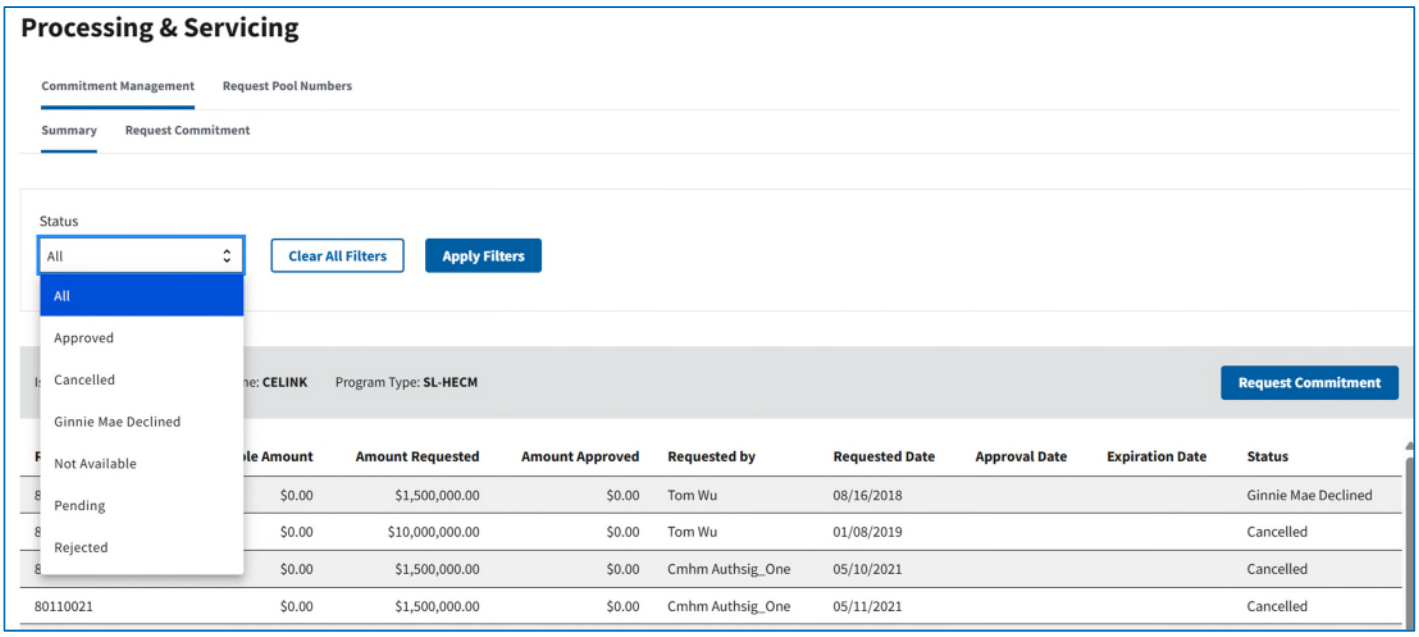


Figure 2-9 CM Summary Screen with Status Drop-down

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2.3 View Final Decision of Commitment Request

This screen displays the final decision made for the commitment request initiated by the Issuer. It is available to Issuers from the Summary page in MGM by clicking on the hyperlink for a specific commitment request. The expiration date for Single Line programs is the last day of the month that occurs *one* calendar year from the date it was approved, whereas the expiration date for Multi Line programs is the last day of the month that occurs *two* calendar years from the date it was approved.

To view the final decision of a Commitment Request after the commitment fees have been drafted and the request has been verified a second time:

1. From the CM summary screen, go to the record corresponding to the relevant commitment request and click on the hyperlink Approved in the **Status** column. Only the Approved record will show status 'Approved'.

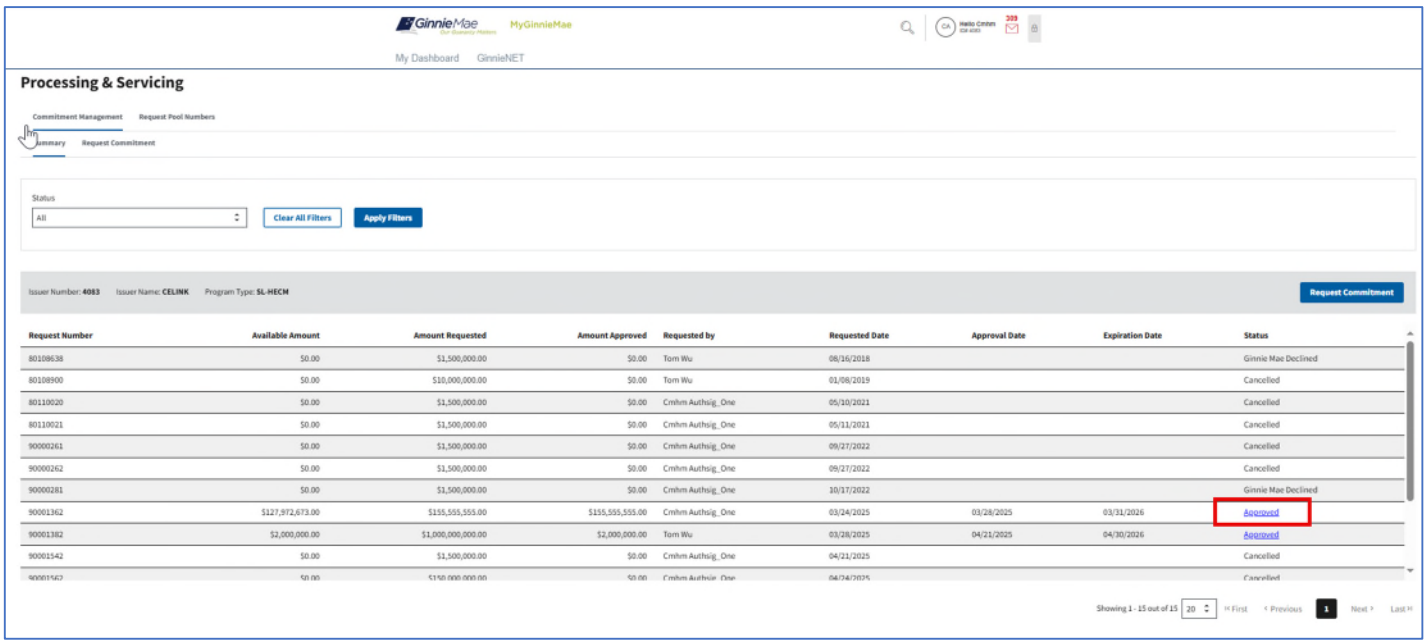

Figure 2-8 CM Summary Screen

3. After clicking the above link, if the commitment request approval has been provided by Ginnie Mae, (either for the full amount requested, or for *less than* the amount requested), the following screen will appear:

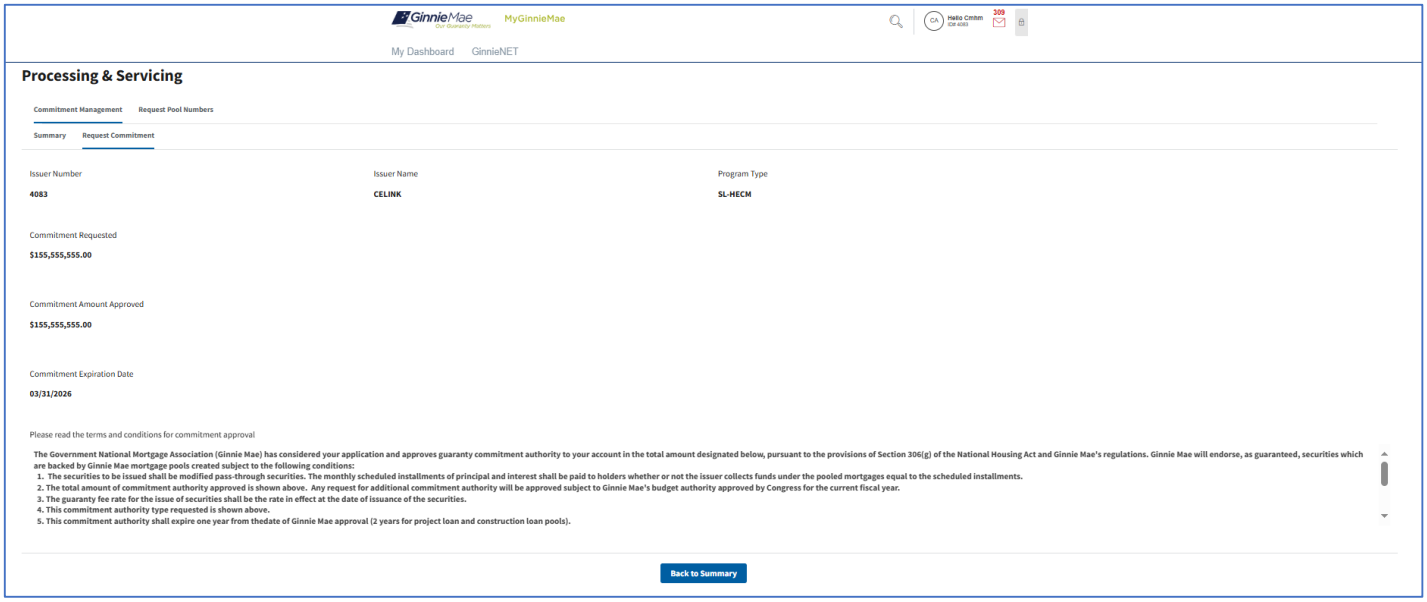

Figure 2-9 Commitment Request Approval Screen

Field	Description
Issuer Number	The 4-digit number Ginnie Mae assigned as Issuer.
Issuer Name	Name of Issuer

Field	Description
Program Type	Refer to Table 1 – Commitment Management Summary Screen Fields – 'Program Type' row.
Commitment Requested	Dollar amount of commitment requested
Commitment Amount Approved	Dollar amount of commitment approved
Commitment Expiration Date	Date the commitment expires
Terms and Conditions for Commitment Approval	Ginnie Mae verbiage regarding the usage of the Commitment
Back to Summary	Button that returns user to Summary screen

Table 3 Commitment Request Approval Screen - Fields

4. The Issuer is presented with the following terms and conditions after commitment approval:

The Government National Mortgage Association (Ginnie Mae) has considered your application and approves guaranty commitment authority to your account in the total amount designated below, pursuant to the provisions of Section 306(g) of the National Housing Act and Ginnie Mae's regulations. Ginnie Mae will endorse, as guaranteed, securities which are backed by Ginnie Mae mortgage pools created subject to the following conditions: 1. The securities to be issued shall be modified pass-through securities. The monthly scheduled installments of principal and interest shall be paid to holders whether or not the issuer collects funds under the pooled mortgages equal to the scheduled installments. 2. The total amount of commitment authority approved is shown above. Any request for additional commitment authority will be approved subject to Ginnie Mae's budget authority approved by Congress for the current fiscal year. 3. The guaranty fee rate for the issue of securities shall be the rate in effect at the date of issuance of the securities. 4. This commitment authority type requested is shown above.5. This commitment authority shall expire one year from the date of Ginnie Mae approval (2 years for project loan and construction loan pools). 6. The mortgages pooled under this and all other commitment authority shall meet all of the eligibility requirements set forth in the applicable Mortgage-Backed Securities Guide. 7. The issuer shall submit to Ginnie Mae the documents required by, and prepared and delivered in accordance with, the provisions of the Ginnie Mae Mortgage-Backed Securities Guide. 8. The formation of a Ginnie Mae mortgage pool or loan package, the issuance of mortgage-backed securities and the administration of a Ginnie Mae mortgage pool or loan package until the last outstanding mortgage in the pool or loan package is repaid or otherwise liquidated and securities are cancelled, shall be performed by the issuer in compliance with the provisions of Section 306(g) of the National Housing Act, applicable regulations, the Ginnie Mae Mortgage-Backed Securities Guide, and all applicable forms and agreements. 9. The issuer must meet all of Ginnie Mae's eligibility requirements, including net worth requirements, in effect at the time Ginnie Mae or its agent makes the securities ready for delivery.

5. Click 'Back to Summary'.

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3 REPORTING

The following reports are available for Commitment Management.

3.1 Report Capabilities

Document Name	Description
Commitment Authority Approval and Usage Report	This report contains the commitment authority approval and its usage for all the Issuers during the current fiscal year, along with the value of securities that have been issued and the remaining commitment.
Issuer Commitment Summary Report	This report provides a cumulative measure of all approved commitment requests for a specific Issuer during a Fiscal year, along with the current view of an Issuer's portfolio by providing a total of all active pools that are owned by an Issuer. It also outlines any pending commitment requests for this Issuer.

Table 4 Available Reports

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3.2 Report Procedures

Issuers can request reports in the CM application as well as filter, sort, and export the data to various formats.

3.2.1 Access

1. Log into MGM.

Click the **REPORT CENTER** link. The Report Center Screen appears:

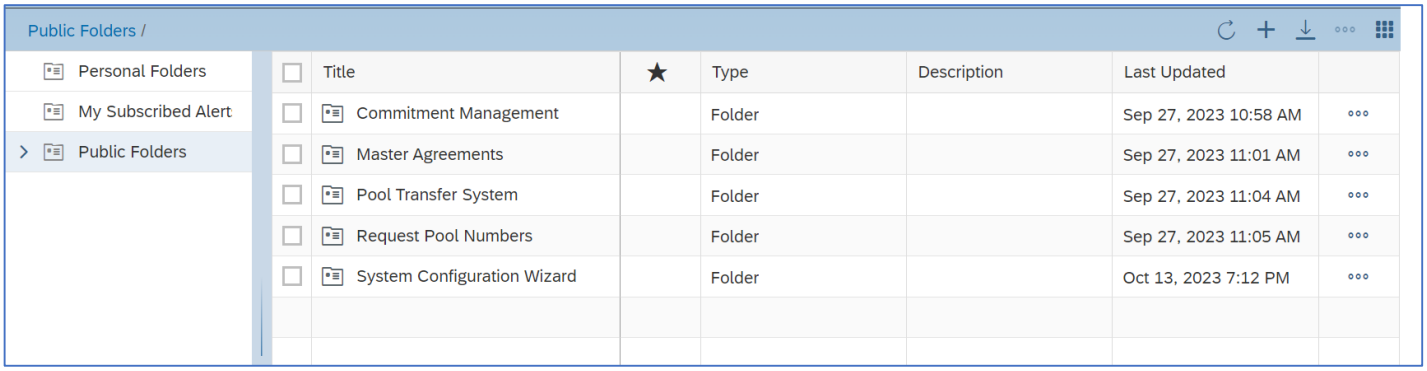

Figure 3-1 Report Center

2. Click the Commitment Management hyperlink. The available Issuer reports are displayed.

Title	★	Type	Description	Last Updated	
Commitment Authority Approval & U...		Web Intelligence		Aug 8, 2023 1:20 PM	•••
Commitment Authority Monitoring (C...		Web Intelligence		Aug 8, 2023 1:20 PM	•••
Issuer Commitment Summary		Web Intelligence		Aug 8, 2023 1:20 PM	•••

Figure 3-2 Issuer CM Reports

3. Select one of the available reports by clicking on the report name.
4. After running the report, click the REPORT CENTER link to return to the Issuer Report Center screen.

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3.2.2 General Functionality

Once a report is selected from the Reports Selection screen, the Selection Criteria appears and allows the user to specify the report's criteria.

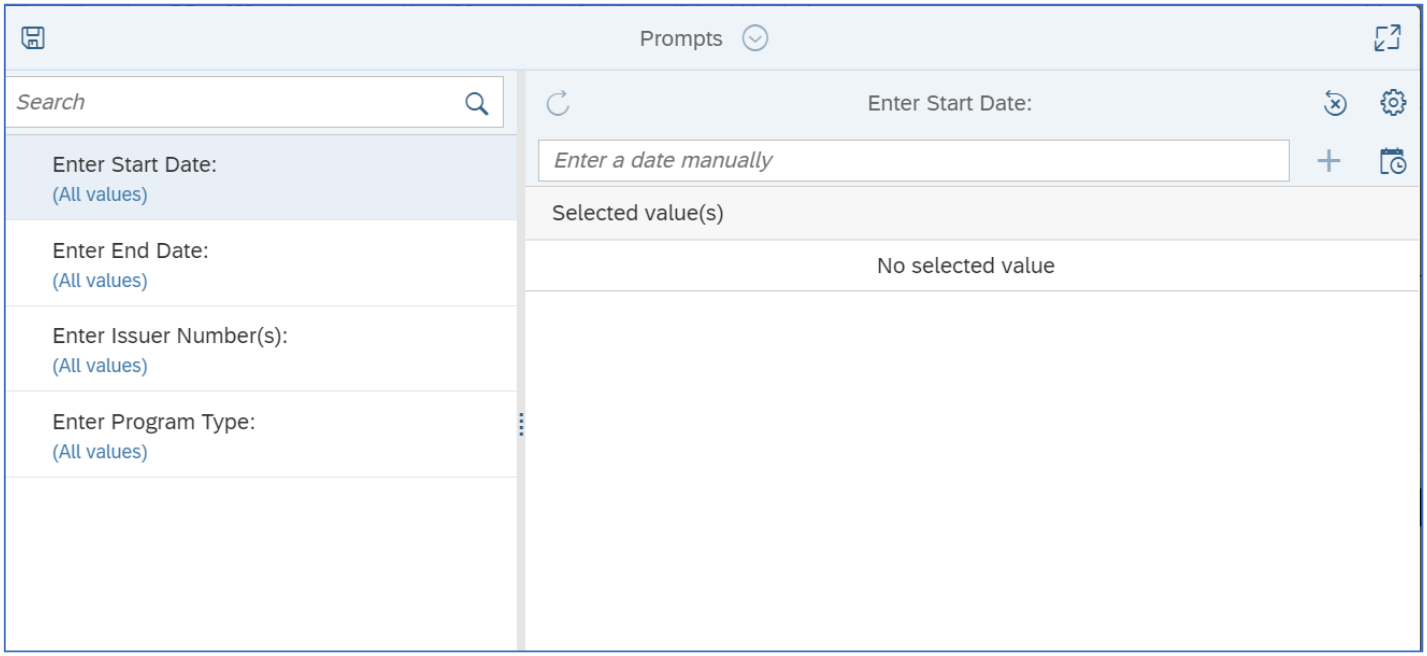
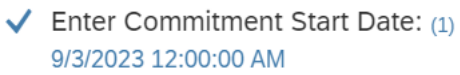


Figure 3-3 Report Selection Criteria

1. Populate each prompt. Use the calendar icon ( ) to enter a date. A check box appears next to the prompt after you enter it as follows:



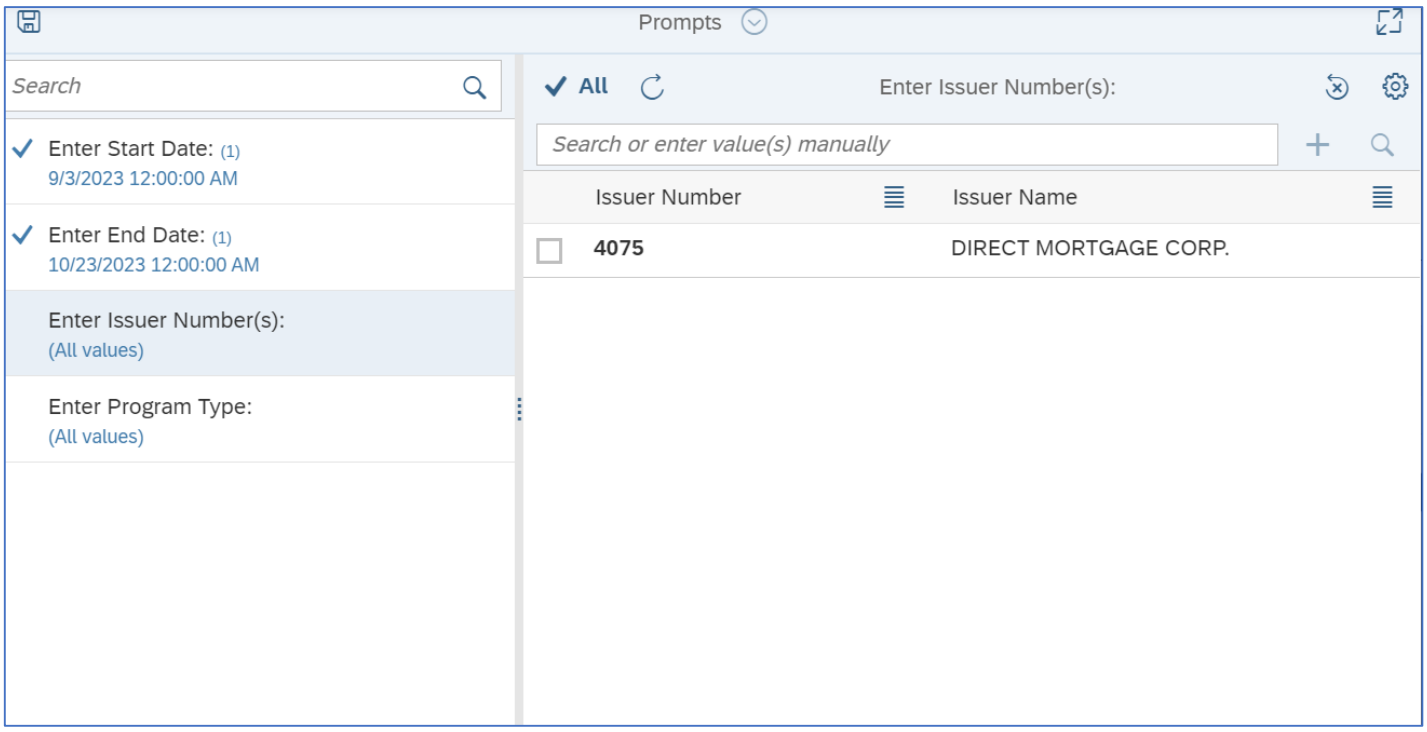


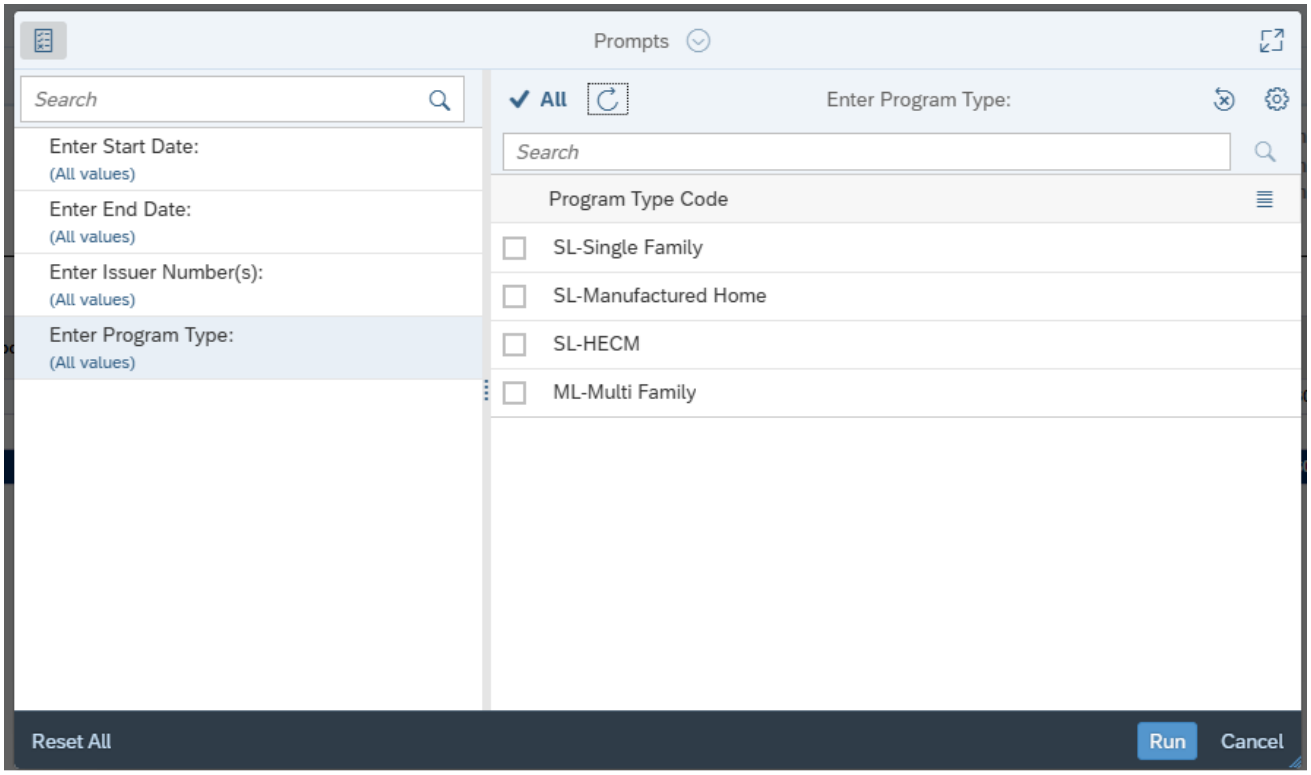
Figure 3-4 Optional Report Prompt Selection

Figure 3-5 Report Criteria Selection

2. Enter the Issuer Number(s) to search for or select one or more numbers from the table. To select multiple numbers, press the Ctrl key and click the mouse over each number.

3. Click the button to select items.

4. To see Program Types, click the button to refresh the available values list box on the right.



5. Click the Run button to generate the report. The report is displayed in the Report Navigator.

Figure 3-6 Report Snapshot

6. To return to the Issuer Report Center, select the back arrow.

Report Snapshot - Menu Bar

Function	Description
Save	• To save the report, user must select 'Export', as shown in Figure 3-7.
View	The report can be viewed in the following modes: • Quick Display Mode: • Page Mode: • Draft Mode: • PDF Mode: Click the menu option to display or hide the report panel on the left. Click the Status Bar menu option to display or hide the report creation date on the bottom right. Click the Fold / Unfold menu option to collapse or expand the Issuer numbers displayed for particular years and months by using the and the buttons.
Print	Click the ellipsis to access the Print... Ctrl+P icon to print the report to PDF format.
Undo / Redo	Click the or icons to undo or redo previous report actions.
Zoom	Select the magnification option to zoom in or out of the report.
Navigate	For multi-page reports, click the icon to go to the next page, the icon to go to the last page, the icon to go to the previous page, or the icon to go to the first page.
Refresh/Query	Click the Query in the middle to refresh all data providers parameters. It will also enable users to restart the report.
Filter/Analyze	Click the to filter the report by one or more fields. Once the filter button is selected the prompt and issuer number options will be available to filter the report by both options.
Favorite/Unfavorite	Selecting the button outside of the report will favorite the report and cannot be done while inside of a report.

Table 5 Report Snapshot - Selection Tabs

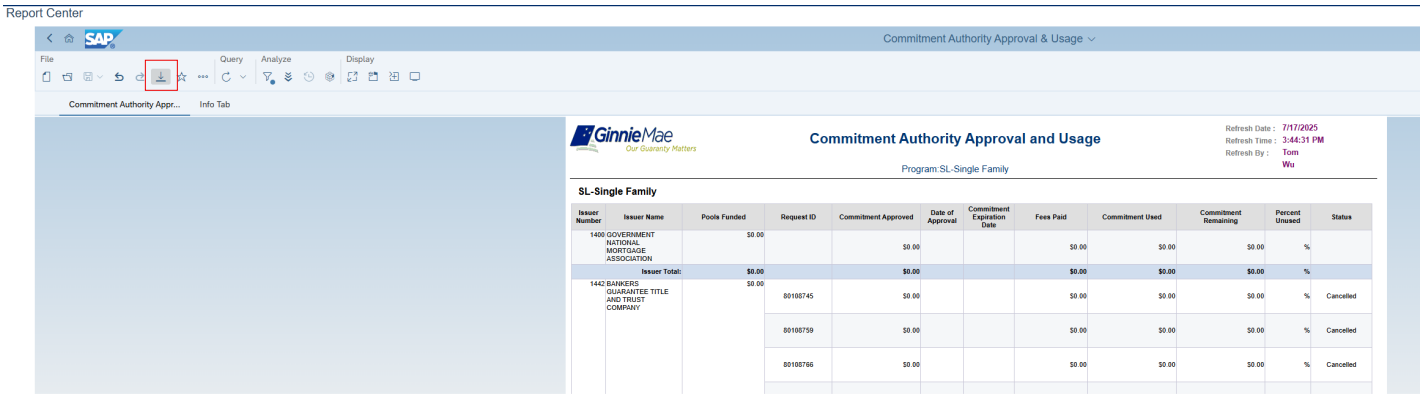


Figure 3-7 Export Function

Report Snapshot – Selection Tabs

Report Function	Description
Report Tab	Click the Report tab at the top of the report to view the report. This is the default view when a report is generated.
Information Tab	Click the Information tab Info Tab at the top of the report to view additional information about the report. This ensures that the selection criteria are correctly reflected.

Table 6 Report Snapshot - Selection Tabs

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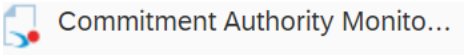
3.2.3 Commitment Authority Approval and Usage Report

The Commitment Authority Approval and Usage Report displays the commitment authority approval and its usage for the Issuer who is requesting this report. The commitment authority report shows the current fiscal year along with the value of securities that have been issued and the remaining commitment.

1. From the Commitment Management Report screen, click the 

hyperlink.

2. In the *Selection Criteria* prompt, (optionally) enter the Start Date, End Date, Issuer Number(s) and Program Type.

3. Click the

button to generate the report:

Figure 3-7 Commitment Authority Approval and Usage Report

Field	Description
Issuer Number	The 4-digit number Ginnie Mae assigned as Issuer
Issuer Name	Name of Issuer
Pools Funded	Commitment reserved for new pools submitted for processing but not yet issued (pools in the pipeline).
Commitment Approved	Dollar amount of commitment approved
Date of Approval	Date of approval
Commitment Expiration Date	Expiration date for the approved commitment amount
Fees Paid	Commitment fee received for the approved commitment authority.

Field	Description
Securities Issued	Dollar amount of mortgage-backed securities issued by Ginnie Mae
Commitment Remaining	Commitment Authority approved but not yet utilized for pool issuance
Percent Unused	Percentage of Commitment Authority unused for a particular request
SL-Single Family Total	Subtotal of previous lines for single-family
ML-Multi-Family Total	Subtotal of previous lines for multi-family
Grand Total	Sum of Subtotal across all Issuers listed under a User's ID
Status	Status of commitment authority request

Table 7 Issuer Commitment Summary Report

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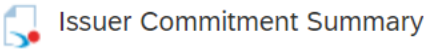
3.2.4 Issuer Commitment Summary Report

The Issuer Commitment Summary Report provides a cumulative measure of all of the approved commitment requests for a specific Issuer during a fiscal year, along with the current span of an Issuer's portfolio by providing a total of all of the active pools that are owned by an Issuer. It also outlines any pending commitment requests for this Issuer.

1. From the Commitment Management Report screen, click the 

hyperlink.
2. In the *Selection Criteria* prompt, enter the Start Date and optionally the End Date, Issuer Number(s) and Program Type.
3. Click the

button to generate the report:

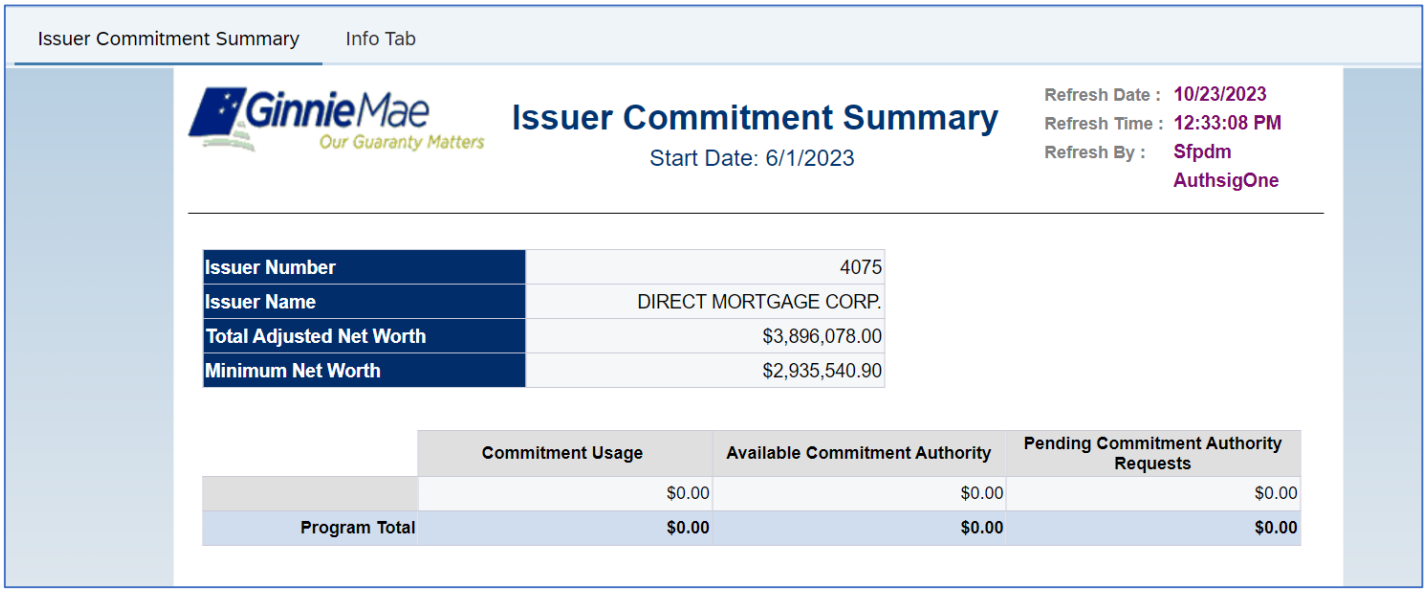


Figure 3-8 Issuer Commitment Summary Report

Field	Description
Issuer Number	The 4-digit number Ginnie Mae assigned as Issuer.
Issuer Name	Name of Issuer
Total Adjusted Net worth	Total Adjusted Net worth for end date.
Total Required Adjusted Net worth	Total Required Adjusted Net worth for end date.
Commitment Usage	Issuer's outstanding portfolio balance.
Available Commitment Authority	The amount of available commitment authority
Pending Commitment Authority Requests	The amount of requested commitment authority that is pending.

Table 8 Consolidated Issuer Summary Report Fields

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4 RESOURCES

4.1 Help Desk Contact Information

Contact Ginnie Mae Relationship Services Group/Help Desk at 1-800-234-4662, and then select Option 1.

4.2 MyGinnieMae Portal Dictionary

The MyGinnieMae Portal Dictionary is a reference resource for all portal users. The dictionary contains definitions for terms that provide clarification around portal pages, applications, processes, and general functionality pertaining to the MyGinnieMae portal. Refer to the MyGinnieMae Portal Dictionary.

4.3 MyGinnieMae Self-Help Tools

Users should first reference the appropriate section of the MyGinnieMae Getting Started User Manual for information on creating a user account, requesting functional roles, and managing a user account. Some functions a user may complete without the assistance of a system administrator such as:

- Changing a password every 90 days – Changing a Password in MyGinnieMae QRC
- Resetting a forgotten password – Forgot Password in MyGinnieMae QRC
- Updating profile information – Managing My Profile in MyGinnieMae QRC
- Registering for mobile delivery of the OTP – Registering with the Oracle Mobile Authenticator QRC
- Troubleshooting Errors in MyGinnieMae – Troubleshooting and Common Errors in MyGinnieMae QRC

To get more help, users may access the training sessions and materials on the Issuer Training Page of the Ginnie Mae website at https://www.ginniemae.gov/issuers/issuer_training/Pages/ToolsAndResources.aspx. Users may reference the 'Tools and Resources' section and the 'Training Recordings' section.

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5 APPENDIX

5.1 References

The table below summarizes the documents referenced in this document.

Term	Definition	Location
Use of the RSA SecurID Quick Reference Guide User Manual, version 1.0, 10/15/2013	Describes the RSA SecurID Authentication process with step-by-step procedures for solution access and use.	https://my.ginniemae.gov: My Profile > My Documents menu

Table 9 References

5.2 Key Terms

The table below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
AE	Account Executive
APM	All Participant Memorandum
EWODS	Enterprise-Wide Operational Data Store
Ginnie Mae	Government National Mortgage Association
GNET	Ginnie*NET*
HTTPS	Hypertext Transfer Protocol Secure
HUD	U.S. Department of Housing and Urban Development
IPMS	Integrated Pool Management System
IT	Information Technology
MA	Master Agreements
MAMS	Master Agreements Management System
MF	Multi Family
MGM	MyGinnieMae Portal
MH	Manufactured Housing

Term	Definition
ML	Multi Line; two-year expiration date
NPPS	New Pool Processing System
OA	Organization Administrator
OCIO	Office of the Chief Information Officer
PDF	Portable Document Format
PM	Project Manager
PPA	Pool Processing Agent
PPM	Project Planning and Management
SDP	System Decision Paper
SF	Single Family
SL	Single Line; one year expiration date
URL	Uniform Resource Locator

Table 10 Key Terms

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